

**CITIZENS OF THE WORLD CHARTER SCHOOL –
LOS ANGELES
EMPLOYEE HANDBOOK
August 2012**

INTRODUCTION

Comment [TA1]: Amy I made an attempt to update to reflect CWC LA, but please revise.

Welcome!

Citizens of the World Charter Schools – LOS ANGELES (CWC LA) operates two truly unique schools – CWC Hollywood and CWC 2/CWC Silverlake and will add CWC 3/CWC Mar Vista fall 2013. CWC LA schools serve these richly diverse communities of Los Angeles. The curriculum offered in its schools is modeled after some of the most acclaimed public and private schools nationally and is progressive, constructivist, experiential and child centered in its approach. CWC LA schools focus on developing the whole child and in particular on our role as contributing citizens of the neighboring community and the larger world in which we live. At CWC LA, we regard the work we do as being of utmost importance. Therefore, we have very high expectations for professionalism and performance of each one of our employees. All employees should treat all individuals, students, teachers, administrators, volunteers, and family members, with respect and approach all situations as opportunities to learn.

This handbook has been written to provide you with an overview of Citizens of the World Charter Schools – Los Angeles(CWC LA), its personnel policies and procedures, and your benefits as a CWC LA employee.

This handbook is intended to explain in general terms those matters that most often apply to your day-to-day work activities. This handbook cannot anticipate every situation or answer every question about employment, and it is not an employment contract. Employees are expected to read this handbook thoroughly upon receipt and to know and abide by the policies outlined herein, as revised over time, throughout their employment. No CWC LA guideline, practice, manual or rules may alter the at-will status of your relationship with CWC LA.

In order to retain necessary flexibility in the administration of its policies, procedures and benefits, CWC LA reserves the right to change, deviate from, eliminate, or revise the handbook, except for the at-will provisions, at any time, without notice, whenever CWC LA determines that such action is warranted. For these reasons, we urge you to check with the Executive Director to obtain current information regarding the status of any particular policy, procedure or practice. This handbook supersedes and replaces all previous personnel policies, practices and procedures.

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Citizens of the World Charter School opened its doors in September 2010 to 100 Kindergarten and First Grade students. It is growing by a grade level of approximately 60 students each year to eventually be K-8 with 660 students total (6th grade will be 100 students/grade).

MISSION

The mission of Citizens of the World Charter Hollywood: A Public School is to provide a socio-economically, culturally and racially diverse community of students in the heart of Hollywood with an intellectually challenging, experiential learning environment that develops each individual student's confidence, potential, and individual responsibility as citizens of the world in which we live.

Comment [TA2]: Amy to update

STAFF EXPECTATIONS

All staff are expected to:

- Know, understand and work to embody the CWC LA core principles
- Work to be the best professionals by aiming to:
 - o Proactively solve potential problems
 - o Communicate needs or questions to colleagues/supervisors
 - o Work collaboratively
 - o Exercise self-care and work towards balance
 - o Be on time and ready to start at designated times
 - o Know and meet all deadlines
 - o Communicate prior to missing deadlines if extensions or support are needed
 - o Dress appropriately
- Communicate and Collaborate Effectively
 - o Check email a minimum of one time per day
 - o Return email and phone messages within 24 hours (weekdays)
 - o Greet all family members, students, and visitors upon seeing them
 - o Check for understanding when unclear on directions, expectations, norms, etc.
 - o Ask for help when needed
 - o Assume best intentions
 - o Use conflict resolution language and techniques to resolve conflicts or problems
- Have fun!

Citizens of the World Charter Schools Core Principles

Developed by the Founding Staff, August 2010

This We Believe.....

Balancing Individualism with Responsibility Towards Our Community

We believe that all students are capable of becoming independent, self-aware, and mindful learners who intentionally act to better themselves. In addition, we believe that all individuals should commit to respecting and valuing each other and creating a helpful and compassionate community. We believe a school community will appreciate all aspects of diversity and use this knowledge to strengthen and celebrate the community while also self reflecting as individuals.

Diversity and Appreciation for Difference

We believe this is a fundamental block in our core principles at CWC LA because the understanding of others is critical to being a Citizen of the World. This creates a sense of belonging and community. The goal is that our students take this sentiment and utilize it in a global changing world.

Constructing Meaning through Powerful Hands-On Learning Experiences

At CWC LA, we value that learning is best when it is an active, hands-on process during which students "construct" their own knowledge. Project-based learning is the means through which we accomplish this, where students engage in and learn through real world scenarios and engaging topics of study. Through project-based learning, students are involved in planning, problem-solving, decision-making, and investigation around a central theme, working both alone and in groups.

Critical Thinking and Problem Solving

We believe that thinking critically, outside the box, leads to effective problem solving across curricular areas and in relationship to others. This promotes team work, group responsibility, respect and self reflection. Mastering of these skills will prepare our children for diverse challenges in their futures.

Developmentally Appropriate Education

As educators, we believe in creating a developmentally appropriate and challenging curriculum. Learning is tailored to each student's individual needs by incorporating active, meaningful and engaging lessons. This includes being mindful of the multiple intelligences that all children bring to any learning environment.

Learning About What's Meaningful

As CWC LA, you'll see children learn about what's meaningful through service learning. Children will be aware of their world around them and learn that their actions can impact the betterment of human kind and help improve the world.

Inventiveness, Imagination and Creativity

At CWC LA, we are committed to fostering the encouragement and freedom to have all students engaging in inventive, imaginative and creative activities throughout all curricular areas.

Equity and Access

At CWC LA, we believe that all children deserve access to equal educational opportunities, regardless of socio-economic status, ethnic background or religious affiliation. Additionally, educational opportunities provided will take into account the aforementioned differences.

Interconnectedness/Interdependence

We believe children learn by making connections in the world around them (experiences, prior knowledge, etc.). Teachers use thematic units as a vehicle to help make connections across different disciplines and subject areas.

Safe, Respectful, Compassionate Learning Environments

Within each classroom at CWC LA, will ensure that all students feel a sense of place and connection to our school. In order for students to do their best learning, academically, socially and emotionally, they must feel safe and respected. To achieve this, students are respected members of the community who are seen as important contributors to the setting of norms and development of a caring community.

STAFF AGREEMENTS

MUTUAL RESPECT

- Communication
- 24 hr rule
- Mutual respect
- Understanding that we're imperfect/not always our best "bad days happen"
- Perspective taking
- "I" messages

KEEP THE MAIN THING THE MAIN THING (AKA, THE KIDS)

- About kids
- Audacity to be ambitious

INTEGRITY/INTENTION TO BRING BEST SELF AND BE POSITIVE

- Positivity
- Assume positive intent
- Speaking/listening from heart
- Non-judgmental
- Honest about issues – no skirting things/pushing under rug
- Bringing your best self

TAKING CARE OF SELF AND OTHERS

- Ask for help
- Recognition
- Encouragement/praise
- Be on time/be present
- Self-aware/looking at others
- Take care of yourself

COLLABORATIVE COMMUNITY

- Inclusiveness – grade level/groups/etc.
- Focus on relationships
- Good morning/hi's/hello's/smiles
- Teamwork
- Have fun
- Support
- Balancing playfulness/hard work

EMPLOYMENT RELATIONSHIP

All employment at CWC LA is "at will." This means that employment is for no definite period and both the employee and CWC LA have the right to terminate employment at any time, with or without advance notice and with or without cause. CWC LA also has the right to demote or discipline an employee, or alter the terms of employment, at any time, with or without cause and with or without advance notice, in CWC LA's sole discretion. No one except the Executive Director has the authority to alter this at-will policy, to enter into an agreement for employment for a specified period of time, or to make any agreement contrary to this policy. To be effective, any such agreement must be in writing, must be signed by the Executive Director of CWC LA and by the affected employee, and must express a clear and unambiguous intent to alter the at-will nature of the employment relationship.

EMPLOYEE CLASSIFICATION

Each CWC LA employee is either "exempt" or "non-exempt." An employee's duties, responsibilities, and salary determine whether his or her position is exempt or non-exempt. Employees classified as non-exempt are eligible for overtime pay according to applicable state and federal guidelines. Employees in exempt positions are not eligible for overtime pay.

In addition, employees will fall within one of the following categories:

Regular Full-Time Employees: Regular full-time employees are regularly scheduled to work 40 or more hours per week. Generally, they are eligible for the employment benefit and leave programs provided by CWC LA, subject to the terms, conditions, and limitations of each benefit program, as described later in this handbook.

Regular Part-Time Employees: Regular part-time employees are regularly scheduled to work fewer than 40 hours per week, and less than 35 hours per week if they are not benefited. As described later in this handbook, part-time employees receive all legally mandated benefits and leaves, but they generally are ineligible for all of CWC LA's other employment benefit and leave programs. A change from part-time to full-time status will be effective only if the employee has been advised of the status change by the Executive Director.

Temporary Employees: Temporary employees are those employed for short-term assignments or in connection with a specific project or event. Temporary employees are not eligible for employee benefits, except those mandated by applicable law.

Comment [TA3]: Amy, please note that when the Affordable Care Act that goes into affect in 2014, CWC LA will need to provide coverage to employees who average 30 or more hours per week or they will be fined \$2K. You should keep this in mind as you may need to change the hours of your PT staff in 2013-14 to keep them under 30 hours.

From the Kaiser Family Foundation (<http://www.kff.org/healthreform/upload/8275.pdf>): Businesses with 51 or more FTE employees will be fined \$2,000 per employee (excluding the first 30 employees) if they do not offer coverage for employees who average 30 or more hours per week. Note that there is no penalty for part-time employees not offered coverage.

DOCUMENTATION OF AN EMPLOYEE'S RIGHT TO WORK

CWC LA is committed to complying with the federal immigration laws and does not unlawfully discriminate on the basis of national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present proper documentation establishing identity and employment eligibility within the required time period.

Employees with general questions or seeking general information on immigration law issues are encouraged to contact the Executive Director. Employees may raise questions or good faith complaints about immigration law compliance without fear of reprisal.

