

# **Omega Alpha Academy**

**HUMAN RESOURCE POLICIES AND PROCEDURES**



## **Introduction**

The policies and procedure contained herein are supplied for the sole purpose of informing employees about Omega Alpha Academy's (sometimes referred to herein as Company, the "academy", "OAA", and "Omega Alpha") current employment policies. They are not promises. They are not contract terms. They are subject to change at any time by OAA. OAA expressly reserves the right to modify, delete or add policies if it determines that it is in the best interest of the Academy to do so. For this reason, they should not be relied upon as a guarantee of any particular benefit to employees. They are not part of any employment contract between Omega Alpha and its employees.

All Omega Alpha employees are employed at-will unless they have an express written contract signed by the Director of the academy that identifies a specific term (meaning length) of employment. As at-will employees, all Omega Alpha employees may resign their employment at any time without notice and without reason or justification. Similarly, Omega Alpha may terminate the employment of any employee at any time without notice and for any reason not prohibited by law, or for no reason. Only Executive Director/Principal Jose Frisby ("Director") and Assistant Director of the academy have authority to create a different employment agreement. Any such agreement must be in writing and signed by the academy Director. Employees should not rely, therefore, on statements made by supervisors or others concerning the nature of their employment relationship with Omega Alpha. Employees that have concerns about the nature of the employment relationship should discuss those concerns with the Director or Assistant Director.

If we can be of assistance at any time in personnel policy interpretation, feel free to contact the Administration at 805-1261 Ext. 203.

Jose Frisby  
Executive Director/Principal

## **EQUAL EMPLOYMENT OPPORTUNITIES**

Omega Alpha is an equal opportunity employer, and its policies, procedures and personnel programs are administered without regard to race, color, religion, national origin, ancestry, age, physical or mental disability (or the perception of such disability), medical condition, pregnancy, marital status, sex, sexual orientation, gender identity, military or veteran's status or any other legally protected status. Omega Alpha prohibits the harassment of any individual on any of these factors. This policy applies to recruitment and placement, promotion, transfer, retention, termination, compensation and benefits, as well as to all other privileges, personnel programs, policies and matters of employment.

Employees that have been harassed or discriminated against or that have knowledge of discrimination or harassment, should immediately discuss the matter with any supervisor or the Director of the academy. Omega Alpha welcomes and appreciates any employee concerns regarding allegations of discrimination or harassment and employees will not be retaliated against for making a report of such conduct. Employees who make discriminatory, harassing, or inappropriate remarks or who unlawfully discriminate against employees will be subject to discipline, up to and including discharge.

Please refer to Policy B1, Harassment Free Workplace, in this handbook. Any employee having any

questions regarding this policy should discuss them with your supervisor or the Director.

### **Mission Statement:**

*The mission of Omega Alpha Academy is to prepare students for college and career readiness by engaging every student in a rigorous learning environment.*

### **Our Philosophy**

- **A student is the most important person in any school.**
- **A student is not an interruption of our work – he or she is the purpose of it.**
- **A student is not just a statistic. He or she is a flesh-and-blood human being with feelings and emotions like ourselves.**
- **A student is one who comes to us with needs and/or wants. It is our job to fill them.**
- **A student is the lifeblood of this and every other school. Without him or her, we would have to close our doors.**

# Belief Statements

## The Omega Alpha Academy community believes:

1. Education is the shared responsibility between Omega Alpha Academy and students, parents and/or guardians, and the community.
2. All students have abilities and learning styles unique to them, and all students can succeed if given the chance and proper encouragement.
3. The best curriculum is a comprehensive curriculum that addresses core subjects. Our commitment is to the mastery of reading, writing, and arithmetic.
4. Technology supports instruction, enhances the education program, and is an integral part of today's world.
5. A safe, positive environment supports learning.
6. It is possible to hold students to high standards of achievement in academics, behavior, and attendance if we provide support to help their endeavor.

## School Business Information

School Website

[www.oaa-k12.org](http://www.oaa-k12.org)

Executive Director/Principal	Jose A. Frisby	520-805-1261, ext 203
Registrar	Juvenesse Parra	520-805-1261, ext 200&214
Finance Manager	Rubi Galaz	520-805-1261, ext 200&202
School Fax		520-805-1272
School Address		1402 San Antonio Avenue Douglas, AZ 85607

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# Omega Alpha Human Resource Policies & Procedures

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Revision Date: August 2019

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## POLICY & PROCEDURE

SUBJECT: Employee Classifications	NUMBER: A1
	ORIGINAL DATE:
	REVISION DATE: August 2019

There are four employee classifications. Benefits available to employees depend upon these classifications. These classifications apply regardless of eligibility for overtime, or frequency of wage/salary payment. The four classifications are:

**Regular full-time employee:** This category applies to employees that are hired directly by Omega Alpha and are scheduled to work 36 or more hours per week.

**Regular part-time employee:** This category applies to employees that are hired directly to Omega Alpha and are scheduled to work less than 36 hours per week.

**Contingent full-time employee:** This category applies to employees that are employed through an employee leasing or temporary employment agency or hired on a seasonal or short term contract basis and scheduled to work 36 or more hours per week.

**Contingent part-time employee:** This category applies to employees that are employed through an employee leasing or temporary employment agency or hired on a seasonal or short term contract basis and scheduled to work less than 36 hours per week.

## **POLICY & PROCEDURE**

SUBJECT: Compliance with Wage and Hour Laws	NUMBER: A2
	ORIGINAL DATE:
	REVISION DATE: August 2019

Omega Alpha complies with federal and state minimum wage and overtime pay laws. Under these laws, employees are classified as either Exempt or Non-exempt. Exempt employees are not eligible for overtime pay, and in some cases, may be paid less than minimum wage.

Exempt employees include executive, administrative, professional and outside sales employees. The law also exempts certain computer employees. To qualify for an exemption, employees must perform exempt job duties and generally must be paid on a salary basis.

### **Salary Basis**

Being paid on a “salary basis” means the employee regularly receives a predetermined amount of compensation each pay period. However, employees need not be paid for any workweek in which they perform no work and deductions from salary are permissible in the following circumstances:

- When an employee is absent from work for one or more full days for personal reasons other than sickness or disability;
- When an employee is absent for one or more days due to sickness or disability and employee has exhausted a paid sick leave benefits;
- To offset amounts an employee receives as jury or witness fees, or for military pay;
- For unpaid disciplinary suspensions of one or more full days imposed for workplace rule infractions; or
- For penalties imposed in good faith for infractions of safety rules of major significance.

Also, Omega Alpha is not required to pay the full salary in the initial or terminal week of employment or during weeks in which an exempt employee takes unpaid FMLA leave.

### **What To Do If An Improper Deduction Occurs**

If you believe that an improper deduction has been made to your salary, you should immediately report this information to your direct supervisor, or to the Director. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction made.



## POLICY & PROCEDURE

SUBJECT:      Work Hours and Exchanging Shifts	NUMBER:      A3
	ORIGINAL DATE:
	REVISION DATE: August 2019

The basic work week consists of the hours employees are scheduled to work by their supervisor during a defined period of seven consecutive 24 hour periods. The work week is Sunday through Saturday. All hours worked by non-exempt employees must be recorded on a weekly basis. Time off, with or without pay, must be recorded for all employees.

Work hours, meal times, and breaks are scheduled according to Omega Alpha's business needs. Employees should arrive for work prepared to begin work when their shift begins and should leave Omega Alpha's property at the end of their scheduled work period. **Employees should not report to work more than 5 minutes early or stay more than 5 minutes late**, without prior supervisory approval. Employees should not enter or remain in a working area unless they are scheduled for work.

### **On Campus Policy**

Employees should not arrive on campus prior to 6:30 a.m., and all employees must leave campus no later than 5:00 p.m. Exceptions to this policy must be approved in writing by the Principal or any higher authority. The purpose of this policy is to ensure the administration is aware of your presence on campus. It is prohibited for employees to be on campus on days when there is no school (holidays, weekends, etc.) without prior written approval.

## POLICY & PROCEDURE

SUBJECT: Time Worked and Time Keeping Records	NUMBER: A4
	ORIGINAL DATE:
	REVISION DATE: August 2019

The accurate recording of time worked and time off is required by law for non-exempt employees. Omega Alpha will round all time entries up or down to the nearest quarter-hour. All payroll records are kept by Omega Alpha for at least four years.

Non-exempt employees must comply with the following time card rules:

1. The time card is an official record and is Omega Alpha property.
2. It must be signed by the employee and reviewed and initialed by a supervisor before it is submitted to payroll.
3. Time cards must reflect the hours worked each day, paid time off and unpaid time off for each work week. Non-exempt employees must punch in and out every day they are at work.
4. Pay is calculated based on time card entries, so accuracy is very important.
5. Employees make entries on their own time card. No one may make entries on another employee's time card. Employees may not punch in or punch out for each other.
6. Employees may not volunteer to work without pay or work when they are not "on the clock."

Exempt employees do not need to record actual hours worked, however they are asked to document paid sick leave when it is taken.

Employees are not permitted to exchange shifts with another employee or otherwise alter the work schedule without prior authorization of both supervisors involved.

## **POLICY & PROCEDURE**

SUBJECT: Overtime Policies and Payment	NUMBER: A5
	ORIGINAL DATE:
	REVISION DATE: August 2019

Periodically, employees may be asked to work overtime. Overtime work by non-exempt employees must be approved in advance by a supervisor. All regular and overtime hours worked by non-exempt employees must be recorded on a time card.

Paid time off and leaves of absence do not count as hours worked for the purpose of computing overtime pay during a particular work week.

Work in excess of 40 hours per week by non-exempt employees is paid at time and one-half the regular rate. For non-exempt salaried employees, the regular rate is determined by taking the employee's weekly salary and dividing it by the total number of hours the employee is scheduled to work each week. Overtime for non-exempt salaried employees will be paid on a "half-time" basis, meaning that non-exempt salaried employees will receive an additional one-half their regular rate for all hours worked in excess of 40 per week.

Hours cannot be accrued, banked or averaged from one week to another. Also, in no case may non-exempt employees take compensatory time off in a following week in lieu of overtime pay. If employees believe that they have not been paid overtime earned, they should let their supervisor know immediately after receiving their pay check.

## POLICY & PROCEDURE

SUBJECT: Pay Periods and Pay Days	NUMBER: A6
	ORIGINAL DATE:
	REVISION DATE: August 2019

Omega Alpha pays wages twice a month on the 5th and 20th of the month. If a pay-day falls on a Saturday, Sunday or work holiday, employees will be paid the prior Friday. Employees may pick up checks from their supervisors after 10:00 a.m. Direct deposit is available and recommended.

**Omega Alpha will not make payroll advances to any employee.**

Employees who are discharged will be paid final wages within three working days or on the next regular payday, whichever is sooner. Employees who resign will be paid no later than the next regular payday.

## **POLICY & PROCEDURE**

SUBJECT: Payroll Deductions	NUMBER: A7
	ORIGINAL DATE:
	REVISION DATE: August 2019

Paychecks include a statement of earnings for the pay period, and a summary of mandatory, allowed, and voluntary deductions from pay.

Mandatory deductions include Federal income tax and FICA (Social Security taxes), as well as State income taxes. FICA deductions constitute half of the contribution made in an employee's name and social security number. Omega Alpha contributes the other half.

Other mandatory deductions may include wage garnishments and/or child support payments. These are court-ordered deductions and, therefore, must be taken out of paychecks by Omega Alpha when ordered to do so. Omega Alpha may charge a processing fee, as allowed by law, for such deductions.

Allowed deductions include those an employee has authorized in writing, such as the deductions authorized by Acknowledgment D to these policies, or deductions made because there is a reasonable good faith dispute as to the amount of wages due, including the amount of any counterclaim or any claim of debt, reimbursement, or set off against the employee.

Voluntary deductions include elective programs that employees sign up for and contribute to, such as group health insurance, dental insurance, etc.

Federal and State withholding taxes can be changed at any time, by completing a new form.

### **Personal Information Update**

Employees are responsible for verifying a Personal Information Update Sheet and updating the Academy whenever there are any changes to an employee's address, phone number, etc.

## POLICY & PROCEDURE

SUBJECT:      Wages	NUMBER:      A8
	ORIGINAL DATE:
	REVISION DATE: August 2019

Wages are established on an individual basis and are based upon a number of factors including an employee’s overall contribution to the academy. Omega Alpha will consider an employee’s education, experience, qualifications, performance and other job-related factors when establishing or modifying wages. Omega Alpha may increase or decrease wages as business needs or employee performance change.

**Omega Alpha has established a pay scale for employees and will generally pay employees according to the pay scale. Deviations from the pay scale must be approved by OAA.**

## POLICY & PROCEDURE

SUBJECT: Business Expenses	NUMBER: A9
	ORIGINAL DATE:
	REVISION DATE: August 2019

In order to provide guidelines for the reimbursement of business expenses incurred by Omega Alpha employees and to minimize the cost of business travel expenses, the following policy is in effect for all employees. The academy will reimburse ordinary, necessary, and reasonable travel expenses pertaining to the transaction of academy business as outlined in this policy. Expense reports should be submitted within 30 days of the expense. Dates and amounts on receipts can not be altered. Expense reports turned in more than 90 days after the occurrence may be denied.

### Advance Approval

All travel must be approved in advance by the Director or Assistant Director. A written budget of the estimated expenses to be incurred must be submitted together with any travel request.

### Reservations

All reservations must be made through Administration.

### Lodging

Standard rooms, at reasonably priced hotels (i.e., Holiday Inn, Courtyard, etc.), are considered reimbursable. Employees must cancel room reservations to avoid “no-show” charges. If the cancellation is made directly with the hotel, employees are advised to request and retain a cancellation number as documentation for the transaction. Whenever possible, phone calls from a hotel should be charged to a calling card.

### Airfare

Airline reservations must be booked by Omega Alpha Administration. Coach fare (for travel within North America) is the maximum amount that will be reimbursed. Any costs incurred to upgrade the class of service are not considered reimbursable. The following criteria will be utilized by Omega Alpha when determining the lowest logical airfare:

- The flight’s departure or arrival time is within one hour before or after the requested departure.
- One-stop or connecting flights may be required if savings of \$150.00 or more can be achieved.

Whenever possible, airline reservations should be booked as far in advance as possible to take advantage of available discount fares. It is imperative that all unused tickets are returned immediately to the travel agency for tracking purposes.

### Ground Transportation

Whenever practical, the airport or hotel shuttle should be the preferred method of transportation.

