

REIMAGINE EDUCATION LLC

Employee Handbook

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REIMAGINE EDUCATION LLC
Employee Handbook

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General Information

Welcome

Welcome to Reimagine Education LLC.

You have joined a new, dynamic organization that is committed to Student Success and Achievement and Employee Professionalism and Growth as part of a blended learning educational program.

You have joined a team of caring and committed professionals who support one another in carrying out our mission—to give students the education, strength and positive reinforcement to pursue a future full of endless possibilities built on each individual's dreams.

We have prepared this Employee Handbook to assist you in meeting your professional and personal goals and achievements and to perform your job duties and responsibilities in accordance with Reimagine's vision. Please review and understand our policies, practices, and procedures that apply to all Reimagine employees.

Employee Handbooks generally evolve as the organization does. As such we will advise you of significant changes in employment policies as and when they occur. Our objective is to provide a work environment that is conducive to your professional growth and the success of the students we educate.

Reimagine has an open-door policy. We encourage you to bring your questions, suggestions, and complaints to Administration's. Careful consideration will be given to your input and comments in our continuing effort to improve operations.

You have chosen an unique opportunity to make a difference and be an inspiration to the students and families enrolled in Michigan International Prep School. We look forward to celebrating your success and encouraging your continued growth.

We welcome each of you to this 21st Century opportunity in the virtual education world!!!!

Andrew Hulbert

Reimagine Education LLC

MIPS Superintendent

Introduction

Reimagine Education LLC (hereinafter “RE” or “Company”) is a Michigan limited liability corporation that provides educational management services to Michigan International Prep School (“MIPS” or “School”). This Employee Handbook (“Handbook”) has been developed to help you become acquainted with RE and answer many of your initial questions.

This Handbook is not intended to be a contract of employment. It is intended as a general reference guide to the policies, practices and benefits applicable to employees of RE. The Handbook may not contain all of the RE’s rules, policies and procedures.

RE reserves the right to revoke or modify the contents of this Handbook, except the policies in the section titled “Employment Relationship” which can only be modified as set forth in that section. The policies in this Handbook supersede any prior oral, written, implied or express understandings concerning the subject matter of this Handbook.

RE has the sole right to interpret this Handbook based on specific facts or circumstances. All policies and procedures in this Handbook will be interpreted in conformity with state, federal and local law.

You should read, understand, and comply with all provisions of this Handbook. It describes many of your responsibilities as an employee and outlines the programs developed by RE to benefit its employees. You are required, as a condition of your employment, to read this Handbook and sign the Acknowledgement Form provided to you. If you have any questions concerning the applicability of a policy or practice to you, you should address your specific questions to the Human Resources Department.

All statements set forth in this Handbook are either employment or general school/operational policy and will in no manner be deemed to be or construed to imply a contract for employment or a guarantee of continuing employment with RE. RE reserves the right to revoke and make revisions to this Handbook at any time with or without prior notice, except for the At-Will employment policy and the Time-Limit for Claims policies. Nothing in this Employee Handbook is intended to prohibit employees from discussing workplaces issues that affect the terms and conditions of employment. Any matters that may arise which are not specifically addressed in this Handbook will be addressed appropriately based upon the circumstances.

Mission and Purpose

Reimagine was created to promote, develop, and implement proven methods of effective online education with a global perspective and individualized student attention and support. The mission of MIPS is to provide a 21st century education that taps into the affinity of each student so that they will achieve their maximum potential, will be prepared to succeed in the global economy, and will become self-directed lifelong learners. Reimagine will provide MIPS with educational services in furtherance of the School's mission. These educational services include providing innovative online curriculum, online learning management systems, teacher training, recruitment and management and other school administration and technology services.

Responsibilities of Reimagine Employees

RE employees, because of their proximity to students, are frequently confronted with situations that, if handled incorrectly, could result in liability to RE or MIPS and personal liability to the employee. It is RE's intent to minimize that possibility. In that effort,

- Employees shall maintain a standard of care for supervision, control, and protection of students commensurate with assigned duties and responsibilities.
- Employees shall not send students on any personal errands.
- Employees shall not transport students in a private vehicle without the approval of RE's Superintendent and a legal guardian.
- A student shall not be required to perform work or services that may be detrimental to his/her health.
- Employees shall not associate with students in a manner which gives the appearance of impropriety, including, but not limited to, the creation of or participation in any situation or activity which could be considered abusive or sexually suggestive or involve illegal substances such as tobacco, alcohol, or drugs.
- The Child Protection Law (Public Act 238 of 1975 and amended: MCL 722.621 et. Seq.) mandates that any employee who suspects a student as being subject to child abuse or child neglect is required to immediately orally report the

circumstances/suspicion to Child Protective Services/Department of Health and Human Services and follow-up with confirmation of the verbal report within 24 hours and a written report within 48 hours. RE requires the reporting Employee to also immediately report this information to the Learning Center Director and Superintendent. These individuals will assist you in making the report to the Child Protective Services/Department of Health and Human Services, according to the procedures specified in the Child Protection Law.

Employment Relationship

Employment At-Will

RE does not offer tenured or guaranteed employment. The employment of all RE employees is always on an at-will basis. This means either the employee or RE may end the employment relationship at any time, for any reason, with or without cause, and without any previous warning or notice. RE has the sole right to make all job assignments; to set all terms for compensation and benefits; to determine whether employees will be promoted, demoted, remain employed, be terminated or laid off; and to make all other decisions related to employment.

This Employment At-Will relationship exists regardless of any other written statements or policies contained in this Handbook, any RE documents, or any verbal statement to the contrary. Any prior understandings or agreements of continued employment are superseded by this Handbook.

Time Period for Claims

As a condition of employment or continued employment, employees agree not to file any action, suit, charge, or other legal proceeding against RE and/or its predecessors, successors, assigns, subsidiaries, parent(s), affiliates, and all past and present officers, directors, employees and agents, in their individual and representative capacities of the foregoing entities relating to his or her application for employment, employment or termination thereof, more than six months after the event complained of, unless a shorter period is established by law, and agree to waive any statute of limitations to the contrary to the extent permitted by law.

This provision does not prohibit the timely filing of a charge of discrimination under federal or state law with an administrative agency and the right to investigate is maintained. However, filing a charge or claim with an administrative agency, including the EEOC or internally, does not toll (hold in abeyance) the 180 calendar-day period for filing of a civil suit and, if the employee wishes to obtain individual relief, employee understands that any lawsuit must be filed within 180 days of the complained of action. Employees waive all right to monetary or other damages for any charges filed outside of the 180 days.

Modification of At-Will Relationship or Time Period for Claims

Only the RE CEO has the authority to enter into an agreement contrary to the At-Will Employment Relationship or the Time Period for Claims. Such an agreement must be in writing, must specifically state that the employee's term of employment is for a fixed term and is not terminable "at will" or that the Time Period for Claims is altered. In addition, the agreement must be signed by the employee and the RE CEO. No other practice, procedure, written or oral policy or statement by anyone, including other management personnel, supervisors, or representatives, can alter the At-Will Employment Relationship or the Time Period for Claims.

Equal Employment Opportunity, Non-discrimination, Anti-Harassment and Non-Retaliation Policy

Equal Employment Opportunity

RE provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, ethnicity, color, religious beliefs, gender, national origin, genetic information, age, disability, height, weight, marital status, sexual orientation, gender identity or expression or status as a covered veteran in accordance with applicable federal, state and local laws. RE complies with applicable federal, state, and local laws governing nondiscrimination in employment, including all terms and conditions of employment as well as recruitment, hiring, compensation, promotion, job assignments, transfers,

demotions, training, leaves of absence, layoff, benefits, termination, and employer-sponsored activities, including social and recreational programs.

Reasonable Accommodations Under Michigan Law

RE complies with all applicable federal and state laws protecting the disabled. RE will make reasonable accommodations for employees with disabilities, to allow access to RE's facilities and employment opportunities, as required by law.

Under Michigan law, Michigan applicants and employees have 182 days from the date they knew or should have known that an accommodation was needed to file a written request for such accommodations with RE. If the applicant/employee fails to do so, his or her legal rights under Michigan law may be affected.

RE will work with each individual to define their job-related needs and to try to accommodate those needs. Employees may not refuse to work alongside co-workers who have disabilities.

A "reasonable accommodation" is any change or adjustment to a job, the work environment, or the way things usually are done, that enables a qualified individual with a disability to perform the essential functions of the job and that does not pose an undue hardship for RE or create a direct threat to health or safety. Qualified individuals with disabilities are individuals with disabilities who have the required education, skills, and experience for the job and who can perform the essential functions of the job with or without reasonable accommodation. The term "disability" is defined by applicable law.

Frequently, when a qualified individual with a disability requests a reasonable accommodation, the appropriate accommodation is easily agreed upon. Although RE will consult with the employee to understand his or her precise limitations and to learn the types of accommodations the employee feels would be most effective, the ultimate decision as to whether a particular accommodation will be made rests with RE. RE may assist the individual in identifying a reasonable accommodation if the employee cannot think of a reasonable accommodation. If more than one accommodation will enable the individual to perform the job, RE reserves the right to choose which accommodation it will make available to the employee.

Non-Discrimination

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at RE will be based on merit, qualifications, and abilities. RE does not discriminate in employment opportunities or practices because of race, ethnicity, color, religious beliefs, gender, national origin, genetic information, age, disability, height, weight, marital status, sexual orientation, gender identity or expression or status as a covered veteran in accordance with applicable federal, state and local laws.

This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Employees who feel that they have been discriminated against in the workplace are encouraged to bring the matter to the attention of RE using the Complaint Procedure described below.

Prohibition of Discrimination/Harassment

Prohibited Conduct

It is against the policy of RE for any employee, supervisor, volunteer, member, parent, independent contractor, vendor or others doing business with RE to harass another on the basis of race, ethnicity, color, religious beliefs, gender, national origin, genetic information, age, disability, height, weight, marital status, sexual orientation, gender identity or expression or status as a covered veteran in accordance with applicable federal, state and local laws.

Any conduct prohibited by this policy is unacceptable in the workplace and at any work-related setting outside the workplace, including business travel, business meetings, and RE-related social events. Off-duty conduct that violates this policy and affects the work environment is also prohibited.

Sexual Harassment

Sexual harassment consists of two basic kinds of conduct: (1) conditioning a tangible benefit, such as promotion or pay, on the granting of sexual favors, or withholding a tangible benefit because of the rejection of sexual advances; and (2) creating a hostile environment by sexually abusive conduct, whether verbal or physical.