WORKING HOURS AND PAY

Schedule

CWC LA's hours of operation are 8:15 a.m. – 6 p.m. and office hours are 8:15-4:30 Monday through Friday. All employees will be assigned a work schedule suitable for their job assignment and will be expected to begin and end work according to the schedule. Staff members will be assigned a work schedule.

In order to accommodate the needs of the school, it may be necessary to change individual work schedules on either a short-term or long-term basis.

To modify one's schedule, employees should meet with either the Principal or Executive Director to request the change. All schedule changes or modifications must be approved by the Principal or Executive Director.

Meal and Rest Breaks

CWC LA provides employees with meal and rest breaks according to applicable laws. Currently, non-exempt employees working a shift of between 5 and 10 hours on any given workday are required to take at least a 30-minute unpaid meal break. A non-exempt employee working a shift of 6 hours or less may voluntarily waive this meal period, and the employee must record the waiver on his or her timecard.

A non-exempt employee working a shift of 3-1/2 hours or more in a workday is given rest breaks. A non-exempt employee must take one 10-minute rest break for every 4 hours or major fraction thereof that he works in a workday. Whenever possible, rest breaks should be taken in the middle of a work period. Rest breaks are paid and they may not be combined with meal break time. Employees who work less than 3-1/2 hours in a day are not entitled to a rest break.

Overtime

Non-exempt employees are eligible for overtime pay according to applicable state and federal guidelines. Employees in exempt positions (including teachers, administrators and the Family Support Coordinator) are not eligible for overtime pay.

Overtime will be computed based on actual time worked. Only those hours that are actually worked are added together to determine an employee's overtime pay.

Non-exempt employees may not work overtime without the express, prior approval of his

or her supervisor. Unauthorized overtime is against CWC LA policy and may result in disciplinary action, up to and including termination. For more information regarding overtime rates, contact your supervisor or the Executive Director.

Regular Pay Days

Employees are paid twice per month (generally the first and fifteenth of the month). If a payday falls on a holiday or weekend, paychecks will be distributed on the preceding workday.

TIMEKEEPING

Non-exempt employees must accurately record the hours worked each day on the timesheets provided by the Executive Director, including the time they begin and end their work each day, the beginning and ending time of any meal period and any overtime hours worked. Failing to record all hours worked is considered a violation of CWC LA policy.

Timekeeping records are legal documents. Altering, falsifying, tampering with timesheets or time records, or recording time on another employee's timesheet, may result in disciplinary action, up to and including termination of employment.

If an employee thinks that corrections or modifications should be made to that employee's timesheet, the employee should notify his or her supervisor as soon as possible.

REIMBURSEMENT POLICY

CWC LA will reimburse employees for reasonable work-related expenses provided the employees obtain pre-approval for the expense. Failure to do so may affect reimbursement. In order to receive reimbursement, an employee must complete an Expense Report and provide receipts to support all expenses.

CHANGES IN EMPLOYEE INFORMATION

An employee is responsible for notifying the Executive Director and Principal about changes in the employee's personal information and changes affecting the employee's status (for example, name changes, address or telephone number changes, etc.). This notification by the employee must occur as close to the change as possible, but no later than 30 days following the change.

VERIFICATION AND REFERENCE POLICY

All requests for employment verification, references or personal information verification or disclosures must be directed to the Executive Director or Principal. Only the Executive Director and Principal are authorized to provide verifications or references, or disclose personal information, pertaining to current or former employees.

With respect to verification requests, CWC LA will disclose only the dates of employment and the title of the last position held. CWC LA will verify or disclose additional information about the employee only if the employee provides written authorization for CWC LA to

provide the information. However, CWC LA will provide information about current or former employees as required by law or court order. CWC LA will not provide any letters of reference for current or former employees. Please refer all questions about this policy to the Executive Director.

PERFORMANCE MANAGEMENT, RULES OF CONDUCT, DISCIPLINE AND TERMINATION

All employees are furnished with a job description upon hiring and clear expectations and goals. Employees meet regularly with their supervisor for informal and formal check ins about progress in achieving goals, areas of strength and areas for improvement. In general teachers are expected to meet the California Standards for the Teaching Profession and all employees are expected to work toward achieving CWC LA's school wide goals.

Performance Evaluations

Administrative and Classified Staff:

Performance evaluations generally are conducted annually to provide both employees and supervisors with the opportunity to discuss the employee's position, tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss methods for improving performance. The performance evaluations are intended to make employees aware of their progress, areas for improvement, and objectives or goals for future work performance. Favorable performance evaluations do not guarantee increase in salary or promotions, or even continued employment. Salary increases and promotions are solely within the discretion of CWC LA and depend upon many factors in addition to performance.

Teachers:

At the start of each academic year, each Teacher will meet with the Principal to establish Performance Objectives for that school year. The Teacher will put these objectives to writing in accordance with a template to be provided by the Principal.

The Principal will then evaluate the Teacher's performance at least once a year formally and on an ongoing basis informally. The evaluation will be based on factors including the Teacher's job description, accomplishment of the Performance Objectives, the CWC LA charter, and standards for teaching performance developed by the Principal, the CWC LA Board of Directors, and/or other CWC LA staff.

The Performance Objectives and subsequent performance evaluations provide both the employee and the Principal with the opportunity to discuss the employee's position, identify and correct weaknesses, encourage and recognize strengths, and discuss methods for improving performance. The performance evaluations are intended to

make employees aware of progress, areas for improvement, and objectives or goals for future performance. Favorable performance evaluations do not guarantee promotions, continued employment, or renewal of your employment contract.

In addition to these more formal performance evaluations, CWC LA encourages you and your Supervisor/Principal to discuss your job performance on an ongoing basis.

Punctuality and Attendance

CWC LA expects all employees to report to work on a reliable and punctual basis. This includes all professional development days which provide key opportunities for all staff to work on developing rigorous and innovative curriculum. Absenteeism, early departures from work, and late arrivals burden fellow employees, students, and CWC LA. If an employee cannot avoid being late to work or is unable to work as scheduled, her/she must call the school office as soon as possible.

Employees are expected to report to work as scheduled, on time and prepared to start work. Employees also are expected to remain at work for their entire work schedule, except for meal periods or when required to leave on authorized school business. Late arrival, early departure, or other unanticipated and unapproved absences from scheduled hours are disruptive and should be avoided. Excessive absenteeism may lead to disciplinary action, and if uncorrected, to termination of employment.

Missed Days/Arrangement for Substitutes

On occasion employees become ill and can't come to work. To prepare for these occasions, teachers and ASP program staff are to prepare an emergency substitute packet. This packet is to include the following:

- A welcome/overview letter for the substitute
- Instruction on how to take attendance and basic classroom procedures
- Schedule of activities for three days
- Copies of worksheets/assignments for each day

All teachers and ASP program staff should then take steps to arrange for substitute coverage by 1) contacting one's Teaching Assistant/teaching partner to request coverage; 2) if for any reason your TA cannot cover the class call another CWC LA TA qualified to substitute; 3) if no TA is available to cover, contact a member of CWC LA's approved list of substitutes or Teachers on Reserve to secure a substitute and 3) email and call in to the school office (the Principal and Office Manager). Employees are asked to contact school as soon as they are aware that they are unable to report to work. CWC LA requests that employees provide at least 2 hours notice except in extraordinary circumstance and to arrange for a substitute for the day.

Upon returning to work after an absence for any reason, other than a pre-approved vacation or personal day, all employees must complete an absence form and turn it in to the Executive Director by the end of the workday on which the employee returns and note it on the employee's attendance log. If an employee is absent for medical reasons for more than five (5) working days, the employee must, immediately upon his or her

intended day of return to work, provide the Executive Director with a physician's statement certifying that the employee is able to return.

Personal Appearance and Conduct

Employees are expected to wear clothing appropriate for the nature of the school and the type of work performed. Because each employee is a representative of CWC LA in the eyes of the public, each employee is expected to report to work properly groomed, maintain good personal hygiene, and maintain a professional appearance that sets a good example for CWC LA students.

Voluntary Termination

CWC LA will consider an employee to have voluntarily terminated his or her employment if the employee does any of the following: (1) elects to resign from CWC LA; (2) fails to return from an approved leave of absence on the date specified; or (3) fails to report for work without notice to CWC LA for three consecutive work days. CWC LA asks that employees provide at least two weeks written notice of a voluntary termination. All CWC LA property must be returned immediately upon terminating employment. CWC LA retains the right to accept resignation immediately and pay the amount of straight time compensation an employee would have earned in lieu of further performance.

Involuntary Termination

An employee may be terminated involuntarily for, among other reasons, poor performance, misconduct or other violations of CWC LA's Rules of Conduct as set forth herein. Notwithstanding the foregoing, or anything else contained in this handbook, pursuant to its at-will policy, CWC LA reserves the right to terminate any employee at any time, with or without advance notice and with or without cause.

Dismissal, Discipline, Suspension and Termination of Employment

CWC LA reserves the right to terminate any employee at any time, with or without cause or notice. Generally, when the employee is believed, in the opinion of the Principal or Executive Director, to have a job performance problem or to be engaging in behavior that is unacceptable or counterproductive, the employee will be given an opportunity to improve his/her performance or behavior to an acceptable level by means of performance reviews, discussions, verbal or written warnings, and/or a formal disciplinary action process. However, the following list, while not complete, gives examples of behavior that can result in the immediate termination of employment. Employees should be aware that conduct not specifically listed below also might result in disciplinary action up to and including termination.

