

EMPLOYEE HANDBOOK



EASTLAKE HIGH SCHOOL

EFFECTIVE: JULY, 2022

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INTRODUCTION

WELCOME TO EASTLAKE HIGH SCHOOL!

We're very happy to welcome you to Eastlake High School. Thanks for joining us! Eastlake High School would like you to feel that your employment with us will be mutually beneficial and enjoyable.

You are joining an organization that has established an outstanding reputation for quality education and community service. Credit for this goes to every one of our employees and our Board. We hope that you will find satisfaction and take pride in your work here.

HISTORY

Eastlake High School provides a unique and supportive environment for students. By combining academic achievement and growth with postsecondary and workforce readiness skills, students are prepared for a successful future. To be an Eastlake High School student, students are required to commit to themselves and to us, to follow the school program, and to REACH for their goals in life. Founded in 2004, Eastlake High School was initially named Life Skills High School and was under the management of White Hat Management. As of 2018, the Board of Directors for the school decided to separate from White Hat Management and change the name of the school.

MISSION AND VISION

VISION

We believe in the resiliency of our students to overcome the obstacles of their lives and become successful, contributing members of society.

MISSION

We provide an alternative education option for students who need flexibility in scheduling, individualized learning, behavioral support, and structured postsecondary opportunities.

CORE VALUES

We will REACH our vision and mission through mindful decision-making while keeping students and community needs at the forefront at all times.

HANDBOOK PURPOSE

This employee handbook is presented as a matter of information and has been prepared to inform employees about Eastlake High School's philosophy, employment practices, policies, and the benefits provided to our valued employees, as well as the conduct expected from them. While this handbook is not intended to be a book of rules and regulations or a contract, it does include some important guidelines that employees should know. Except for the at-will employment provisions, the handbook can be amended at any time.

This employee handbook will not answer every question employees may have, nor would Eastlake High School want to restrict the normal question and answer interchange among us. It is in our person-to-person conversations that we can better know each other, express our views, and work together in a harmonious relationship.

We hope this guide will help employees feel comfortable with us. Eastlake High School depends on its employees; their success is our success. Please don't hesitate to ask questions. Every manager will gladly answer them. We believe employees will enjoy their work and their fellow employees here. We also believe that employees will find Eastlake High School a good place to work.

No one other than authorized management may alter or modify any of the policies in this employee handbook. No statement or promise by a supervisor, manager, or designee is to be interpreted as a change in policy, nor will it constitute an agreement with an employee.

Should any provision in this employee handbook be unenforceable and invalid, such a finding does not invalidate the entire employee handbook, but only the subject provision. Nothing in this handbook is intended to infringe upon employee rights under Section 7 of the National Labor Relations Act (NLRA) or be incompatible with the NLRA.

We ask that employees read this guide carefully, become familiar with Eastlake High School and our policies, and refer to it whenever questions arise.

EMPLOYMENT

ANTI-DISCRIMINATION POLICY

It is the policy of Eastlake High School to provide equal employment opportunities to all qualified individuals and to administer all aspects and conditions of employment without regard to the following:

- Race
- Color
- Age
- Sex
- Sexual orientation
- Gender
- Gender identity
- Religion
- National origin
- Pregnancy
- AIDS/HIV
- Genetic information, including family medical history
- Physical or mental disability
- Hairstyles associated with race
- Child or spousal support withholding
- Wage garnishment for consumer debt
- Lawful activity outside of work
- Military or veteran status
- Arrest or sealed conviction records
- Marriage to a co-employee
- Civil Air Patrol membership
- Credit report or credit information
- Citizenship and/or immigration status
- Any other protected class, in accordance with applicable federal, state, and local laws

Eastlake High School takes allegations of discrimination, intimidation, harassment and retaliation very seriously and will promptly conduct an investigation when warranted.

Equal employment opportunity includes, but is not limited to, employment, training, promotion, demotion, transfer, leaves of absence and termination.

The Colorado Anti-Discrimination Act prohibits employment practices that discriminate or harass on the basis of disability (CO Rev. Stat. Sec. 24-34-401 *et seq.*). Under the Act, it is not a discriminatory or an unfair employment practice for an employer to discriminate if there is no reasonable accommodation that the employer can make with regard to an individual's disability, the disability actually disqualifies the person from the job, and the disability has a significant impact on the job (CO Rev. Stat. Sec. 24-34-402). The Act covers *all* employers, regardless of size.

Separate laws also prohibit disability discrimination by state agencies and by employers supported in whole or in part by public funds.

Both Title VII and the Colorado Anti-Discrimination Act (“CADA”) prohibit employers from discriminating against employees based on their religion, or lack thereof. Together these statutes stop Colorado employers from basing employment decisions such as hiring, firing, pay, and any other term or condition of employment on a worker’s religious beliefs. These laws also prohibit employers from segregating workers based on faith and require that they reasonably accommodate an employee’s spiritual practices.

Colorado employers must provide reasonable accommodations for their employee’s religious practices and observances unless doing so would result in an undue hardship. A reasonable accommodation is any adjustment to the work environment that allows an employee to practice their religion. Some common types of accommodations include:

- Flexible shifts, schedules, or break times to accommodate religious observances and prayer;
- Additional time off, with or without pay, for spiritual practice;
- Modifications or exceptions to the workplace dress or grooming policy to allow for religious garments, head coverings, hairstyles, facial hair, or body hair; and
- The use of work facilities for religious observances and prayer.

BACKGROUND CHECKS

Eastlake High School may conduct a background check on any applicant or employee with their signed consent. The background check may consist of prior employment verification, reference checks, education confirmation, criminal background, credit history, or other information, as permitted by law. Third-party services may be hired to perform these checks. All offers of employment and continued employment are contingent upon a satisfactory background check. Refusal to consent to a background check may result in discipline, up to or including termination.

AT-WILL NOTICE

The employment relationship between Eastlake High School and employees is at will. This means that employees are not hired for any specified period of time and their employment may be terminated at any time, with or without cause, and with or without notice, by either Eastlake High School or the employee. Eastlake High School policy requires that all employees are at will; any implied, oral, or written agreements or promises to the contrary are void and unenforceable unless approved by an officer with the power to create an employment contract. There is no implied employment contract created by this Handbook or any other Eastlake High School leave document or written or verbal statement or policy.

ANNIVERSARY DATE AND SENIORITY

The employee’s date of hire is their official employment anniversary date. Seniority is the length of continuous service starting on that date. Should an employee leave Eastlake High School and then be rehired, previously accrued seniority will be reinstated and seniority will begin to accrue again from the original date of hire. With the exception of certain protected leaves and paid time off, seniority does not accrue during leaves of absence that exceed 30 calendar days.

IMMIGRATION LAW COMPLIANCE

All employees are required to complete Section 1 of Form I-9 on their first day of employment, and produce, within three business days, acceptable proof of their identity and eligibility to work in the United States. Failure to produce the proper identifying documents within three days will result in termination.