Sexual harassment could include, but is not limited to, the following: unwelcome sexual advances or sexual flirtations; physical conduct of a sexual nature; unwelcome physical contact; requests for sexual favors; verbal abuse of a sexual nature, including subtle and not so subtle innuendo; sexually suggestive remarks, jokes and gestures; graphic verbal commentaries about an individual's body; sexually degrading words used to describe an individual, including sexual nicknames; and display in the workplace of sexually suggestive objects, pictures, or cartoons.

Other Harassment

Harassment may also consist of workplace harassment of employees on the basis of race, ethnicity, color, religious beliefs, gender (not limited to sexual harassment), national origin, genetic information, age, disability, height, weight, marital status, sexual orientation, gender identity or expression or status as a covered veteran in accordance with applicable federal, state and local laws. Such harassment is prohibited by RE.

Harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of a protected characteristic or of an individual's relatives, friends, or associates, and that: (a) has the purpose or effect of creating an intimidating, hostile, or offensive working environment; or (b) has the purpose or effect of unreasonably interfering with an individual's work performance.

Harassing conduct includes, but is not limited to, the following: (a) epithets, slurs, negative stereotyping, or threatening, bullying, intimidating or hostile acts that relate to a protected characteristic; and (b) written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of a protected characteristic and that is placed on walls, bulletin boards, or elsewhere on RE's premises or circulated in the workplace, including the virtual workplace.

Complaint Procedure

If you feel that you have been or are being discriminated against or harassed, promptly report your concerns to your supervisor, the Superintendent, CEO, or Human Resources Department. If the alleged perpetrator is one of the above, please report your concerns to one of the other persons identified above other than the alleged perpetrator. For example, if the alleged perpetrator is your supervisor, please report the matter to the Superintendent, CEO, or Human Resources Department.

All complaints or incidents that come to the attention of RE will be investigated promptly and appropriate action taken. To the extent possible, the complaint and its investigation will be kept confidential. In determining whether the alleged conduct violates this policy, RE will look at the totality of the circumstances.

Penalty

An act found by RE to constitute a violation of this policy will result in disciplinary action, up to and including immediate termination of the RE employee.

If RE, after appropriate investigation, finds that a non-employee has engaged in conduct toward an employee that violates this policy during work time or in relation to the employee's work, appropriate action will be taken.

A violation of this policy does not necessarily mean that there was unlawful discrimination or harassment.

Non-Retaliation

RE not only prohibits discrimination and harassment, but also strictly prohibits any retaliation against an employee who, in good faith, has registered a complaint under this policy. Any supervisor, agent, or other employee of RE who, after investigation, has been determined to have retaliated against any employee for utilizing the complaint procedure in this policy will be subject to disciplinary action, up to and including immediate termination, at the sole discretion of RE. If an employee reasonably believes he or she has been retaliated against for exercising his or her rights under this policy, the employee should use the Complaint Procedure set forth above.

Open Door Policy

RE promotes an atmosphere whereby employees can talk freely with members of the management staff. Employees are encouraged to openly discuss any problems with their supervisor so appropriate action may be taken. If the supervisor cannot be of assistance, the Superintendent, CEO or Human Resources Department are available for consultation and guidance. RE is interested in all of our employees' success and

happiness. We welcome the opportunity to help employees whenever feasible and appropriate.

Conflict of Interest

Employees should avoid any situation that involves or may involve a conflict between their personal interest and the interests of RE. As in all other duties, employees dealing with members, vendors, contractors, competitors, or any person doing or seeking to do business with RE are to act in the best interest of RE.

All employees have a duty of loyalty to RE, to further its cause and goals and, in general, to work on behalf of its best interests. RE recognizes the right of employees to engage in activities outside of their employment which are of a private nature and unrelated to RE. However, the employee must disclose any possible conflicts so that RE may assess and prevent potential conflicts of interest from arising. A potential or actual conflict of interest occurs whenever an employee is in a position to influence a decision that may result in a personal gain for the employee or an immediate family member (i.e., spouse or significant other, children, parents, siblings) as a result of RE's business dealings.

Although it is not possible to specify every action that might create a conflict of interest, this policy sets forth the ones that most frequently present problems. If an employee has any question whether an action or proposed course of conduct would create a conflict of interest, he or she should immediately contact their supervisor, the Superintendent, CEO or another senior manager in writing to obtain advice on the issue.

The purpose of this policy is to protect employees from any conflict of interest that might arise.

A violation of this policy will result in immediate and appropriate discipline, up to and including immediate termination.

All employees must avoid activities or relationships that conflict with RE's interests or adversely affect RE's reputation. The types of activities and relationships you must avoid include, but are not limited to:

- accepting or soliciting a gift, favor or service that is intended to, or might appear to, influence your decision-making or professional conduct;
- accepting, agreeing to accept, or soliciting money or other tangible or intangible benefit in exchange for a favorable decision or action in the performance of your job;
- personal benefit from any RE transaction including sale, purchase, rent, property, services, or supplies;
- unauthorized use of materials, equipment, facilities, or other RE assets for personal purposes;
- accepting employment or compensation or engaging in any business or professional activity with an outside enterprise that does or is seeking to do business with or is a competitor of RE or that might require disclosure of RE confidential information; or
- accepting outside employment or compensation that could reasonably be expected to impair your judgment in the performance of your duties with RE.

All employees must disclose actual or potential conflicts as soon as they become aware of them. Failure to make required disclosures or resolve conflicts of interest satisfactorily can result in disciplinary action by RE, up to and including termination.

Outside Employment

Employees are required to obtain written approval from the Superintendent before participating in outside work activities. Approval will be granted unless RE, in its sole discretion, determines that the activity conflicts with RE's interest. In general, outside work activities are not allowed when they:

- prevent the employee from fully performing work for which he or she is employed at RE;
- occur during the employee's regular or assigned working hours (including overtime assignments) and not while the employee is on an approved leave;

- involve a conflict of interest or conflict with the employee's duties at RE;
- involve the performance of duties which the employee should perform as part of the individual's employment with RE;
- involve organizations that are doing or seek to do business with RE; or
- violate provisions of law or RE's policies or rules.

From time-to-time, RE employees may be required to work beyond their normally scheduled work hours. Employees must perform this work when requested. In cases of conflict with any outside activity, the employee's obligations to RE must be given priority.

If, in the sole discretion of RE, an employee is unable to maintain the same work performance standard at RE as a result of working at an approved outside job, permission to work outside may be rescinded, or the employee may be disciplined, up to and including termination.

Financial Interest in Other Businesses

An employee and his or her immediate family may not own or hold any significant interest in any entity that has sought or obtained a grant from RE, except where such ownership or interest consists of securities in a publicly owned company that are regularly traded on the open market.

Acceptance Of Gifts or Gratuities

Employees have an obligation to act solely in RE's best interest; therefore, employees should not accept any gifts of significant value (i.e., in excess of \$25.00), favors, or lavish entertainment from any member, vendor, potential vendor, or other outside party. An exception may be made for infrequent gifts (or other items) which are less than \$100 in value. Tips or other gratuities may not be accepted in any amount.

Employees may accept meals, refreshments, or entertainment of a nominal value of less than \$100 depending on your community in connection with business discussions; for instance, occasional luncheons or dinner meetings, held to conserve time and build

relationships. All employees have a personal responsibility to ensure that their acceptance of such gifts, meals, refreshments, or entertainment is proper and cannot be misconstrued as an attempt by others to secure favorable treatment.

Employment of Relatives

Employing relatives has the potential to create real or perceived conflicts of interest. It may also result in favoritism or partiality toward an employee, whether real or perceived.

Relatives of employees are not to be employed in a position that entails direct supervision where one relative reports to the other. Relatives may also not be employed to occupy a position in the same line of authority (i.e., chain of command) where a relative can initiate or directly participate in an employment action. Relatives are defined as follows: parents, children, spouse, siblings, family members living in the same house, domestic partners, and others who may not be related but who occupy equivalent roles.

Any exception to this policy must be approved in writing by the Superintendent or CEO who will determine whether the working relationship would create a conflict of interest or the appearance of favoritism.

If two employees become involved in a relationship after employment occurs, they must report it to the Superintendent or the CEO. Management reserves the right to transfer or reassign one of the individuals to another Learning Center or ask for a resignation from either party.

Employment Status

Employment Classifications

Upon hire, based upon the conditions of employment, employees of RE fall into the following categories: (1) full-time, (2) part-time, (3) benefited part-time, or (4) temporary/contingent. In addition, employees are classified as either non-exempt or exempt. It is very important that employees know their employment status since it affects their eligibility for overtime pay, as well as for certain benefit plans and other programs. Employees who are unsure of their status should check with the Human

Resources Department. Employment status may change during the course of employment (for example, because of a transfer, promotion, or economic conditions).

RE uses the following categories for its payroll system:

A. Non-exempt and exempt employees

1. Non-exempt employees are employees whose positions do not meet the legal criteria to render them exempt from overtime pay for hours worked in excess of 40 hours per work-week.
2. Exempt employees are managers, supervisors, executives, professional staff, technical staff, outside sales representatives, independently contracted workers, officers, directors, and others whose duties and pay structure allow them to be “exempt” from overtime pay provisions as provided by the Fair Labor Standards Act (“FLSA”) and applicable state laws. Exempt employees will be advised that they are in this classification at the time of hire, transfer, and/or promotion.

B. Full-time and part-time employees

1. Full-time employees are those who consistently, as determined in the sole discretion of RE, work at least 40 hours per week. Full-time employees may receive a benefit package associated with their status and subject to the terms, conditions, and limitations of each benefit plan description.
2. Part-time are those employees who work less than 30 hours per week.
2. Benefited part-time employees are those who consistently, as determined in the sole discretion of RE, work at least 30 hours or more per week. Benefited part-time employees may receive a health care benefit package associated with their status and subject to the terms, conditions, and limitations of each benefit plan description.
3. Temporary/Contingent employees are those employees used as either relief, temporary or as “contingent” upon RE’s need. Employment beyond the initially stated period does not in any way imply a change in employment status. Temporary/Contingent employees retain that status until they are notified in writing of any such change. They are not eligible for any of RE’s benefit programs, absent those provided by applicable law.

Work Schedules and Compensation

Work Schedules

Your particular hours of work will be determined and assigned by the Superintendent or the Center Directors. Employees are required to work as dictated by the Center Directors or the Superintendent and work demands. The Superintendent or the Center Director will generally prepare and communicate work schedules to staff in advance of the work-week, for staff other than teaching and administration staff. Requests for schedule modifications must be made to the Center Directors or the Superintendent as early as possible.

Overtime

RE makes every effort to avoid the assignment of overtime to non-exempt employees. However, in accepting our obligations as an organization, overtime work may be required. RE considers several factors in considering individuals for overtime, including but not limited to, the employee's qualifications for the job, current workload, and overall performance and attitude.