- Breaching confidentiality.
- Fighting, violence, or using abusive language or conduct that is hostile or disrespectful to a student, co-worker, supervisor, board member, volunteer, or any other persons associated or served by the school, including parents.
- Falsifying or altering school records or student achievement data
- Violating the school's equal opportunity or harassment policies

- Unauthorized use of school property.
- Unsatisfactory performance, where the employee has been given written notice of the deficiency and an opportunity to cure the deficiency;
- Unfit for service, including the inability to appropriately instruct or associate with students;
- Insubordination;
- Falsifying or concealing information on employment records, employment information, an employment application, time record, or other CWC LA record;
- Willfully or maliciously making false statements regarding any co-worker or CWC LA, making threats or using abusive language toward fellow employees, supervisors, students, parents, or visitors, or otherwise violating CWC LA's Policy Concerning Violence on School Property;
- Theft or the deliberate or careless damage or destruction of CWC LA property, or the property of CWC LA's employees, students or anyone on CWC LA property;
- Possessing weapons on CWC LA's property at any time or while acting on behalf of CWC LA;
- Refusal to comply with any federal or state regulation or law, or refusal to comply with any CWC LA policy or procedure;
- Possession of or being under the influence of illegal drugs or alcohol while performing any professional duties or when publicly representing CWC LA, such as at a professional conference, or otherwise violating CWC LA's Drug-Free Workplace Policy;
- Engaging in criminal conduct whether or not related to job performance
- Gross negligence leading to the endangerment or harm of a child or children;
- Excessive absenteeism;
- Violating any safety, health, security, or school policy, rule, or procedure;
- Reduction in force or school closure.

In the event an employee finds it necessary to resign during the school year, the employee shall give written notice to the school administrators as soon as possible and at least 15 calendar days before the effective date of resignation.

Any employee may submit a grievance regarding dismissal, discipline, suspension and termination pursuant to the grievance process outlined in the Grievance section of these policies.

Exit Interviews

All employees who leave employment at CWC LA will take part in an exit interview with the Principal or Executive Director to reflect upon their challenges and growth while employed at CWC LA. Information shared during an exit interview will be treated as confidential.

At Will Employment

Nothing in this Termination, Discipline, and Rules of Conduct policy is intended to alter the employee's at-will status of employment with CWC LA. In addition, no disciplinary procedure or progressive disciplinary process implemented by CWC LA at any time is intended to alter the at-will status of employment with CWC LA. Please refer to the At-Will Employment policy for more information.

PERSONNEL FILE

An employee has the right to inspect his or her personnel file at reasonable times, at a reasonable place, and on reasonable advance notice to the Executive Director. In addition, employees may request copies of all employment-related documents they have signed.

EMPLOYEE BENEFITS

Health Care Benefits

Eligible Employees

CWC LA offers health care benefit options to employees who meet the requirements of the health care benefits programs offered by CWC LA. Temporary, seasonal, leased or substitute workers, part time staff working less than 35 hours per week and persons compensated on a 1099 basis are not eligible to enroll in any of CWC LA's employee benefits packages.

Comment [TA4]: Amy please review.

CWC LA reserves the right to eliminate or modify its health care benefits programs at any time to the full extent legally permissible.

CWC LA provides a comprehensive medical, dental and vision insurance plan for eligible employees and their eligible dependents based on an annual allowance to be used to cover a company sponsored-plan, participation in a spouse's/domestic partner's plan or purchase individual coverage.

An eligible employee is one who has a normal work schedule of at least 35 hours per week and is not employed on a temporary, substitute or 1099 basis.

A dependent has one of the following relationships with an eligible employee: lawful spouse; domestic partner; unmarried child under age 19 (natural or legally adopted) of the employee or the employee's enrolled spouse; or unmarried children (between 19 and 26) who is a full time student and qualifies as a dependent for Federal Income Tax purposes.

For employees who choose coverage other than a company-sponsored plan, the allowance used to cover those premiums will be considered as taxable income to the employee and will be reported as such on the employee's W2. The amount of the annual allowance will be set each year as part of the annual budget approved by the CWC LA Board of Directors. The annual allowance also includes employees who choose a company-sponsored plan that exceeds the annual allowance. For the 2012/2013 school year, the allowance is \$6,000/year for individual plans, \$9,000/year for employee-plus-one, and \$10,800 /year for family coverage. For employees who waive coverage by CWC LA, they will receive an annual stipend of \$2,500 in lieu of any coverage - this

Comment [TA5]: Amy I think you need a sentence similar to this sentence to clarify that even if someone selects a company-sponsored plan CWC is only cover the annual allowance.

stipend will be paid in installments throughout the school year. The annual stipend will be considered as taxable income to the employee and will be reported as such on the employee's W2.

Comment [TA6]: I recommend adding this sentence.

When Coverage Starts

Each employee's coverage starts on the first of the month following his or her first official day of employment with CWC LA. All employees' enrollment forms must be submitted to the Executive Director; such forms serve as the requests for coverage.

Comment [TA7]: I recommend benefits begin 1st of the month after the month of hire (e.g., hired 8/15, benefits would begin 9/1). This gives time to process paperwork with insurance provider.

Payroll Withholdings

CWC LA is required by law to withhold Federal Income Tax, State Income Tax, Social Security (FICA), State Teachers Retirement Service (STRS --- for eligible credentialed faculty) and State Disability Insurance from each employee's paycheck as outlined below. Additionally, if a garnishment, tax levy, or an order to withhold child support payments should be delivered, CWC LA must comply with that order immediately, and cannot postpone the payroll deduction for any reason. Voluntary deductions, which must be authorized in writing by employees, may include retirement plans, employee portion of insurance premiums, or any other benefit made available to employees. CWC LA prohibits improper deductions from pay and provides a complaint process whereby employees who think that their pay has been improperly docked can notify the Executive Director. CWC LA will work in good faith to resolve errors as soon as possible.

1. Federal Income Tax Withholding: The amount is statutory and varies with the number of exemptions the employee claims and the gross pay amount.
2. State Income Tax Withholding: The amount is statutory and varies with the number of exemptions the employee claims and the gross pay amount.
3. Social Security (FICA): The Federal Insurance Contribution Act requires that a certain percentage of employee earnings be deducted and forwarded to the federal government, together with an equal amount contributed by CWC LA. This does not apply when eligible employees participate in STRS.
4. State Disability Insurance (SDI): This state fund is used to provide benefits to those out of work because of illness or disability. The amount deducted is statutory.
5. State Teachers Retirement Service (STRS): CWC LA has chosen to participate in STRS, and all credentialed staff will have contributions made on their behalf to STRS rather than Social Security. For the 2012/201\3 school year, the employee contribution to STRS is 8%, and the employer contribution is 8.25%. Every deduction from the employee's paycheck is explained on the check voucher. If the employee does not understand the deductions, then he/she he/she should ask the Executive Director to explain them. The employee may change the number of withholding allowances he/she wished to claim for Federal Income Tax purposes before any pay period by filling out a new W-4 form and submitting it to the Executive Director. The Executive Director's office maintains a supply of these forms.

All Federal, State, and Social Security taxes will be automatically deducted from paychecks. Federal Withholding Tax deduction is determined by employee's W-4 form. The W-4 form should be completed upon hire and it is the employee's responsibility to report any changes in filing status to the Executive Director and to fill out a new W-4 form. Each year a "withholding statement" a (W-2) will be prepared and forwarded to each employee for use in connection with preparation of income tax returns. The W-2 shows Social Security information, taxes withheld and total wages.

Workers' Compensation Insurance

CWC LA provides a workers' compensation insurance program to protect employees who are injured on the job. This insurance provides medical, surgical and hospital treatment in addition to payment for loss of earnings that result from work-related injuries. The cost of this coverage is paid completely by CWC LA.

Employees who sustain work-related injuries or illnesses should inform the Executive Director immediately. Supervisors are required to notify the Executive Director of any on-the-job injury or illness even if the affected employee does not want to file a worker's compensation claim, and failure to do so may result in discipline up to and including termination. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

Other Legally Mandated Benefits

Other legally mandated benefit programs (such as Social Security, state disability, and unemployment insurance) cover all employees in the manner prescribed by law. Employees are encouraged to contact the Executive Director with any questions they may have regarding these employee benefits.

VACATION TIME

Accrual

Full-time employees other than teachers are eligible to accrue and take up to 5 paid personal days a year that cannot roll over as well as paid vacation according to the following formula unless otherwise specified in their letter of offer. Eligible employees accrue 10 days of paid vacation per year during the first five years of employment, 15 days per year during the sixth through tenth years of employment, and 20 days of vacation per year thereafter. Vacation is accrued on a pay period basis (i.e., a full-time employee accrues .416 vacation day per pay period during the first five years of employment, .625 days per pay period during the six through tenth year of employment and .8333 days per pay period thereafter). Vacation days will not accrue during any unpaid leave of absence.

Teachers' vacations are the same as school vacations, and include the Winter Break, Spring Break, and Summer Break. Part-time and temporary employees do not qualify for paid vacation time.

Comment [TA8]: Your current policy is similar to Larchmont.

Amy, under the current policy it appears that these individuals would accrue vacation time and would use them during periods when the school is closed if they are not working?

I recommend that all full-time staff follow this policy so that we would need to be tracking vacation time for you and your leadership team.

Comment [TA9]: Same as note above.

Vacation Time Cap

A regular full-time employee may only accrue a maximum of 20 days of unused vacation time. If the employee reaches this vacation time cap, the employee shall not accrue additional vacation time unless and until he or she uses vacation time such as to reduce the amount of accrued unused vacation time below the 20 day cap. At this point, the employee will resume earning vacation time, prospectively, until he or she again reaches the vacation time cap.

Compensation For Vacation Time

Vacation time can be taken in full-day increments only. Employees will receive pay at their normal base rate for vacation time taken. Employees will be paid vacation time based on an 8-hour workday. An eligible employee who has accrued vacation time may not receive pay in lieu of vacation time except upon termination, at which point any accrued but unused vacation time will be paid.

Vacation Time Approval And Scheduling

Requests for vacation time must be approved in advance. In order to request vacation time, employees must fill out and submit to Executive Director an Employee Time-Off Request Form at least two weeks prior to the requested vacation time, absent extraordinary circumstances that CWC LA determines, in its sole discretion, warrant less notice. These forms can be obtained from the Executive Director.