The cost of taxis, limousines, shuttles, or bus fare to and from places of business, hotels, airports, etc. is reimbursable when an employee is traveling on academy business.

When traveling, consideration should be given as to what means of transportation would be most cost effective. Rental cars usually represent the most expensive mode of transportation and should only be used when necessary. Automobile rentals, if required for Omega Alpha business, will be reimbursed. When traveling alone, employees may rent a compact car or smaller. Intermediate cars are allowed if there is more than one traveler and full size is allowable for three or more travelers. Mileage will not be reimbursed when using a rental car; however, fuel costs (with receipt) are reimbursable. The academy will not reimburse for the insurance coverage offered at the car rental office, as Omega Alpha corporate insurance covers the employee for travel related to business.

When using a personal vehicle for academy business, employees will be reimbursed at **.405** per mile. An expense report must be submitted for mileage reimbursement with the destination and purpose of the trip. For multiple trips, a mileage log should be utilized for tracking business mileage.

When parking at airports, long term parking lots or parking vouchers should be utilized whenever possible.

### Personal Meals

The academy will reimburse employees for meal expenses (incurred while traveling on academy business) up to **\$50.00** per day for personal meals, when supported by receipts. (Meal charges in excess of **\$50.00** per day may be approved when traveling to certain, more expensive areas.) The daily meal allowance is to be used for reimbursement only, not as a per diem. Receipts (the itemized copy) must have the date and place of the meal (with the amounts circled if more than one person's meal is listed); tear stubs are not acceptable. (If an itemized receipt is not available, you must make a note on the credit card receipt.) Alcoholic beverages are not reimbursable for personal meals.

### Business Meals/Entertainment

Documentation, including the name of the establishment, names of individuals being entertained, and the business purpose must be supplied in order to receive reimbursement. Entertainment expenses for customers are permitted only when an Omega Alpha representative is present, an acceptable business purpose is attained and documented, and the expenses are reasonable. If all members of the party are Omega Alpha employees, this must be listed in detail and is subject to the above daily limit of **\$50.00** per employee. These entertainment amounts are also recalculated, and possibly adjusted, to reflect the comparison between all individually submitted expense reports.

### Non-reimbursable Items

The following are examples of items that are not reimbursable (although there may be other items not eligible for reimbursement):

- Health club facilities
- Dry cleaning (when traveling for less than five business days)



- Airline club dues
- Traffic fines
- Movies (in-flight or in-room) or other personal entertainment
- Unreasonable room service charges
- Phone calls on hotel bills (calling cards must be used)
- Personal phone calls

All expenses must be submitted on an expense report form. The form must be approved by the employee's supervisor/manager and submitted to the accounting department for processing. Reimbursement maximums for field personnel are outlined in their employment documentation.

## **POLICY & PROCEDURE**

SUBJECT:      Employee Benefit Program	NUMBER:      A10
	ORIGINAL DATE:
	REVISION DATE: August 2019

Omega Alpha provides a number of employee benefit programs to assist its full-time employees in maintaining good health and in recovering from the losses associated with illness, injury, or death.

Omega Alpha's employee benefits are more fully described in summary plan descriptions and provider policies that are supplied upon enrollment or request. These benefits and programs change from time to time and are governed by master contracts or documents that may also change from time to time. For this reason, if there is any conflict between the benefit descriptions contained in this policy book, and the master contract or documents, the master contract or documents shall govern in all cases.

Omega Alpha may amend or change its benefits from time to time. Further, Omega Alpha may change the premium or contribution amounts employees are required to pay in order to participate in any benefit program.

Certain providers may perform an independent evaluation of an employee's eligibility to participate in the benefit program. For example, certain life insurance providers will not insure individuals unless the individual meets certain health related criteria. To be eligible for these benefits, the employee must meet all eligibility requirements dictated by the insurance provider.

## POLICY & PROCEDURE

SUBJECT:      Holidays and Holiday Pay	NUMBER:      A11
	ORIGINAL DATE:
	REVISION DATE: August 2019

Paid holidays are an important part of Omega Alpha’s employee benefit program. Only regular full-time employees are eligible for holiday pay. The following conditions apply to the payment of holiday pay:

1.     If scheduled to work on a holiday, employees will either be given equivalent time off on another day in the workweek, with pay, or time and a half payment for all hours worked on the holiday.
2.     If not scheduled to work on the holiday, employees will receive eight (8) hours pay at the employee’s regular base rate for the day off.
3.     Holiday pay accrues on the first regular shift the employee works following the holiday. Holiday pay does not accrue during FMLA or other unpaid leaves of absence. Therefore, to be eligible for holiday pay, Employees must work their regular scheduled hours on the day before, the day of (if scheduled), and the day after the holiday. The only exception is if the holiday comes while the employee is on paid time off and the employee returns to work for at least one day following the paid time off. In this case, the employee will be paid for the holiday and will not have to count the holiday against paid time off.
4.     Employees will not be paid for a holiday if they do not report to work on a holiday when scheduled to do so.
5.     Exempt employees do not receive additional pay for holidays but receive their normal pay for the day, whether they are asked to work on the holiday, or not.
6.     Time off for paid holidays is not considered time worked in computing overtime pay for non-exempt employees.

Holidays that will be observed by Omega Alpha will be determined annually by the Director but will usually include:

Labor Day	Veterans Day	Spring Break (March)
Thanksgiving Day	Martin Luther King’ Day	Spring Holiday (April)
Day After Thanksgiving	Fall Break (October)	Summer Break
Presidents Day	Winter Break (December)	

## POLICY & PROCEDURE

SUBJECT: Paid Sick Leave	NUMBER: A12
	ORIGINAL DATE:
	REVISION DATE: August 2019

In addition to the vacation benefits described in this handbook, OAA provides paid sick leave (“PSL”) benefits to employees in accordance with Arizona state law.

### Initial Accrual of PSL

Employees accrue 1 hour of PSL for every 30 hours worked. Employees who are exempt from overtime requirements under the Fair Labor Standards Act will be assumed to work 40 hours in each workweek for purposes of PSL accrual, unless their regularly scheduled workweek is less than 40 hours, in which case PSL will accrue based upon the number of hours in the regularly scheduled workweek.

PSL does not accrue during periods of unpaid leave or other non-work days.

No PSL may be taken during an employee’s first 90 days of employment. Employees may accrue and use a maximum of 48 hours of PSL per calendar year, i.e. - six eight-hour days.

### Reasons Employees May Use PSL

There are a variety of circumstances that may qualify for the use of PSL, including:

- An employee’s own physical or mental illness, injury, or health condition;
- A family member’s physical or mental illness, injury, or health condition;
- Preventative care;
- Absences resulting from the effects of domestic violence, sexual violence, abuse or stalking of the employee or employee’s family member; and
- Absences necessitated by a declared public health emergency

Please call Ms. Rubi Galaz at (520) 805-1261 ext. 212 if you have any questions about whether certain circumstances or reasons qualify for the use of PSL.

### Scheduling and Using PSL

PSL must be scheduled in advance, and 30 days’ notice is preferred. A Leave Request / Change Form must be submitted to request PSL. In the event of an emergency or sudden illness, you should give as much notice as possible. In the usual case, we will excuse absences only when notice is given to Jose Frisby the evening before work if possible, but no later than 6:30 a.m. before the start of your scheduled shift. Failure to give proper notice may result in discipline. In this case, be sure to fill out an Absence Request Form.

Employees must tell their supervisor how long the absence is expected to last (if known). For absences lasting three or more consecutive days, we may request reasonable documentation from

employees to demonstrate that PSL has been taken for a qualifying circumstance, such as a doctor's note, signed statement from the employee, or a protective order.

All employee benefits will continue during PSL, so long as the employee returns to work after taking PSL and works at least one full day. Employees will need to pay any employee contributions due during the PSL.

Employees may not work for another employer while on PSL.

### **Carryover of Unused PSL**

At the end of each calendar year, employees will carry over any accrued but unused PSL, up to the maximum of 48 hours. Employees will again begin accruing PSL at the beginning of the following calendar year at the rate of 1 hour of PSL for every 30 hours worked until they have accrued the maximum amount of 48 hours, but will not in any event be entitled to use (or carry over) more than 48 hours of PSL in any calendar year.

Accrued but unused PSL is not paid out when your employment ends.

Under no circumstances are employees permitted to donate accrued but unused PSL to other employees.

### **Non-Retaliation**

We will not retaliate or discriminate against employees for requesting or using their earned PSL.

### **Prohibition on Donated Leave**

Employees cannot donate or accept donated PSL from other employees.

## **POLICY & PROCEDURE**

SUBJECT: Continuation of Health Care Coverage Under COBRA	NUMBER: A14
	ORIGINAL DATE:
	REVISION DATE: August 2019

Regular full-time employees covered under Omega Alpha’s group health plan should take notice of their rights to continue coverage under COBRA. Notices describing those rights are contained in the “Forms” section of this policy manual. All employees are given these notices as part of this handbook to avoid the possibility that the employee may not receive the notice through oversight or inadvertence.

A copy of the General Notice will be sent to covered employees within 90 days after their coverage begins. A copy of the Election Notice will be sent within 14 days after the occurrence of a qualifying event.

Employees should carefully review both notices now so they can protect their rights under COBRA. Employees who fail to comply with the procedures outlined in the notices could lose their rights under COBRA.

## **POLICY & PROCEDURE**

SUBJECT:      Voting Time	NUMBER:      A15
	ORIGINAL DATE:
	REVISION DATE: August 2019

Registered voters are entitled to time off to vote. The law requires that registered voters be given at least three consecutive hours to vote between the opening of the polls and the beginning of the regular work shift or between the end of the work shift and the closing of the polls. If a schedule conflicts with this right, the affected employee should let his or her supervisor know before the election so that adjustments can be made that will allow time to vote. Employees will not lose wages, salary or benefits due to absences required by voting.

## POLICY & PROCEDURE

SUBJECT: Military Leave of Absence	NUMBER: A16
	ORIGINAL DATE:
	REVISION DATE: August 2019

### Introduction

Company is supportive of employees who take military leave from their job responsibilities to serve in the uniformed services of the United States. Company fully complies with all provisions of the federal Uniformed Services Employment and Reemployment Rights Act of 1994 (“USERRA”) and all other applicable state and federal military laws intended to minimize the disadvantages to an individual that occur when that person needs to be absent from civilian employment to serve in the U.S. armed forces. Further, Company’s military leave of absence policy seeks to ensure that employees who serve their country do not lose their employment and benefits or suffer any form of discrimination because of their service.

### Eligibility

You are eligible to take military leave if any of the following apply:

- You enlist, are inducted, volunteer for duty or are called to duty (including active and inactive duty training) in the United States Armed Forces, the Military Reserves or the National Guard;
- You are called to serve in an honor guard for a veteran’s funeral;
- You must be absent from work for an examination to determine fitness for military duty;
- You provide service under certain circumstances as a member of the National Disaster Medical System or in the commissioned corps of the Public Health Service; or
- Your service otherwise qualifies under applicable military leave law.

You are eligible for military leave -- and protected by the benefits and procedures provided by then-current law as well as Company policy -- for a cumulative total of five years, subject to extensions of that five-year limit mandated by state or federal law.

You are eligible for benefits provided under this policy only if you are honorably discharged.

### Requesting Military Leave

Barring an emergency or other unforeseen circumstances, you must provide Human Resources with advance notice that you will require military leave. Company requests that you also submit a copy of your military orders or other documentation to Human Resources.

Company may speak to your commanding officer -- or other appropriate military authority -- regarding any concerns involving the timing or frequency of your absences.

### Return to Work

Barring changed circumstances that would make reemployment impossible, unreasonable, or an undue hardship, you must return to work at Company as follows upon completion of a period of military service:



**Service less than 31 days:** If your period of military service is less than 31 days, you must report back to work by the beginning of the first full regularly-scheduled work shift occurring eight hours after you return home from military service.

**Service more than 30 days but less than 181 days:** If your period of military service is more than 30 days but less than 181 days, you must submit an application for reemployment no later than 14 days after completion of military service. You will be protected from discharge, except for cause, for 180 days.

**Service more than 180 days:** If your period of military service is more than 180 days, you must submit an application for reemployment no later than 90 days after completion of military service. You will be protected from discharge, except for cause, for 1 year.

If you are unable to comply with these deadlines -- because, for example, of a hospitalization or convalescence incurred in or aggravated by military service -- they may be extended in accordance with applicable law. If you have been hospitalized or are convalescing from an injury caused or aggravated by military duty, you may be able to extend the above-specified times for reporting back to work or reapplying for work for up to two years; this two-year period may itself be extended under certain circumstances.

If your period of military service is longer than 30 days, you must submit documentation to Company confirming the period of your military service and the manner in which you were discharged or otherwise completed your military service.

Upon your return from military leave, you will be placed in the same position (or a position with equivalent pay, seniority and status) as the position which Company reasonably believes you would have been in had you not been absent because of military service -- provided that you remain qualified (or with training can become qualified) for that position. If you are not qualified (or cannot be made qualified through training) for such a position, you will be placed in the position which you held before going on military leave. If you are no longer qualified (or with training cannot again become qualified) for this formerly held position, Company will place you in a position which approximates, to the greatest extent possible, either (a) the position which Company reasonably believes you would have held if you had not been on leave or (b) the position you held at the time when you began your military leave.

Company will attempt to reasonably accommodate an employee who is unable to perform one of the above-mentioned jobs because of a service-related disability by searching for another position which as closely as possible approximates the position that the employee would have been doing, but for the employee's service-related disability.

### **Compensation and Benefits**

Health Insurance: If you are currently receiving health and dental benefits, you may continue your health insurance coverage while on military leave for up to 24 months through COBRA, provided you pay the entire cost of the monthly premiums.

Retirement Benefits: If you return to work at Company following military leave and you otherwise remain eligible for the benefits of this policy, you will be allowed to make up any pretax contributions you would have been able to make to your 401(k) if you had not been on military leave, for up to three times the length of your absence or five years (whichever is less), as long as

you remain employed by Company. Company will match all such make-up contributions as it would have if they had been timely made, but only to the extent that you make the required contributions to the plan.

Paid Sick Leave: Military leave is unpaid, but you may choose to substitute any accrued paid leave to cover your military leave of absence.

Other Benefits: If you return to work at Company following military leave and you otherwise remain eligible for the benefits of this policy, Company will provide you with all seniority-based benefits and rights you would have had if you had not been on military leave. For example, you will be credited with years of service for the time when you were absent on military leave. As for benefits which are not seniority-based, you will have the same benefits and rights to such benefits as do employees on other leaves of absence.