INTRODUCTORY PERIOD

The employee's first 60 days of employment with Eastlake High School are considered an introductory period. This introductory period will be a time for getting to know fellow employees, managers, and the tasks involved in the position, as well as becoming familiar with Eastlake High School's services. The supervisor or manager will work closely with each employee to help them understand the needs and processes of their job.

This introductory period is a try-out time for the employee and Eastlake High School. During this introductory period, Eastlake High School will evaluate employees' suitability for employment and employees can evaluate Eastlake High School as well. At any time during the first 60 days, employees may resign. If during this period, employee work habits, attitude, attendance, performance or other relevant factors do not measure up to our standards, Eastlake High School may terminate employment.

At the end of the introductory period, the supervisor or manager will discuss each employee's job performance with them. During the course of the discussion, employees are encouraged to give their comments and ideas as well.

Completion of the introductory period does not guarantee continued employment for any specified period of time, nor does it require that an employee be discharged only for cause. Completion of the introductory period also does not imply that employees now have a contract of employment with Eastlake High School, other than at will. Successful completion of the introductory period does not alter the at-will employment relationship.

A former employee who has been rehired after separation from Eastlake High School of more than one year is considered an introductory employee during their first 30 days following rehire.

EMPLOYMENT CLASSIFICATIONS

Eastlake High School has established the following employee classifications for compensation and benefits purposes only. An employee's supervisor or manager will inform the employee of their classification, status, and responsibilities at the time of hire, re-hire, promotion, or at any time a change in status occurs. These classifications do not alter the employment-at-will status.

Regular Full-Time Employee

An employee who is scheduled to work no less than 100% of the scheduled work hours in a workweek on a fixed work schedule (not less than 40 hours). The employee may be exempt or non-exempt and is generally eligible for all employee benefits offered by Eastlake High School.

Regular Part-Time Employee

An employee who is scheduled to work less than 40 hours in a workweek and is not eligible for benefits.

Temporary Employee

An employee who is scheduled to work on a specific need of Eastlake High School. The employee will not receive any benefits unless specifically authorized in writing.

Exempt

Employees whose positions meet specific tests established by the Fair Labor Standards Act (FLSA) and applicable state law and who are exempt from overtime pay requirements. The basic premise of exempt status is that the exempt employee is to work the hours required to meet their work responsibilities. Unless notified otherwise in writing by management, all employees of Eastlake High School are exempt.

Non-Exempt

Employees whose positions do not meet FLSA and state exemption tests and who are paid a multiple of their regular rate of pay for overtime hours worked.

PERSONNEL RECORDS

Eastlake High School will maintain various employment files while individuals remain an employee of Eastlake High School. Examples of these files are employee personnel files, attendance files, I-9 files, and files for medical purposes. If any changes with respect to personal information, such as a change in home address and telephone number or a change of name occur, employees are required to notify their supervisor or manager so the appropriate updates can be made to the files. Eastlake High School will take reasonable precautions to protect employee files and employee personally identifiable information in its records.

Employee files have restricted access. Employees, their supervisor or manager, or their designated agents, may have access to those personnel files. Employees may request to review their personnel file once per year, and former employees may request to review their file once after termination. If an employee or former employee wishes to review their personnel file, they must submit a written request to do so. The review will take place in the presence of their supervisor or manager or designated management representative at a time that is convenient for both parties. If the employee or former employees want a copy of the file they will be responsible for the reasonable costs of duplication.

EMPLOYEE REFERENCES

All employee reference check requests should be forwarded to the school Principal; only authorized members of the school Leadership Team may provide this information. When Eastlake High School is contacted for a reference check or employment verification, generally only positions held and dates of employment will be confirmed. In some circumstances, past salary and eligibility for rehire may be provided as well.

JOB TRANSFERS

Eastlake High School aspires to promote qualified internal candidates to fill open positions whenever possible and practical. When job openings occur, current employees are encouraged to apply.

Management reserves the right to place an employee in whatever job it deems useful or necessary. All job reassignments, promotions, or lateral transfers are at the discretion of Eastlake High School.

EMPLOYMENT OF RELATIVES

Eastlake High School does not have a general prohibition against hiring relatives. However, an employee will generally not be hired, transferred, or promoted into a position where they will be managed, directly or indirectly, by a family member or romantic partner. Other factors may also be considered when hiring a relative or romantic partner of a current employee, placing them in a particular position, or creating reporting relationships. Eastlake High School may transfer an employee or otherwise change their employment status at any time for any reason, including to avoid the appearance of favoritism or another conflict of interest.

EQUAL PAY FOR EQUAL WORK ACT

Effective January 1, 2021, Part 2 of the Equal Pay for Equal Work Act, C.R.S. § 8-5-101 et seq., requires employers to include compensation in job postings, notify employees of promotional opportunities, and keep job descriptions and wage rate records. The Division investigates complaints against employers concerning transparency in pay and employment opportunities.

CONDUCT AND BEHAVIOR

GENERAL CONDUCT GUIDELINES

Employees are expected to exercise common sense and courtesy at all times, for the benefit of clients, co-workers, and Eastlake High School as a whole. Professionalism is expected, as is respect for the safety and security of people and property. Failure to meet these expectations may be grounds for discipline, up to and including termination. The following are examples of unacceptable conduct, but this is not an exhaustive list.

- Failure to follow the policies outlined in this handbook.
- Negligent, careless, or inconsiderate treatment of clients or their information.
- Theft, misappropriation, or unauthorized possession or use of any property that does not belong to the employee.
- Unauthorized removal of Eastlake High School property from the premises.
- Sharing confidential business information with anyone who does not have an official need to know.
- Accessing, without authorization, confidential information pertaining to clients or employees.
- Falsifying or changing any type of Eastlake High School, client, or employee document or record without authorization.

- Willfully, negligently, or carelessly damaging, defacing, or mishandling property of Eastlake High School, a client, or an employee.
- Taking or giving bribes of any nature.
- Entering Eastlake High School premises without authorization.
- Violating security, safety, or fire prevention regulations, or tampering with safety equipment.
- Unauthorized use of a personal vehicle for Eastlake High School business.
- Conduct that is illegal under federal, state, or local law.
- Creating a disturbance on Eastlake High School premises.
- Use of abusive language.
- Any rude, discourteous, or unbusinesslike behavior, on or off Eastlake High School premises, which is not protected by Section 7 of the National Labor Relations Act and that adversely affects Eastlake High School services, operations, property, reputation, or goodwill in the community, or interferes with work.
- Insubordination or refusing to follow instructions from a supervisor or manager; refusal or unwillingness to accept a job assignment or to perform job requirements.
- Leaving during scheduled work hours without permission; unauthorized absence from the assigned work area during regularly scheduled work hours.
- Sleeping during regular working hours.
- Recording time for another employee or having time recorded by another employee.
- Use or possession of illegal drugs on Eastlake High School premises at any time.
- Use of alcohol or illegal drugs during working hours, or working under the influence of intoxicants.
- Unauthorized possession of a weapon on Eastlake High School premises.
- Illegal gambling on Eastlake High School premises.
- Soliciting, collecting money, vending, and posting or distributing bills or pamphlets during working hours in work areas. Such activity by employees during non-working time, including meal and rest periods, is not restricted so long as such activity does not interfere with the regular operation of a business, is orderly, lawful, in good taste, conducted in an orderly manner, and does not create a safety hazard or a mess. Non-employees are prohibited from all forms of solicitation on Eastlake High School property at all times.
- The Company prohibits smoking marijuana or any other substance that is illegal under federal law or Colorado law anywhere on its premises.
- The Company prohibits smoking in the workplace and within 15 feet of any window, ventilation intake, or entrance to the workplace. For purposes of this policy, smoking includes the use of electronic smoking devices (e.g., e-cigarettes or vaping). Employees wishing to smoke must do so outside of the company's facilities, in locations where smoke does not migrate back into the workplace, during scheduled work breaks.