CWC LA retains the right to require an employee to cancel a previously-approved vacation when necessary to meet CWC LA's business needs.

An employee may only use accrued vacation time, and CWC LA generally will not advance or allow employees to borrow vacation time that will be accrued in the future. In limited circumstances, CWC LA may make exceptions to this policy in its sole discretion on a case-by-case basis.

In the event that two or more employees have requested vacation time covering the same period and may not be absent simultaneously, preference shall ordinarily be given to the employee with the greater length of service.

Vacation Time and Leaves of Absences

Vacation time will not accrue during any unpaid leave of absence.

SICK TIME

Accrual

Full-time employees are allowed ten sick days unless otherwise defined in an employee's offer letter. For teachers, a year is defined as August 15 - June 30. For non-teachers, the year is defined as July 1 - June 30. For any staff hired after the start of their respective year, the number of sick and personal days available for that year will be prorated to reflect the portion of the year that they are working. Sick days will carry over from one

academic year to the next, personal days will not carry over. Sick leave will not accrue during any unpaid leave of absence.

Compensation for Sick Leave/Personal Days

Eligible employees may take sick leave in half-day or full-day increments. Employees will receive pay at their normal base rate for any sick leave taken. For example, a full-time, Hourly employee will be paid sick leave based on an 8- hour workday for a full-day leave, and four-hours pay at his or her hourly rate for a half-day leave. No employee may receive pay in lieu of sick leave, and employees will not receive pay for unused sick leave and/or personal days that have expired at the end of the academic year (per the accrual policy above) or upon termination of their employment.

Use of Sick Leave

Sick leave may be used for personal illness, injury, or disability. It is intended to be used only when actually required to recover from illness or injury; sick leave is not for personal absences. Eligible employees are permitted to use their accrued sick leave in order to care for an ill child (including a biological, foster, or adopted child, a stepchild, or legal ward of the employee), parent (including a biological, foster, or adoptive parent, stepparent or legal guardian), spouse, or domestic partner. Time off for medical and dental appointments will be treated as sick leave. Employees may not use sick time until it is accrued.

CWC LA retains the right to request verification from a licensed health care practitioner for any absence due to illness, injury, or disability. Sick pay may be withheld if a satisfactory verification is not timely received.

Requesting Sick Leave

Eligible employees should call in to either the Principal or Executive Director, as appropriate, as soon as they are aware that they are unable to report to work. CWC LA requests that employees arrange substitute coverage in keeping with the guidelines in the substitute section of this handbook and provide at least 2 hours notice except in extraordinary circumstances.

If medical circumstances allow, employees should fill out an Employee Time-Off Request Form before taking sick leave if the employee has already reported to work. These forms can be obtained from the Principal or at the Executive Director's office.

Coordination of Sick Leave Benefits with Other Benefits

If you exhaust sick leave, additional time off for illness or injury will be charged to your personal days and then accrued vacation. Time off in excess of sick leave, personal days, and vacation will be without pay. CWC LA will pay accrued sick leave benefits on behalf of an eligible employee during the normal waiting period, if applicable, before the employee is paid workers' compensation benefits pursuant to the applicable state and federal law governing industrial injury or illness. Similarly, CWC LA will pay sick leave

benefits during the normal waiting period, if applicable, before the eligible employee is paid benefits from either state unemployment disability or other insured unemployment disability plan. It is the employee's responsibility to apply for any disability benefits for which he or she may be eligible as a result of illness or disability, including California State Disability Insurance, workers' compensation insurance, and/or any short-term disability insurance benefits for which the employee qualifies.

HOLIDAYS

Regular full-time employees will receive time off with pay at their normal base rate for each of the 14 CWC LA-observed holidays listed below. If the holiday falls on a weekend, CWC LA will designate either the Friday or the Monday adjacent to the weekend as a paid day off.

- New Year's Day
- Martin Luther King, Jr.'s Birthday
- Presidents' Day
- Cesar Chavez Day
- Memorial Day
- Independence Day
- Labor Day
- Rosh Hashannah
- Yom Kippur
- Veteran's Day
- Thanksgiving (Wednesday-Friday)
- Christmas Eve day
- Christmas Day
- New Year's Eve day

Employees on an unpaid leave of absence will not receive holiday pay.

(Note that employees who work only during the academic calendar, such as teachers, are not scheduled to work during many of the above-listed holidays, and therefore are not eligible for Holiday pay if worked)

LEAVES OF ABSENCE

In addition to vacation, sick leave, personal days and holidays, CWC LA makes available to eligible full-time employees the leaves of absence described below. All employees may be entitled to take certain other leaves as required by law, some of which also are described below. Employees with questions regarding these policies should contact the Executive Director.

Family or Personal Illness Leave

Eligible full-time employees may take up to 12 weeks unpaid leave per rolling 12-month period for the following reasons: (1) the birth of a child and in order to care for such child; (2) the placement of a child with the employee for adoption or foster care, (3) to care for an ill child (including a biological, foster, or adopted child, a stepchild, or legal ward of the employee), parent, parent-in-law (including parent of a domestic partner), spouse, domestic partner, or sibling or (4) the employee's own serious health condition which renders him or her unable to perform the functions of his or her job. Leave because of reasons (1) or (2) must commence within 12 months of the birth or placement of the child. Leave may begin before the actual placement or adoption of a child if an absence from work is required for the placement for adoption or foster care to proceed. In addition, a female employee who is disabled on account of pregnancy, childbirth or related medical condition, may also be entitled to unpaid leave for the duration of such disability, up to an additional four months.

Eligibility for Leave:

Family or Personal Illness Leave benefits are available to a full-time employee only after the employee has been working at CWC LA for a total of at least twelve (12) months. In addition, the employee must first exhaust all accrued sick leave, personal days and all accrued vacation. Use of paid leave does not extend the 12-week leave period. Unpaid family or personal illness leave will run simultaneously with paid leave time. In order to request Family or Personal Illness Leave, employees should fill out an Employee Time-Off Request Form as soon as the employee is aware of the need for such leave. These forms can be obtained from the school office.

Notice of Leave:

If the need for family or personal illness leave is foreseeable, the employee must give CWC LA at least 30 days prior written notice. If this is not possible, the employee must give such notice as soon as practicable. When leave is needed for planned medical treatment, the employee must try to schedule treatment so as not to unduly disrupt CWC LA operations.

Medical Certification:

CWC LA retains the right to request verification from a licensed health care practitioner for any absences requested under CWC LA's Family or Personal Illness Leave Policy. CWC LA will maintain, for up to a maximum of 12 workweeks of family and medical leave, any group health insurance coverage that the employee was provided before the leave on the same terms as if he/she had continued to work. In some instances, CWC LA may recover premiums it paid to maintain health coverage if the employee does not return to work following family or medical leave.

If an employee is on family and medical leave but is not entitled to continued paid coverage, he/she may continue group health insurance coverage through CWC LA in conjunction with federal COBRA guidelines by making monthly payments to CWC LA for

the amount of the relevant premium. Please contact the Executive Director for further information.

California workers who are covered by the California State Disability Insurance program may be eligible to request payments from the State of California under the Paid Family Leave program, which provides a maximum of six weeks of paid family leave benefits for workers who take time off to care for a child, spouse, parent or domestic partner who is seriously ill, or to bond with a new child. Details of that program can be obtained from the California State Disability Insurance office.

Under most circumstances, upon return from family and medical leave, the employee will be reinstated to his/her previous position, or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions. However, during and upon return from a family and medical leave, the employee has no greater right to reinstatement than if he/she had been continuously employed rather than on leave. For example, if the employee would have been laid off had he/she not gone on family and medical leave, or if his/her position has been eliminated during the leave, then the employee will not be entitled to reinstatement.

If the employee is returning from family and medical leave taken for his/her own serious health condition, but he/she are unable to perform the essential functions of his/her job because of a physical or mental disability, CWC LA will attempt to reasonably accommodate him/her. His/her use of family and medical leave will not result in the loss of any employment benefit that he/she earned or were entitled to before using family and medical leave.

Pregnancy-Related Disability Leave

Any employee who is qualified under California's pregnancy disability laws and is disabled on account of pregnancy, childbirth or related conditions may take a pregnancy-related disability leave of up to 4 months. Pregnancy-related disability leaves may be taken intermittently, or on a reduced-hours schedule, as medically necessary. Likewise, in accordance with California's pregnancy disability laws, CWC LA will provide a qualified employee with a reasonable accommodation for pregnancy, childbirth, or related medical conditions if the employee requests a reasonable accommodation and the employee provides CWC LA with medical certification from her health care provider establishing that the employee requires a reasonable accommodation. In addition to other potential forms of reasonable accommodation, CWC LA will temporarily transfer a pregnant employee to a less strenuous or hazardous position or to less hazardous or strenuous duties if she so requests, the transfer request is supported by proper medical certification, and the transfer can be reasonably accommodated.

Employees who take time off for pregnancy disability may still be entitled to take Family or Personal Illness Leave to care for and bond with a child if they qualify for both types of leave. The maximum amount of leave to which an employee could be entitled under both types of leave is four months plus 12 weeks, assuming the employee is in fact

disabled by pregnancy for four months and is eligible for and requests 12 weeks of Family and Personal Illness Leave.

Procedure for Requesting Pregnancy-Related Disability Leave or Transfer

Employees should notify CWC LA of their request for pregnancy-related disability leave as soon as they are aware of the need for such leave. For foreseeable events, if possible, the employee should provide 30 calendar days' advance notice to CWC LA of the need for pregnancy-related disability leave. If it is not practicable for the employee to give 30 calendar days' advance notice of the need for leave or transfer, the employee must notify CWC LA as soon as practicable after she learns of the need for the pregnancy-related leave or transfer.

If an employee fails to provide the requisite 30-day advance notice for foreseeable events without any reasonable excuse for the delay, CWC LA reserves the right to delay the taking of the leave until at least 30 days after the date the employee provides notice of the need for pregnancy-related disability leave.