## POLICY & PROCEDURE

SUBJECT: Medical and Dental Benefits	NUMBER: A17
	ORIGINAL DATE:
	REVISION DATE: August 2019

All regular full-time employees are eligible to participate in Omega Alpha's medical and dental insurance program *after two months of continuous employment*. Coverage for eligible employees begins on the first day of enrollment and terminates on the last day of employment, provided the employee does not elect to continue these insurance benefits under COBRA. Descriptions of these benefits under Omega Alpha's plans will be given to employees when they enroll.

The employee shall pay his/her portion, as described in greater detail in the summary plan description.

***Omega Alpha pays 17% of the premium*** to insure its employees under these benefit plans. Employees are responsible to pay any additional premiums if they elect coverage for a spouse or other dependents.

If there is any conflict between the medical and dental benefit descriptions contained in this policy book, and the master contract or documents, the master contract or documents shall govern in all cases.



## **POLICY & PROCEDURE**

SUBJECT:      Workers Compensation Insurance	NUMBER:      A18
	ORIGINAL DATE:
	REVISION DATE: August 2019

Unless they opt out, employees that suffer a work-related accident or illness are covered by workers compensation insurance. Forms to opt out of workers compensation insurance are available from the Director. The amount of benefits an employee may receive and the duration of those benefits will depend upon the nature of the illness or injury.

Employees who are injured or become ill on the job must immediately report that illness or injury to their supervisor so that Omega Alpha can provide immediate medical treatment as necessary. Failure to follow this instruction may delay or even prevent the appropriate filing of a workers compensation report and could jeopardize an employee's right to receive benefits in connection with the illness or injury.

## **POLICY & PROCEDURE**

SUBJECT:      Life Insurance	NUMBER:      A19
	ORIGINAL DATE:
	REVISION DATE: August 2019

All regular full-time employees are eligible to participate in Omega Alpha’s life insurance program after two months of continuous employment. Coverage for eligible employees begins on the first day of enrollment and terminates on the last day of employment. Descriptions of the life insurance plan will be given to employees when they enroll.

Omega Alpha pays 100% of the premium for this benefit.

If there is any conflict between the life insurance benefit descriptions contained in this policy book, and the master contract or documents, the master contract or documents shall govern in all cases.



## POLICY & PROCEDURE

SUBJECT: Educational Assistance Program	NUMBER: A20
	ORIGINAL DATE:
	REVISION DATE: August 2019

### General Provisions

Educational assistance is available to help employees improve their effectiveness and increase their potential for advancement with Omega Alpha. Under the educational assistance program, employees may be reimbursed for tuition, books, and fees after satisfactorily completing approved courses. *Correspondence courses or other similar self-study or independent study courses are not reimbursable through the educational assistance program.*

Employees that resign within six (6) months of receiving educational assistance, will be required to reimburse Omega Alpha for all monies received. Omega Alpha may set-off such reimbursement against an employee's final pay check.

### Eligibility

All regular full-time employee that have completed one full year of continuous employment, are eligible to participate in this program. **Employees must receive written approval for the assistance before registering for courses.** Requests for assistance will be considered on a case-by-case basis by Omega Alpha's Director. To request assistance, an employee must prepare a proposal containing a description of the course(s) they want to pursue along with the expected cost of tuition and books. Employees should also include a brief description of how the course(s) will assist them in their career goals at Omega Alpha and a description of any degree or certificate the employee plans to attain as a result of the course work. The proposal should also describe how the employee plans to accomplish their job duties while enrolled in the educational program.

### Approved Institutions

You may take courses at any accredited college or university.

### Amount of Educational Assistance

Under the educational assistance program, employees may be reimbursed according to the schedule below for the cost of tuition, fees, and books. The cost of supplies, transportation and other personal costs are not reimbursable. In the event employees are receiving other financial aid, e.g. Veteran's benefits, scholarships, or student aid program monies, the educational assistance available from Omega Alpha is based on the difference, if any, between reimbursable expenses under this program and other financial aid received.

Employees that earn a grade of "A", "B", or "C", are reimbursed at 100% of eligible costs for tuition, fees and books related to the class graded. Employees that earn a grade of "D" or "F", incomplete, no credit or withdraw, receive no reimbursement. If the institution does not use a



standard grading system, an employee needs to obtain an official translation of the grade from the institution to equate the grade with one of the above standard letter grades.

***The maximum annual reimbursement under the program is \$1000.00.***

### **Reimbursement Procedure**

Reimbursement under this policy occurs when an employee submits evidence that they have successfully completed the course, such as an official transcript or a report from the course from the educational institution involved, and indicating the letter grade earned. Requests for reimbursement must be accompanied by an itemized, paid receipt for tuition, fees and books. Requests for reimbursement must be submitted within 60 days after completion of the course.

## **POLICY & PROCEDURE**

SUBJECT:      Employee Assistance Program	NUMBER:      A21
	ORIGINAL DATE:
	REVISION DATE: August 2019

Omega Alpha wants to promote healthy lifestyles for all its employees and assist employees in overcoming dependencies or emotional challenges that lead to lower productivity or life expectancy. For this reason, Omega Alpha will consider reasonable requests from any employee who needs assistance to overcome a dependency or emotional challenges. The request should be made in writing and should be directed to the Director. The Director will consult with the employee about the request and, if appropriate, present the request to Omega Alpha's Governing Board which will approve requests on a case-by-case basis. All discussions between the Director and the requesting employee will be confidential and Omega Alpha will take no retaliatory action against employees for making a request and thus disclosing a dependency and/or emotional challenge.

All assistance provided under this program will be through third-party providers paid in whole or in part by Omega Alpha. Employees should expect, where possible, to pay the provider some portion of the fee for the services provided.

## POLICY & PROCEDURE

SUBJECT: Other Types of Leave	NUMBER: A22
	ORIGINAL DATE:
	REVISION DATE: August 2019

### Jury Duty

Employees are granted time away from work without loss of pay to serve on a jury. Stipends paid to employees must be paid to the Academy.

### Unpaid Leave

Employees may request up to 12 weeks of leave without pay upon the approval of the Superintendent and up to one (1) year upon OAA's approval.

### Subpoena Leave

Employees may use one (1) day per year for a personal subpoena.

Employees who receive a subpoena to appear, as a witness of actions that occurred on school property, will be placed on official leave.

### Bereavement Leave

Regular employees are provided five days of paid leave for absences related to the death of an immediate family member. For purposes of this policy, "immediate family member" only includes: **spouse, child, mother, father, sister, brother, sister-in-law, brother-in-law, grandparents, spouse's grandparents, grandchild, spouse's grandchild, mother-in-law, father-in-law, daughter-in-law, son-in-law, and step-child.** Absences related to the death of individuals who do not fall under the definition of "immediate family member" will not be excused and may result in discipline, up to and including termination.

## POLICY & PROCEDURE

SUBJECT: Americans with Disabilities Act (ADA)	NUMBER: A23
	ORIGINAL DATE:
	REVISION DATE: August 2019

The Americans with Disabilities Act (ADA), and the 2008 Amendments thereto, require employers to reasonably accommodate qualified individuals with disabilities. It is our policy to comply with all federal and state laws concerning the employment of persons with disabilities.

We do not discriminate against qualified individuals with disabilities with regard to application procedures, hiring, advancement, discharge, compensation, training, or other terms, conditions, and privileges of employment.

We are committed to providing reasonable accommodations for eligible employees and/or applicants with disabilities, so that they can perform the essential functions of a job provided the accommodation is reasonable and does not create an undue hardship for the Academy. To seek an accommodation, you should make a request to [REDACTED]. Where your disability and/or need for accommodation is not obvious, you may be required to provide medical information to determine if the request qualifies under federal and/or state law and this policy.

A disabled applicant who can be reasonably accommodated for a job, without undue hardship, will be given the same consideration for that position as any other applicant.

All employees are required to comply with safety standards. Applicants who pose a direct threat to the health or safety of other individuals in the workplace, which cannot be eliminated by reasonable accommodation, will not be hired. Current employees who pose a direct threat to the health or safety of other individuals in the workplace will be placed on appropriate leave until a decision has been made with regard to the employee's situation.

### Definitions

**Disability:** Refers to a physical or mental impairment that substantially limits one or more of the major life activities of an individual. An individual who has such an impairment, has a record of such an impairment, or is regarded as having such an impairment is a “disabled individual.”

**Direct threat to safety:** Means a significant risk to the health or safety of others that cannot be eliminated by reasonable accommodation.

A “**qualified individual with a disability**”: Means an individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the employment position that the individual holds or has applied for.

**Reasonable Accommodation:** Means making existing facilities readily accessible to and usable by individuals with disabilities, job restructuring, part-time or modified work schedules, acquisition of modification of equipment or devices, adjustment or modification of examinations, adjustment or modification of training materials, adjustment or modification of policies and similar activities or reassignment to a vacant position.

**Undue Hardship:** Means an action requiring significant difficulty or expense by Company. Some of the factors to be considered in determining an undue hardship include: (1) the nature and cost of the accommodation; (2) the overall financial resources of the facility at which the reasonable accommodation is to be made; (3) the number of persons employed at that facility; (4) the effect on expenses and resources or other impact upon that facility; (5) the overall financial resources of Company; (6) the overall number of employees and facilities; (7) the operations of the particular facility as well as the entire company; and (8) the relationship of the particular facility to Company.

**Essential Job Functions:** Refers to those activities of a job that are critical or essential to performing the job.

## **POLICY & PROCEDURE**

SUBJECT: Harassment Free Workplace Policy	NUMBER: B1
	ORIGINAL DATE:
	REVISION DATE: August 2019

### Purpose

We are committed to providing a work environment free of illegal harassment. If you feel harassed you must immediately report the harassment by following the procedures set forth in this anti-harassment policy.

### Scope

OAA will not tolerate any type of harassment by any member of the school community. Our anti-harassment policy applies to all persons involved in the operation of the Academy and prohibits harassment by or against any of our employees (including supervisors and co-workers) or applicants.

### Policy Against Harassment

We strictly prohibit harassment based on race, color, religion, national origin, ancestry, age, physical or mental disability (or the perception of such disability), medical condition, pregnancy, marital status, sex, sexual orientation, gender identity, military or veteran's status or any other legally protected status.

This anti-harassment policy prohibits harassment of, or by, any person involved in our operations, including all employees and applicants. We will not tolerate any kind of harassment including, but not limited to, slurs, jokes, and other verbal, graphic or physical conduct.

Sexual harassment includes inappropriate visual, verbal, and/or physical conduct by an adult toward another adult, an adult toward a student, a student toward an adult, or a student toward a student.

### Policy Against Sexual Harassment

No employee, male or female, should be subjected to unsolicited and unwelcome sexual overtures or conduct. Our policy is to prohibit conduct of a sexual nature that could potentially be intimidating, offensive or embarrassing. While it is not Omega Alpha's intent to regulate employees' social interactions or relationships freely entered into, conduct that violates this policy will not be tolerated.

No employee, male or female, may sexually harass any other employee by (a) making unwelcome sexual advances or requests for sexual favors a condition of an employee's continued employment or the basis for any employment decision affecting the employee, or (b) creating an intimidating, hostile or offensive working environment through conduct of a sexual nature.

Inappropriate conduct and comments that may violate this policy include:

Making a sexual or suggestive remark about a person's body or physical appearance;

Repeatedly asking another employee for a date when that person does not welcome the invitation;

Commenting about a person's social life or describing one's own sexual experiences;

Joking, teasing, insulting or making an innuendo about a sexual subject;

Using vulgar or profane language or telling dirty jokes;

Touching another person except for accidental or incidental contact;

Staring or looking at another person in an improper way; or

Bringing any sexually provocative pictures, drawings, cartoons, calendars or objects into the work-place or viewing or retrieving such materials on any computer.

This policy prohibits harassment regardless of whether the person committing the offensive conduct is an Omega Alpha employee, an applicant, an employee of another academy, or a student. Any offensive or inappropriate conduct should be reported as described below.

### Reporting Harassment

We take reports of harassment very seriously.

All employees have a duty to report any conduct that they believe violates our anti-harassment policy. If you believe that you have been harassed in any way, or if you believe that you have witnessed the harassment of any employee, you must report the incident immediately in accordance with the following procedure so that the matter can be resolved quickly and fairly:

**(Step 1)** If comfortable doing so, the employee should tell the harasser that he or she is offended by the conduct and that it should stop.

**(Step 2)** In every case, the employee should report the offensive conduct to any supervisor, the Director Jose Frisby or to the Assistant Director of the Academy.

To reach the Director Jose Frisby, call \_\_\_\_\_.

To reach the Assistant Director, call \_\_\_\_\_.

We will not retaliate against anyone who makes a report of harassment, or against the person who was allegedly harassed. We will instruct all those involved in any harassment complaint that retaliation in any form against the person reporting the harassment or the person who was allegedly harassed will not be tolerated.

### Investigation Procedure

We will immediately, thoroughly, and objectively investigate all allegations of harassment. The scope and nature of our investigation will depend upon the scope and nature of the allegation, but generally we will do what is necessary to make a fair determination of what occurred, and find an appropriate remedy. We will protect the confidentiality of all parties involved to the maximum extent possible. If we determine that our anti-harassment policy has been violated, we will take effective remedial action that is appropriate under the circumstances. Regardless of the outcome of the investigation, the employee who reported the harassment will be informed of the results. Any company employee who violates our anti-harassment policy will be warned and or disciplined, up to and including discharge.

#### No Retaliation

Omega Alpha encourages employees to report any conduct they observe that may violate this policy. Omega Alpha will not retaliate against any employee who reports harassment. Omega Alpha will also instruct all those involved in any harassment complaint that retaliation in any form against the person reporting the harassment will not be tolerated.



## **POLICY & PROCEDURE**

SUBJECT:      Employment of Relatives	NUMBER:      B2
	ORIGINAL DATE:
	REVISION DATE: August 2019

Omega Alpha will employ qualified individuals regardless of their relationship to any other Omega Alpha employee. However, supervisors should not supervise members of their family, whenever possible. Employees who marry, co-habit, or date while employed at Omega Alpha must comply with this policy and will be transferred, if possible, in order to avoid situations where spouses or significant others are in a subordinate-supervisor relationship at work.

## POLICY & PROCEDURE

SUBJECT: Drug and Alcohol-Free Workplace	NUMBER: B3
	ORIGINAL DATE:
	REVISION DATE: August 2019

### Notice of Drug Free Workplace

Omega Alpha is committed to providing a safe work environment and to fostering the well-being and health of its employees. That commitment is jeopardized when any employee uses illegal drugs or alcohol on the job, comes to work under their influence, or possesses, distributes or sells illegal drugs in the workplace. The following policy is designed to foster a drug and alcohol-free workplace.