Employees are encouraged to keep open communication with their supervisors when they feel the time it will take to complete their workload will exceed normal working hours. In the event it is necessary for a non-exempt employee to work overtime, Supervisor/Superintendent must approve such overtime in writing in advance of working the overtime. Failure to obtain proper authorization prior to working overtime may result in discipline, up to and including termination.

RE pays non-exempt employees for overtime as governed by federal and state law. Payment for overtime to non-exempt employees will be compensated at the rate of one and a half (1 ½) times the base hourly rate for time actually worked in excess of 40 hours within the standard seven-day work-week. Paid time off ("PTO") (sick, vacation, personal leave) holiday and other pay for time not worked do not constitute hours worked.

Recording Time Worked

Payroll and time records for all employees will be maintained to meet federal and state regulations and RE policies.

- Non-exempt employees are required to record time completely and correctly on a daily basis. Non-exempt employees must record their entry/exit at the beginning and end of each workday, and must record their time in and out for approved unpaid breaks. In addition, any non-exempt employees who leave the premises for any non-business-related reason must record their entry/exit upon their departure and return. You are responsible for preparing accurate, timely records of your working hours so that accurate payment can be made to you.
- Exempt employees report exceptions, including PTO or other approved leave, on a pay period basis.

Employees are responsible for ensuring accurate payment is made by reviewing each paycheck and notifying the Human Resources Department of any concerns within two (2) pay periods.

Failure to properly record time worked and absences may be considered misconduct, which could lead to disciplinary action, up to and including termination of employment.

Employees are prohibited from falsifying their own or another employees' hours worked. Tampering with, altering, removing or falsifying time records is a serious infraction of RE policy and may result in discipline, up to and including termination.

Payment of Wages

Employees will be paid bi-weekly for time worked.

RE has two (2) pay options available to employees.

Option 1 – Direct deposit to the employee's checking or savings account

Option 2 – Paper check mailed to the employee's home address.

Upon hire or rehire, an employee must choose one of the two pay options listed above. Employees have 30 days from their date of hire or rehire to make their selection and sign the appropriate forms.

Employees have the right to change from one option to the other at any given time. When a change is requested, the employee receives one paper check as the change is processed.

Salary Administration

Wage and salary adjustments are made at the sole discretion of management, which may consider factors such as performance, position in salary range, promotion and budget guidelines and constraints. There is no guarantee of a salary increase or bonus.

Expense Reimbursement

RE will reimburse reasonable expenses incurred by employees who travel on business or to RE sponsored and approved events provided such expenses are accounted for in a timely fashion within business office deadlines on a designated expense report. Employees may keep for personal use any “frequent traveler” or similar “perk” rewards.

To obtain reimbursement for business expenses, employees should prepare an expense report form and submit it promptly to the business office. For each reimbursable item, employees should report its business purpose. In general, only original receipts (including email receipts) will be accepted. If an original receipt is not available, employees should record the expense, vendor name, and reason the receipt is not attached. If an original receipt is not available, and if applicable, employees should also include a copy (redacted for personal items) of the applicable credit card statement showing the reimbursable expense.

Expense reports should be submitted to the business office, according to the due date communicated to the employee. All expense reimbursement requests must be submitted within 30 days of incurring the expense. Expenses submitted beyond this time period may be disallowed and reimbursement may not be issued. The employee should retain a copy of the submitted expense report for his or her records.

Expenses are generally reviewed bi-weekly and reimbursed through payroll. If the approved expenses meet established guidelines, the employee will be reimbursed. If there are any questions or changes to an expense report, the business office will contact the employee involved. If immediate reimbursement or an advance is required for a specific reason, the employee should contact the business office.

Payment During Severe Weather or Disasters

RE will make every effort to maintain normal business operations during periods of severe weather or natural or human-made disasters.

When RE delays or closes its operations before the work day begins, or the employee's assigned Learning Center is closed, the following pay practices will be followed:

- Exempt employees may not be docked pay when their work location is closed; however, they may be required to work at another location or work from home.
- Full-time, non-exempt employees will be paid for all regularly scheduled work for the day; however, they may be required to work at another location or work from home.
- Part-time, non-exempt employees will be paid only for time actually worked on that day.

When a decision is made to close after the work day has begun, the following practices will be followed:

- Exempt employees may not be docked pay; however, they may be required to work from home.
- Full-time, non-exempt employees will be paid for all regularly scheduled work for the day; however, they may be required to work from home.
- Non-exempt employees may use available PTO to be paid for the entire day.

In the event the Learning Center remains closed for more than one consecutive day, non-exempt employees may use PTO to be paid for the day missed. Exempt employees may be required to work from home.

Employees who miss work when their work location is open will not be paid for missed work time unless they utilize their accrued PTO. Exempt employees must use whole days of PTO. If none are available, their salary will be docked for the whole day if no work was performed.

Employees who are scheduled to work from home on a severe weather day will receive their regular pay.

Payroll Mistakes and Payroll Issues

Please allow at least three (3) business days before you contact the business office about a mailed check that has not been received. In the event of a lost paycheck, employee must notify RE in writing as soon as possible before a replacement check can be issued. Lost paychecks will not be reissued until five (5) days have elapsed from the date RE is notified.

Exempt-Employee/Salary Basis Complaint Procedure

Exempt employees that are required to be paid on a “salary basis” may file a complaint as set forth below if they believe that their salary was not properly paid. A salary basis is regularly receiving a predetermined weekly amount (payable weekly, bi-weekly, monthly or as otherwise allowed by law) that is not subject to reduction because of variations in the quality or quantity of the work performed.

Subject to the exceptions outlined below, RE will pay exempt employees that must be paid on a salaried basis the full salary for any week in which the employee performs any work without regard to the number of days or hours worked. Exempt employees will not be paid for any work-week in which they perform no work.

The exceptions are as follows:

- Absence from work for one or more full day(s) for personal reasons, other than sickness or disability. If an exempt employee is absent for

one-and-a-half (1.5) days for personal reasons, RE can deduct only for the one full day absence; it cannot reduce salary for partial day absences. If, however, the employee has accrued unused PTO available in accordance with RE's PTO policy, RE can charge the employee's available PTO for partial day and full day absences, and the employee may use PTO, if available, for full day absences.

- Absences of one or more full day(s) occasioned by sickness or disability (including work-related accidents) if the deduction is made in accordance with another policy provided by RE. RE will not pay any portion of the employee's salary for full day absences for which the employee receives compensation under another plan, policy or practice. Deductions for such full day absences also may be made before the employee has qualified under any plan, policy or practice, and after the employee has exhausted the leave allowance thereunder.
- RE can offset any amounts received by an employee as jury fees, witness fees or military pay for a particular week against the salary due for that particular week without loss of the exemption.
- Fines for infractions of safety rules of major significance.
- Unpaid disciplinary suspensions of one or more full day(s) imposed in good faith for infractions of workplace conduct rules in accordance with RE policies.
- RE may pay a proportionate part of an employee's full salary for the time actually worked in the first and last week of employment. In such weeks, the payment of an hourly or daily equivalent of the employee's full salary for the time actually worked will meet the requirement.
- RE is not required to pay the full salary for weeks in which an exempt employee takes Family and Medical Leave Act ("FMLA") leave, where applicable.

If an employee believes that RE has violated this policy in any way, the employee may file a written complaint with the Human Resources Department. If it is determined that

improper deductions have been made, RE will reimburse the employee for any improper deductions.

Teacher and Administrator Performance Evaluations

Teacher and administrator performance evaluation are required by Michigan law and are a key part of the RE's performance management process and employee compensation. RE follows the processes and procedures required by Michigan law as required under MCL 380.1240 and MCL 380.1250 and Michigan Department of Education rules and regulations. Employees who are not subject to the above statutes, will receive annual performance reviews as determined by the Human Resources Department.

Required Training and Certifications

Safety training and job-related certifications, licenses, training or professional development may be required for individuals in certain positions. When you are required to obtain or hold professional, administrator, or other certifications, licenses, training, or have a specified amount of professional development for your job, you are responsible for ensuring that your required certifications, licenses, training or professional development are current at all times and that you provide a copy of same to the Superintendent. If your required certifications or licenses expire, or you have not completed the training or professional development required of your position, you may not be allowed to work until you are recertified, relicensed or complete the required training or professional development. You may also be subject to disciplinary action, including termination of your employment and/or be considered to have voluntarily resigned.

Employee Benefits

General

Employee benefits represent a significant part of an Employee's compensation package. Benefits help provide security and protection against stresses that otherwise disrupt the

individual employee's work and family life. RE offers the following benefits to eligible full-time employees:

- Medical Insurance – Eligibility will start the first day of the following month hired. All Employees are responsible for a cap of 20% of the monthly premium through a pre-taxed payroll deduction.
- Dental Insurance - Eligibility will start the first day of the following month hired.
- Vision Insurance - Eligibility will start the first day of the following month hired.
- 401k Plan- Company match up to three percent (3%) of the Employee's annual base salary after continuously working after their one-year anniversary. All terms and conditions must be adhered to the 401k plan. To receive a copy of the plan, eligibility, requirement, and portability terms can be obtained from the Human Resources Department.
- Life Insurance- Eligibility will start the first day of the following month hired.
- Disability Insurance - Eligibility will start the first day of the following month hired.

The Summary Plan Description (“SPD”) and official plan documents (such as insurance master contracts) contain information regarding eligibility requirements, coverage limits, deductibles, premiums and fees. These documents are available from the Human Resources Department. Please read the official plan documents or SPDs carefully to understand your rights and responsibilities, or ask the Human Resources Department for more information. Eligibility and enrollment are subject to the terms, conditions, restrictions, and other requirements set out in the SPD and official plan documents (such as insurance master contracts) available from the Human Resources Department. In the event of any discrepancy between the description in this Handbook and the respective SPD and/or official plan documents, the applicable benefit document shall prevail.

The description of benefits in this Handbook does not create a contract for benefits. RE reserves the right to add, change, modify, reduce or eliminate any fringe benefit subject to federal and state law.

Paid Time Off

RE provides each employee one (1) Paid Time Off day accrued monthly. No more than three (3) Paid Time Off days to be used consecutively without a Doctor's excuse (self and immediate family). All unused Paid Time Off days will be added at the end of each fiscal year to the employee's time off reserve. All unused Paid Time Off days will have no value at the end of employment. If you request time off during the months of August, September, or January only two separate days will be approved.

Vacation Time Off

RE provides each full-time employee's Vacation Time Off. Prorated if hired after July 1st, or if employee leaves prior to the end of the contract. If you request time off during the months of August, September, or January only two separate days will be approved.

Breaks/Holidays

In order to be eligible for pay during the breaks/holidays per district calendar, employees must work their scheduled shift prior to and following all breaks, unless they are on an approved vacation or other approved absence.