Any request for pregnancy-related disability leave must be supported by medical certification from a health care provider, which shall provide the following information: (a) the date on which the employee became disabled due to pregnancy; (b) the probable duration of the period or periods of disability; and (c) an explanatory statement that, due to the disability, the employee is unable to work at all or is unable to perform one or more of the essential functions of her position without undue risk to herself, her pregnancy, or other persons.

In the case of a pregnancy-related disability transfer, the medical certification shall provide the following information: (a) the date on which the need to transfer became medically advisable; (b) the probable duration of the transfer; and (c) an explanatory statement that, due to the employee's pregnancy, the transfer is medically advisable. Upon expiration of the time period for the leave or transfer estimated by the health care provider, CWC LA may require the employee to provide another medical certification if additional time is requested for leave or transfer.

Leave's Effect on Pay

Except to the extent that other paid leave is substituted for pregnancy-related disability leave, pregnancy-related disability leave is unpaid.

Substitution of Other Available Leave for Pregnancy-Related Disability Leave

An employee taking pregnancy-related disability leave must substitute any available sick days (pursuant to CWC LA's sick leave policy) and may substitute any available vacation days (pursuant to CWC LA's Vacation policy) for her leave.

The substitution of sick pay or vacation pay for pregnancy-related disability leave does not extend the total duration of the leave to which the employee is entitled.

Leave's Effect on Benefits

During an employee's pregnancy-related disability leave, CWC LA will maintain any group health insurance coverage that she was provided before the leave on the same

terms as if she had continued to work. In some instances, CWC LA may recover premiums it paid to maintain health coverage if the employee does not return to work following pregnancy disability leave.

Employees on pregnancy-related disability leave accrue employment benefits, such as sick leave, vacation time, if any, only when paid leave is being substituted for unpaid leave and only if the employee would otherwise be entitled to such accrual.

Reinstatement after Pregnancy-Related Disability Leave or Transfer

Unless CWC LA and the employee already have agreed upon the employee's return date, an employee who has taken a pregnancy-related disability leave or transfer must notify the Principal at least 2 business days before her scheduled return to work or, as applicable, before her transfer back to her former position. An employee who timely returns to work at the expiration of her pregnancy-related disability leave will be reinstated to her former position, or a comparable position, whenever possible and consistent with applicable law.

Any employee taking a pregnancy-related disability leave or transfer must obtain a certification by her doctor releasing her to return to work. The release should be in writing and submitted to the Executive Director on or before the employee's return from a pregnancy-related disability leave.

Military Leave

Employees whose participation in the armed forces services or other military duty is mandatory will be granted time off without pay. Employees may elect to substitute accrued vacation days (pursuant to CWC LA's Vacation policy) during any unpaid leave due to military duty.

Employees should inform the Executive Director of any military obligations as soon as they know the required dates of service. If requested, employees must furnish the Executive Director with a copy of any official orders or instructions.

Upon return from an excused military leave, the employee will be reinstated to his or her former position, or another position, to the extent required by applicable law.

Bereavement Leave

Employees who regularly work 20 or more hours per week may be granted up to three (3) days of paid bereavement leave if they suffer the loss of an immediate family member. This time may also be used for handling death-related personal affairs. The employee may also be granted up to one full day of paid leave to attend the funeral of a relative who is not in the employee's immediate family.

Employees who work less than 20 hours per week are entitled to unpaid leave to attend the funeral of an immediate family member or other relative.

Any employee who requires more than three (3) days of bereavement leave must submit a written request to the Executive Director and must receive written approval from the Executive Director prior to the taking of any leave.

Jury Duty

Regular full-time employees will be granted paid time off for jury duty for up to 5 working days per rolling 12-month period. Paid leave for jury duty is available only to a regular full-time employee who has been working at CWC LA for 12 consecutive months.

All other employees will receive time off without pay for the entire duration of the jury duty. Likewise, any time beyond 5 days necessary to complete jury duty will be without pay for those employees receiving paid jury duty for the first 5 days. Exempt employees who work any portion of a workweek in which they also take unpaid jury duty leave will receive their full salary for that workweek. Employees may elect to substitute accrued vacation time (pursuant to CWC LA's Vacation Time policy) during any unpaid time off due to jury duty.

An employee receiving pay while on jury duty (whether Jury Duty pay or Vacation pay) will be paid at his or her regular rate of pay for the hours the employee is regularly scheduled to work, regardless of the time actually spent at jury duty.

Employees must inform the Executive Director of the need for jury duty as soon as they receive the summons or subpoena to appear. To request time off (whether paid or unpaid), employees must submit a copy of the court summons to the Executive Director. If the employee is excused from court, the employee should return to work if he or she will be able to work at least 2 hours during the normal workday. Once jury duty is completed, the employee must submit to his or her supervisor a receipt from the court verifying the time spent in court. If the employee receives per diem pay from the court for a day that CWC LA provided the employee with paid jury duty leave, the employee should return that per diem pay to CWC LA. Employees may keep any travel allowance they received from the court.

Time Off For Voting

If circumstances prevent an employee from voting during non-working hours, the employee may be given up to 2 hours paid time off to vote. The employee should give his or her supervisor at least 2 workday's notice of the need to take time off to vote. In order to receive paid time off, the employee must provide his or her supervisor with a copy of his or her ballot stub when the employee returns to work.

Assistance For Victims Of Domestic Violence

CWC LA will provide time off without pay to an employee who has been the victim of domestic violence or whose child has been a victim of domestic violence to help ensure the health, safety, or welfare of the domestic violence victim. This includes time off for court proceedings, counseling, medical attention and participation in safety planning programs. CWC LA requires reasonable advance notice of the leave when feasible. If time off is taken due to an emergency, the employee must provide CWC LA with certification of the need for the leave such as a police report, court order, or documentation from the health care provider. The employee may elect to substitute accrued vacation time (pursuant to CWC LA's Vacation Time policy) for such leave.

Personal Leaves of Absence

A full-time employee may be granted, at CWC LA's sole and absolute discretion, an unpaid leave of absence upon a reasonable request for a compelling personal or family reason. When possible, requests for personal leaves should be made to the Executive Director well in advance of the requested leave date.

No personal leave of absence may be taken until the employee's request for such leave has been approved and the covered employee has used all accrued vacation and/or sick time as appropriate. Personal leaves of absences are unpaid. The employee will not earn or accrue sick or vacation time while on a personal leave of absence, and he or she is not eligible to receive holiday pay.

If the employee fails to return to work at the end of the approved personal leave of absence, the employee will be considered to have voluntarily terminated his or her employment. Except as may be required by law, CWC LA does not guarantee that a job will be available after a personal leave of absence.

CONFIDENTIAL INFORMATION

Information about CWC LA, its employees, students, families, suppliers, and vendors is to be kept confidential and divulged only to individuals within CWC LA with both a need to receive and authorization to receive the information. If in doubt as to whether information should be divulged, err in favor of not divulging information and discuss the situation with the Principal and Executive Director.

All records and files maintained by CWC LA are confidential and remain the property of CWC LA. Records and files are not to be disclosed to any outside party without the express permission of the Principal and/or Executive Director. Confidential information includes, but is not limited to: financial records; personnel and payroll records regarding current and former employees; the identity of, contact information for, and any other information on students, vendors, and suppliers; programs, trade secrets, and any other documents or information regarding CWC LA's operations. Confidential information may not be removed from CWC LA premises without express authorization.

As CWC LA was chartered to serve a diverse socio-economic population, special care needs to be given to safeguarding the identity of the economically disadvantaged students we serve. Every precaution should be taken to ensure that information identifying a student as eligible for the Federal Free & Reduced Lunch program is kept confidential at all times, and only those staff members with a legitimate need to know should be provided with this information.

In addition, as a school that serves students with special needs, extraordinary care must also be taken to ensure the confidentiality of all information related to the assessment for, or provision of, special education services. Access to Individual Educational Plans (IEPs) is on a strict need-to-know basis and any staff accessing a student's IEP must, in accordance with LAUSD policy, sign the IEP folder in and out and ensure its confidentiality while in his/her possession. Parents, volunteers, Board Members and staff that do not have a need to know this information are prohibited from accessing this information under any circumstances.

Lastly, student records are not to be shared with/accessed by anyone other than authorized school staff members with the obvious exception of the student's parents/legal guardians. Parent volunteers working in the school office are not allowed to access individual student records for any reason.

Confidential information obtained during or through employment with CWC LA may not be used or disclosed by an employee, except as job-related. Employees must also maintain the confidentiality, use or disclosure of confidential information at all times following termination of employment. CWC LA reserves the right to seek all legal or equitable remedies to prevent impermissible use of confidential information or to recover damages incurred as a result of the impermissible use of confidential information.

Employees may be required to enter into written confidentiality agreements confirming their understanding of CWC LA's confidentiality policies and failure to adhere to the confidentiality procedures of the school may be the grounds for immediate termination.

USE OF COMPANY TECHNOLOGY AND OTHER COMPANY PROPERTY

Company Property

All desks, workstations and computers and equipment are CWC LA property. Depending on the employee's job duties, CWC LA may issue an employee property to assist in his or her work, such as a company credit card, keys, remote controls, textbooks, and/or other learning materials. The employee is fully responsible for any CWC LA property issued.

CWC LA reserves the right to inspect desks, cabinets and other work areas, as well as any contents, effects or articles that are in desks. Such inspection can occur at any time, with or without advance notice or consent.

Terminated employees should remove any personal items at the time they leave the School. Personal items left in the workplace are subject to disposal if not claimed at the time of the employee's termination.

Technology

CWC LA utilizes various forms of technology resources in conducting its business. "Technology resources" refers to all electronic devices and systems, software, and means of electronic communication including, but not limited to, the following: personal computers and workstations; laptop computers; mini and mainframe computers; computer hardware such as disk drives; peripheral equipment such as printers, modems, scanners, fax machines, and copiers; computer software applications and associated files and data, including software that grants access to external services, such as the Internet; telephones; voicemail systems; electronic-mail systems; portable computer devices; cellular telephones; pagers; personal digital assistants (sometimes referred to as PDAs); personal organizers and other electronic wireless communication devices; digital cameras; and video recorders. CWC LA's technology resources are CWC LA's property and there are special rules that apply to the technology resources as set forth below.