1. Employees may not use, manufacture, distribute, possess, disperse, or offer for sale illegal drugs or alcohol or otherwise engage in the use of illegal drugs or alcohol on the job, Academy property, or while at school-related events.
2. Employees may not report to work under the influence of illegal drugs or alcohol.
3. Employees may not use prescription drugs except as directed by a physician. Employees using prescription medications that cause drowsiness or lessen awareness must report such use to their supervisor upon reporting for work.
4. You may not use, possess, or be impaired by medical marijuana or marijuana-related products on the jobsite or during working hours.
5. At the annual retreat, alcoholic beverages may be served. It is the responsibility of every employee to drink responsibly at these events. You should not drink and drive. We will not excuse bad behavior due to your failure to drink responsibly and we assume no responsibility to monitor or limit your consumption of alcoholic beverages.

The goal of this policy is to balance our respect for individuals with the need to maintain a safe, productive and drug-free environment. The intent of this policy is to offer a helping hand to those who need it, while sending a clear message that the use of illegal drugs or the abuse of alcohol is incompatible with employment at Omega Alpha.

Employees who struggle with drug or alcohol abuse or addiction should contact the Director to take advantage of programs available to overcome those problems. All requests for assistance will be kept confidential and Omega Alpha will not use volunteered information about abuse or an addiction as a basis for any employment decision, but likewise, abuse or addictions will not excuse poor performance or failing a drug test.

**All present and prospective Omega Alpha employees will be subject to drug and alcohol testing. Testing will be conducted in a manner calculated to protect employee privacy while assuring accuracy. Employees who fail a drug or alcohol test, or who refuse to be tested may be discharged from employment, subject to applicable state and federal laws.**

Each employee shall notify his or her supervisor if he or she has been convicted of a criminal drug statute while an employee of Omega Alpha Academy. Notification shall be given to later than five (5) days after the conviction.

Any employee who violates the terms of any Academy policy relating to employee substance abuse may be subject to discipline, including but not limited to suspension, dismissal, and/or drug rehabilitation.

## **POLICY & PROCEDURE**

SUBJECT: Drug Testing Procedure	NUMBER: B4
	ORIGINAL DATE:
	REVISION DATE: August 2019

### **Drug and Alcohol-Free Work-Place Policy**

Omega Alpha is committed to providing a safe working environment for all employees, promoting the highest standards of employee health and productivity, and protecting our reputation in the community. Therefore, Omega Alpha has implemented a drug-use and alcohol-impairment testing program. The goal of this program is to maximize safety and productivity in the work-place, while preserving the privacy and dignity of employees. This program will be applied equally to all employees.

### **Definitions**

The following definitions apply for purposes of this policy:

“Drugs” means any substance considered unlawful under the controlled substances act, 21 U.S.C. § 812, or the metabolite of the substance. “Drugs” specifically include, but are not limited to, amphetamines (including methamphetamine) barbiturates, marijuana, cocaine, crack, THC, PCP, methadone, opiates (including codeine, morphine and acetylmorphine) and phencyclidine.

“Alcohol” means ethanol, isopropanol or methanol, that is contained in products such as beer, wine, and distilled spirits or liquor.

“Medical marijuana” means marijuana or marijuana-related products used by qualifying patients who have been lawfully registered as cardholders pursuant to the Arizona Medical Marijuana Act, A.R.S. § 36-2801 *et seq.*

### **Persons Subject to Testing**

This policy will be applied equally and uniformly to all compensated employees and prospective employees of Omega Alpha, including all officers, directors, and supervisors. All current or prospective employees, officers, directors or supervisors shall be subject to testing pursuant to the terms of this policy. Compliance with this policy is a condition of continued employment with us.

### **Circumstances Under Which Testing May Be Required**

#### **Pre-employment Screening**

All final applicants for employment will be sent to a designated facility to undergo a drug-use test as part of the pre-employment process. They will be given a copy of this policy and be required to read and sign the acknowledgment and consent form prior to testing.

## Post-Accident Testing

An employee may be required to submit to a drug-use test or alcohol-impairment test when Omega Alpha reasonably believes that the employee, while on the job site or during working hours:

Was involved in or contributed to an accident that did or could have resulted in an injury to the employee or another person, if it is reasonably likely that employee drug or alcohol use contributed to the accident.

Was involved in or contributed to an accident that did or could have caused material damage or loss to equipment, fixtures or other property reasonably estimated to exceed \$500.00 if it is reasonably likely that employee drug or alcohol use contributed to the accident.

Determinations regarding whether an employee's conduct falls within the above-described situations shall be made at the sole discretion of Omega Alpha.

## Reasonable Suspicion Testing

Testing will be conducted when we have reasonable suspicion that you may be affected by the use of drugs or alcohol or that the use may adversely affect the job performance or the work environment. We will not consider your status as a lawful medical marijuana cardholder reasonable suspicion, but reasonable suspicion may exist if your conduct or appearance shows signs of impairment. Some examples of circumstances giving rise to reasonable suspicion could include, but are not limited to, the following:

- if an employee is unable to perform normal job duties
- has unexplained or excessive absences or tardiness
- behaves in an abnormal or unusual way
- was involved in, or contributed to, an incident that did or could have resulted in an injury to the employee or another person or material damage or loss to equipment, fixtures or other property
- smells of drugs or alcohol
- is in possession of drugs or alcohol
- has glassy or bloodshot eyes
- has difficulty paying attention or solving problems
- exhibits paranoia or delusional behavior
- exhibits unexplained fear or panic
- exhibits unexplained euphoria
- has an impaired memory
- is disoriented
- is drowsy or sedated
- otherwise appears to have used drugs or alcohol

If we suspect that you are impaired by drugs or alcohol (including medical marijuana or marijuana-related products), a supervisor will transport you to the designated testing facility.

## **Circumstances under Which Retesting May Be Required**

If a drug-use test or alcohol-impairment test is considered unsuitable or inconclusive by the employer for any reason, the employee or applicant may be immediately retested. Examples of unsuitable or inconclusive test results include, but are not limited to, specimens that are considered diluted or specimens that have a low urine specific gravity. An employee or applicant may be instructed to refrain from drinking water or using diuretics (subject to medical concerns) for a specified time period prior to the retest.

Failure of an employee or applicant to follow the employer's instructions or to cooperate with the employer in providing a suitable specimen with a specific gravity equal to or greater than 1.05 may be treated by the employer as a refusal to be tested or a positive test result, and may subject an employee to disciplinary actions up to and including termination. If an applicant's retest is considered unsuitable or inconclusive, Omega Alpha may refuse to hire the person.

If an employee tampers with the sample or otherwise attempts to affect the testing process or result, the employee may be subject to disciplinary actions up to and including termination. If an applicant tampers with the sample or otherwise attempts to affect the testing process or result, Omega Alpha may refuse to hire the person.

## **Testing Methods and Collection Procedures**

### Scheduling of Tests

Drug-use testing will occur during, or immediately before or after, a regular work period and will be considered work time.

### Costs of Tests

Omega Alpha will pay all actual costs for drug-use or alcohol-impairment testing required of current employees. Omega Alpha will reimburse prospective employees who are hired for the actual costs for drug-use or alcohol-impairment testing.

Omega Alpha may provide reasonable transportation costs to current employees if their required tests are conducted at a location other than the employee's normal work site.

### Testing Procedures

The method of testing for drug use will be urinalysis or hair sample. The method of testing for alcohol impairment may be by breath, saliva, blood or urinalysis. A blood test may be used if for any reason the employee cannot provide a sample; for example, if the employee is unconscious or is unable to provide a urinalysis.

The collection of samples will be performed under reasonable and sanitary conditions. Sample testing will comply with scientifically accepted analytical methods and procedures. Drug testing will be conducted at a laboratory approved or certified by the United States Department of Health and Human Services, the College of American Pathologies, or the Department of Health Services.

All samples will be labeled in order to reasonably preclude the possibility of misidentification of the person tested in relation to the test result provided. The person tested must present reliable individual identification to the person collecting samples. The person to be tested will also have the opportunity

to provide to the laboratory any information that may be considered relevant to the test, including identification of currently or recently used prescription or non-prescription drugs.

All sample collection, storage, and transportation will be performed in a reasonably designed to preclude the possibility of sample contamination, adulteration or misidentification.

If a drug test result is positive, the laboratory will confirm the positive drug test result by conducting a second, independent drug test on the same sample by way of a different chemical process than was used in the initial drug-use test, such as by gas chromatography-mass spectrometry, or another comparably reliable analytical method. A second confirmatory test may also be conducted upon request by employee, provided that employee pays all costs associated with the test.

A drug test will be considered positive when the screening levels established by the laboratory are exceeded. Information regarding the screening cutoff levels for various drugs will be made available upon request. An alcohol-impairment test shall be considered positive when an employee's blood alcohol level exceeds .05%.

## **Disciplinary Consequences**

### Consequences of Refusal to Participate in Testing

Refusal to participate in drug-use or alcohol-impairment testing will be grounds for immediate discharge. In the case of an applicant, refusal to participate in drug-use or alcohol-impairment testing will result in revocation of any offer of employment.

### Consequences of a Positive Drug-Use Test or Alcohol-Impairment Test

On receipt of a positive drug-use or alcohol-impairment test, Omega Alpha may take disciplinary or rehabilitative actions including:

The employee may be required to enroll at their own expense in an approved rehabilitation, treatment or counseling program, which may include additional drug testing and alcohol impairment testing as a condition of continued employment;

The employee may be subject to suspension, discipline or other adverse employment action, including termination, in the discretion of Omega Alpha; and/or

In the case of a job applicant, Omega Alpha may refuse to hire the applicant.

An employee who has enrolled in an approved rehabilitation, treatment or counseling program and/or was subject to suspension or other adverse employment action based on having tested positive on a drug-use test or having exceeded .05% on an alcohol-impairment test, will be immediately terminated if such employee subsequently tests positive on a drug-use or alcohol-impairment test.

Furthermore, individuals may be denied workers' compensation claims in circumstances where the individual tests positive for drugs and alcohol and drug or alcohol impairment was a

substantial contributing cause of the accident.

## **Confidentiality of Results and Access to Records**

### Receipt of Test Results

Omega Alpha will provide results to only those individuals who need to know the results of the test. These individuals will notify only the employee and supervisor of the test results. Test results will be mailed to the employee by certified mail, return receipt requested.

### Confidentiality of Test Results

Omega Alpha will not release any information regarding the test results without the written consent of the individual tested, except as required or permitted by law.

All communications received by Omega Alpha relevant to drug-use test results and received through this testing program are confidential communications and may not be used or received in evidence, obtained in discovery or disclosed in any public or private proceeding, except in a proceeding related to an action taken by Omega Alpha or an employee in connection with this policy and except disclosure to:

The tested employee or any other person designated in writing by that employee.

Individuals designated by Omega Alpha to receive and evaluate test results or hear the explanation of the employee.

An arbitrator or mediator, or a court or governmental agency as authorized by state or federal law.

### Explanation by Tested Employee

Employees have the right, upon request, to explain the test result to us or our Medical Review Officer in a confidential setting.

## **General Provisions**

### No Tests for Other Substances or Conditions

Except as otherwise permitted by law, no sample taken for testing shall be tested for any substance or condition except drugs and alcohol identified herein.

### Prescription Drugs

Use of prescription drugs, in their original container, prescribed by a licensed physician as medication for use by the person possessing the medication is allowed. Any employee taking a legal drug or medication (over-the-counter or by prescription) which may adversely affect judgment, coordination or the ability to perform assigned job duties, must notify his/her supervisor before starting work that his or her judgment or coordination may be impaired. The supervisor, after review, will decide whether to allow the employee to remain at work or to make



other suitable arrangements as allowed by law.

All individuals will be provided the opportunity to list all medically prescribed drugs at the time that the individual is providing a specimen for testing. Individuals must report any legally prescribed drugs they are taking prior to providing a sample for testing. Omega Alpha will recognize only those prescribed medications that are legal in the United States.

Additionally, if you take medically-prescribed medications, including medical marijuana, and work in a “safety sensitive” position, we may take action to exclude you from performing your position, including reassigning you to a different position, placing you on unpaid leave, or terminating your employment when, in our opinion, your use of the medically-prescribed medication could adversely affect or diminish your ability to perform your job duties. We have designated the following positions as “safety sensitive” positions: **food handlers in the cafeteria, employees that drive, maintenance staff, and health assistants.**

### Medical Marijuana

This policy does not prohibit the lawful, off-duty use of medical marijuana by a registered medical marijuana cardholder, but employees are not permitted to use, possess, or be impaired or adversely affected by medical marijuana or marijuana-related products on the jobsite or while working.

No employee may work while under the influence of drugs – including medical marijuana. Omega Alpha may exclude an employee from performing a safety-sensitive position when it has a good faith belief that the employee’s current use of medical marijuana could cause impairment or adversely affect or diminish the employee’s ability to perform his or her job duties.

### Drug Free Awareness Program

Omega Alpha will provide periodic training to employees concerning this policy and concerning the dangers associated with the illegal use of drugs and the unwise use of alcoholic beverages. Copies of this policy will be distributed to all employees and will be given to each new employee when hired. Omega Alpha provides assistance to its employees through an employee assistance program that is available by contacting the Director at [520-805-1261](tel:520-805-1261). (See Policy A21 for more information.) Employees who would like help in overcoming drug or alcohol problems should feel free to call the Director.

## POLICY & PROCEDURE

SUBJECT: Appearance and Conduct	NUMBER: B5
	ORIGINAL DATE:
	REVISION DATE: August 2019

Every employer needs to establish certain guidelines to operate effectively and encourage good working relationships between employees. A part of this plan includes guidelines concerning professional appearance and conduct.

Employees must be careful to maintain a clean, well-groomed appearance at all times. This includes a neat, natural, and attractive haircut, clean body, hair, hands, and fingernails, clean teeth and fresh breath, clean and modest clothing and well-kept shoes. In some departments safety equipment or other special garments may be required. Employees who fail to dress and groom appropriately may be sent home without pay to change or clean-up. If safety equipment or other special garments are required, Employees must be sure they are not soiled, worn, or ripped.

### **Staff Uniforms**

Staff must wear uniforms at all times. Staff may wear OAA's approved colored polo shirts or blouses (purple, navy blue, and gold).

Spandex clothing, mini-skirts/dresses and shorts are not allowed. Shorts will be allowed during Summer School only.