Eligible non-exempt employees may, from time-to-time, be required to work during a scheduled break/holiday. Those employees will be paid at their regular rate and will receive rescheduled break/holiday leave to be taken within 30 days of the break/holiday worked.

RE will reasonably accommodate employees to observe additional religious holidays through the use of accrued PTO or unpaid time off from work.

Due to the nature of RE business, all employees are discouraged to request any time off during the months of August, September, and January. If you request time off during the months listed above, only two separate days will be approved.

Bereavement Leave

RE provides full-time employees up to three (3) scheduled workdays off with pay, with the Human Resources written approval, upon the death of an employee's spouse/domestic partner; member of the employee's or spouse/partner's immediate family (for example, child, grandchild, parent, grandparent, brother or sister, or step family member as listed above); or household member. These days are to be taken consecutively within a reasonable time after the day of death or day of the funeral/memorial service, and may not be split or postponed. Employees must contact the Director of Human Resources immediately to inform him or her of the need for bereavement time.

To ensure fair and consistent treatment, RE may require verification of eligibility for bereavement time off. A newspaper announcement, bereavement card or other appropriate verification is acceptable.

Witness and Jury Duty

Employees who are summoned to serve as jurors or subpoenaed as witnesses are performing a civic responsibility and the opportunity to serve should be regarded as a privilege. Every effort will be made by RE to enable employees to perform jury and witness duty.

Any employee summoned to serve as a juror or subpoenaed as a witness must notify the Director of Human Resources of such summons or subpoena the workday following receipt of the summons or subpoena and provide a copy of the summons or subpoena to the Superintendent.

If an employee must serve on jury duty, he/she will be paid the difference between his/her jury pay and his/her regular pay, without loss of leave days. Part-time and temporary/contingent employees will be unpaid. RE may request that an employee seek a new date if the obligation conflicts with business needs, but recognizes that its request may not be approved.

As soon as practical, upon completion of jury or witness leave, the employee must notify the Director of Human Resources that the employee intends to return to work and must

also provide documentation from the court or other tribunal concerning the actual dates and times of such employee's service.

Employees who are paid for jury duty must submit their jury or subpoena fee to RE. Employees who are not paid for jury duty under the RE policy may keep what the jury or subpoena fee for their jury or witness duty service.

Military Leave

The rights of employees whose employment is interrupted by military duty are as defined by the Uniformed Services Employment and Reemployment Rights Act and state law. Any employee who may need such leave should contact the Human Resources Department to obtain more detailed information regarding their rights and obligations.

Employee Code of Conduct

In order to provide a productive, caring work environment consistent with RE values and commitment, RE does not tolerate misconduct. All RE employees are expected to conduct themselves in a professional manner. Employees are expected to be courteous and respectful to students, parents, supervisors, co-workers, volunteers and community members at all times.

All disciplinary rules in this Code of Conduct are meant to give a general outline to employees of what conduct will not be tolerated by RE. Some rules are explained more thoroughly in other parts of this Handbook. The list of prohibited conduct is in no way meant to be an exhaustive list. Nothing in this policy prohibits employees from engaging in protected concerted activity under Section 7 of the National Labor Relations Act.

All instances of misconduct should be referred to your supervisor, or Human Resources Department immediately. RE retains the right to evaluate what employee conduct is disruptive to the workplace and RE. Violations of these rules or any other policy or procedure, or any "misconduct" as determined solely by RE, may result in discipline, up to and including termination, at RE's sole discretion. These rules are not intended to constitute a "just cause" policy and do not alter the at-will employment status.

RE will not tolerate:

- Child abuse, molestation, or indecent exposure; having unapproved off-hours contact with children in school or RE programs or other violations of its Child Abuse Prevention Policies.
- Conduct that does not support the purpose and values of RE and the school where the employee is assigned to work.
- Any discourtesy, mistreatment, unkindness or impatience with any student, parent, volunteer, co-worker, or management/supervision.
- Working in an uncooperative manner with management/supervision, coworkers, parents, students and volunteers.
- Insubordination, harassing, abusive, threatening, intimidating, disrespectful or assaultive behavior towards a manager/supervisor, coworker, student, parent or volunteer.
- Breach of trust or dishonesty.
- Working unauthorized overtime.
- Violation of the Drug or Alcohol Abuse Policy.
- Engaging in non-work-related activities while on RE's time or using RE's property or equipment without authorization from the Superintendent.
- Falsification of employment application, resume, expense reports, time records, or other RE records.
- Gross negligence.
- Poor work performance.
- Violation of the Equal Employment Opportunity, Non-Discrimination, Anti-Harassment and Non-Retaliation Policies.
- Use of racial slurs, derogatory comments or insults.

- Walking off shift, failing to report for a scheduled shift, or leaving early without supervisor permission.
- Violation of RE's Dress Code.
- Larceny or unauthorized possession of, or the use of, property belonging to any co-worker, supervisor, parent, student or volunteer.
- Unauthorized possession, use or copying of any records that are the property of RE.
- Unauthorized posting or removal of notices from bulletin boards.
- Marring, defacing or other willful destruction of any supplies, equipment or property of RE.
- Possessing or carrying firearms, pistols, knives, explosives or other dangerous or hazardous devices or substances, including, but not limited to, concealed weapons otherwise authorized or permitted by law, on RE's property, the Learning Center or while performing business for RE.
- Creating or contributing to unsafe or unsanitary conditions by act or omission or engaging in "horseplay" or fighting while on the RE's property, at the Learning Center or conducting RE business.
- Causing hazardous or unsafe working conditions.
- Theft, unauthorized removal or the improper use of RE's supplies, equipment, or confidential data, or misappropriation of RE's funds.
- Violation of RE's Conflicts of Interest and Outside Employment Policy.
- Gambling, conducting games of chance or possession of such devices on the premises or during work hours.
- Loafing, sleeping on the job.

- Any act of misconduct, incompetence, or any violation of this Handbook which may, in RE's sole discretion, be grounds for disciplinary action and/or termination of employment.

Other Employment Requirements

Criminal Background Checks and Arrest or Criminal Conviction of an Employee

Pursuant to Michigan law, including MCL 380.1230, 1230a, 1230b, the Michigan Department of Education and the Michigan State Police rules and regulations, and RE's Educational Management Agreement with MIPS, RE may not assign any of its employees, agents or other individuals to perform any services to MIPS, without requiring these individuals to undergo criminal history and criminal conduct checks. Certain employees are also required to undergo professional conduct checks. An employee is required to report any felony arrest to RE under the above laws as well. All employees are required to report any criminal conviction to RE, regardless of their position. The report of arrest or conviction should be made promptly, within three (3) days of when the arrest or conviction occurred. The report should be made in writing and addressed to the Superintendent, with a copy to the Human Resources Department, and include the exact charge or conviction, the location or court and the date of the arrest or conviction. Failure to report arrests or convictions as required is considered misconduct and may lead to disciplinary action up to and including dismissal.

Attendance and Tardiness

At RE, regular attendance is required of all employees and is an important part of your job performance. You are expected to be ready to work at the start of your assigned work hours, and at the location where you are assigned to work that day, and to remain at your job until the end of your assigned work hours, except for approved breaks and lunch. Attendance will be monitored on an ongoing basis and will be included as part of your performance review.

There are times when an unscheduled absence is unavoidable. If you need to be absent from work, you must contact your supervisor (not a coworker or front desk staff) as

soon as possible, and no later than two (2) hours prior to the start of your scheduled shift.

Failure to observe scheduled working hours disrupts RE's operations and places an unfair burden on fellow employees. Unexcused, repeated tardiness or absences, as determined in the sole discretion of RE, and/or failure to personally notify your supervisor of an absence, can result in disciplinary action up to and including termination. If you are absent for three (3) consecutive work days without contacting your supervisor, you will be considered to have voluntarily resigned your position unless you are on an approved leave.

Staff may be required to provide a doctor's note for being absent for three (3) or more consecutive days due to illness.

Work Product

Any documents, work notes, drafts, products or other tangible physical, electronic or intellectual property created during working hours or at the direction of anyone within RE using RE's materials or equipment are considered the property of RE and are not to be utilized for personal gain.

Individuals may not publish, trademark, copyright or patent any work product under any name other than that of RE. Please contact the Superintendent or the CEO to further discuss work product issues.

Confidentiality

In the course of your job duties with RE, many employees have access to confidential information and records, including student and family confidential information, medical, personnel, financial, and business records. RE employees have a duty to keep information confidential. Employees are not allowed to share passwords or login information with others. The misuse, unauthorized access to, or mishandling of confidential information will result in disciplinary action, up to and including termination of employment.

Confidentiality of Medical Information

All medical information is sensitive. Employees are expected to treat medical information as confidential, whether it is related to students, parents, coworkers, volunteers, or community members and should not be disclosed to others. If you are unsure whether someone needs to know, you should check with your supervisor before disclosing confidential information. Student information, except directory information, is protected by the Family Education Privacy Right to Know Act (FERPA).

RE and its employees will respect and protect the privacy of student record information, medical information, medical records, and related information who are enrolled in the school where the RE employee is assigned to work. RE safeguards all confidential information about students consistent with federal and state laws and regulations and RE policies. Questions about compliance should be directed to your supervisor or the Superintendent.

Dress Code and Uniforms

By dressing professionally and appropriately for work and by modeling good personal hygiene, our employees help create a welcoming environment for students and families and a favorable professional image of themselves and RE. Our grooming and dress standards include the following:

- All employees are expected to meet generally accepted standards of cleanliness and hygiene.
- When attending business meetings with community members, parents and school board meetings, business attire is advised.
- All staff members must meet uniform and/or dress codes that may be required for their particular jobs.
- All clothing should be neat, clean, and in good repair at all times. Clothing, jewelry and piercings should not be distracting to others, expose undergarments, or present a safety hazard. Appropriate dress at RE does not expose one's midriff, bare shoulders, or chest.

- Facial hair must be neatly trimmed and clean at all times.
- Hats or caps are not appropriate for indoors unless the employee has a medical or religious reason for wearing same.

An employee reporting to work in violation of these standards may be sent home without pay until dressed in accordance with the standards. Supervisors can answer any questions about what is considered proper attire. Employees whose religious beliefs and practices require a change or modification (an accommodation) to these standards may submit a written request to their supervisor.

Relationships with Students Prohibited

Sexual relationships or deep emotional attachments between a staff member and a student are not permissible and are grounds for immediate termination of employment. Employees are expected to recognize that adolescents may misinterpret comments of a personal nature and should take care to see that their relationships with students are conducted at all times, including periods of school vacations, in a professional and appropriate manner.

The extension of relationships between staff and students through social media should also be closely and carefully managed. Remember that most information you post to any social media site is available to a wide audience, including students. Linking to or “friending” a student should only be done through sites that are class/school specific and intended to expand learning opportunities. If you have any questions or concerns, please contact the Superintendent for guidance.