SEXUAL AND OTHER UNLAWFUL HARASSMENT

Eastlake High School is committed to providing a work environment free of harassment in any form, including inappropriate and disrespectful behavior, intimidation, and other unwelcome conduct directed at an individual because of their inclusion in a protected class. Applicable federal and state law defines harassment as unwelcome behavior based on someone's inclusion in a protected class. Sometimes language or actions that were not expected to be offensive or unwelcome actually are, so employees should err on the side of being more sensitive to the feelings of their co-workers rather than less.

The following are examples of harassment; behaviors not in this list may also be considered harassment:

- Unwanted sexual advances;
- Offering employment benefits in exchange for sexual favors;
- Retaliation or threats of retaliation for refusing advances or requests for favors;
- Leering, making sexual gestures or jokes, or commenting on an employee's body;
- Displaying sexually suggestive content;
- Displaying or sharing derogatory posters, photographs, or drawings;
- Making derogatory epithets, or slurs;
- Ongoing teasing about an employee's religious or cultural practices;
- Ongoing teasing about an employee's sex, sexual orientation, or gender identity;
- Physical conduct such as touching, assault, or impeding or blocking movements

Sexual harassment on the job is unlawful whether it involves coworker harassment, harassment by a manager, or harassment by persons doing business with or for Eastlake High School, such as clients, customers or vendors.

Retaliation

Any form of retaliation against someone who has expressed concern about any form of harassment, refused to partake in harassing behavior, made a harassment complaint, or cooperated in a harassment investigation, is strictly prohibited. A complaint made in good faith will under no circumstances be grounds for disciplinary action. Individuals who make complaints that they know to be false may be subject to disciplinary action, up to and including termination.

Enforcement

All managers and supervisors are responsible for:

- Implementing Eastlake High School's harassment policy;
- Ensuring that all employees they supervise have knowledge of and understand the Eastlake High School policy;
- Reporting any complaints of misconduct to the designated school representative, the Principal, so they may be investigated and resolved internally;
- Taking and/or assisting in prompt and appropriate corrective action when necessary to ensure compliance with the policy, and
- Conducting themselves in a manner consistent with the policy.

Addressing Issues Informally

Employees who witness offensive behavior in the workplace - whether directed at them or another employee - are encouraged, though not required, to immediately address it with the employee whose behavior they found offensive. An employee who is informed that their behavior is or was offensive should stop immediately and refrain from that behavior in the future, regardless of whether they agree that the behavior could have been offensive.

Harassment Complaint Procedure

Employees are encouraged to use the Complaint Procedure (form attached at the end of the handbook) to report behavior that they feel is harassing, whether or not that behavior is directed

at them. The Complaint Procedure provides for immediate, thorough, and objective investigation of claims of harassment. Appropriate disciplinary action will be taken against those who are determined to have engaged in harassing behavior.

ABUSIVE CONDUCT

Abusive conduct means malicious conduct in the workplace that a reasonable person would find hostile or offensive and unrelated to an employer's legitimate business interests. Abusive conduct may include repeated infliction of verbal abuse, such as the use of derogatory remarks, insults, epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the sabotage or undermining of a person's work performance. A single act will generally not constitute abusive conduct, unless especially severe.

Eastlake High School considers abusive conduct in the workplace unacceptable and will not tolerate it under any circumstances. Employees should report abusive conduct to a manager or Human Resources. Managers are responsible for ensuring that employees are not subjected to abusive conduct. All reports will be treated seriously and investigated when appropriate. Employees who are found to have engaged in abusive conduct will be subject to discipline, up to and potentially including termination. Retaliation against an employee who reports abusive conduct or verifies that it took place is strictly prohibited.

COMPLAINT PROCEDURE

Eastlake High School has established a procedure for a fair review of complaints related to any workplace controversy, conflict, or harassment. Employees may take their complaint directly to the person or department listed in Step 2 if the complaint is related to their supervisor or manager or if the employee feels the supervisor or manager would not provide an impartial resolution to the problem.

Step 1

The complaint should be submitted orally or in writing to a supervisor or manager within three working days of the incident or as soon as possible. Sooner is better, as it will assist in a more accurate investigation, but complaints will be taken seriously regardless of when they are reported. Generally, a meeting will be held within three business days of the employee's request, depending upon scheduling availability. Attempts will be made to resolve the issue during the meeting, but regardless of whether there is an immediate resolution, the supervisor or manager will give the employee a written summary of the meeting within three business days. Resolution may take longer if further investigation of the complaint is required. If the employee is not satisfied with the resolution, they may proceed to Step 2.

Step 2

The employee may submit an oral or written request for review of the complaint and Step 1 resolution to the Principal or a designated investigator. This request should be made within three working days following the receipt of the Step 1 resolution. The Principal or the designated investigator will review the complaint and resolution and may call an additional meeting to explore the problem. If warranted, additional fact-finding will be undertaken. A final decision will be rendered within 10 working days after receiving the Step 2 request, and a written summary of the resolution will be provided to the employee who filed the complaint.

CORRECTIVE ACTION

A high level of job performance and professionalism is expected from each employee. In the event that an employee's job performance does not meet the standards established for the position, they violate Eastlake High School policies or procedures, or their behavior is otherwise unacceptable, corrective action may ensue. Corrective action may include, but is not limited to: coaching, oral or written warnings, performance improvement plans, paid or unpaid suspension, demotion, and termination. The type and order of actions taken will be at management's sole discretion and Eastlake High School is not required to take any disciplinary action before making an adverse employment decision, including termination.

COMPENSATION

PAY PERIODS

The standard seven-day payroll work week for Eastlake High School will begin at 12:00 a.m. Saturday. The designated pay period for all employees is bi-weekly. Paydays are every other Tuesday.

TIMEKEEPING

All non-exempt employees are required to use the timekeeping system to record their hours worked. For the purpose of this policy, all forms of timekeeping will be referred to as clocking in or out. Exempt employees are also required to use the timekeeping system for clocking in and out. Employees are to utilize the clock in and out system only while at Eastlake High School unless otherwise directed by their supervisor.