## **POLICY & PROCEDURE**

SUBJECT:      Omega Alpha Property and Equipment	NUMBER:      B6
	ORIGINAL DATE:
	REVISION DATE: August 2019

The facilities equipment and tools employees use in completing their job assignments are Omega Alpha property. They may be used only as authorized. Tools or equipment may not be removed from the property unless authorized by the employee's supervisor. Computers or other office supplies or equipment may not be used for personal purposes. Any document or file created or saved on a Omega Alpha computer will be considered Omega Alpha property. Omega Alpha reserves the right to monitor all e-mails and view all files or documents stored on its computers at any time, without further notice to its employees. Similarly, personal items should not be stored or kept in Omega Alpha desks, lockers or files. Omega Alpha will not be responsible for the loss or theft of personal items at its facilities, and you should have no expectation that documents, photographs, or other items left on Company property will remain private.

### **Key Policy**

Keys to the Academy's property or premises are issued to eligible employees for official Academy business purposes only. Employees are not to lend or make keys available to anyone.

Any lost key must be reported immediately to the employee's immediate supervisor. Employees are cautioned that violations of this policy may comprise willful and negligent misconduct and may lead to discipline, up to and including termination of employment.

In addition, employees may be charged \$50.00 for replacing lost keys, regardless of whether the lock has been changed or not.

## POLICY & PROCEDURE

SUBJECT: No Smoking and No Vaping Policy	NUMBER: B7
	ORIGINAL DATE:
	REVISION DATE: August 2019

Pursuant to Arizona law, it is unlawful for any individual to have any tobacco products in their possession or to use any tobacco products while on the Academy's property, at the Academy's events, or in school-owned vehicles.

Thus, employees are prohibited from having tobacco products, including e-cigarettes, in their possession and are prohibited from using tobacco products, including e-cigarettes, while on the Academy's property, at the Academy's events, or in school-owned vehicles.

Smoking and vaping are allowed only on breaks in designated areas outside of Omega Alpha facilities. This applies to ALL staff. Omega Alpha encourages employees who do use tobacco or who vape to stop.

**Omega Alpha will provide assistance to employees committed to overcoming a tobacco habit.**

## **POLICY & PROCEDURE**

SUBJECT:      Solicitation, Distribution and Bulletin Boards	NUMBER:      B8
	ORIGINAL DATE:
	REVISION DATE: August 2019

In order to preserve an appropriate business environment, protect employee privacy, and foster productivity, Omega Alpha employees may not distribute literature of any kind, sell products, solicit financial contributions, or engage in any other kind of solicitation during working time. Solicitation by employees during break periods and lunch time is permissible provided all employees involved are at lunch or on break, but employees may not distribute literature on Omega Alpha property at any time. This policy also prohibits solicitation or distribution using Omega Alpha's E-mail or telephone system. Non-employees are prohibited from distributing literature or soliciting employees on Omega Alpha property at any time.

Omega Alpha bulletin boards are for official academy business and required notices. Employees may not post notices, pictures, or literature of any kind on academy bulletin boards.

If approved by the Director, an exception to this policy may be considered for activities relating to community projects or charitable, non-profit, organizations. To get approval, employees must demonstrate that the solicitation will not disrupt Omega Alpha operations.

In addition, canvassing or collecting contributions on the Academy's premises is not permitted.

## **POLICY & PROCEDURE**

SUBJECT:     Accepting Gifts	NUMBER:     B9
	ORIGINAL DATE:
	REVISION DATE: August 2019

This policy is designated to prevent vendors and suppliers who do business with Omega Alpha from taking advantage of employees who have purchasing authority. Employees may accept gifts of negligible value, or those distributed generally by bidders, vendors or suppliers. Employees should not accept gifts that exceed \$50 in value. Any gifts over \$50 must be reported to the Director.

## **POLICY & PROCEDURE**

SUBJECT:      Outside Employment and Tutoring for Pay	NUMBER:      B10
	ORIGINAL DATE:
	REVISION DATE: August 2019

Because of the importance of our work, Omega Alpha is concerned about any conflicts that might unfavorably affect employee attendance and efficiency, or Omega Alpha’s confidential information, or image. As a result, regular full-time employees should submit a written request to the Director before they consider additional job opportunities, work for hire, personal business opportunities, or “moonlighting.” In this manner, the circumstances surrounding those other responsibilities will be documented, approved and recorded.

In any case, you may not remain employed with us, while at the same time engaging in outside activities that:

1.      Could affect your objectivity and independence while performing job duties for us;
2.      Could reasonably embarrass or reflect discredit upon Company;
3.      Conflict with scheduled hours, overtime hours, or any other time required to complete assignments;
4.      Could involve the use of company information, assets, equipment or supplies for the benefit of another;
5.      Could have any financial interest that is inconsistent with the Company’s best interest;
6.      Could exploit your position within the Company for personal gains; or
7.      Give the appearance that you are representing us or our business interests while endorsing another product, service or company.

### **Tutoring For Pay**

Teachers may not receive extra pay for tutoring current students that are currently assigned to the teacher during the period of the teacher’s contract with the Academy.

Teachers who tutor individuals who are not their current students at the Academy may provide tutoring services for pay provided that such tutoring is performed outside the teacher’s normal work hours and outside the school day.

Teachers who provide private tutoring for pay to individuals, who are not current students, may not provide such services at OAA’s site and may not use Academy equipment or supplies.

## POLICY & PROCEDURE

SUBJECT:      Disclosing Information	NUMBER:      B11
	ORIGINAL DATE:
	REVISION DATE: August 2019

Honesty and integrity are critical to maintaining our high standards. You have a responsibility to report any individual or any activity that is dishonest, constitutes theft or embezzlement, or is in violation of our policies.

Some activities also violate federal, state or local laws. For example, billing for services not performed or for goods not delivered or other fraudulent financial reporting constitutes illegal activity.

If you have knowledge of or a concern about illegal, dishonest or fraudulent activity, you should contact Human Resources. We will immediately, thoroughly, and objectively investigate your report. The scope and nature of our investigation will depend upon the scope and nature of the allegation, but generally we will do what is necessary to make a fair determination of what occurred, and find an appropriate remedy. We will protect the confidentiality of all parties involved to the maximum extent possible. If we determine that our policies have been violated, we will take effective remedial action that is appropriate under the circumstances. If we suspect that the law has been violated, we will inform the appropriate law enforcement officials.

Persons who report wrongs are an important part of our efforts to comply with the law. For that reason, we do not retaliate against such individuals. And when we investigate any such reported activity, we instruct all those involved that retaliation in any form will not be tolerated. However, this protection against retaliation does not include immunity for any wrongdoing by the person reporting such activity.

You must also remember that you may be working with information that is confidential. This includes trade secrets. You should disclose confidential information only to those who have a legitimate need to access the information. Confidential information concerning the Academy or our services should not be given out without the consent of the President.

### **Notice of Immunity under the Defend Trade Secrets Act**

The Defend Trade Secrets Act of 2016 provides immunity to an individual who discloses trade secrets under any of the following circumstances:

1. The disclosure is made in confidence to an attorney, or to a Federal, State or local government official, either directly or indirectly, and solely for the purpose of reporting or investigating a suspected violation of the law.
2. The disclosure is made in a complaint or other document filed in a lawsuit or other proceeding, if such filing is made under seal.
3. The disclosure is made by an employee who has filed a lawsuit for retaliation that is based upon a



suspected violation of the law and the disclosure is made to an attorney who is engaged by the employee to represent the employee in the lawsuit. Trade secrets may be used in the lawsuit only if the following conditions are met: a) all documents containing trade secrets are filed under seal; and b) trade secrets are not disclosed except pursuant to court order.

Any employee who discloses trade secrets in strict compliance with this policy will not be held criminally or civilly liable under Federal or State trade secret law.

## POLICY & PROCEDURE

SUBJECT: Disciplinary Process	NUMBER: B12
	ORIGINAL DATE:
	REVISION DATE: August 2019

You are employed at-will unless you have an employment contract signed by the Director of the academy that identifies a specific term (meaning length) of employment. “At-will” means that the employment relationship between us may be discharged by either party at any time, with or without notice, for any reason not prohibited by law, or for no reason. It is impossible to predict the future, and it is therefore essential that we preserve this at-will relationship to meet changing business needs and fluctuating market conditions. There may be occasions where good employees are discharged without good cause. This is simply a part of doing business in today’s economy.

You should also know what conduct is prohibited. This policy attempts to identify conduct that may result in disciplinary action up to and including termination. This list is not exclusive, however, and Omega Alpha reserves the right to take disciplinary action against any employee who engages in misconduct.

As part of its discipline process, Omega Alpha may warn, suspend with or without pay, or discharge its employees. Omega Alpha will attempt to give employees a chance to correct or improve poor performance or misconduct. However, it is important to note that in no case is Omega Alpha required to utilize a progressive discipline approach prior to terminating any employee, and nothing in these policies and procedures is intended to create any guarantee that Omega Alpha will follow any certain disciplinary procedures.

Examples of misconduct that may lead to disciplinary action include:

- \*Absence from work without prior supervisory approval, or excessive absences.
- \* Consuming alcoholic beverages while on duty or coming to work in an inebriated condition or impaired by drugs or alcohol.
- \*Reporting late for work, without notifying a supervisor in advance, or excessive tardiness.
- \*Refusing to comply with the directions of a supervisor or any member of the management staff, including disobedience or insubordination.
- \*Failure to comply with an internal investigation.
- \*Failure to meet performance standards, or performing duties in such a manner that job responsibilities are not accomplished.
- \*Displaying rudeness or other acts of disrespect to customers or guests.  
This includes the use of vulgar and abusive language and profanity.
- \*Refusing to work overtime when directed to do so, or working overtime without prior approval.
- \*Failing to report an on-the-job accident or injury.
- \*Inflicting physical or emotional harm on anyone in the work-place.
- \*Assaulting or threatening a supervisor, other employee or anyone at Omega Alpha.
- \*Unlawfully possessing, taking, removing, destroying, or tampering with any Omega Alpha property.
- \*Using, possessing, selling or being under the influence of alcohol or controlled

substances on working time or on the premises.

- \*Exhibiting dishonesty, such as falsifying Omega Alpha records, including but not limited to, employment applications, time cards, purchase requisitions or orders, expense reports, attendance records, payroll records, cash receipts, credit receipts, etc.
- \*Using Omega Alpha-owned equipment, materials, tools, supplies, or other property for personal purposes without the express permission of a manager.
- \*Assisting or permitting any person to gain unauthorized entrance or exit from the premises, without supervisory authorization.\*Making sexual, racial, religious or other harassing remarks to anyone on Omega Alpha premises.
- \*Making false statements about other employees, operations, etc.
- \* Using threatening or profane language.
- \*Making or receiving excessive personal telephone calls, visitors, or mail.
- \*Violating health, fire, or safety rules established by Omega Alpha or by any regulatory agency.
- \*Failing to use proper safety equipment or disregarding safety procedures.
- \* Negligence.
- \*Distributing literature or information without prior authorization.
- \*Posting and/or removing notices or signs anywhere on the property without authorization.
- \*Encouraging or participating in gambling, wagering, or betting of any kind during work time or on academy property.
- \*Sleeping during work time, or other acts of inattention or neglect of duty.
- \*Possessing and/or use of dangerous or deadly weapons or explosives at work.
- \*Being convicted of a criminal act. Employees may be terminated for this offense even if the act did not occur on Omega Alpha Property or while on duty.
- \*Smoking outside of designated smoking areas.
- \*Leaving an assigned work area or work site, except in an emergency, without supervisory approval.
- \*Failure by a regular full-time employee to obtain approval for outside employment.
- \*Promoting a private business for gain on academy premises.
- \*Accepting gifts that exceed \$50 in value.
- \*Any abuse or neglectful use of any Omega Alpha equipment or property.
- \*The display or possession of any indecent, pornographic or sexually suggestive material on the premises.
- \* Interfering employees in the performance of their job.
- \* Using school supplies for personal use.

**THIS LIST SHOULD NOT BE CONSIDERED ALL INCLUSIVE!!**

OAA shall retain the authority to impose appropriate discipline in situations not referenced above. The list is not intended to be an inclusive list of all situations where discipline or dismissal would be appropriate. The Academy reserves the right to add, amend, or modify these rules and further, to take such disciplinary action as the Academy deems warranted for any other cause not specifically covered.

## POLICY & PROCEDURE

SUBJECT: Attendance and Leaving Work During Work Hours	NUMBER: B13
	ORIGINAL DATE:
	REVISION DATE: August 2019

Employees must report to work on time and work their scheduled hours, which are 7:30 A.M – 3:30 P.M. Repeated tardiness may result in dismissal. Indeed, good attendance is essential to every job at Omega Alpha and demonstrates a responsible, professional attitude. Conversely, unexcused or excessive absences are serious offenses.

Employees should follow these guidelines when they are absent:

1. The employee’s direct supervisor should be informed of all expected absences as soon as possible. 30 days notice is preferred. A Leave Request / Change Form must be submitted for approval of the leave.
2. Notice of unexpected absences should be given as soon as possible, and the night before the absence if possible, but no later than 6:30 a.m. before the employee’s scheduled start time.
3. If prior notice cannot be given, the reasons for the failure to give notice must be submitted in writing to the supervisor and the personnel office upon return to work.
4. Employees who fail to return to work when scheduled, or who are absent without notice for three consecutive work days, will be deemed to have abandoned their employment.

No definite rule can be established to govern discipline for excessive absenteeism or tardiness. Individual circumstances and job demands differ. Therefore, Omega Alpha reserves the right to discipline employees for excessive absenteeism or tardiness any time it determines that an employee’s absences or tardies, if not protected by law, are unreasonably disruptive to its work or detrimental to efficient operations or employee morale.

### **Leaving Work During Working Hours**

Employees are not permitted to leave the Academy’s premises or leave assigned workstations during their scheduled work hours unless required by their work or with the written permission of their immediate supervisor. Except where required by their work, employees desiring to leave the workstation during working shift hours must obtain authorization from the Administration. OAA encourages employees to make doctors’ appointments after school.

## **POLICY & PROCEDURE**

SUBJECT: Meal Periods	NUMBER: B14
	ORIGINAL DATE:
	REVISION DATE: august 2019

A meal period of 30 minutes is available for each shift worked over five hours. Meal periods are scheduled to avoid any interference with the efficient operation of Omega Alpha. Meal periods may not be “skipped” so employees can leave early, but should be taken at or near the middle of the employee’s shift. Employees may not eat in their classrooms or work station but should take their meal periods in the break room or off site.