Student Rapport - Proper addressing recommended (e.g., “Ms. Jones”) both on and off school premises.

Conduct in Front of Students - No swearing, gossiping about students, or criticism of a colleague; allowing students to criticize a colleague in the presence of an employee is unacceptable behavior. Employees should stop the student’s criticism immediately; it is an employee’s responsibility. If the student has serious concerns, the student should be referred to the Superintendent.

Whenever possible, a staff member of each sex should be present when there is a school or RE sponsored co-ed function. At least two staff members should be present at any school or RE sponsored overnight function. Staff members may not consume alcohol or tobacco in the presence of students while on a school or RE sponsored event or trip.

Employees are discouraged from being alone with a student outside of the school premises.

Solicitation and Distribution of Literature

Solicitation and distribution of literature (i.e., flyers, posters, handouts, cards, and other promotional items) by non-employees on RE property is prohibited.

Solicitation by employees on RE property is prohibited when the person soliciting or the person being solicited is on working time. Working time is the time employees are expected to be working and does not include rest, meal, or other authorized breaks.

Distribution of literature by employees on RE property is allowed only in nonworking areas and then only during nonworking time. The above restrictions apply to solicitations on behalf of organizations, including charitable organizations.

Safety Policies

Security and Safety Policy

RE will provide a safe and healthy work environment for all employees and to this end requires the cooperation of all employees. Employees are expected to comply with all safety requirements whether established by Management or by federal, state, or local laws, rules or regulations. Any safety violation or any accidents resulting in injuries to employees should be reported immediately to the Human Resources Department. Safety equipment must be used at all times. Employees are responsible to:

- Know and follow all safety rules established for your site, department and job task.
- Promptly report any unsafe acts or conditions to your supervisor.

- Work in such a way that ensures your safety as well as the safety of co-workers and students.
- Help fellow employees with safety requirements.
- Request help when unsure of how to perform a task safely.
- Use and maintain all safety devices and guards as provided.
- Properly use and maintain all tools under your control.
- Maintain physical and mental health conducive to working safely.
- Perform work in ways that will not imperil others.
- Do not leave unsafe conditions at any site.
- Abide by the safety rules and procedures of each site.
- Work in strict compliance with OSHA standards.

Security Guidelines

- All staff should wear their staff IDs, which should be readily visible when on RE or School property at all times.
- All visitors must enter through the main entrances, sign in at the reception desk, and remain there until an authorized RE staff member arrives to escort the visitors into other areas of the facility.
- Any unescorted visitor with no visitor pass should be stopped, questioned, and escorted back to the front desk to check in.
- RE employees should remain with their guest(s) during the visit and escort them back to the front reception area at the conclusion of the appointment.
- When leaving your work space for the day, you must verify your equipment is shut down and secured and that all doors are locked.
- Lost or stolen keys, security cards, or fobs to the facilities must be reported to the Superintendent immediately so proper safety precautions can be made.
- Any RE items in possession of employees must be returned to RE upon termination of employment or upon request.

- In the case of theft, suspected theft, or reasonable suspicion that the safety of students and employees is at risk, RE reserves the right, at its option, to conduct searches of persons and their personal belongings. An employee's consent to searches is required as a condition of employment and refusal to consent when requested may result in disciplinary action.
- Employees are discouraged from bringing items of value to work. RE is not liable for lost or stolen personal property and cannot guarantee protection for employees from loss, damage, or personal injury in connection with personal property brought onto RE or the assigned school work-site premises. Employees should make efforts to ensure that all personal belongings are either kept in sight or secured at all times.

Safety Guidelines

- Immediately report any safety hazards, accident, illness or injury to the Human Resources Department, regardless of its severity.
- Familiarize yourself with the location of all fire exits at the facility where you are assigned to work.
- Never obstruct fire-fighting equipment, aisles, or fire exits.
- Never attempt to lift or push objects that are too heavy for you.
- Immediately clean up all soils and post warnings of wet or slick floor surfaces.
- Keep closet doors, file and desk drawers closed when not in use.
- All fire doors must be allowed to close per fire code regulations and must not be propped open or blocked.
- For safety reasons, flip-flops or shoes that impede your ability to safely navigate the school grounds and facilities and/or safely perform assigned work duties are not allowed.

Eye Protective Device Policy

It is the policy of RE that *all students, teachers and visitors* shall wear eye protective devices when exposure to eye danger exists.

Eye protective devices are required when labs, shops or other activities involve:

- chemical or combined chemical-physical lab work involving acid, caustic or explosive chemicals or hot liquids or solids
- hot molten metals
- milling, sawing, turning, shaping, grinding, cutting or stamping of any solid materials
- heat treatment, tempering or kiln firing of any materials
- gas or electric arc welding
- repair or servicing of any vehicles
- caustic or explosive materials

Each Learning Center has eye protective devices that are stored in the facility and may be used at any location where they are needed as eye protective devices.

Mercury Free Environment

It is the policy and practice of RE to not purchase, store, or use free flowing elemental mercury for any experiment, display, or other purpose and to not purchase, store, or use an instrument that contains mercury, including, but not limited to, a thermometer, barometer, or sphygmomanometer, or manometer containing mercury. (Reference: Section 380.1274b of the Michigan Compiled Laws.)

AHERA – Asbestos Abatement

The Environmental Protection Agency (EPA) requires that each year employees assigned to work in a school building and building occupants receive notification about asbestos activities such as response actions and inspections. The purpose of this correspondence is to meet those requirements and familiarize you with the asbestos-related activities that have been conducted at the school during the past year.

Management Plan – Individual buildings will have mediation plans in place if required. To the best of our knowledge, understanding and belief, there is no asbestos related construction work planned for this school year.

Periodic Surveillance – The AHERA (the EPA law governing schools) regulation requires surveillance of the condition of asbestos containing materials every six months.

Questions regarding asbestos-related issues may be directed to the Superintendent.

Material Safety Data Sheets

Material Safety Data Sheets (MSDS) are located in the Learning Center's main office and may be viewed as requested.

Workplace Violence Prevention

RE is committed to offering employees an environment free from violence. Therefore, we enforce a clear policy of zero-tolerance for all forms of violence in our workplace including, but not limited to the following: threatening, intimidating, coercing, or other otherwise interfering with the job performance of fellow employees, students, volunteers or visitors, physical assault, possession of any type of weapon (concealed or otherwise), destruction or defacing of property, making inappropriate gestures, including visual staring, stalking, or intimidation. RE will determine, in its discretion, whether an act is violent or not.

It is important that every employee understands that there is no such thing as an idle threat. RE will interpret any threatening statement or gesture as "intent to carry it out" and will not accept as a defense that an employee was "only joking or fooling around."

After investigation, anyone who is found to have engaged in an act of violence will be disciplined up to and including discharge. All violence allegations will be thoroughly investigated on a case-by-case basis as promptly as practical. RE will take the appropriate corrective action as deemed appropriate following the investigation. All violence complaints will be handled in as confidential a manner as possible, consistent with resolution of the problem.

If an employee feels he or she is in danger of a violent act, the employee must report the situation to the Human Resources Department so that RE can take any necessary precautions.

None of the forgoing policies are intended to prohibit employees from discussing workplace issues that affect the terms and conditions of employment.

Security Inspections

Desks, lockers, and other storage devices, electronic devices, vehicles, and other property issued by RE may be provided for your convenience but remain the sole property of RE. Accordingly, they, as well as any articles found within them, can be inspected by your supervisor or designated representative of RE at any time, either with or without notice.

Medical Emergencies and Accident Reporting

All accidents, whether or not resulting in personal injury, that you are involved in that arise out of or during the course of your employment, involving RE vehicles or equipment, property, or people, no matter how trivial, must be reported immediately to your supervisor with as much information as possible, including submitting the Accident/Injury Report within 24 hours. If necessary, in instances of minor personal injury, your supervisor will see that medical attention is administered. Your supervisor should also be notified if you become sick while at work and you will be given necessary assistance in these situations. In the case of a serious or life-threatening injury, contact 911 immediately and then your supervisor.

Any injuries you sustain in recreational activities on RE property, regardless of when such activities are conducted, are your sole responsibility. RE assumes no responsibility for any such injuries.

Blood-Borne Pathogens

Blood-borne pathogens are infectious diseases (such as HIV, hepatitis, etc.) carried in blood or other body fluids. RE seeks to minimize the risk of exposure to blood-borne pathogens by periodically training employees who may encounter blood-borne pathogens in the course of their work. RE subscribes to the concept of “universal precautions,” which means that all employees are required to treat all human blood or other body fluids as if the substance were contagious (i.e., were contaminated by blood-borne pathogens). Universal precautions mean that you are expected to exercise work-practice controls and to use personal protective equipment, such as gloves for example, when necessary.

RE has procedures for confidential medical evaluation and follow-up in the event an

employee reports exposure to blood-borne pathogens. Should an exposure incident occur, immediately inform your supervisor. Each exposure must be documented on an incident report and submitted to your supervisor.

More information on blood-borne pathogens can be found on the United States Department of Labor's Occupational Safety & Health Administration website, www.osha.gov.

Drug and Alcohol Abuse

General Provisions

RE is committed to providing a safe work environment and to fostering the well-being and health of its employees. This commitment is jeopardized when any employee illegally uses drugs on or off the job, comes to work under the influence, possesses, distributes or sells drugs in the workplace, or abuses alcohol on the job. Therefore, it is the policy of RE to provide a workplace free of alcohol and drugs and to take reasonable and appropriate measures to maintain a safe and productive work environment for employees and to avoid the inherent problems that result from alcohol and drug abuse.

In conjunction with the foregoing policy and the requirements of law, RE has established as a condition of employment the following rules of conduct for all employees:

- The possession, use, sale, purchase (or the attempted use, sale or purchase) of alcohol on RE premises is strictly prohibited. RE may, at its sole discretion, authorize employees to drink alcohol while at work or at work-related events. RE may serve alcohol at RE functions from time-to-time. During these instances, only attendees of legal drinking age may partake in the consumption of alcohol. All employees, relatives and friends at the function that partake in the consumption of alcohol do so at their own risk. At such events in which alcohol is provided, employees are expected to act reasonably and responsibly. Driving while impaired, including while carrying out job-related responsibilities or while in transit to or from work-related events, is a violation of this policy. Unauthorized use or consumption of alcoholic beverages on RE's premises or

during work-time is strictly prohibited. This includes consuming alcohol during work breaks and lunch periods.