Exempt employees should clock in no later than 15 minutes before their scheduled shift and clock out no later than ten minutes after their scheduled shift. Non-exempt employees should clock in no later than 5 minutes before their scheduled shift and clock out no later than five minutes after their scheduled shift. Additionally, employees are required to clock in and out for their designated lunch periods. The length of the lunch period will be designated by the employee's manager; alteration or waiver of the lunch period requires manager approval. Lunch periods are unpaid times when employees are relieved of all duties. Waiver of the lunch period requires prior approval of the employee's manager. Under no circumstance may the waiver of the lunch period result in overtime work.

Employees shall be entitled to an uninterrupted and duty-free meal period of at least a 30-minute duration when the shift exceeds five consecutive hours of work. Such meal periods, to the extent practical, shall be at least one hour after the start, and one hour before the end of the shift. Employees must be completely relieved of all duties and permitted to pursue personal activities for a period to qualify as non-work, uncompensated time.

Every employer shall authorize and permit a compensated 10-minute rest period for every 4 hours of work, or major fractions thereof, for all employees, as follows:

Work Hours	Rest Periods Required
2 or fewer	0
Over 2, and up to 6	1
Over 6, and up to 10	2

Accurate timekeeping is a federal and state wage and hour requirement, and employees are required to comply. Failing to enter time into the timekeeping system in an accurate and timely manner is unacceptable job performance. Employees may not ask another employee to clock in or out for them. Should an employee miss an entry into the timekeeping system, they must notify their manager as soon as possible for correction.

Non-exempt employees are not permitted to work unscheduled time without prior authorization from their manager. This includes clocking in early, clocking out late, or working through a scheduled break or lunch period.

OVERTIME

Eastlake High School complies with all applicable federal and state laws with regard to payment of overtime work. Employees will be paid overtime at the rate of 1.5 times their regular rate of pay when they work more than 40 hours per week, 12 hours per day, or 12 consecutive hours – whichever benefits the employee the most.

Employees are required to work overtime when assigned. Any overtime worked must be authorized by a supervisor or manager, in advance. Working unauthorized overtime or the refusal or unavailability to work overtime is unacceptable to work performance, subject to discipline including but not limited to termination.

PAYROLL DEDUCTIONS

Eastlake High School complies with the salary basis requirements of the Fair Labor Standards Act (FLSA) and does not make improper deductions from the salaries of exempt employees. There are, however, certain circumstances where deductions from the salaries of exempt employees are permissible. Such circumstances include:

- When an exempt employee is absent from work for one or more full days for personal reasons other than sickness or disability
- When an exempt employee is absent for one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide sick leave plan that provides compensation for salary lost due to illness
- To offset amounts received as a witness or jury fees, or for military pay
- For disciplinary suspensions of one or more full days imposed in good faith for serious workplace policy violations

- For penalties imposed in good faith for serious safety infractions
- When an employee is on unpaid leave under the Family Medical Leave Act
- During an employee's first and last week of employment if they work less than a full week

If an employee believes that an improper deduction has been made, they should immediately report this to their manager or the person responsible for payroll processing. Reports will be promptly investigated and if it is determined that an improper deduction has occurred, the employee will be promptly reimbursed.

PAY ADJUSTMENTS, PROMOTIONS, AND DEMOTIONS

All pay increases are based upon merit, market factors, and the profitability of Eastlake High School. There may not be an automatic annual cost of living or salary adjustment. Employee pay also may be adjusted downward. Salary decreases may take place when there is job restructuring, job duty changes, job transfers, or adverse business economic conditions. Demotion is a reduction in responsibility, usually accompanied by a reduction in salary. If demotion occurs, employees will maintain their seniority with Eastlake High School.

PERFORMANCE EVALUATION

Employees will generally receive an appraisal of their job performance semi-annually. This evaluation may be either written or oral. Such evaluation may not occur at exactly the same time each year, but thereabout, at the discretion of the employee's manager.

If the employee receives an evaluation sheet or other written document, they will be required to sign it. An employee's signature does not necessarily indicate that the employee agrees with all the comments, but that they have been given the opportunity to examine the evaluation and discuss it with their manager. The completed and signed evaluation form will be placed in the employee's personnel file and the employee will receive a copy of the performance evaluation.

In addition to performance evaluations, informal counseling sessions may be conducted from time to time. Please refer to the staff playbook for details on the evaluation process and timeline.

WORK ASSIGNMENTS

On occasion employees may be required to perform duties that are not part of their job description or usual tasks. This may happen because a co-worker is absent, a position is temporarily vacant, the business or department is particularly busy, or for other reasons. Employees are expected to perform these additional duties in a timely fashion and to the best of their ability. Should questions about the process or procedure arise, employees should speak with their manager. Unless informed otherwise, employees will be paid at their regular rate of pay.

EXPENSE REIMBURSEMENT

Eastlake High School will cover all reasonable, business-related expenses. Any cost that does not fall within the guidelines below must be approved by the appropriate manager *before* the expense is incurred. Employees may not be reimbursed for expenses that were not approved in advance and are deemed unnecessary or extravagant.

The following types of expenses may be reimbursable under this policy:

- Lodging
- Travel expenses including airfare, reasonable airline luggage fees, train fare, bus, taxi, and related tips
- Meals, including tips up to 20%
- Laundry and dry-cleaning expenses during trips in excess of five days
- Car rental, parking fees, and tolls
- Mileage on a personal vehicle at the current IRS reimbursement rate
- Conference and convention fees
- Business entertainment expenses, up to pre-approved limits

The following expenses are examples of expenses not reimbursable under this policy:

- Airline club dues
- Traffic fines
- Tips in excess of 20%
- In-flight movies, mini-bar expenses, and other forms of personal entertainment
- First-class airfare

No policy can anticipate every situation that might give rise to legitimate business expenses. Reasonable and necessary expenses not listed above may be reimbursable. When prior approval is required, managers should use their best judgment to determine if an unlisted expense is reimbursable under this policy.

Credit Cards

Company-issued credit cards are to be used for purchases on behalf of Eastlake High School and for any travel expenses incurred while traveling on Eastlake High School business only. At no time may an employee use an Eastlake High School credit card for purchases intended for personal use; such expenses will require that Eastlake High School be reimbursed and may lead to revocation of credit card privileges and another discipline. Credit card expenses require the same reimbursement documentation as other expenses.

Documentation

Requests for reimbursement of business expenses must be submitted on the Expense Report Template (attached at the end of the handbook). In order to comply with IRS regulations, all business expenses are supported with adequate records; employees are responsible for keeping these records as expenses are incurred. These records must include:

- The amount of the expenditure
- The time and place of the expenditure
- The business purpose of the expenditure
- The names and the business relationships of individuals for whom the expenditures were made

Requests for reimbursement lacking this information will not be processed and will be returned to the employee. While original receipts are preferred for all expenses, they are required for those

greater than \$25.00. Requests for exceptions to this policy should explain why the exception is necessary and be approved by management.