## POLICY & PROCEDURE

SUBJECT: Reporting Illnesses, Injuries, and Unsafe Work Conditions	NUMBER: B15
	ORIGINAL DATE:
	REVISION DATE: August 2019

All employees have the responsibility to maintain safe conditions in their work areas as part of the normal work routine. Actions such as not leaving drawers open, not climbing on chairs or unstable ladders, and using caution when opening doors that swing out all help avoid accidents.

You are responsible for your own safety and the safety of co-workers. In this effort, you must:

1. Report all accidents, illnesses, or injuries to a supervisor or the site administrator as follows:
  - (a) An employee who is at work when he or she becomes aware of an injury or illness must report it as soon as reasonably possible, but in no event later than leaving the workplace, or 8 hours after becoming aware of the injury or illness, whichever is earlier. The report must be made to the employee's supervisor.
  - (b) An employee who is not at work when he or she becomes aware of an injury or illness must report it as reasonably possible, but in no event later than 8 hours after becoming aware of the injury or illness.
  - (c) No employee who complies with this policy will be disciplined for not promptly reporting an injury or illness.
  - (d) Supervisors must not interfere with, or attempt to discourage, reporting under the policy;
2. Report all unsafe conditions to a supervisor according to (1) above;
3. Never assume responsibility for transporting an ill or injured employee from the premises -- inform a supervisor, department head or the President;
4. Become familiar with the locations of fire extinguishers, fire exits, emergency telephones and first aid kits;
5. Keep aisles and passageways clear and be careful when walking around corners or opening doors; and
6. Read the Material Safety Data Sheets (MSDS) for each/any chemical that you work with and be familiar with the prescribed emergency procedures in the event of an accident or injury.

7. If the injury requires first aid treatment, the employee should see the school health assistant. If it is determined that first aid is necessary, the employee should report immediately to a medical professional closest to their location.

MSDS sheets are kept on file in the office and must be kept on all appropriate chemicals/ materials to describe the material, precautions that should be used when handling the material, and measures to be taken in case of wrongful exposure.

## **POLICY & PROCEDURE**

SUBJECT:      Electronic Communications	NUMBER:      B16
	ORIGINAL DATE:
	REVISION DATE: August 2019

In order for Omega Alpha to protect its interest with regard to its electronic records, and due to the unique nature of voice mail, electronic mail (e-mail), and the Internet, the following policy has been established to address electronic communications by all Omega Alpha employees.

Omega Alpha's voice mail, e-mail and Internet systems are intended to be used for business purposes only; use for informal or personal purposes is permissible only if it is not disruptive to the performance of an employee's job duties and does not occur on a regular basis. All voice mail, e-mail and Internet records are considered academy records and should be transmitted only to individuals who have a business need to receive them. Additionally, academy records, voice mail, e-mail and Internet records are subject to disclosure to law enforcement, government officials, or other third parties through subpoena or other process. Consequently, employees should always ensure that information contained in electronic messages is accurate, appropriate, and lawful.

While Omega Alpha does not intend to regularly review or monitor employees' voice mail, e-mail, or Internet records, employees have no right or expectation of privacy in these mediums. Omega Alpha owns the hardware and software the systems are comprised of, and permits employees to use them in the performance of their job duties for the academy. Omega Alpha reserves, and will exercise the right, to review, monitor, audit, intercept, access and/or disclose all matters on the academy's computer or phone systems at any time, without notice, and such access may occur during or after working hours. The use of a password or code does not restrict the academy's right to access electronic communications. Omega Alpha reserves the right to break any code in order to access communications stored on academy property.

Employees that abuse of Omega Alpha's electronic systems or other Omega Alpha property/equipment, through excessive personal use, inappropriate use, and/or use in violation of the law or Omega Alpha's policies may be denied access to these systems and receive other disciplinary action.



## **POLICY & PROCEDURE**

SUBJECT:      Ending Employment	NUMBER:      B17
	ORIGINAL DATE:
	REVISION DATE: August 2019

An employee voluntarily resigning his/her position with Omega Alpha should submit a written notice of resignation to their supervisor with a copy to the Principal, Assistant Director, or the Executive Director thirty (30) days in advance of their intended resignation date.

Upon conclusion of employment, Omega Alpha will determine if an employee has any outstanding debt owed to the academy and whether the individual has in his/her possession any academy credit cards, equipment, keys, books, manuals, vehicles, or other academy property. Any amounts owed to the academy will be deducted from the employee's final paycheck.

After a full accounting is completed, a final pay check will be issued to the employee in accordance with applicable law.

An employee terminating employment must return any academy property in his/her possession. The cost to repair damaged property or replace property not returned to the academy may be deducted from an employee's final paycheck.

An employee planning to leave the academy may be asked to participate in an exit interview with the Director. At the time of the exit interview matters relating to final pay and other personal considerations will be arranged.

Upon termination, the employee will receive a letter from the Academy detailing the COBRA notification process, conversion of group life insurance, employment verifications and reference checks and any other information pertinent to the termination.

Upon termination of employment, an employee and their dependents, which are enrolled in the Academy's group health plan, may be eligible for continued coverage under Cobra.

### **Retirement**

403(b) plans are available as an option for retirement.

## **POLICY & PROCEDURE**

SUBJECT: Workplace Searches	NUMBER: B18
	ORIGINAL DATE:
	REVISION DATE: August 2019

Omega Alpha believes that maintaining a school and workplace that is free of weapons, drugs, alcohol, and other harmful materials is vital to the health and safety of its employees and to the success of the academy. Omega Alpha also intends to protect against the unauthorized use and removal of Omega Alpha property. In addition, Omega Alpha intends to assure its access at all times to Omega Alpha premises and Omega Alpha property, equipment, information, records, documents and files. Accordingly, Omega Alpha has established this policy concerning inspections and searches on Omega Alpha premises. This policy applies to all employees .

### **Inspections and Searches**

Omega Alpha may search any Omega Alpha property, including all documents, records, software, electronic codes, data, and files relating to Omega Alpha’s business; and all equipment, files, desks, lockers, motor vehicles, hardware, and other property of any kind, whether owned, leased, rented or used by Omega Alpha. Such inspections and searches may occur at any time, with or without further notice to or consent by the employee, anytime Omega Alpha has reasonable suspicion that the law or Omega Alpha policies have been violated. Reasonable suspicion includes a suspicion that is based on specific personal observations, such as an employee’s manner, disposition, muscular movement, appearance, behavior, speech or breath odor; information provided to management by an employee, law enforcement officials, security service or other persons believed to be reliable; or a suspicion based on other surrounding circumstances.

### **Access to Omega Alpha Property**

1. In order to assure access at all times to Omega Alpha property, Omega Alpha reserves the right to conduct routine inspections or searches at any time for Omega Alpha property on Omega Alpha premises. This includes access at all time to information and communications stored in Omega Alpha computer files, on Omega Alpha disk-drives, and in employee voicemail boxes and electronic-mail systems.
2. Routine searches or inspections for Omega Alpha property may include an employee’s office, desk, file cabinet, closet, computer files, voicemail, electronic mail or similar places where employees may store Omega Alpha property or Omega Alpha-related information, whether or not the places are locked or protected by access codes and/or passwords.
3. Because even a routine search for Omega Alpha property might result in the discovery of an employee’s personal possessions, all employees are encouraged to refrain from bringing into the workplace any item of personal property that they do not wish to reveal to Omega Alpha.

## **Inspections and Searches for Prohibited Materials**

1. Prohibited materials include, but are not limited to, firearms or other weapons; explosives and/or hazardous material or articles; illegal drugs or other controlled substances; drug-related paraphernalia; alcoholic beverages; Omega Alpha property and/or proprietary and confidential information belonging to a third party that an employee is not authorized to have in his or her possession.
2. Inspections or searches for prohibited materials in or on Omega Alpha premises will be conducted whenever Omega Alpha has reasonable suspicion to believe that a particular employee or group of employees may be in possession of materials in violation of this policy.
3. Inspections or searches for prohibited materials may be conducted from time to time even when there is no immediate reason to suspect the presence of these materials. In such cases, Omega Alpha may announce the inspection in advance, except for inspections or searches conducted at locations where employees enter or exit Omega Alpha premises.
4. Inspections or searches for prohibited materials also may include an inspection of an employee's locker, or an employee's pockets, purse, briefcase, lunch box, or other item of personal property that is being worn or carried by the employee while on Omega Alpha premises.
5. Employees who refuse to cooperate during an inspection or search will not be forcibly detained or searched. However, they will be informed that Omega Alpha will base any disciplinary decisions on the information that is available, including their refusal to consent to the search as well as the information that gave rise to a reasonable suspicion that the employees were in possession of prohibited materials, if applicable, and that their failure or refusal to cooperate could deprive Omega Alpha of information that may clear them of suspicion.
6. Omega Alpha reserves the right to deny entrance, send home or discipline, up to including discharge, any employees believed to be in possession of prohibited material on Omega Alpha premises.

## **Personal Property**

Omega Alpha Academy will not assume any responsibility or liability for damage or loss of an employee's personal property utilized in the exercise of their duties or on school premises.

## **Lost and Found**

Any article lost or found should be reported at once to the site administrator or Supervisor. All articles found on school premises must be turned in to the Site Administrator's office. All lost property delivered to the Academy and not claimed within a period of six (6) months will be turned over to a charitable organization or otherwise disposed of as determined by the Academy.

## **POLICY & PROCEDURE**

SUBJECT:      Care of Omega Alpha Property	NUMBER:      B19
	ORIGINAL DATE:
	REVISION DATE: August 2019

Employees will be issued Omega Alpha property to assist them in the performance of their job duties such as uniforms, radios, pagers, tools or supplies. This property is an important resource to Omega Alpha. Its loss or destruction would have a negative impact upon Omega Alpha. For this reason, Omega Alpha will hold employees responsible for Omega Alpha property in the employee's possession. Certainly, all items are subject to reasonable wear and tear and will eventually need to be replaced. An employee who returns an item of property that is worn out will have no obligation to repair or replace the item. On the other hand, employees who misplace, abuse or destroy Omega Alpha property will be expected to reimburse Omega Alpha for the reasonable cost of replacing that property. At the time an employee leaves employment, an accounting will be made of all property issued to the employee, and the reasonable replacement value of any property that has been lost, destroyed, or subject to unreasonable wear and tear will be set off against the employee's final paycheck. Omega Alpha may make similar deductions from paychecks during the course of employment provided Omega Alpha gives the employee at least 30 days notice of its intent to make a deduction for lost or damaged property.

## POLICY & PROCEDURE

SUBJECT: Cell / Mobile Phones	NUMBER: B20
	ORIGINAL DATE:
	REVISION DATE: August 2019

### **Personal Communications**

Employees are not permitted to make or receive telephone calls during work hours or use personal cell phones (or any other similar device) in any other way, except in cases of an emergency.

This prohibition includes using your phone for any purpose, including, but not limited to, looking at the clock on your cell phone, sending or receiving text messages, emails, Facebook messages, and WhatsApp messages, browsing the Internet, going on social media, listening to music, using any phone applications, using Bluetooth, wearing headphones, and/or making phone calls.

Urgent incoming telephone messages will be delivered to employees. The use of cell phones during teaching hours or in the classrooms is prohibited. Personal telephone calls should be confined to the lunch periods.

If any employee is found to deviate from this policy, the employee will be subject to disciplinary action, up to and including termination of employment.

## POLICY & PROCEDURE

SUBJECT:      Complaints	NUMBER:      B21
	ORIGINAL DATE:
	REVISION DATE: August 2019

In order to offer an effective and successful solution to any complaints or disputes employees may personally have, the following course of action is highly recommended to formally resolve a complaint:

- Employees are urged to discuss their complaint or issue with their immediate supervisor prior to filing a formal grievance
- If not resolved within 10 days, state your formal complaint in writing to the Principal. This should include date, suggestion for solution, and signature.
- If not resolved within the next 10 days, state your formal complaint in writing to the School Governing Board. This must include date, suggestion for solution, and signature.

## **POLICY & PROCEDURE**

SUBJECT:      Employee Evaluations	NUMBER:      B22
	ORIGINAL DATE:
	REVISION DATE: August 2019

The purpose of employee evaluations is to improve employees’ job performance. Employees may be evaluated on an ongoing basis.

The evaluation is to be completed by the Principal/Executive Director or the employee’s direct supervisor. A copy of the evaluation shall be provided to the employee and discussed at a post-evaluation conference. The original will be placed in the employee’s personnel file for retention.

### **Classroom Walk-Throughs**

Classroom Walk Throughs (“CWT”) are an important tool to evaluate teachers’ job performance in the classroom. CWTs are conducted throughout the school year as a matter of routine.

## POLICY & PROCEDURE

SUBJECT: Personnel Files	NUMBER: B23
	ORIGINAL DATE:
	REVISION DATE: August 2019

The Academy maintains a personnel file for each employee. Employees may review the contents of their file at any time. This must be done in the presence of a member of the Academy.

### **Public Records**

Information contained in an employee's personnel file may be a public record. OAA complies with the applicable provisions of Arizona's public records laws.

Requests from a third party must be in writing to the Administration Department. The Academy will attempt to immediately notify the employee of the public record request prior to the release of any information.



## **POLICY & PROCEDURE**

SUBJECT: Purchasing Procedures	NUMBER: B24
	ORIGINAL DATE:
	REVISION DATE: August 2019

OAA employees often need to purchase supplies or services during the school year. If you would like OAA to pay for the supplies or services, you must obtain approval of your request by the administrator or supervisor and submit the request to the business office to obtain an OAA Purchase Order (“PO”). A PO must be completed prior to the time the purchase is made. This applies to all funds, as well as student activities and auxiliary operations.

The PO is the only official document that authorizes OAA’s purchase of supplies or services. To avoid personally assuming the cost for the supplies or services ordered, you must follow the procedures in this policy.

Purchases of supplies or services made without obtaining an authorized PO in advance will not be paid by the Academy, and any such purchases will be the responsibility of the employee who made the purchase.

## **POLICY & PROCEDURE**

SUBJECT:      Safety Policy	NUMBER:      B25
	ORIGINAL DATE:
	REVISION DATE: August 2019

### **General Policy**

The purpose of these rules and regulations is to provide direction for employees in assuring employee safety and well being during employment with OAA. Employees should check the bulletin board daily for important notices in this regard.

### **Cleanliness of Work Stations**

Desks, workbenches, machines, vehicles, and working areas are to be kept clean and orderly. Aisle must be kept clear of stock and material must be stacked neatly. Discarded paper, rags and waste materials must be placed in receptacles provided for that purpose.