- The possession, use, sale, purchase (or the attempted use, sale or purchase) of an illegal drug while on the RE or the school's premises or while conducting RE business off of RE or the school's premises is strictly prohibited. This includes the time that the employee is working virtually from home, or on work time.
- Having a detectable presence of alcohol, an illegal drug, or the misuse of a legal drug is strictly prohibited while on RE or the school's premises or when conducting RE business off RE or the school's premises. This includes the time that the employee is working virtually from home or on work time.
- Failing a drug test, failing or refusing to take a drug test when requested, tampering or attempting to tamper with a sample or failing to provide a proper or sufficient sample is strictly prohibited.

Violation of any of the above rules will result in disciplinary action, up to and including termination.

To implement this policy and assure compliance with the foregoing rules, RE reserves the right to inspect the property and person of all employees while working at the school facility (including, but not limited to, vehicles, packages, purses, lunch boxes, briefcases, lockers, workstations, and desks).

Definitions

For purposes of this policy, the term "drug" means:

- Controlled substances (as defined in 21 U.S.C. Section 802) which cannot be legally obtained;
- Prescribed drugs whose prescription is no longer valid;
- Prescribed drugs used contrary to the prescription;
- Marijuana, medically authorized or otherwise.

For purposes of this policy, the term "property" or "premises" means:

- All land and buildings owned, leased, or used by RE;
- All RE supplied or funded vehicles;
- All premises for RE or school-sponsored activity;
- All work sites.

Testing

RE further reserves the right, in its sole discretion under certain circumstances, to require employees to submit to drug and/or alcohol testing by a qualified independent laboratory.

Employees may be designated for drug and alcohol testing under any of the following conditions:

- Applicants for certain positions may be required to be drug tested. The offer of employment will be contingent upon satisfactory results. Offers to applicants whose test results indicate a detectable presence of drugs without a suitable explanation, at the sole discretion of RE, will be rescinded.
- An employee may be tested whenever their behavior or appearance causes a supervisor to question the employee's ability to perform their job duties.
- Employees may be tested if they are involved in an on-the-job accident requiring medical treatment or damage of personal or RE's property. Testing will generally be conducted within 24 hours of the occurrence.

Testing Upon Reasonable Suspicion

An employee will be sent for a drug/alcohol test when there is reasonable suspicion to believe that the employee is using or is under the influence of drugs or alcohol.

"Reasonable suspicion" is based on a belief that an employee is using or has used drugs or alcohol in violation of RE's policy drawn from specific objective and articulable facts. Among other things, such facts may be based upon, but not limited to, the following:

- Observable phenomena while at work such as direct observation of substance abuse or of the physical symptoms or manifestations of being impaired due to substance abuse;
- Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance;
- A report of substance abuse provided by a reliable and credible source;
- Evidence that an individual has tampered with any substance abuse test during his or her employment with the current employer;
- Information that an employee has caused or contributed to an accident while at work; or
- Evidence that an employee has used, possessed, sold, solicited or transferred drugs while working or while on RE or the school's premises or while operating RE or the school's vehicle, machinery or equipment.

Post-Accident Testing

Whenever an accident occurs, as defined below, any employee who may have contributed to the accident may be tested for drugs and/or alcohol use when there is reasonable suspicion to believe that the employee was using or was under the influence of drugs or alcohol.

For purposes of this policy, an accident is considered an unplanned, unexpected or unintended event that occurs on RE or the school's property, during the conduct of RE's business, during working hours, or which involves RE supplied equipment, motor vehicles or motor vehicles that are used in conducting RE business, or is within the scope of employment, and which results in any of the following:

- Bodily injury to the employee and/or another person that requires off-site medical attention away from the employee's place of employment;
- Vehicular/equipment damage; and/or
- Non-vehicular/equipment damage.

Failure or refusal to submit to a drug test will result in disciplinary action, up to and

including termination.

Smoke-Free Workplace

RE is committed to promoting healthy living and a smoke-free workplace. All RE and school facilities, programs, vehicles and property of RE are smoke-free. For purposes of this policy, “smoking” or “smoke” refers to the use of tobacco and smoking products, including, but not limited to, cigarettes, electronic cigarettes, cigars, pipes, chewing tobacco and snuff.

Electronic Communications

RE Property

Computers, computer files, telephones, voicemail systems, the e-mail system, and software, hardware, personal digital assistants (“PDAs”), communication devices, including cell phones or smartphones, and any other electronic devices or related parts (collectively referred to as “electronic devices”) furnished to all employees by RE are RE’s property. The electronic devices, including e-mail, Internet, voicemail systems and the computers, communication devices, and software are to be used for business related purposes. RE treats all documents, data, and messages sent, received, created, edited, or stored in any electronic device, including e-mail, Internet, or computer voicemail systems as shared, non-confidential messages. Users must apply the same standards and care to their electronic communications as with other forms of communication, written or oral. Inappropriate use can have serious consequences both for RE and its employees.

Monitoring

The use of the computer system, other electronic device, or employee’s personal electronic device for RE business is consent by the employee to all accessing, monitoring, and/or recording of his or her use by RE. The log-on procedures and passwords do not give rise to any employee expectation or right of privacy and is a recognition by the user of RE’s right to monitor all use with or without additional notice to the user or further employee consent to such action by RE. Users should, however, protect their passwords so that others do not abuse it. The right to monitor this policy is

limited to the Superintendent and the CEO, or their designee. RE has the capability to, expressly reserves the right to, and will from time-to-time, access, review, copy, and delete any information sent, received, or stored in the e-mail, Internet, or voicemail systems to the extent permitted by applicable law for legitimate business purposes. RE may disclose such information to any party inside or outside RE as it deems appropriate. Any attempts to circumvent security, monitoring, or other systems is prohibited.

Personal Use

Employees may not use RE's electronic devices for personal use. The abuse of this policy may subject the employee to discipline, up to and including termination. It must be understood that any personal information will be treated no differently from other information that will be accessed, monitored, utilized, and disclosed by RE to the extent permitted by applicable law. Accordingly, users cannot use the e-mail, Internet, or voicemail systems to send, create, edit, receive, or store any information that they wish to keep private or confidential. This includes any and all personal communication sent from or to an employee's personal e-mail accounts, including personal accounts such as Gmail, Yahoo, or Comcast, or social networking account, such as Facebook, Instagram, Twitter or LinkedIn. Users should treat the computer, e-mail, Internet, voicemail systems, or any other system of an electronic device supplied by RE or paid for by RE, as a shared file system (such as the system for word processing documents may be publicly available documents as related to the employees' work for the school) with the expectation that information sent, created, edited, received, or stored in the system will be available for review by RE for any purpose. This policy applies to employee cell phones for which RE pays a monthly allowance.

Prohibited Uses

RE prohibits the use of its electronic devices, including the Internet, voicemail, the e-mail system, or any other system, to harass, insult, intimidate, or use in any way that is disruptive or harmful to employees; to engage in any unlawful activity, enterprise, or scheme; to transmit defamatory, obscene, offensive, or harassing information; to transmit information that discloses personal information without authorization or to otherwise use in any other way that is in violation of RE's policies. For example, but not by way of limitation, the display or transmission of sexually explicit images, messages, cartoons, ethnic slurs, racial comments, off-color jokes, or anything that may be

construed as harassment is not allowed. Employees are not permitted to send broadcast messages (messages to three or more persons) or messages with large attachments without seeking the approval of the Superintendent or designee. Employees cannot use RE's e-mail, telephone, or computer system to solicit or proselytize for commercial ventures, religious, or political causes, outside organizations, or other non-job-related solicitations. Accessing another employee's e-mail without the express permission of the Superintendent is grounds for disciplinary action, up to and including immediate termination.

Licenses

RE purchases and licenses the use of various computer software for business purposes and may not own the copyright to this software or its related documentation. Unless authorized by the software developer, RE does not have the right to reproduce such software for use on more than one computer. RE's users may only use software on local area networks or on multiple computers according to the software license agreement. RE prohibits the illegal duplication or downloading of software and its related documentation. Use of the electronic devices to copy and/or transmit any documents, media, software, or other information protected by the copyright laws is prohibited. The installation or use of computer games or any other unauthorized software on RE's electronic devices is a violation of RE Policy and will not be permitted. Any questions regarding the use of the system or software should be addressed to the Superintendent.

E-Mail

Always consider the following practices before you send e-mail:

- E-mail access is provided for RE business;
- Always use business-like and clear language;
- Only use RE-provided or authorized mail systems;
- Always use utmost care, sufficient discretion, and security when sending confidential and proprietary business information by e-mail;
- Always keep your passwords private. Unauthorized use of another person's ID is strictly prohibited. Never send an e-mail under someone else's name;

- When you leave your work area, log off your e-mail or institute a password to protect your workstation;
- If you change any e-mail before forwarding it, clearly indicate every change;
- Type “DO NOT FORWARD” on e-mail if you do not want it forwarded and do not forward e-mail marked “DO NOT FORWARD;”
- Never use profanity, inappropriate language, or send discourteous, or offensive e-mail;
- Don’t read misdirected e-mail; return it to the sender;
- Don’t expect e-mail to be private;
- When sending an attachment by e-mail, identify software and versions;
- Inappropriate use of e-mail should be reported immediately to the Superintendent; and
- Remember, e-mail is not always the most appropriate method of communicating. Depending on the circumstances, a telephone call, memo, or face-to-face meeting may be better.

Internet

The Internet represents a valuable resource to RE for specifically defined business functions or purposes. It also exposes RE in an unprecedented and highly visible fashion as compared to a secured network. RE may be implicated for a range of inappropriate or unethical use by individuals who were provided Internet access from RE.

As set forth above, use of RE’s provided Internet services to access, download, or send material that is not business related is generally prohibited. The Internet is to be used primarily for business purposes.

Software, media and data that is obtained from the Internet must not violate the intellectual property rights of others or RE’s Policies.

Certain sites lacking sufficient business justification or that interfere with the operations of RE's information technology may be blocked. Any attempt to circumvent this blocking is a violation of this policy and may result in disciplinary action, up to and including termination.

Where applicable, the same policies and rules covering communication or material (i.e., content, appropriateness, security, business purpose) outlined under e-mail apply equally to Internet usage.

Cell Phone Assignment and/or Reimbursement

Assignment of RE-Owned Cell Phones: RE will consider assigning a RE-owned cell phone when your job requires you to be accessible outside of scheduled or normal working hours and/or outside of the RE school or program. RE provided cell phones are intended for official RE business and, therefore, RE expects you to exercise prudent judgment in keeping personal calls to a minimum. When an employee leaves employment or changes positions, the RE cell phone must be returned to RE immediately.

Reimbursement of Personal Cell Phone Costs: RE provides a fifty dollar (\$50.00) per month cell phone stipend to certain RE employees, through payroll, to reimburse you for the business-related portion of your monthly cell phone costs. In such situations, you should understand that your personal cell phone number may be published for business use.

Reimbursements will end when an employee changes jobs or leaves RE's employment.