Depending on the employee's job duties, CWC LA may provide an employee with access to some or all of its technology resources or issue an employee a technology resource to use for business purposes. Only employees whose job performance will benefit from the use of CWC LA's technology resources will be given access to or issued technology resources.

Employees who use CWC LA's technology resources must do so responsibly and are required to comply with all state and federal laws, the policies of CWC LA, and with normal standards of professional and personal courtesy and conduct. Racist, sexist, harassing or threatening language is strictly prohibited.

For example, there is to be no viewing, transmitting, downloading, sharing, use or printing of sexually-explicit images, messages, or cartoons; or any viewing, transmitting, downloading, sharing, use or printing of materials that contain ethnic slurs, racial epithets, derogatory, defamatory, obscene or offensive statements or images; or anything that may be construed as harassment or disparagement of others based on their race, national origin, ancestry, sex, gender identity, pregnancy, sexual orientation, marital status, age, physical or mental disability, genetic information, medical condition, religious beliefs, family care or medical leave status, veteran status or any other characteristic protected by federal, state or local laws.

In addition, employees also are prohibited from using CWC LA's technology resources for gambling.

Employees must not use the technology resources to copy, retrieve, forward or send copyrighted materials unless the employee has the author's permission or is accessing a single copy only for the employee's reference.

Personal Use of Company Property and Technology Resources

CWC LA's company property and technology resources are to be used by employees for the purpose of CWC LA business. This policy does not prohibit limited use of a personal or social nature on the employee's non-work time, providing such use does not violate any of CWC LA's policies or detract from the employee's performance of his or her job duties. CWC LA reserves the right to determine when personal use of technology resources or property is excessive or improper, and may require reimbursement from an employee and/or discipline the employee when the employee has used the resources or property excessively or improperly.

CWC LA Right to Access and Inspect Company Property and Technology Resources

CWC LA reserves the right to inspect all CWC LA property, including but not limited to desks, workstations, cabinets, drawers, and closets, as well as any contents, effects, or articles in CWC LA property. Such inspection can occur at any time, with or without advance notice or consent.

In addition, CWC LA specifically reserves the right to access, monitor and inspect the contents of, and data stored in, all of its technology resources at any time for any reason, in its sole discretion. Employees should understand that they have no right of privacy with respect to any messages or information created, maintained, received or stored on CWC LA's technology resources, even if those devices require a personal password to use or access or if the information has been deleted. All email, text and voicemail messages sent and received, including personal messages, all Internet sites visited, and all data and information stored on CWC LA's technology resources may be accessed, monitored and inspected by CWC LA and are CWC LA property, regardless of content. Any employee who chooses to use a CWC LA technology resource for personal use does so with the express notice that CWC LA has the right to access, monitor and inspect all information on the device, including but not limited to reviewing any personal voicemails, email messages, text messages, images, video or other personal information stored on the device. CWC LA may conduct this inspection by reviewing the contents of the technology resources or by obtaining and reviewing records maintained by a third-party that supplies services to CWC LA pertaining to the technology resources.

CWC LA reserves the right to advise appropriate legal authorities of any incident where it reasonably believes an employee violated the law.

Cellular Phone Use and Electronic Wireless Communication Policy

Because of their job responsibilities, some CWC LA employees may be assigned cellular phones or electronic communication devices ("ECDs") by CWC LA. CWC LA cellular phones and ECDs are CWC LA property and are to be used by employees for the purpose of CWC LA business. This policy does not prohibit limited use of the cellular phones or ECDs for personal use during the employee's non-work time, provided such use does not violate any of CWC LA's guidelines and practices or detract from the employee's performance of his or her job duties. Frequent use of CWC LA's cellular phone or ECDs for personal calls during work time or during non-work time is a violation of this policy. CWC LA reserves the right to determine when personal use of the cellular phone or ECDs is excessive or improper, and may require reimbursement from an employee and/or discipline the employee when the employee has used his or her CWC LA cellular phone and/or ECDs excessively or improperly.

As set forth in more detail above, CWC LA has the right to inspect information and data stored on CWC LA-issued cellular phone and ECDs, such as incoming and outgoing call history records, text messages, voicemail messages, images and videos. To the extent allowed by law, CWC LA also reserves the right to inspect other information about an employee's use of CWC LA-issued cellular telephone and/or ECDs that is available through the network provider's records. CWC LA reserves the right to rescind cellular phone or ECDs privileges at any time and for any reason.

In addition, CWC LA requires employees to safely use cellular phones while driving during work hours, regardless of whether they are personal or CWC LA-issued cellular phones. Employees who use handheld cellular phones must refrain from making or receiving business calls while driving. If an employee needs to make or receive a business phone call using a handheld device while driving, the employee must stop and park his or her vehicle in a proper parking area for the call. Employees who use hands-free cellular phones must keep business conversations brief while driving, and must stop the vehicle and park in a proper parking area if the conversation becomes involved, traffic is heavy, or road conditions are poor. In an emergency situation only, such as a traffic accident or car trouble, CWC LA recognizes that employees may find it necessary to make a cellular phone call using a hand-held device while driving. CWC LA also prohibits employees from writing, sending or reading a text-based communication on an ECDs while driving during work hours, regardless of whether the employee is using his own or a CWC LA-issued ECDs. For example, employees may not drive during work hours and engage in text messaging, instant messaging, or send or read electronic mail.

Employees who violate this policy are subject to disciplinary action up to and including termination. Please contact the Executive Director if you have any questions about cellular phone or ECD use.

Return of Company Property and Technology Resources

An employee who is issued CWC LA property or technology resources must return the items when requested by CWC LA or upon voluntary or involuntary termination of

employment. All property and technology resources must be returned to the Executive Director. If equipment is left at any other location, the employee will be responsible for any resulting damages to, or misuse of, the property or technology resources.

An employee may face disciplinary actions, up to and including termination, if any CWC LA property or technology resources issued to him or her is lost, lost due to late return, damaged, misused or not returned to CWC LA. CWC LA reserves its right to recover the value of the property or technology resources from an employee to the full extent authorized by law.

OPEN DOOR/GRIEVANCE POLICY

Employees who have job-related concerns or complaints are encouraged to discuss them with their supervisor or any other management representative with whom they feel comfortable. CWC LA believes that employee concerns are best addressed through this type of informal and open communication.

Employees are encouraged to raise their work-related concerns with their supervisor or other management representative as soon as possible after the events that cause the concern.

The employee also may choose to contact the Executive Director regarding any work-related concern or complaint, either after speaking with his or her supervisor or other management representative or instead of speaking with the supervisor or other management representative. The Executive Director and/or other appropriate personnel will promptly respond to the issues raised therein.

CWC LA will attempt to keep the employee concerns and any resulting investigation confidential to the extent feasible. However, in the course of an investigation and/or in resolving the matter, some dissemination of information to others may be necessary, appropriate, and/or required by law.

POLICY AGAINST HARASSMENT

CWC LA is committed to providing a workplace free of harassment based on race, color, gender (including pregnancy, childbirth, or related medical conditions), gender identity, religious creed, marital status, age (over 40), national origin, ancestry, physical or mental disability, genetic information, legally protected medical condition, veteran status, sexual orientation, family care or medical leave status, or any other basis protected by law.

CWC LA strongly disapproves of and will not tolerate harassing conduct by managers, supervisors or co-workers. Similarly, CWC LA will not tolerate harassing conduct by its employees of non-employees with whom CWC LA employees have a business, service, or professional relationship. CWC LA also will attempt to protect employees from harassing conduct by non-employees in the workplace.

Harassing conduct includes verbal, physical, and visual conduct that creates an intimidating, offensive, or hostile work environment or that interferes with an employees' work performance. Such conduct constitutes harassing conduct when (1) submission to the conduct is made either an explicit or implicit condition of employment; (2) submission or rejection of the conduct is used as the basis for an employment decision; or (3) the harassing conduct interferes with an employee's work performance or creates an intimidating, hostile, or offensive work environment.

Harassing conduct can take many forms and includes, but is not limited to, the following: slurs, jokes, statements, gestures, assault, impeding or blocking another's movement or otherwise physically interfering with normal work, pictures, drawings, or cartoons based upon an employees' race, color, sex, religious creed, national origin, ancestry, physical or mental disability, or any other basis protected by federal, state or local laws.

Sexually harassing conduct in particular includes all of these prohibited actions, as well as other unwelcome conduct, such as requests for sexual favors, conversation containing sexual comments, and other unwelcome sexual advances. Sexual harassment is prohibited irrespective of whether the persons involved are members of the opposite sex or the same sex.

Any form of sexual harassment or other unlawful harassment is strictly prohibited. This policy not only prohibits actions that are severe enough to be unlawful, but also conduct that is not severe enough to be unlawful but is inappropriate in CWC LA's workplace. Employees should contact the Executive Director if they have any questions about whether certain conduct is prohibited by this policy.

Any incidents of harassing conduct, including work-related harassing conduct by any company personnel or any other person, must be reported to an employee's immediate manager or to the Executive Director. An employee is not required to report to his or her manager if that person is the individual who is engaging in the conduct, but may instead report the conduct to another member of management or to the Executive Director.

Supervisors and managers who receive complaints or who observe harassing conduct must immediately inform the Executive Director so that an investigation may be initiated.

Every complaint reported under this policy will be investigated thoroughly and promptly. CWC LA will attempt to keep complaints made under this policy and any resulting investigation confidential to the extent feasible. However, in the course of an investigation and/or in resolving the matter, some dissemination of information to others may be necessary, appropriate, and/or required by law.