### **Driving Students in Vehicles**

**EMPLOYEES ARE NOT TO TRANSPORT STUDENTS IN PRIVATE VEHICLES OR IN THE ACADEMY'S VEHICLES UNLESS AUTHORIZED TO DO SO.**

### **Safety Rules**

Safety is one of the most important requirements of your job. Every employee must fully comply with a safety instruction. Careless habits endanger not only you, but your fellow employees as well. Your thoughtful attention to safety standards will enable you to work free of accidents.

1. Report all accidents and injuries promptly to your site Administrator or Supervisor. An adequate program for first aid is maintained to provide necessary attention.
2. Walk – do not run anywhere on school premises.
3. Material handlers and other employees who regularly handle heavy objects should wear safety shoes.
4. Employees must not wear loose clothing or garments, including any hanging jewelry, when working on or near machines or power tools.
5. Goggles are provided by the Academy and must be worn at all times when an employee is operating a grinder, polisher, or any other type of machine where particles chips or dust are created.
6. Employees with long hair must wear hair caps when their work requires it.
7. Employees must not clean or adjust their machines while the machine is in motion.
8. Employees operating power equipment must at all times use the guards provided by the equipment.
9. Place oil waste, trash, food scraps; water paper, old clothes, etc., in containers provided for such purpose. Keep all equipment and facilities clean.

10. Report promptly to your Administrator any dangerous practices, defects and lighting equipment, floors, tools, machines, or other equipment that may cause an injury
11. Do not start any machine before checking to see that no one is in a position to be injured.
12. Do not attempt to lift or push objects that are too heavy for you – ask for help when you need it. Learn to lift the proper way to avoid strains.
13. Avoid touching any loose or misplaced electrical wires, and be user to report any such condition to your Supervisor promptly.
14. Do not pile material or equipment in front of, against, or on top of the fire apparatus, sprinkler valve housings, electrical equipment, etc. Keep fire lanes, doors, aisles, and stairways clear of all obstructions.
15. Know the locations of fire exits, alarm boxes, fire fighting equipment, first aid kits, and first aid assistance.
16. Maintain all safety and first aid equipment in serviceable condition.
17. Do not perform any assigned task in a careless or negligent manner. Be especially careful when operating any mechanical equipment or device used in manufacturing process and in the operation of the plant.

The willful disregard of safety rules shall subject the employee to reprimand, suspension or discharge.

## **POLICY & PROCEDURE**

SUBJECT:     Housekeeping/School Environment	NUMBER:     B26
	ORIGINAL DATE:
	REVISION DATE: August 2019

Employees must perform their work with due regard for maintaining the premises in an orderly manner and shall return all tools/materials or equipment to the person or place from which they were obtained promptly following the completion of their use. Employees are required to deposit refuse in containers provided for such purpose. All chairs must be on top of desks at the end of the school day, all papers trashed, and books in shelves to facilitate after school cleaning.

## **POLICY & PROCEDURE**

SUBJECT:      Animals	NUMBER:      B27
	ORIGINAL DATE:
	REVISION DATE: August 2019

Any animal brought to OAA campus must be approved in advance and appropriately caged subject to applicable state and federal law. Animals will be allowed for instructional purposes only, subject to applicable state and federal law.

## **POLICY & PROCEDURE**

SUBJECT:      Transportation of Students by Staff	NUMBER:      B28
	ORIGINAL DATE:
	REVISION DATE: August 2019

All staff members are prohibited from transporting students before and after school in their own vehicles unless prior approval is obtained from the Executive Director/principal.

## POLICY & PROCEDURE

SUBJECT: Standards of Workmanship and Employee Efficiency	NUMBER: B29
	ORIGINAL DATE:
	REVISION DATE: August 2019

### **Standards of Workmanship**

Employees are expected to maintain their workmanship according to proper methods and standards. The standards are requirements of all work assigned to employees are established by the Site Administrator or Supervisor. When an employee is in doubt as to the manner in which assigned work is to be performed, the employee is required to request necessary information and instruction from the Site Administrator or Supervisor.

### **Employee Efficiency**

Employees are required to perform their duties in an efficient manner in accordance with the direction of their Supervisors. Where an employee fails to perform assigned work efficiently, the employee will be notified. Failure to promptly correct the inefficiency will result in either disciplinary suspension or a discharge, depending upon the circumstances in each case.

**THIS HANDBOOK IS PROVIDED AS A SERVICE TO THE ACADEMY'S EMPLOYEES. OAA RESERVES THE RIGHT TO CHANGE POLICIES THROUGHOUT THE SCHOOL YEAR IN ITS SOLE DISCRETION. THE GOVERNING BOARD IS THE FINAL AUTHORITY ON OPERATIONAL PROCEDURES, RULES, REGULATIONS, ETC. OF THE ACADEMY.**

## POLICY & PROCEDURE

SUBJECT: Personnel Records and Files	NUMBER: C1
	ORIGINAL DATE:
	REVISION DATE: August 2019

Personnel records and personnel files are the property of Omega Alpha and are treated as confidential information. Employees may review their own personnel file but may not remove or make copies of materials contained in personnel files. Information that will be released to requesting parties includes:

1. Verbal verification of employment for credit or loan applications. In these cases, Omega Alpha will verify name, employment date, job title and current salary.
2. Written verification for loan and credit applications. Omega Alpha will provide information requested, only after the employee provides a signed written authorization.
3. In all other cases, Omega Alpha will not divulge personnel records or files unless required to do so pursuant to applicable law, as part of a legal or administrative proceeding, or when authorized in writing to do so by the employee.

Such records will be sent directly to the employee unless required by law or subpoena to be sent elsewhere.



## POLICY & PROCEDURE

SUBJECT:      References/Employment Verifications	NUMBER:      C2
	ORIGINAL DATE:
	REVISION DATE: August 2019

**All requests for information about current or former employees should be directed to the Director.** No other employees, including managers and supervisors, should release any information in response to requests for the verification of employment or reference information on current or former employees.

The Human Resources Department will provide information only about your job titles and dates of employment and confirm current or final salary.

Additional information on any current or former employee may be provided if you sign a written agreement in satisfactory form releasing us from any liability relating to the release of the requested information.

Additionally, the Academy will also advise potential employers and others with a need to know if you engaged in, or are believed to have engaged in, violent behavior, theft, sexual misconduct, or other misconduct that might endanger the health or safety of third parties.

Omega Alpha will comply with any subpoena for employee information that appears on its face to be valid. If time permits, notice of the subpoena will be sent to the last known address of the employee, and it will be the employee's responsibility to quash the subpoena if the employee wishes to protect the information requested from disclosure.

## POLICY & PROCEDURE

SUBJECT:      Background/Reference Checking	NUMBER:      C3
	ORIGINAL DATE:
	REVISION DATE: August 2019

To ensure the quality of candidates being hired by Omega Alpha background, reference, and fingerprint checks will be conducted on all new hires.

After an offer is accepted, an organization acting on behalf of Omega Alpha will conduct an investigation as to the character, work habits, performance and work experience, along with reasons for termination of past employment of the potential employee. Based upon the job requirements information may also be requested from public and private sources with regard to driving records, court records, education, credentials and references. These inquiries will be done in accordance with the Fair Credit Reporting Act and/or any applicable state laws.

We will request only the following information:

- Reference Check of previous employers (for the past five years)
- County or State Criminal History (for the past seven years)
- Highest level of Education and Credential Information
- Motor Vehicle Record (for those positions where driving is required)

Omega Alpha also requires all employees to present a current and valid finger print clearance card from the Arizona Department of Public Safety. Failure to keep this clearance card current could lead to suspension.

Omega Alpha shall not employ, contract with, or otherwise use the services of any individual whom Omega Alpha knows has been convicted of a felony or any other criminal offense involving theft, dishonestly, violence or sexual predation.

Employment will be contingent upon the completion of this process.

If employment is denied because of information obtained by Omega Alpha the applicant will be notified and given the name and address of the agency or source providing the information. In the event the applicant can provide proof that the information received from the investigation is incorrect, they may reapply for future open positions. If adverse information is obtained after an individual is employed by Omega Alpha the employee will be notified and given an opportunity to explain the discrepancy. It will be the responsibility of the employee to prove that the information obtained was not valid or to provide proof that their record has been cleared. At that time, the employee may be suspended (without pay) for up to two weeks during this process. If the employee has not provided sufficient proof within two weeks, the employment will be terminated.

## **POLICY & PROCEDURE**

SUBJECT:      Constructive Discharge	NUMBER:      C4
	ORIGINAL DATE:
	REVISION DATE: August 2019

In compliance with Arizona's Constructive Discharge Act, A.R.S. §23-1502, employees are encouraged to communicate with academy whenever an employee believes that working conditions are, or may become, intolerable to the employee and may cause the employee to resign. If an employee wishes to preserve the right to bring a claim against academy alleging that a working condition forced the employee to resign, the employee must first give written notice to academy of the intolerable condition and then wait 15 calendar days after providing that notice for academy to provide a response. The employee may, under certain circumstances, be entitled to an unpaid leave of absence of up to 15 days while waiting for the employer to respond to the written communication. Of course, the academy will do everything in its power during that period to ameliorate any condition that needs correction.

Additional information regarding Arizona's Constructive Discharge Act has been posted in conspicuous places in the work area.

## POLICY & PROCEDURE

SUBJECT: COVID-19 Safety Protocol for Employees and Students	NUMBER: C5
	ORIGINAL DATE:
	REVISION DATE: August 2020

Omega Alpha Academy is committed to providing a safe work environment for its employees and students. For this reason, Omega Alpha Academy is implementing the following COVID-19 safety protocol for its employees and students to follow.

### 1. MASKS

**Policy.** Omega Alpha Academy requires all employees and students over the age of 5 to wear a mask or face covering (referred to herein as “masks”) at all times while on Omega Alpha Academy property. Masks may be removed for eating or drinking while in designated spaces.

Employees who work at a desk do not need to wear a mask while seated at their desk, so long as they are at least six feet away from others while seated at their desk. If employees are not six feet from others while at their desk, they must wear a mask.

Furthermore, students do not have to wear a mask when they are outside in playground settings so long as they maintain physical distancing (6 feet) from each other. Omega Alpha Academy will also allow breaks for students to take their mask off in a safe environment.

**Exceptions.** This requirement to wear a mask does not apply to anyone who has trouble breathing or is unconscious, anyone who is incapacitated or otherwise unable to remove the mask without assistance, and students with certain disabilities or health conditions.

**Medical Exceptions.** If an employee or student is not able to wear a mask for medical reasons, please contact Ms. Alejandra Moran at 520-805-1261 or [amoran@oaak12.org](mailto:amoran@oaak12.org). Please note that the employee or student’s parents or legal guardians (referred to herein as “parents”) may be asked to provide medical documentation, such as a doctor’s note, confirming the employee or student is not able to wear a mask for medical reasons.

#### **Safety and Usage Tips for Masks:**

- Either a cloth face covering or disposable surgical mask can be worn.
- Place the mask securely over both the nose and the mouth.
  - Proper fit is critical to maximizing the safety potential of the mask.
  - Masks should be secured through ear loops or straps that wrap around the head (no tube face masks, bandanas, scarves, or ski masks).
- Wash your hands before and after touching your mask.
- Don’t touch the mask once it is on your face.
  - If you do, wash your hands before and after doing so.
- Don’t adjust your mask too much, and don’t pull your mask below your nose or chin while you are wearing it.
- Masks should not be shared.
- All masks should be removed and discarded if soiled or damaged.

- If using a homemade cloth face covering, it should be laundered and free of dirt/stain.
- Masks shall not contain any offensive or inappropriate symbols, images, graphics, or language. They also shall not contain large logos, flags, political messaging, or any other images that are inconsistent with Omega Alpha Academy’s policies applicable to students and employees.
- During storage, masks should be carefully folded so that the inner surface is held inward and against itself to reduce contact with the outer surface.
  - For students, masks can be stored in a space designated for each student that is separate from others when not being worn (e.g., in individually labeled containers or bags, personal lockers, or cubbies).
- The folded mask can be stored between uses in a clean sealable bag or breathable container.
- Here is a video from the World Health Organization (WHO) on how to remove and store your mask.

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/when-and-how-to-use-masks>

**Consequences.** Omega Alpha Academy takes mask wearing very seriously. Employees who violate this policy by refusing to wear a mask consistent as required by this policy will be subject to discipline, up to and including termination of employment.

A student refusing to properly wear an approved mask in accordance with this policy may face a level 3 violation in accordance with the Discipline Policy in the Student Handbook.

## 2. PHYSICAL DISTANCING AND HEALTHY HYGIENE PRACTICES

### Employees and students must:

- Wash hands with soap and water often for at least 20 seconds, including after being in a public place, after coughing or sneezing, or after touching a frequently touched surface. If soap and water are not available, use an alcohol-based hand sanitizer containing at least 60% alcohol.
- Maintain 6 feet of distance between others whenever possible.
- Avoid touching eyes, nose, and mouth.
- Use video conferencing or phone calls for meetings whenever possible.
- Maintain coughing and sneezing etiquette by covering mouth and nose with a tissue. Throw tissues in the trash - then wash or sanitize your hands before touching anything else.
- Greet people with a wave, rather than a handshake.
- Avoid hugs.
- Wipe down your workstation daily with a disinfectant wipe, if available.
- Clean and disinfect frequently touched objects and surfaces.
- Avoid close contact with people who are sick.

Omega Alpha Academy is regularly cleaning and disinfecting the school to keep it as safe as possible.

## 3. SCREENING FOR COVID-19 SYMPTOMS

All individuals (including all students and staff) entering Omega Alpha Academy's campus will have their temperatures taken before being permitted into the school. If a student or staff member has a temperature of 100.4°F (38°C) or higher, they will not be permitted to enter the campus.

In addition, employees are required to screen themselves for COVID-19 symptoms on a daily basis before coming to work.

Parents of students are required to screen their children for COVID-19 symptoms on a daily basis before the student comes to school. Students should also screen themselves for symptoms prior to leaving for school, as feasible.

COVID-19 symptoms can be found on this CDC website: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>. They include:

- Fever [100.4° F (38°C) or higher]
- Chills
- Cough
- Shortness of breath or difficulty breathing
- Sore throat
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Employees and students, or parents of students, are required to notify Mr. Frisby immediately if they have symptoms of COVID-19, have been exposed to a positive case of COVID-19, and/or have tested positive for COVID-19. Such employees and students must stay home until the conditions set forth in the next section are met.