Approvals

Expense reimbursement forms, together with required documentation, must be submitted to the employee's manager for review and approval. Once the expense reimbursement has been approved, it should be submitted for processing no more than 30 days after the expenses occurred. Managers approving expense reports are responsible for ensuring that the expense reports have been filled out correctly with the required documentation and that the expenses submitted are allowable under this policy.

ADVANCES AND LOANS

Eastlake High School does not give advances or loans to employees.

DISCUSSION OF WAGES

The Colorado Wage Transparency Act prohibits an employer from taking adverse actions against employees who discuss their wages with others. An employer is also prohibited from requiring that employees not disclose their wages and from requiring an employee to sign a waiver or other document that limits the employee's right to disclose his or her wage information.

BENEFITS

HOLIDAYS

Regular full-time employees are entitled to the following paid holidays observed by Eastlake High School:

- New Year's Day
- Martin Luther King, Jr. Day
- President's Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving
- Friday after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve

Other days or parts of days may be designated as holidays with or without pay. No holiday pay will be paid to an employee who is on an unpaid status, on any leave, or absent due to workers' compensation.

SICK LEAVE

Yearly accrual of sick leave, as well as yearly use, is limited to 48 hours. Sick leave is front-loaded for use throughout the school year. Up to 48 hours of unused leave will roll over into a new benefit year. Eastlake High School's benefit year for this policy is the school calendar year (July - June).

Sick leave may be used for any of the following reasons:

- Diagnosis, care, treatment of, or recovery from an employee's mental or physical illness, injury, or health condition, or for preventive health care
- Diagnosis, care, treatment of, or recovery from a family member's mental or physical illness, injury, or health condition, or for preventive health care
- When the employee's workplace or their child's school or place of care is closed because of a public health emergency
- When time off is needed because the employee or a member of their family is a victim of domestic abuse, sexual assault, or harassment

When sick leave is used, it will be paid at the employee's regular rate of pay. Sick leave may be used in increments of 30 minutes or more.

If the need for sick leave is foreseeable, employees should provide notice at least seven days in advance. If seven days' notice is not possible, the employee must provide notice as soon as practicable. Employees who use sick leave for three or more consecutive workdays may be asked to provide documentation of the need for leave, such as a doctor's note.

Unused sick leave will not be paid out at the end of employment. Employees rehired within six months of separation will have their previously accrued but unused sick leave restored.

EXTRA LEAVE DURING A PUBLIC HEALTH EMERGENCY

During a public health emergency, Eastlake High School will provide additional hours so that an employee has 80 hours total (or a prorated amount based on their schedule), *including* their accrued sick time, that they may use to do any of the following:

1. Self-isolate because they have symptoms of or have been diagnosed with the communicable illness that caused the public health emergency (the illness)
2. Seek a medical diagnosis, care (including preventive care), or treatment because they are experiencing symptoms of the illness
3. Be excluded from work (by Eastlake High School or a governmental health official) because they were exposed to or have symptoms of the illness
4. Stay out of work because they have a health condition that may increase susceptibility to or risk of the illness
5. Care for their family member in #1, 2, or 3 above, or whose school, childcare provider, or other care provider is unavailable, closed, or providing remote instruction because of the public health emergency

For purposes of the extra public health emergency leave, family member means the employee's child, a person for whom the employee is responsible for providing or arranging health- or safety-related care, or a person related by blood, marriage, civil union, or adoption.

Employees may use this additional sick leave until four weeks after the end of the public health emergency. Documentation is not required for use of public health emergency leave, but misuse will result in discipline, up to and including termination.

VACATION

Vacations provide a break beneficial to both Eastlake High School and the employees. Therefore, employees are encouraged to take vacations annually. Eligible employees include:

- Full-time exempt
- Full-time non-exempt

Employees will accrue vacation according to the following schedule: 1-4 years of service: 10 days; 5-9 years of service: 15 days; 10-19 years of service: 20 days; 20 years of service: 25 days. This time is provided to employees in full at the start of the school year. If an employee separates from the school prior to the end of the year, the accrual of time will be calculated to determine if any used time is owed back. Any time used but not earned will be deducted from an employee's final paycheck.

Unused vacation does not carry over from year to year. Unused vacation will be paid out upon employment separation.

Vacations need to be scheduled via the payroll system 72 hours prior to the requested day. Vacation leave may be used in increments of 30 minutes or more.

PAID TIME OFF

In order to help employees foster a work-life balance, Eastlake High School offers paid time off (PTO). PTO may be used for any purpose, including but not limited to vacation, personal matters, and recovery from injury or illness. PTO should be scheduled via the payroll system with as much notice as is possible so as to not disrupt the workplace. Eligible employees include:

- Full-time exempt
- Full-time non-exempt

Employees will accrue PTO according to the following schedule: 16 hours per year. This time is provided at the beginning of the school year in full.

PTO needs to be scheduled via the payroll system. PTO leave may be used in increments of 30 minutes or more. PTO may be used in the same manner as Sick Leave.

Employees will not be paid wages in lieu of unused PTO. Unused PTO does not carry over from year to year. Unused PTO will be forfeit upon employment separation.

HEALTH AND WELFARE BENEFITS

Eastlake High School complies with all applicable federal and state laws with regard to benefits administration. All regular employees scheduled and generally working at least 40 hours a week are entitled to health insurance and other company-sponsored health benefits, when in effect. Eastlake High School reserves the right to change or terminate health plans or other benefits at any time.

New qualifying employees will be eligible for coverage following 30 calendar days. New employees may elect not to be covered, with the permission of Eastlake High School, provided the percentage of employees not covered is within the benefit plan specifications.

CONTINUATION OF BENEFITS

Under the federal Consolidated Omnibus Budget Reconciliation Act (COBRA), or a state mini-COBRA law, employees may be allowed to continue their health insurance benefits, at their own expense, for a set number of months after experiencing a qualifying event. Length of coverage may be dependent upon the qualifying event.

To qualify for continuation of health benefits, the covered individual must experience a qualifying event that would otherwise cause them to lose group health coverage. The following are qualifying events:

For Employees

- Voluntary or involuntary termination of employment for reasons other than gross misconduct
- Reduction in numbers of hours worked

For Spouses

- Loss of coverage by the employee because of one of the qualifying events listed above
- Covered employee becomes eligible for Medicare
- Divorce or legal separation of the covered employee
- Death of the covered employee

For Dependent Children

- Loss of coverage because of any of the qualifying events listed for spouses
- Loss of status as a dependent child under the plan rules

See Human Resources for additional information.

TEMPORARY DISABILITY LEAVE

Eastlake High School recognizes that a temporary disability may prevent employees from coming to work for a period of time. In such cases, Eastlake High School may grant a temporary disability leave. This leave does not have a minimum or maximum time frame. Rather, Eastlake High School will attempt to reasonably accommodate the needs of the employee as well as the needs of Eastlake High School. If a leave is granted, any extensions will be subject to the same considerations.