CWC LA will not tolerate retaliation against any employee for making a good faith complaint under this policy or for cooperating in an investigation. Employees should report any such retaliation immediately to the Executive Director or to management. If a

violation of this policy is established, CWC LA will take appropriate corrective action. Corrective action may include, for example, training, referral to counseling, or disciplinary action ranging from a written warning to termination of employment, depending on the circumstances.

POLICY CONCERNING VIOLENCE IN THE WORKPLACE

CWC LA is committed to providing a safe, violence-free workplace and strictly prohibits employees, consultants, customers, visitors, or anyone else on CWC LA premises or engaging in a CWC LA-related activity, from behaving in a violent manner or threatening to behave in a violent manner. CWC LA seeks to prevent workplace violence before it begins, and reserves the right to deal with employee behavior that suggests a propensity towards violence even prior to any violent behavior occurring. CWC LA believes that prevention of workplace violence begins with recognition and awareness of potential early warning signs.

Workplace Violence Defined

Workplace violence includes threats of any kind; threatening, physically aggressive, or violent behavior, such as intimidation, or attempts to instill fear in others; other behavior that suggests a propensity toward violence, including belligerent speech, excessive arguing or swearing, sabotage, threats of sabotage of CWC LA property; defacing CWC LA property or causing physical damage to the facilities; and, with the exception of security personnel, bringing weapons or firearms of any kind on CWC LA premises or while conducting CWC LA business.

Complaint Procedure

If any employee observes or becomes aware of any of the above-listed actions or behavior by an employee, customer, consultant, visitor, or anyone else, he or she must notify the supervisor immediately. Further, employees should notify the supervisor and the Executive Director if any restraining order is in effect, or if a potentially violent nonwork-related situation exists that could result in violence in the workplace.

All reports of workplace violence will be taken seriously and will be investigated promptly and thoroughly. In appropriate circumstances, CWC LA will inform the reporting individual of the results of the investigation. To the extent feasible, CWC LA will maintain the confidentiality of the reporting employee. However, CWC LA may need to disclose information in appropriate circumstances (for example, in order to protect individual safety). CWC LA will not tolerate retaliation against any employee who makes a good faith report of workplace violence.

If CWC LA determines that workplace violence has occurred or has been threatened, CWC LA will take appropriate corrective action and may impose discipline on offending employees, up to and including termination.

DRUG-FREE WORKPLACE

To further its interest in avoiding accidents, to promote and maintain safe and efficient working conditions for its employees, to protect its business, property, compliance with certain requirements, CWC LA has established this policy concerning the use of drugs. As a condition of continued employment with CWC LA, each employee must abide by this policy.

This policy applies whenever the interests of CWC LA may be adversely affected, including any time that an employee is on CWC LA premises, conducting or performing activities on behalf of CWC LA (regardless of location), or responsible for the safety of others in connection with, or while performing, CWC LA-related business.

Employees who suspect they may have alcohol or drug problems, even in the early stages, are encouraged to voluntarily seek diagnosis and follow through with any treatment as prescribed by qualified professionals. Employees who wish to voluntarily enter and participate in an approved alcohol or drug rehabilitation program are encouraged to contact the Executive Director, who will determine whether CWC LA can accommodate the employee by providing unpaid leave for the time necessary to complete participation in the program. Employees should be aware that participation in a rehabilitation program will not necessarily shield them from disciplinary action for a violation of this policy.

Illegal Drugs And Controlled Substances

An "illegal drug or controlled substance" is any drug or substance that is not legally obtainable but has not been legally obtained, or has been legally obtained but is being sold or distributed unlawfully. The unlawful manufacture, distribution, dispensing, transporting, possession, purchasing, sale or use of any illegal drug or controlled substance is prohibited in the workplace. Any employee who unlawfully uses, possesses, purchases, sells, manufactures, distributes, transports, or dispenses any illegal drug or controlled substance will be subject to discipline up to and including termination. "Possesses" means that the employee has the substance on his or her person or otherwise under his or her control. Any employee who is under the influence of any illegal drug or controlled substance will be subject to discipline up to and including termination.

Legal Drugs

A "legal drug" is any drug, including any prescription drug or over-the-counter drug, that has been legally obtained and that is not unlawfully sold or distributed. Any employee who abuses a legal drug will be subject to discipline up to and including termination. "Abuse of a legal drug" means the use of any legal drug for any purpose other than the purpose for which it was prescribed or manufactured, or in a quantity, frequency, or manner that is contrary to the instructions or recommendations of the prescribing physician or manufacturer.

CWC LA recognizes that employees may be prescribed legal drugs that, when taken as prescribed or according to the manufacturer's instructions, may result in their impairment. Employees may not work while impaired by the use of legal drugs if the impairment might endanger the employee or someone else, pose a risk of significant damage to CWC LA property, or substantially interferes with an employee's job performance. If an employee is so impaired by the appropriate use of legal drugs, he or she may not report to work. When taking such time off, the employee must use accrued sick time and may, upon request, be permitted to use accrued vacation time.

Any employee who abuses or works while impaired by the use of a legal drug will be subject to discipline up to and including termination whenever such impairment might (1) endanger the safety of the employee or some other person; (2) pose a risk of significant damage to CWC LA property or equipment; or (3) substantially interfere with the employee's job performance or the efficient operation of CWC LA's business or equipment. Any employee who purchases, sells, manufactures, distributes, transports, possesses or dispenses any legal prescription drug in a manner inconsistent with the law will be subject to discipline up to and including termination.

Nothing in this policy is intended to prohibit the customary and ordinary purchase, sale, use, possession, or dispensation of over-the-counter drugs, so long as that activity does not violate any law or result in an employee being impaired by the use of such drugs in violation of this policy. Furthermore, nothing in this policy is intended to diminish CWC LA's commitment to employ and reasonably accommodate qualified disabled individuals. CWC LA will reasonably because of their disability.

Alcohol

Any employee who is under the influence of alcohol during work hours will be subject to discipline up to and including termination. Similarly, employees are prohibited from engaging in the unauthorized use, possession, purchase, sale, manufacture, distribution, transportation or dispensation of alcohol during work works. Nothing in this policy prohibits an employee from consuming alcohol at a CWC LA-sponsored event or while attending a work-related function where alcohol is served, provided that the employee exercises good judgment to avoid becoming inebriated.

Disciplinary Action

A first violation of this policy will result in immediate termination whenever the prohibited conduct caused injury to the employee or any other person, or endangered the safety of the employee or any other person.

In circumstances other than those described in the above paragraph, CWC LA will exercise its discretion to determine whether to terminate an employee for a first violation of this policy. In addition to termination, disciplinary action for a violation of this policy can include, but is not limited to, suspension, demotion and/or counseling.

Criminal Convictions

An employee who is convicted under a criminal drug statute for a violation occurring in the workplace or during any CWC LA-related activity or event will be deemed to have violated this policy. Employees must notify CWC LA in writing of any conviction under a criminal drug statute for a violation occurring in the workplace or during any CWC LA-related activity or event within 5 days after any such conviction. CWC LA will notify any agency it is required to notify by law of any employee who has been convicted under a criminal drug statute for a violation occurring in the workplace.

Off-the-Job Conduct

Nothing in this handbook is intended to regulate off-the-job conduct, though as educators and mentors to youth it is expected that employees would comport themselves in a manner consistent with this important role and work and at all times reflect positively on CWC LA.

Confidentiality Of Drug Use Disclosures

Disclosures made by employees to the Executive Director concerning their use of legal drugs, or participation in any drug or alcohol rehabilitation program, will be treated with due regard to confidentiality and will ordinarily not be revealed to others unless there is a work-related reason for doing so.

Drug-Free Awareness Program

CWC LA has established a Drug-Free Awareness Program. Employees with questions about the Program are encouraged to contact the Executive Director.

CHILD ABUSE AND NEGLECT REPORTING ACT

Since our employees work directly with children, they are in a position to detect instances of child abuse and neglect. The Child Abuse and Neglect Reporting Act ("CANRA") places certain responsibilities on the following individuals who work with children with respect to reporting child abuse and neglect: teachers, instructional aides, teachers' assistants or aides, administrators of private or public day camps; administrators or employees of public or private youth centers, youth recreation programs or youth organizations; and administrators or employees of public or private organizations who have direct contact and supervision of children. All of those individuals are considered to be "mandated reporters" under CANRA.

Any mandated reporter who has knowledge of or observes a child, in his or her professional capacity or within the scope of his or her employment, whom he or she knows or reasonably suspects has been the victim of child abuse or neglect must report such suspected incident or abuse. The child abuse is not limited to physical abuse, but also includes emotional damage that the child may evidence by the following behaviors: severe anxiety; depression; withdrawal or aggressive behavior toward self or others; and/or mental abuse.

The report of a suspected incident of abuse or neglect must be made by telephone immediately or as soon as practicable. The report can be made to any of the following agencies: a police or sheriff's department; the county probation department; or the county welfare department. After an oral report has been made, the mandated reporter must prepare and send a written report regarding the incident within 36 hours of receiving the information from the agency.

If a mandated reporter is unable to submit an initial report by telephone after using reasonable efforts, he or she must send the agency, by fax or electronic transmission, a one-time automated written report on the form prescribed by the Department of Justice. He or she also must be available for any telephone follow up by the agency with which he or she filed the report.

For CWC LA employees who are not considered "mandated reporters", CWC LA strongly encourages those employees to voluntarily report any known or suspected cases of child abuse or neglect to the agencies named above. Similarly, CWC LA strongly encourages mandated reporters to report known or suspected cases of child abuse or neglect that they become aware of in their personal capacities. Reporting is not required by the CANRA for these groups of employees, but it could greatly impact the health and welfare of the affected child.

It is extremely important that CWC LA employees comply with the requirements of CANRA. No mandated reporter can be held civilly or criminally liable for any report required or authorized by CANRA. In addition, any other person who voluntarily reports a known or suspected incident of child abuse or neglect will not incur civil or criminal liability unless it is proven that the report was false and the person knew the report was false or made the report with reckless disregard of its truth or falsity.