Bring Your Own Device Policy

As set forth above, RE grants some employees the privilege of purchasing and using smartphones and tablets of their choosing at work for their convenience. RE reserves the right to revoke this privilege if users do not abide by the policies and procedures outlined below.

This policy is intended to protect the security and integrity of RE's data and technology infrastructure. Limited exceptions to the policy may occur due to variations in devices and platforms.

Acceptable Use

- RE defines acceptable business use as activities that directly or indirectly support the business of RE.
- Devices may not be used at any time to:
 - Store or transmit illicit materials.
 - Store or transmit proprietary information belonging to another company.
 - Harass or discriminate against others.
 - Engage in outside business activities.
 - Violate RE policies.
- RE has a zero-tolerance policy for texting or e-mailing while driving and only hands-free talking while driving is permitted.

Devices and Support

- Smartphones, including iPhone, Android, Blackberry and Windows phones, are allowed.
- Tablets, including iPad, Android and Windows, are allowed.
- Devices must be presented to RE's IT consultant for proper job provisioning and configuration of standard apps, such as browsers, office productivity software and security tools, before they can access any RE network, e-mail system or RE information.

Security

- Rooted (Android) or jail-broken (iOS) devices are strictly forbidden from accessing the RE network or information.
- Employees' access to RE data is limited based on user profiles defined by IT and automatically enforced.

- The employee's device may be remotely wiped if (a) the device is lost, (b) the employee terminates his or her employment, and/or (c) RE detects a data or policy breach, a virus or similar threat to the security of RE's data and technology infrastructure.

Risks/Liabilities/Disclaimers

- While RE will take every precaution to prevent the employee's personal data from being lost in the event it must remote wipe a device, it is the employee's responsibility to take additional precautions, such as backing up e-mail, contacts, etc.
- RE reserves the right to disconnect devices from RE systems/networks or disable services without notification.
- Lost or stolen devices must be reported to RE within 24 hours. Employees are responsible for notifying their mobile carrier immediately upon loss of a device.
- The employee is expected to use his or her devices in an ethical manner at all times in conformance with all of RE's policies and adhere to RE's Acceptable Use policy as outlined above.
- The employee is personally liable for all costs associated with his or her device.
- The employee assumes full liability for risks, including, but not limited to, the partial or complete loss of RE and personal data due to an operating system crash, errors, bugs, viruses, malware, and/or other software or hardware failures, or programming errors that render the device unusable.
- RE reserves the right to take appropriate disciplinary action, up to and including termination, for noncompliance with this policy.

Improper Access

Employees must specifically be granted authorization by their supervisor to access any RE electronic device and/or database. Even employees with authorized access to RE's

electronic devices and databases are prohibited from accessing any confidential or other information about the programs or entities that have sought or obtained a grant from RE stored on RE electronic devices for any improper use, including for personal gain.

Care of Electronic Devices

Employees must treat all electronic devices with extraordinary care. Employees should not eat or drink while using RE's electronic devices. Employees should not leave RE's electronic devices unattended, even temporarily, in public places or in automobiles. Violation of this policy, or the failure to report any violations of this policy, can lead to disciplinary action, up to and including termination. Employees may also be held responsible for the damages, costs of repair, including fees of technology experts, that arise out of any violations of this policy.

Electronic Communication with Students

RE takes very seriously its obligation to protect children. RE staff should not have contact or communication with any students who participate in the educational programs to which the RE staff member is assigned to work outside of RE work time. With today's electronic communication options (e-mail, text messages, blogging, social networking sites) it is more important than ever that all employees understand RE's policy on such contact or communication in order to protect the students and staff.

- RE employees should not initiate personal phone calls with or receive personal phone calls from a student. A call is considered "personal" if it does not involve both a RE phone, or personal phone for which RE pays the employee at stipend and RE-specific subject matter. When employees receive calls from a student on non-RE phones, or personal phone for which RE pays the employee a stipend and/or regarding a non-RE subject, this must be immediately reported to the Superintendent.
- Text messaging with students is not permitted. If an employee receives a text message from a student of the school whether in the employee's classroom or not, the Superintendent must immediately be made aware.
- Employees must not share any personal e-mail addresses or instant message names or nicknames students attending the school. Employees

should not initiate or respond to e-mail or instant messages from students while using any personal (non-RE) connection to the Internet.

- Use of social networking sites to communicate with students is only permitted if done through an RE-sponsored or approved site. No personal blog or social networking site should be used. Any website or blog maintained by an employee should not have pictures of or make reference to any student attending the school, and employees should not request or accept to be linked as “friends” or connections with students attending the school via social networking sites.
- Communication between employees and students attending the school should only be through RE e-mail accounts and phones, and any such communication with students attending the school should be immediately reported to the Superintendent.

Employees violating this policy or using electronic communication systems improperly are subject to disciplinary action, up to and including termination of employment. Employees using RE electronic communication systems for defamatory, illegal, or fraudulent purposes also are subject to potential civil liability and/or criminal prosecution.

Media Relations

Communication with members of the media is managed by the Superintendent and the CEO only. Re employees are prohibited from responding to media inquiries.

Personal Phone Calls

You are not permitted to use your personal mobile communication device(s) while working for personal reasons, except in emergencies. Phones are to be silenced or on vibrate while working.

Social Media

While the use of Facebook, blogs, e-mail, Wikis, Twitter, YouTube, Instagram, instant messaging, or any other postings on the Internet or in public (“Social Media”) are a great way to share information, employees are personally responsible for the content they publish in any form of user-generated Social Media. It is important to remember that most publishing to the Internet is public, and even if private, RE may be informed of information that you post. Please also be reminded that RE has the ability to and does monitor employees’ use of RE provided electronic devices. RE will have access to all information posted on the Internet via RE’s electronic devices. Use good judgment. Be mindful that all of your actions will be public and will be visible for a long time.

In order to protect RE, all employees are expected to behave in a manner consistent with the RE’s values of caring, honesty, respect, and responsibility and to abide by this policy when using social media or other online communication tools for work or personal purposes.

RE employees may maintain individual pages on Social Media and/or use other online communication tools to connect and communicate for personal purposes. While the RE does not mean to interfere with anyone’s private life, RE realizes that publicly observable communications, actions, or words are not private.

Social Media Guidelines

Identify yourself properly. Employees who identify themselves as a RE employee when posting anything on the Internet must write in the first person and make it clear that they are speaking for themselves and not for RE. By virtue of their position, supervisors and administrators must consider whether personal thoughts they publish may be misunderstood as expressing RE positions. Supervisors and administrators should assume that their staff will read what is written. When RE wishes to communicate publicly as a company, it has well established means to do so. Only those officially designated by RE have the authorization to speak on behalf of RE or publish anything on RE’s website. Employees who identify themselves as an employee of the RE must ensure their profile and related content are consistent with how they wish to present themselves with colleagues, students, parents and volunteers.

Be respectful. Be fair and courteous to fellow staff, supervisors, administrators, students, guests, volunteers, vendors, and others in the community. Do not post unauthorized photos, video, or images of RE staff, students who attend the school, volunteers, guests and community members. To the extent that you choose instead or in addition to use Social Media to address any of your concerns avoid making comments or statements that could be viewed as malicious, threatening, or intimidating, that would violate any other RE Policy, including equal employment opportunity policies and policies or agreements pertaining to the confidentiality of RE.

Be honest and accurate. Post only information that you know to be true. Correct immediately any information that you know to be false about RE, its employees or the educational program.

Refrain from personal use of Social Media at work, whether on your own electronic devices or on RE's devices.

To the extent that RE is informed of inappropriate information that any employee posts on the Internet and/or through other Social Media, it may take action, up to and including termination, if it determines that such postings reflect poorly on RE or its educational program, or to the extent that they indicate that any employee is not qualified for their job.

Once an individual's employment is terminated from RE for any reason, that individual must remove any and all indications of current employment at RE from their Social Media site(s).

Inappropriate Behavior by Others

As outlined herein, RE strives to create a workplace that is free from discrimination or harassment, and RE takes steps to remedy any problems. RE cannot control activity on Internet spaces not sponsored or controlled by RE. However, if employees encounter behavior that is not in accordance with RE's policies and relates to work and/or RE's employees, they should exit the Internet space and report abuse to their supervisor, the Superintendent and the service provider. Further, if employees encounter an inappropriate situation on the Internet or in any Social Media that they believe is

work-related, they should bring this to the attention of RE either through their supervisor, or through the Human Resources Department.

Copyright and Fair Use

For the protection of RE, as well as its employees, employees must abide by the laws governing copyright and fair use of copyrighted material owned by others, including RE's own copyrights, logos, and brands. Employees should never quote more than short excerpts of someone else's work without proper credit and attribution. Employees should also provide a link to any other person's work they have referenced.

Mandated Benefits and Notices

Social Security

The United States Government operates a system of contributory insurance known as Social Security. As a wage earner, employees are required by law to contribute a set amount of their wages to Social Security and Medicare. RE deducts the appropriate contribution from each employee's paycheck, and then matches that amount, dollar for dollar, thereby paying one-half of the cost of each employee's Social Security benefits.

Workers' Disability Compensation

The Michigan Workers' Disability Compensation Law is a no-fault insurance plan which is supervised by the State and one hundred percent (100%) paid for by RE. This law was designed to provide you with benefits for any injury which you may suffer in connection with your employment. Under the provisions of the law, if you are injured while at work, you are eligible to apply for Workers' Disability Compensation benefits. RE aggressively manages claims and provides for light duty work to help employees return to productive work as soon as possible.

Unemployment Compensation

RE pays a percentage of its payroll to the Unemployment Compensation Fund according to RE's employment history. If you become unemployed, you may be eligible for unemployment compensation, under certain conditions, for a limited period of time. Unemployment compensation provides temporary income for workers who have lost

their jobs. To be eligible you must have earned a certain amount and be willing and able to work. RE aggressively manages claims to help employees return to productive work as soon as is possible.

With the exception of year-round employees, faculty and staff members who are hired with the understanding that their work year follows the school calendar and that they are not 12-month employees, are not eligible for unemployment during the summer, holiday, winter, or spring breaks.

Continuation of Health Insurance under COBRA [May Not Apply to RE Based on Number of Employees]

Under the Consolidated Omnibus Budget Reconciliation Act of 1985, better known as COBRA, if an employee terminates employment with RE, the employee may be entitled to continue participating in qualified group health plan(s) for a prescribed period of time, usually 18 months. (In certain circumstances, such as an employee's divorce or death, the length of coverage period may be longer for qualified dependents.)

For detailed information or questions on continuing, employees are requested to contact Human Resources.

Notice of Privacy Practices

For employees participating in the health care benefits plan, this notice describes how medical information about you may be used and disclosed and how you can get access to this information. Please read carefully.