Employees requesting a temporary disability leave must document their request in writing. That request should be accompanied by a doctor's statement identifying how the temporary disability limits the employee's ability to work, the date and the estimated date of return and, where appropriate, diagnosis and prognosis. Should the employee's expected return date change, the employee should notify Eastlake High School as soon as possible. Prior to returning to employment with Eastlake High School, employees will be required to submit written medical certification of their ability to work, including any restrictions. Upon returning to work, if employees qualify, they will be reinstated to their former position or one that is substantially the same, depending upon the availability of any position at that time.

The leave will be unpaid, except that employees must use any available paid sick leave concurrently and may choose to use other accrued paid time off concurrently once their sick leave has been exhausted.

PAID PARENTAL LEAVE POLICY

Eastlake High School will provide up to four weeks of paid parental leave to employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption or foster care. The purpose of paid parental leave is to enable the employee to care for and bond with a newborn or a newly adopted or newly placed child. This policy will run concurrently with Family and Medical Leave Act (FMLA) leave, as applicable. This policy will be in effect for births, adoptions or placements of foster children occurring on or after July 1, 2021.

Eligibility

Eligible employees must meet the following criteria:

- Have been employed with the company for at least 12 months (the 12 months do not need to be consecutive).
- Have worked at least 1,250 hours during the 12 consecutive months immediately preceding the date the leave would begin.
- Be a full- or part-time, regular employee (temporary employees and interns are not eligible for this benefit).

In addition, employees must meet one of the following criteria:

- Have given birth to a child.
- Be a spouse or committed partner of a woman who has given birth to a child.
- Have adopted a child or been placed with a foster child (in either case, the child must be age 17 or younger). The adoption of a new spouse's child is excluded from this policy.

AMOUNT, TIME FRAME AND DURATION OF PAID PARENTAL LEAVE

Eligible employees will receive a maximum of four weeks of paid parental leave per birth, adoption or placement of a child/children. The fact that a multiple birth, adoption or placement occurs (e.g., the birth of twins or adoption of siblings) does not increase the four week total amount of paid parental leave granted for that event. In addition, in no case will an employee receive more than twelve weeks of paid parental leave in a rolling 12-month period, regardless of whether more than one birth, adoption or foster care placement event occurs within that 12-month time frame.

Each week of paid parental leave is compensated at 100 percent of the employee's regular, straight-time weekly pay. Paid parental leave will be paid on a biweekly basis on regularly scheduled pay dates.

Approved paid parental leave may be taken at any time during the one month period immediately following the birth, adoption or placement of a child with the employee. Paid parental leave may not be used or extended beyond this one month time frame.

In the event of a female employee who herself has given birth, the four weeks of paid parental leave will commence at the conclusion of any short-term disability leave/benefit provided to the employee for the employee's own medical recovery following childbirth.

Employees must take paid parental leave in one continuous period of leave and must use all paid parental leave during the [enter number]-month time frame indicated above. Any unused paid parental leave will be forfeited at the end of the [enter number]-month time frame.

Upon termination of the individual's employment at the company, he or she will not be paid for any unused paid parental leave for which he or she was eligible.

COORDINATION WITH OTHER POLICIES

Paid parental leave taken under this policy will run concurrently with leave under the FMLA; thus, any leave taken under this policy that falls under the definition of circumstances qualifying for leave due to the birth or placement of a child due to adoption or foster care, the leave will be counted toward the 12 weeks of available FMLA leave per a 12-month period. All other requirements and provisions under the FMLA will apply. In no case will the total amount of leave—whether paid or unpaid—granted to the employee under the FMLA exceed 12 weeks during the 12-month FMLA period. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.

After the paid parental leave (and any short-term disability leave for employees giving birth) is exhausted, the balance of FMLA leave (if applicable) will be compensated through employees' accrued sick, vacation and personal time. Upon exhaustion of accrued sick, vacation and personal time, any remaining leave will be unpaid leave. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.

Eastlake High School will maintain all benefits for employees during the paid parental leave period just as if they were taking any other school paid leave such as paid vacation leave or paid sick leave.

If a school holiday occurs while the employee is on paid parental leave, such day will be charged to holiday pay; however, such holiday pay will not extend the total paid parental leave entitlement.

If the employee is on paid parental leave when the school offers administrative leave (known as an “admin day”), that time will be recorded as paid parental leave. Administrative leave will not extend the paid parental leave entitlement.

An employee who takes paid parental leave that does not qualify for FMLA leave will be afforded the same level of job protection for the period of time that the employee is on paid parental leave as if the employee was on FMLA-qualifying leave.

REQUESTS FOR PAID PARENTAL LEAVE

The employee will provide his or her supervisor with notice of the request for leave at least 30 days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible). The employee must complete the necessary HR forms and provide all documentation as required by the HR department to substantiate the request.

As is the case with all school policies, Eastlake High School has the exclusive right to interpret this policy.

MILITARY LEAVE

If employees are on an extended military leave of absence, they are entitled to be restored to their previously held position or similar position, if available, without loss of any rights, privileges or benefits provided the employee meets the requirements specified in the Uniformed Services Employment and Reemployment Rights Act (USERRA).

An employee who is a member of the reserve corps of the armed forces of the United States or of the National Guard or the Naval Militia will be granted temporary leave of absence without pay while engaged in military duty as required by state employment law. A letter from the employee’s commanding officer is required to establish the dates of duty.

VOLUNTEER FIREFIGHTER LEAVE

An employee who is a volunteer firefighter and who takes time off work because they have responded to an emergency summons will be granted up to 15 days per year of unpaid leave for this purpose, so long as the employee provides Eastlake High School with a written statement from the chief of their department that their absence was due to such response.

JURY SERVICE LEAVE

If an employee is summoned to report for jury duty, they will be granted a leave of absence when the employee notifies and submits a copy of the original summons for jury duty to their supervisor or manager. Eastlake High School reserves the right to request that they seek to be excused from or request postponement of jury service if the absence from work would create a hardship to Eastlake High School.

Any fees received for jury duty, including travel fees, are to be retained by the employee. Employees are to report to work on any day, or portion thereof that is not actually spent in the performance of jury service. For each week of jury duty, a certificate of jury service must be

certified by the court and filed with Eastlake High School no later than Wednesday of the following week.

Regular employees (including temporary, part-time, and casual employees who have a determined schedule) who serve on a jury will be paid their regular wages, up to \$50 per day for the first three days of juror service. Exempt employees will be paid in accordance with the Fair Labor Standards Act (FLSA) requirements.

WITNESS LEAVE

Employees who need to attend court as a witness, to appear with a minor, or because they are the victim in a criminal case, will be granted leave in order to appear in court. Eastlake High School may require proof of the need for leave. This leave is unpaid, though employees will be allowed to use accrued paid time off, if any is available. Exempt employees will be paid in accordance with the Fair Labor Standards Act.

VOTING LEAVE

If employees do not have three consecutive non-working hours before or after their shift while the polls are open, they will be granted two hours off for voting while polls are open on Election Day. This leave will be paid at the employee's regular rate of pay.