#### 4. WHEN TO DISCONTINUE HOME ISOLATION\*

\*Please note the information in this section may change. Employees, students, and parents of students are also welcome to visit the Arizona Department of Health Services website, including <https://www.azdhs.gov/documents/preparedness/epidemiology-disease-control/infectious-disease-epidemiology/novel-coronavirus/public-resources/release-from-isolation.pdf> and the CDC website, including <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html> for the most up-to-date information.

- If an employee or student is exhibiting COVID-19 symptoms, but does not have a COVID-19 diagnosis, the employee or student can return to work when all three of the following conditions are met:
  - The employee or student has had no fever for at least 3 days (72 hours) without the use of medicine that reduces fevers; **and**
  - Other symptoms have improved; **and**

- At least 10 days have passed since symptoms first appeared.
- Employees or students who have tested positive for COVID-19 or have been advised by a medical professional that they are likely to have COVID-19 must stay at home until all three of the following conditions are met, either through a symptom-based strategy, for which no test is required, or a test-based strategy, if the employee has access to a test:
  - Symptom-based strategy:
    - At least 3 days (72 hours) have passed since recovery, defined as resolution of fever without the use of fever-reducing medications; **and**
    - Improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**,
    - At least 14 days have passed since symptoms first appeared.
  - Test-based strategy - if tests are available:
    - Resolution of fever without the use of medicine that reduces fevers; **and**
    - Improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**
    - The employee received two negative tests in a row, at least 24 hours apart.
- Employees or students who do not have COVID-19 symptoms but test positive for COVID-19 can return to work under the following conditions, but in all cases, follow the guidance of your doctor:
  - If an employee or student has not had a test to determine if he or she is still contagious, the employee can leave home after two things have happened:
    - (1) At least 10 days have passed since the date of the employee’s or student’s first positive test; and
    - (2) The employee or student continues to have no symptoms (no cough or shortness of breath, for example) since the test.
  - If an employee or student is getting a COVID-19 test to determine whether he or she is still infected, the employee or student can leave home after:
    - He or she receives two negative tests in a row, at least 24 hours apart.
  - If an employee or student develops symptoms, please follow the guidelines above before returning to work.

## 5. CONTACT TRACING

**In accordance with CDC guidelines, Omega Alpha Academy will notify employees or students who were in “close contact,” as defined by the CDC, with someone who tested positive for COVID-19 at any time during the 48 hours before the infected individual’s symptoms appeared, or if the individual who tested positive is asymptomatic, two days before the positive test result. Per the CDC, “close contact” means within 6 feet of the infected person for at least 15 minutes, or direct contact.**

**Because teachers are considered critical infrastructure workers, teachers who were in “close contact” with the infected individual may continue working so long as they remain symptom-free and adhere to heightened cleaning and healthy hygiene practices.**

<https://www.cdc.gov/coronavirus/2019-ncov/community/critical-workers/implementing-safety->

[practices.html](#). Specifically, teachers should screen themselves prior to starting work, they must wear a mask at all times while in the workplace, they must maintain 6 feet as much as possible, and they must clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment routinely. **If the teacher become symptomatic, the teacher must go home and follow the steps above for discontinuing home isolation before returning to the school.**

**Non-teachers and students who were in “close contact” with the infected individual will be required to stay home for 14 days** after the last exposure. If the individual develops symptoms, the individual must follow the guidelines above **for discontinuing home isolation** before returning to the school.



## **ACKNOWLEDGMENTS**

## ACKNOWLEDGMENT

SUBJECT:      Receipt of Handbook	NUMBER:      A
	ORIGINAL DATE:
	REVISION DATE: August 2019

I understand that it is my responsibility to read this policy handbook, and to ask questions that I may have about Omega Alpha policies, rules and procedures. By signing below, I indicate my receipt of the handbook and my understanding of the policies, rules and procedures outlined in the handbook; I also understand that other policies, rules and procedures may be subsequently adopted by Omega Alpha and that I will be required to abide by those policies, rules and procedures or resign my employment.

I further understand and agree that this handbook bestows no contractual rights to me whatsoever, regarding employment, salary increases, benefits, etc., and that Omega Alpha has the absolute right to amend, supplement, or discontinue any policy, practice or benefit at any time, with no notice to me.

I also understand that receipt of this handbook does not mean that Company has guaranteed me employment for any fixed period of time. I can end my employment at any time for any reason or for no reason. I acknowledge that Company holds the same rights, and my employment can be discharged for any reason not prohibited by law, or for no reason, with or without prior notice or warning.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

## ACKNOWLEDGMENT

SUBJECT: Harassment Free Workplace Policy	NUMBER: B
	ORIGINAL DATE:
	REVISION DATE: August 2019

I hereby acknowledge that I have received and read the Harassment Free Workplace Policy contained in this policy handbook. I have had an opportunity to have all aspects of this policy fully explained. I understand that I must abide by the policy as a condition of employment and that any violation may result in disciplinary action up to and including discharge.

It is the policy of this Omega Alpha to provide a work environment that is free from harassment based on an individual's race, color, religion, national origin, ancestry, age, physical or mental disability (or perception of such disability), medical condition, pregnancy, marital status, sex, sexual orientation, gender identity, military or veteran's status or any other legally protected status.

Specifically, the sexual harassment prohibited by this policy includes unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature by supervisory personnel, co-employees, vendors, or customers.

Actions of this nature have no place in this academy's work environment. Harassment and intimidation by any employee at any level will not be tolerated. The academy will actively investigate any allegation of harassment and, if it is determined that such conduct has occurred, the academy will take appropriate disciplinary action, up to and including discharge of the offender.

Any employee who believes that he or she is being harassed should promptly contact any supervisor, the Director, or the Assistant Director of the Academy. Complaints will be fully investigated and remedied when determined to be valid. Additionally, there will be no retaliatory action against any employee for reporting harassment.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

## ACKNOWLEDGMENT

SUBJECT:     Drug/Alcohol Policy Statement	NUMBER:     C
	ORIGINAL DATE:
	REVISION DATE: August 2019

I acknowledge that I have received and read the Drug and Alcohol-Free Work-place policy and Drug Testing Procedure contained in this policy handbook. I have had an opportunity to have all aspects of these policies fully explained. I understand that I must abide by the policies as a condition of employment and any violation may result in disciplinary action up to and including discharge.

It is Omega Alpha’s policy to provide a work environment that is drug and alcohol-free and conducive to a safe environment.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

## ACKNOWLEDGMENT

SUBJECT:      Authorization for Deductions	NUMBER:      D
	ORIGINAL DATE:
	REVISION DATE: August 2019

I hereby authorize Omega Alpha to deduct from my final paycheck all amounts that I may owe the academy including:

- The cost of repair or replacement of any equipment assigned to me or in my possession that I fail to return in good condition, reasonable wear and tear excepted.
  
- The reasonable cost of replacing any keys that I may not return and the reasonable cost of replacing any locks that may need to be changed because of my failure to return keys.
  
- Any charges or expenses that I may have incurred on behalf of Omega Alpha for which I am not entitled to reimbursement;
  
- Any overpayment or other payments made to me that were not earned.
  
- Any educational assistance received within six months of my resignation.

I further understand that any deductions made pursuant to this authorization will be noted on my final paycheck and an accounting of such deductions, including supporting documentation, will be provided to me upon request.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

## **APPENDIX**

## **COBRA NOTICE FORMS**

## CONTINUATION COVERAGE RIGHTS UNDER COBRA

### **Introduction**

You are receiving this notice because you have recently become covered under Omega Alpha's group health plan (the Plan). This notice contains important information about your right to COBRA continuation coverage, which is a temporary extension of coverage under the Plan. **This notice generally explains COBRA continuation coverage, when it may become available to you and your family, and what you need to do to protect the right to receive it.**

The right to COBRA continuation coverage was created by a federal law, the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). COBRA continuation coverage can become available to you when you would otherwise lose your group health coverage. It can also become available to other members of your family who are covered under the Plan when they would otherwise lose their group health coverage. For additional information about your rights and obligations under the Plan and under federal law, you should review the Plan's Summary Plan Description or contact the Plan Administrator.

### **What is COBRA Continuation Coverage?**

COBRA continuation coverage is a continuation of Plan coverage when coverage would otherwise end because of a life event known as a "qualifying event." Specific qualifying events are listed later in this notice. After a qualifying event, COBRA continuation coverage must be offered to each person who is a "qualified beneficiary." You, your spouse, and your dependent children could become qualified beneficiaries if coverage under the Plan is lost because of the qualifying event. Under the Plan, qualified beneficiaries who elect COBRA continuation coverage [*choose and enter appropriate information: must pay or are not required to pay*] for COBRA continuation coverage.

If you are an employee, you will become a qualified beneficiary if you lose your coverage under the Plan because either one of the following qualifying events happens:

- Your hours of employment are reduced, or
- Your employment ends for any reason other than your gross misconduct.

If you are the spouse of an employee, you will become a qualified beneficiary if you lose your coverage under the Plan because any of the following qualifying events happens:

- Your spouse dies;
- Your spouse's hours of employment are reduced;
- Your spouse's employment ends for any reason other than his or her gross misconduct;
- Your spouse becomes entitled to Medicare benefits (under Part A, Part B, or both); or
- You become divorced or legally separated from your spouse.

Your dependent children will become qualified beneficiaries if they lose coverage under the Plan because any of the following qualifying events happens:



- The parent-employee dies;
- The parent-employee's hours of employment are reduced;
- The parent-employee's employment ends for any reason other than his or her gross misconduct;
- The parent-employee becomes entitled to Medicare benefits (Part A, Part B, or both);
- The parents become divorced or legally separated; or
- The child stops being eligible for coverage under the plan as a "dependent child."

*[If the Plan provides retiree health coverage, add the following paragraph:]*

Sometimes, filing a proceeding in bankruptcy under title 11 of the United States Code can be a qualifying event. If Omega Alpha files bankruptcy, and that bankruptcy results in the loss of coverage of any retired employee covered under the Plan, the retired employee will become a qualified beneficiary with respect to the bankruptcy. The retired employee's spouse, surviving spouse, and dependent children will also become qualified beneficiaries if bankruptcy results in the loss of their coverage under the Plan.

### **When is COBRA Coverage Available?**

The Plan will offer COBRA continuation coverage to qualified beneficiaries only after the Plan Administrator has been notified that a qualifying event has occurred. When the qualifying event is the end of employment or reduction of hours of employment, death of the employee, *[add if Plan provides retiree health coverage: commencement of a proceeding in bankruptcy with respect to the employer,]* or the employee's becoming entitled to Medicare benefits (under Part A, Part B, or both), the employer must notify the Plan Administrator of the qualifying event.

### **You Must Give Notice of Some Qualifying Events**

**For the other qualifying events (divorce or legal separation of the employee and spouse or a dependent child's losing eligibility for coverage as a dependent child), you must notify the Plan Administrator within 60 days after the qualifying event occurs. You must provide this notice to: *[Enter name of appropriate party]. [Add description of any additional Plan procedures for this notice, including a description of any required information or documentation.]***

### **How is COBRA Coverage Provided?**

Once the Plan Administrator receives notice that a qualifying event has occurred, COBRA continuation coverage will be offered to each of the qualified beneficiaries. Each qualified beneficiary will have an independent right to elect COBRA continuation coverage. Covered employees may elect COBRA continuation coverage on behalf of their spouses, and parents may elect COBRA continuation coverage on behalf of their children.

COBRA continuation coverage is a temporary continuation of coverage. When the qualifying event is the death of the employee, the employee's becoming entitled to Medicare benefits (under Part A, Part B, or both), your divorce or legal separation, or a dependent child's losing eligibility as a dependent child, COBRA continuation coverage lasts for up to a total of 36 months. When the qualifying event is the end of employment or reduction of the employee's hours of employment, and the employee became entitled to Medicare benefits less than 18 months before the qualifying event, COBRA continuation coverage for qualified beneficiaries other than the employee lasts until 36 months after the date of Medicare entitlement. For example, if a covered employee becomes entitled to Medicare 8 months before the date on which his employment terminates, COBRA continuation coverage for his spouse and children can last up to 36 months after the date of Medicare entitlement, which is equal to 28 months after the date of the qualifying event (36 months minus 8 months). Otherwise, when the qualifying event is the end of employment or reduction of the employee's hours of employment, COBRA continuation coverage generally lasts for only up to a total of 18 months. There are two ways in which this 18-month period of COBRA continuation coverage can be extended.

#### ***Disability extension of 18-month period of continuation coverage***

If you or anyone in your family covered under the Plan is determined by the Social Security Administration to be disabled and you notify the Plan Administrator in a timely fashion, you and your entire family may be entitled to receive up to an additional 11 months of COBRA continuation coverage, for a total maximum of 29 months. The disability would have to have started at some time before the 60th day of COBRA continuation coverage and must last at least until the end of the 18-month period of continuation coverage. *[Add description of any additional Plan procedures for this notice, including a description of any required information or documentation, the name of the appropriate party to whom notice must be sent, and the time period for giving notice.]*

#### ***Second qualifying event extension of 18-month period of continuation coverage***

If your family experiences another qualifying event while receiving 18 months of COBRA continuation coverage, the spouse and dependent children in your family can get up to 18 additional months of COBRA continuation coverage, for a maximum of 36 months, if notice of the second qualifying event is properly given to the Plan. This extension may be available to the spouse and any dependent children receiving continuation coverage if the employee or former employee dies, becomes entitled to Medicare benefits (under Part A, Part B, or both), or gets divorced or legally separated, or if the dependent child stops being eligible under the Plan as a dependent child, but only if the event would have caused the spouse or dependent child to lose coverage under the Plan had the first qualifying event not occurred.

#### **If You Have Questions**

Questions concerning your Plan or your COBRA continuation coverage rights should be addressed to the contact or contacts identified below. For more information about your rights under ERISA, including COBRA, the Health Insurance Portability and Accountability Act (HIPAA), and other laws affecting group health plans, contact the nearest Regional or District

Office of the U.S. Department of Labor's Employee Benefits Security Administration (EBSA) in your area or visit the EBSA website at [www.dol.gov/ebsa](http://www.dol.gov/ebsa).

**Keep Your Plan Informed of Address Changes**

In order to protect your family's rights, you should keep the Plan Administrator informed of any changes in the addresses of family members. You should also keep a copy, for your records, of any notices you send to the Plan Administrator.

**Plan Contact Information**

*[Enter name of group health plan and name (or position), address and phone number of party or parties from whom information about the plan and COBRA continuation coverage can be obtained on request.]*