The Executive Director is available to answer any questions employees may have about their responsibilities under CANRA, or to assist an employee in making a report under CANRA. If an employee makes a report pursuant to CANRA without CWC LA's assistance, he or she is required to notify CWC LA of the report if it is based on incidents he or she observed or became aware of during the course and scope of his or her employment with CWC LA. However, the employee is not required to disclose his or her identify to CWC LA, if he or she prefers to remain anonymous.

EQUAL EMPLOYMENT OPPORTUNITY

It is CWC LA's policy to provide equal employment opportunity for all applicants and employees. CWC LA does not unlawfully discriminate on the basis of race, color, gender (including pregnancy, childbirth, or related medical conditions), gender identity, religious creed, marital status, age (over 40), national origin, ancestry, physical or mental disability, genetic information, legally protected medical condition, family care or medical leave

status, veteran status, sexual orientation, or on any other basis made unlawful by federal, state or local laws.

CWC LA also makes reasonable accommodations required by law, including accommodations for disabled employees and accommodations for women with pregnancy-related disabilities who request an accommodation for pregnancy, childbirth, or related medical conditions.

Furthermore, CWC LA prohibits the harassment of any individual on any of the bases listed above. For information about the types of conduct that constitute impermissible harassing conduct, or CWC LA's internal procedures for addressing complaints of harassing conduct, please refer to CWC LA's Policy Against Harassment set forth in this handbook.

This policy governs all aspects of employment, including hiring, job assignment, compensation, promotion, discipline, termination, and access to employee benefits and training. It is the responsibility of every supervisor and employee to conscientiously follow this policy.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their supervisor or the Executive Director. CWC LA will not tolerate retaliation against any employee for making a good faith complaint regarding discrimination, harassment or retaliation, or cooperating in an investigation of such complaints.

HEALTH AND SAFETY AT CWC LA

Tuberculosis Test

Before the first day of employment, all employees must have a tuberculosis test as described in Education Code 49406. The current physician's statement must be on file in the office before the first day of employment. Failure to provide documentation on time may result in immediate termination.

Criminal Background Check

CWC LA recognizes the importance of maintaining a safe workplace with employees who are honest, trustworthy, qualified, reliable, and nonviolent, and do not present a risk of harm to students, coworkers or others. CWC LA will perform applicant background checks and employee investigations as required by Education Code section 47605 [b][f], which requires that "each employee of the school furnish the school with a criminal record summary".

All employees must have Live Scan fingerprints on file with CWC LA prior to first day of work. Proof of Live Scan fingerprinting is a requirement of employment and must be provided to CWC LA prior to the first day of work. Live Scan fingerprinting will be required

of all job applicants, employees, and volunteers as required by California and federal law. Background checks may also be required of employees whose job duties involve care of students, handling of money, valuables or confidential information, or as otherwise deemed prudent by the school. These background checks are performed through a fingerprinting service coordinated by the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). Any information obtained by CWC LA may be taken into consideration in evaluating one's suitability for employment, promotion, reassignment, or retention as an Employee.

CWC LA may occasionally find it necessary to investigate current employees, where behavior or other relevant circumstances raise questions concerning work performance, reliability, honesty, trustworthiness, or potential threat to the safety of coworkers, students or others. Employee investigations may, where appropriate, include credit reports and investigations of criminal records, including appropriate inquiries about any arrest for which the employee is out on bail. In the event that a background check is conducted, CWC LA will comply with the federal Fair Credit Reporting Act and applicable state laws, including providing the employee with any required notices and forms. Employees subject to an investigation are required to cooperate with CWC LA's efforts to obtain relevant information, and may be disciplined up to and including suspension without pay and/or termination for failure to do so.

Employees with adverse background information (such as a criminal conviction) may be ineligible for employment with CWC LA. In case of a prior arrest or conviction, the employee must discuss the history of the arrest or conviction with the Principal. The employee may be required to provide proof of a mistake in the official records or provide official explanation of the nature of the offense.

For additional information on background checks, please contact the Executive Director.

First-Aid and CPR Training

All individuals working unsupervised with children or in a classroom setting (i.e. core teachers, advisors, non-core teachers, administrators) must receive, renew, and maintain basic first-aid and CPR certification by the first day of school for students. CWC LA will provide First Aid and CPR training as part of the annual Summer Institute for teachers, assistants and staff. Any employee hired after the beginning of the school year will be required to provide proof of completion of both First Aid and CPR training prior to the first day of work.

For additional information on the training required, please contact the Executive Director.

Compliance with Child Abuse Reporting Law

All employees of CWC LA will comply with California Welfare and Institutions Code requirements regarding reporting of, or reasonable suspicion of, child abuse to a child protective agency immediately or as soon as practically possible by telephone and to prepare and send a written report thereof within 24 hours of receiving the information concerning the incident. (Sections 15630 and 9381)

When an employee notifies the Principal of an actual or potential case of child abuse, the Principal shall provide assistance to that employee in his/her fulfillment of legal responsibilities. CWC LA shall respect and maintain the confidentiality of all information on child abuse, which an employee reports to the appropriate authorities.

Security Protocols

CWC LA has developed guidelines to maintain a secure school site. Be aware of unknown persons loitering in walkways, entrances, and exits of the school. Report any suspicious persons or activities to office staff. All employees should secure their classroom or office at the end of each day. When called away from one's work area or classroom for an extended length of time, do not leave students, valuable or personal articles unattended. The security of the CWC LA campus is directly related to the health and safety of our students and our colleagues. Employees must immediately notify a school administrator when school facilities keys are missing or if security access or codes have been breached.

Emergency Plans

Appropriate fire exit and earthquake preparedness drills will be administered at least two times per year. In the case of an actual emergency, teachers are responsible for staying at the school site (or evacuation staging area) until they are released by a school administrator. During an emergency, teachers must always have a roster of students under their direct supervision.

Compliance with First Responder Law

Accident/Incident Reporting

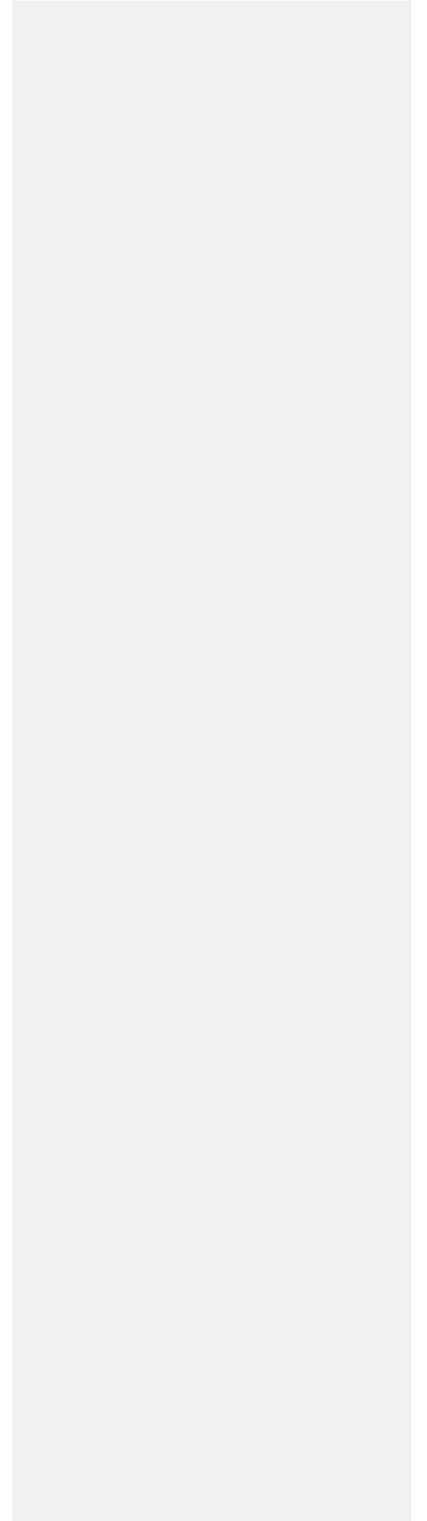
It is the duty of every employee to immediately or as soon as is practical report any accident or injury occurring during school activities or on the CWC LA premises so that arrangements can be made for medical or first aid treatment, as well as for investigation and follow-up purposes.

Reporting Fires and Emergencies

It is the duty of every employee to know how to report fires and other emergencies quickly and accurately. Employees should report any such emergency to office staff or school administrators. In addition, all employees should know the local emergency numbers.

Guests and Visitors

All guests and visitors must report to the main office to sign in and receive a guest pass to enter CWC LA.



EMPLOYEE HANDBOOK ACKNOWLEDGEMENT

By my signature below, I acknowledge that I have received a copy of Citizens of the World Charter School – Hollywood’s Employee Handbook, on the date indicated below and agree to my at-will employment as described below. I acknowledge that it is my responsibility to read and review the Employee Handbook carefully. I also acknowledge that it is my responsibility to ask for clarification if I do not understand any of the policies included in the Employee Handbook.

In the event of a conflict between the terms of this Employee Handbook and the offer letter, employment agreements, or any other documents, the terms of this Employee Handbook will prevail.

I understand that the Employee Handbook contains important information regarding CWC LA’s expectations, policies and guidelines and that I am expected to comply with these expectations, policies and guidelines at all times. I understand that the Employee Handbook does not provide a binding contract, but provides guidelines for personnel concerning some of the CWC LA policies.

Just as I am free to terminate the employment relationship with CWC LA at any time, CWC LA, in its sole discretion, also reserves the right to modify or terminate the employment relationship with me at any time for any or no reason. Further, there is no agreement, express or implied, written or verbal, between the employee and the CWC LA for any specific period of employment, for continuing or long-term employment, or for guaranteed terms and conditions of employment.

Other than CWC LA Board of Directors, no other entity or person has the authority to modify this employee handbook.

Employee Name (print)

Employee Signature

Date
*(PLEASE RETURN THIS SIGNED ACKNOWLEDGEMENT TO
THE CWC LA Executive Director)*