To receive this leave, employees must apply for voting leave prior to Election Day. Eastlake High School may specify the hours of time off, but employees who request it are entitled to take the two hours at the beginning or at the end of their work shifts.

CRIME VICTIM LEAVE

An employee who is the victim of a crime, or the immediate family member of a crime victim, will be granted an unpaid leave of absence in order to respond to a subpoena or to assist in the preparation for a criminal proceeding.

PERSONAL LEAVE OF ABSENCE

Regular full-time employees who have been with Eastlake High School for more than six months may request a personal leave of absence without pay. The employee must submit their request in writing and state the date they would like the leave to begin, the date they expect to return, and the reason for the leave. Eastlake High School will consider all factors, including the necessity of the leave and the impact on business operations, and provide written approval or denial of the request at its sole discretion.

If approved, employees must use their leave of absence for the approved purpose. Sick leave, vacation time, seniority and other benefits will not accrue during an unpaid leave of absence. Holidays that occur during the leave of absence will not be paid. If an employee fails to return to work on the scheduled date of return, Eastlake High School will assume the employee has resigned.

BEREAVEMENT LEAVE

A regular employee of Eastlake High School may request a leave of absence with pay for a maximum of 5 working day(s) upon the death of a member of their immediate family. Members of the immediate family are defined as parents, spouse, domestic partner, child, sibling,

grandchild, parent-in-law, and corresponding step-relatives. Proof of the need for leave may be required.

HEALTH, SAFETY, AND SECURITY

NON-SMOKING

Smoking, vaping, and use of chew are not permitted on Eastlake High School property. Employees wishing to engage in these activities may do so during their designated break times, outside of Eastlake High School, in designated areas (or off the property if no area is designated), and in accordance with local ordinances.

DRUG AND ALCOHOL

Eastlake High School is dedicated to providing employees with a workplace that is free of drugs and alcohol. While on school premises, whether during work time or non-work time, employees are prohibited from being under the influence of drugs or alcohol. There are limited exceptions for the use of prescription drugs (not including marijuana), as long as they do not create safety issues or impair an employee's ability to do their job.

Employees are strictly prohibited from possessing illegal drugs, marijuana, or excessive quantities of prescription or over-the-counter drugs while on school premises, performing school-related duties, or operating any Eastlake High School equipment. Any drugs confiscated that are suspected of being illegal will be turned over to the appropriate law enforcement agency.

Employees taking medication should consult a medical professional to determine whether the drug may affect their personal safety or ability to perform their job and should advise their manager of any resulting job limitations. Once notified, Eastlake High School will make reasonable efforts to accommodate the limitation.

Eastlake High School reserves the right to test any employee for the use of illegal drugs, marijuana, or alcohol, in accordance with applicable law. Employees in safety-sensitive positions may be subject to regular or random drug testing. Drug or alcohol tests may also be conducted after an accident in which drugs or alcohol could reasonably be involved, or when behavior or impairment on the job creates reasonable suspicion of use. Under those circumstances, the employee may be driven to a certified lab for testing at Eastlake High School's expense. Refusal to be tested for drugs or alcohol will be treated the same as a positive test result.

Violation of this policy may result in discipline, up to and including termination.

To the extent that any federal, state, or local law or regulation limits or prohibits the application of any provision of this policy, then that particular provision will be ineffective in that jurisdiction only, while the remainder of the policy remains in effect.

REASONABLE ACCOMMODATIONS

If Eastlake High School is made aware of an employee's disability and the resulting need for accommodation, Human Resources or the employee's manager will engage with them in the interactive process. This process will determine what, if any, accommodations are necessary and

reasonable in order to assist the employee in doing the essential functions of their job. Whether an accommodation is reasonable will be determined based on a number of factors, including whether it will effectively assist the employee in doing the essential functions of their job, the cost, and the effect on business operations. In most cases, employees will be required to provide documentation from an appropriate healthcare provider. Human Resources will provide employees with the necessary form.

All employees are required to comply with safety standards. Employees who pose a direct threat to the health or safety of themselves or others in the workplace may be temporarily moved into another position or placed on leave until it is determined if a reasonable accommodation will effectively mitigate the risk.

INJURY AND ACCIDENT RESPONSE AND REPORTING

If an employee is injured or witnesses an injury at work, they must report it immediately to the nearest available manager. Employees should render any assistance requested by that manager. When any accident, injury, or illness occurs while an employee is at work, regardless of the nature or severity, the employee must complete an injury reporting form and return it to Human Resources as soon as possible. Reporting should not be allowed to delay necessary medical attention. Once the accident is reported, follow-up will be handled by Human Resources or the designated Safety Officer, including a determination as to whether the injured employee may return to work.

Questions asked by law enforcement or fire officials making an investigative report should be answered giving only factual information and avoiding speculation. Liability for personal injury or property damage should never be admitted in answering an investigatory question asked by law enforcement or fire officials.

In addition to compliance with safety measures imposed by the federal Occupational Safety and Health Act (OSHA) and state law, Eastlake High School has an independent interest in making its facilities a safe and healthy place to work. Eastlake High School recognizes that employees may be in a position to notice dangerous conditions and practices and therefore encourages employees to report such conditions, as well as non-functioning or hazardous equipment, to a manager immediately. Appropriate remedial measures will be taken when possible and appropriate. Employees will not be retaliated against or discriminated against for reporting accidents, injuries, or illnesses, filing safety-related complaints, or requesting to see injury and illness logs.

WORKERS' COMPENSATION

Eastlake High School carries insurance that covers work-related injuries and illnesses. The workers' compensation insurance carrier governs the benefits provided. These benefits will not be limited, expanded, or modified by any statements of school personnel or school documents. In the case of any discrepancy, the insurance carrier's documents will control.

WORKPLACE VIOLENCE AND SECURITY

Eastlake High School expects all employees to conduct themselves in a non-threatening, non-abusive manner at all times. No direct, conditional, or veiled threat of harm to any employee, customer, business partner, or school property will be acceptable. Acts of violence or intimidation of others will not be tolerated. Any employee who commits, or threatens to commit, a violent act

against any person while on school premises, will be subject to discipline, up to immediate termination.

Employees share the responsibility of identifying and alleviating threatening or violent behaviors. Any employee who is subjected to or threatened with violence, or who is aware of another individual who has been subjected to or threatened with violence, should immediately report this information to a manager. Threats will be investigated and appropriate remedial or disciplinary action will be taken.

INCLEMENT WEATHER AND OUTAGES

The nature of Eastlake High School's business requires that we provide services to our students whenever there is a business to be conducted. Employees should make every effort to be at work when Eastlake High School is open. At all times, the school strongly urges employees to use caution when commuting to and from work. In some extreme cases, we understand that adverse weather conditions may impede employees' ability to report to work. Therefore, if employees are unable to report to work please contact a supervisor. With a supervisor's approval, employees may work from home if the role allows. Otherwise, employees may use vacation or personal time (if available) if they cannot report to work due to weather. If vacation or personal time is not available, time missed will be considered an unpaid absence which will count as an occurrence per the school's attendance policy.