Use and Disclosure of Your Plan Information

The Plan is required by law to maintain the privacy of your protected health information and is committed to doing so. Under HIPAA, protected health information ("PHI") includes information that may identify who you are such as unique numbers and geographic information. It also includes information about payment for your health care such as your enrollment in the Plan, information about your health condition such as

diseases you may have, and information about health services you have or may receive, such as an operation.

Notice of Breach

In addition to the rights above, if a “breach” of your “unsecured” PHI (as defined under current law) occurs, then the Plan must notify you. The breach notification will (i) provide a description of what happened; (ii) provide a description of the types of unsecured PHI that were involved in the breach (e.g., social security number, name, date of birth, etc.); (iii) recommend steps to protect against potential harm resulting from the breach; and (iv) provide you with contact information to ask questions or learn additional information.

Privacy Policy Modifications

The HIPAA Privacy Rules require the Plan to maintain the privacy of your PHI, to provide this Notice about its information practices, and to follow the practices described in this notice. The Plan may change its privacy policies at any time, and changes may apply to all PHI held by the Plan at the time of the change. When the Plan makes a significant change in policy, a revised Notice of Privacy Practices will be distributed to all current Plan participants within sixty (60) days of the effective date of the change.

You have the right to submit written complaints to the Secretary of the U.S. Department of Health and Human Resources or with the third-party administrator for your particular Plan as found on the below list. The Federal government provides forms and other information for filing a complaint on line at <http://www.hhs.gov/ocr/privacy/hipaa/complaints/> \

The Department of Health and Human Services, Office of Civil Rights contact information is:

Office for Civil Rights

U.S. Department of Health and Human Services

233 N. Michigan Ave., Suite 240

Chicago, IL 60601

Phone (312)886-2359

Fax (312)886-1807

TDD (312)353-5693

You will not be penalized, discriminated against, or suffer from retaliatory acts for filing a complaint regarding the policies addressed by this Notice regardless of whether such complaint is made to the Plan, RE or the Federal government.

If you have any questions about the Notice of Privacy Practices, please contact the Human Resources Department.

Social Security Number Privacy

RE obtains and uses a variety of confidential information in the conduct of business. This includes documents and other records containing Social Security Numbers. Any and all documents and records containing Social Security Numbers must be obtained, used and disclosed only for legitimate business reasons. Such documents and records must also be treated as **confidential**, which means they must be retained in secured areas or files, password protected when stored on computers, disclosed only to authorized persons, and destroyed at an appropriate time and in an appropriate manner consistent with policies and procedures and other legal requirements. Staff members who obtain, use or disclose Social Security Numbers for improper, unauthorized or illegal reasons are subject to discipline or discharge, as well as potential criminal or civil prosecution.

Prohibited Actions

RE and any of its employees who possess, obtain, come into possession of, have knowledge of, or have access to any Social Security number belonging to RE's employees are expressly prohibited from doing any of the following:

- Publicly displaying all or more than four sequential digits of the Social Security number. "Public display" means to exhibit, hold up, post, or make visible or set out for open view a Social Security number to members of the public or in a public manner. Examples of public displays include, but are not limited to, open view on a document, file, computer monitor, computer network, website, or any other electronic medium or device.

- Using all or more than four sequential digits of the Social Security number as an individual's identification number or account number. In no event shall an employee's full Social Security number be used as an identification number.
- Visibly printing all or more than four sequential digits of the Social Security number on any identification badge, permit or license.
- Requiring an employee to use or transmit all or more than four sequential digits of his or her Social Security number over the Internet or a computer system or network, unless the connection is secure or the transmission is encrypted.
- Requiring an employee to use or transmit all or more than four sequential digits of his or her Social Security number to gain access to the Internet or a computer system or network unless the connection is secure, the transmission is encrypted, or a password or other unique personal identification number or other authentication device is also required to gain access.
- Including all or more than four sequential digits of the Social Security number in or on any document or information mailed or otherwise sent to an individual if the Social Security number is visible on or, without manipulation, from outside the envelope or packaging.
- Including all or more than four sequential digits of the Social Security number in any document or information mailed to a person, organization or entity, unless:
 - The document or information is mailed in a manner or for a purpose consistent with HIPAA, the Michigan Insurance Code or the federal Financial Services Modernization Act;
 - State or federal law, rule, regulation or court order authorizes, permits, or requires that the Social Security number appear in the document;

- The document is sent as part of an application or enrollment process initiated by the employee;
- The document or information is sent to establish, confirm the status of, service, amend, or terminate an account, contract, policy, employee or health insurance benefit, or to confirm the accuracy of the Social Security number of an employee who has an account, contract, policy, employee or health insurance benefit with RE; or
- The document or information is mailed by or at the request of the individual whose Social Security number appears in the document or information, or his or her parent or legal guardian.

Authorized Actions

It is not a violation of this policy to use all or more than four sequential digits of an individual's Social Security number for administrative purposes in the ordinary course of business to do any of the following:

- Verify an individual's identity, identify an individual or perform another similar administrative purpose related to an existing or proposed account, transaction, product, service or employment;
- Investigate an individual's claim, or their credit, criminal or driving history;
- Detect, prevent or deter identity theft or another crime;
- Lawfully pursue or enforce RE's legal rights, including, but not limited to, an audit, collection, investigation, or transfer or a tax, employee benefit, debt, claim, receivable or account, or an interest in a receivable or account; or
- Provide or administer employee or health insurance or membership benefits, claims, or retirement programs, or to administer the ownership of other investments.

Limited Access

Access to documents and information containing employees' Social Security numbers will be limited to those persons who have a legitimate business or medical need to know the information on the document or information containing the Social Security number. If an employee improperly comes into contact with a document(s) and/or information containing an individual's Social Security number, the employee must report this immediately to their supervisor. Failure to make such a report may result in disciplinary action up to and including termination at the sole discretion of RE.

If an employee has any questions as to whether he or she should have access to documents and/or information containing Social Security numbers, the employee should contact their supervisor.

Proper Disposal

Employees, agents and vendors of RE who have access to paper documents containing Social Security numbers must either shred those documents when discarding them, or place the documents in a locked trash bin, the contents of which will be shredded on a regular basis.

Employees, agents and vendors of RE who have access to electronic documents containing Social Security numbers shall promptly permanently delete those documents when discarding them.

Prior to disposing of any computer or other equipment that contains employees' Social Security numbers in electronic form, the Social Security numbers must be rendered irretrievable.

Penalties

Any employee who violates the privacy provisions of this policy shall be subject to disciplinary action, up to and including termination of employment, at the sole discretion of RE.

Recordkeeping

Documents and Records

It is RE's policy to comply with the law and to maintain accurate records. Employees must follow these policies.

Under this policy, "records" means paper documents and data existing on paper, as well as documents and data stored electronically, such as e-mails, word processing documents, spreadsheets, ledgers, images, audio files, computer and video files. It includes records that you created, edited, sent, received, or otherwise handled in any way.

Under this policy, "RE records" exist wherever you have saved or stored documents or data related to RE, including, but not limited to: RE's network; the hard drive of a RE desktop or laptop computer; your home computer; either your personal or RE's Smartphone or other PDA device; USB or "flash" drives; external media such as CDs, DVDs, or floppy disks; and/or the voice-mail system of your personal desk phone or cell phone issued by RE.

All of RE's records must be preserved in the normal course of business and in accordance with RE's records retention policies. Moreover, upon learning that legal action involving RE is likely, or has been threatened or actually commenced, employees must: (i) immediately suspend all practices that would otherwise allow for the routine discarding of records in the normal course of business; and (ii) promptly seek direction from the CEO or designee. Legal action involving RE includes, but is not limited to, situations when:

- RE is under investigation by any governmental agency;
- A claim has been made against RE or a lawsuit against RE has been threatened or commenced;
- Circumstances have arisen where a claim or lawsuit against RE should be or can reasonably be expected; or
- RE is considering, planning, or has commenced an investigation or lawsuit of its own.

Under any of those circumstances, employees must contact their supervisor to discuss: (i) whether they have records that may relate to the subject matter of the potential or pending legal action; (ii) the places where they have kept such records; and (iii) steps to search for, locate, collect, and preserve all such records. If, at any time, employees have questions about whether and how a document should be retained, they should contact their supervisor or the CEO or designee.

Personnel Records

To keep necessary RE records up to date, it is extremely important that you notify RE of any changes in:

- Name;
- Marital status;
- Address and/or telephone number;
- Number of eligible dependents;
- W-4 deductions;
- Person to contact in case of emergency; and
- Hours/work schedule.

Your address and telephone number on file will be considered conclusive on all notices to employees.

Any questions regarding your employee file should be directed to your supervisor. An employee may examine his or her personnel records as permitted by law in the presence of an authorized Y representative. Records exempt from this inspection include potential job assignments, predictions of future salary, and personnel planning information. No employee may actually remove any item from his or her file. An employee may obtain a copy of records from his or her file upon payment of reasonable copy charges.

Employment References and Data

RE is committed to protecting the privacy of its current and former employees. Employees who receive calls or written requests about current or former employees should refer such requests to the Human Resources Department. No employee may release information about a current or former employee without specific authorization

by the employee and the Human Resources Department. All employees are prohibited from making a recommendation for or commenting on, either verbally or in writing, including online, any current or former employee without specific authorization by the Human Resources Department.

Employees that require outside parties to obtain employment data (creditors, adoption agencies, etc.) from RE must complete a release supplied by the party requesting the information and forward said release to Human Resources to be reviewed and fulfilled. Employees should reference RE as their legal employer to avoid confusion and help ensure timely processing of requests for verification of employment. One common exception to this rule is when seeking verification of school employment for purposes of certification renewal; it is often required to reference the specific school district where the employee completed such teaching or other experience. Please contact the Human Resources Department for clarification if you are uncertain about the purpose of the request.

Separation from Employment

All employees of RE are employed “at will.” As set forth in the Employment Relationship section of this Handbook, this means that RE may terminate the employment of any employee at will; that is, at any time, with or without cause or notice, at its discretion.

This also means you may end your employment whenever you wish, although RE requests that you provide a two-week notice to assist with scheduling and planning (a four-week notice is requested of exempt staff). When an employee voluntarily decides to leave employment with RE for any reason, RE would like the opportunity to discuss the resignation through an exit interview before final action is taken.

Should you choose to resign, give your resignation notice in writing to your supervisor, including your reason for leaving and a current address so that your year-end tax information (Form W-2) and other correspondence can be sent to you.

All RE property must immediately be returned upon separation, including, but not limited to, keys, name badges, the handbook, cell phones, equipment, passwords, records or confidential information. If you have questions about benefits or other matters, contact the Human Resources Department.

Thank you for joining the RE TEAM where education and learning is our mission and student success is our passion life!