Notification of delays due to inclement weather will be provided via cellphone text message, the school's Facebook page, the school website, or local news media outlets. If the school should delay opening, the school will pay employees for the closure time.

Notification of a remote learning day will be provided via cellphone text message, the school's Facebook page, the school website, or local news media outlets. All staff should log into their email and immediately email the Principal - this will serve as your clock-in. You should be available for the duration of your scheduled day via email and/or your Google classroom. You will email the Principal for your meal clock out, meal clock in, and your day clock out.

DESIGNATION OF EMERGENCY CLOSING

Only by the authorization of designated managers will Eastlake High School cease operations due to emergency circumstances. If severe weather conditions develop during working hours, it is at the discretion of Management to release employees. Employees will generally be expected to remain at work until the appointed closing time.

PROCEDURES DURING CLOSINGS

If weather or traveling conditions delay or prevent an employee's reporting to work, their immediate supervisor should be notified as soon as possible. If possible, such notification should be made by a telephone conversation directly with the supervisor. If direct contact is not possible, leaving a detailed voicemail message or message with another manager is acceptable.

An employee who is unable to report to work may use any accrued time off (vacation or personal) or take the day off without pay.

PAY AND LEAVE PRACTICES

When a partial or full-day closing is authorized by Management, the following pay and paid leave practices apply:

- Non-exempt hourly employees will be sent home for partial days with the option of using paid time off for the remainder of the day. If paid time off is not available, employees will be excused from work without pay and without disciplinary action.
- Exempt employees will be expected to continue work from home if their job duties allow. Eastlake High School will pay the exempt employee's regular salary regardless, as outlined in the Payroll Deductions policy.
- Exempt and nonexempt employees already scheduled to be off during emergency closings are charged such leave as was scheduled.

OTHER WORK OPTIONS

Supervisors may approve requests for employees to temporarily work from home if doing so allows the completion of work assignments.

THE CROWN ACT

Eastlake High School will play a key role in enforcing state anti-discrimination laws, including the standards established under the "CROWN Act of 2020", in a way that secures equal education, employment, and other opportunities for all people regardless of their race and protects against race discrimination based on hair texture, hair type, and protective hairstyles. Thus, Eastlake High School does not discriminate on the basis of hair texture, hair type, and protective hairstyles like dreadlocks, twists, tight coils or curls, cornrows, Bantu knots, afros, and headwraps.

WORKPLACE GUIDELINES

HOURS OF WORK

Employees are expected to be at their work area and ready to work at least 15 minutes prior to their scheduled time. Employees will be given their work hours upon hire and at the time of any change in position. If the normal work hours are changed or if Eastlake High School changes its operating hours, employees will be given notice.

OFF-THE-CLOCK WORK

Non-exempt employees must accurately record all time worked, regardless of when and where the work is performed. Off-the-clock work (doing work that is not reported in the timekeeping system) is prohibited. No member of management may request, require, or authorize non-exempt employees to perform work without compensation. Any possible violations should be reported promptly to a member of management.

MEAL PERIODS

Employees who are scheduled to work a shift that exceeds five consecutive hours are entitled to take a non-compensated meal period each workday of 30 minutes.

REST PERIODS

Employees will take a 10-minute rest period during each half of a full workday. At Eastlake High School, staff rest periods are added to the meal period to provide a 50-minute lunch break.

PREGNANCY ACCOMMODATIONS

On June 1, 2016, Governor John Hickenlooper signed Colorado House Bill 16-1438 ("the Act"), which enacts a number of amendments to the Colorado Anti-Discrimination Act ("CADA") related to the employment of pregnant women. The Act makes clear its intent to "protect pregnant women from being te

The Act states that an employer "shall" provide reasonable accommodations for any "health conditions related to pregnancy or the physical recovery from childbirth." Like the CADA generally, it applies to all employers, regardless of the number of employees.

LACTATION ACCOMMODATION

Eastlake High School provides a supportive environment to enable breastfeeding employees to express their milk during work hours for up to two years following the birth of a child. Accommodations under this policy include a private place (other than a bathroom) as well as unpaid time to express milk.

When possible, employees should take their lactation breaks concurrently with their meal and rest breaks, if applicable. Employees will be paid for the duration of their standard rest breaks, and additional time will be unpaid. Exempt employee pay will not be affected by lactation break time.

Any form of discrimination or harassment related to breastfeeding is unacceptable and will not be tolerated.

ATTENDANCE AND TARDINESS

ATTENDANCE

For Eastlake High School to conduct business efficiently and effectively, teachers and staff members need to be at work during their regularly scheduled hours. There may be times, however, when an employee needs to be away from work. Whenever possible, the employee should schedule absences in advance, so work can be covered. Employees should submit vacation requests 72 hours in advance, request sick time within two hours of their start time, and request personal time as soon as needed.

REPORTING WHEN ABSENT

Although employees should schedule absences in advance, on occasion an employee may not be able to come to work as expected or may be unavoidably delayed. When this occurs, the employee must be in contact by the regular starting time. The employee must converse with their direct Supervisor (either via call, text, or email) to discuss the reason for the absence, lateness, or leaving early, how the employee will account for the time out of the office, state the expectation for a return to work, and discuss any work that requires immediate attention. Notifying co-workers is not enough for reporting an absence or tardiness.

AUTHORIZED ABSENCE DOCUMENTATION

Documentation may be required to authorize reasons for absence, including, but not limited to, illness (greater than 3 days), bereavement, or jury duty, and may also be necessary to verify the documentation where appropriate. Please consult your direct Supervisor for guidance with these situations.

ABSENTEEISM

Excessive absenteeism and lateness are measured from the first absence or lateness and are counted on a rolling 12-month calendar, which is defined as any consecutive 12-month period. Absenteeism and lateness will be managed concurrently and any pattern or abuse of either will be handled under one disciplinary process.

Each day absent is treated as a discrete occurrence, except in the case of an absence due to the same illness involving consecutive days, in which case the entire period of absence will be treated as a single occurrence for the purposes of the policy.

This chart defines absences deemed to be excused or not excused when managing attendance:

The following WILL be considered an excused absence:	The following WILL NOT be considered an excused absence:
<ul style="list-style-type: none">• Scheduled Vacation• Pre-approved Personal days• Floating Holidays scheduled in advance• Scheduled medical/dental appointments (up to forty (40) sick hours per calendar year)• Time missed for employee's own illness, if Paid Illness or Personal Day is used or if covered under approved paid STD• Time missed for illness in immediate family, if Paid Illness or Personal Day is used• Jury Duty• Bereavement leave• Absences for active Military Reserve or active U.S. military duty• Absences covered under the Family and Medical Leave Act (FMLA)• Absences approved as part of a reasonable accommodation under the Americans with Disabilities Act• Other approved absences under federal, state, or local laws	<ul style="list-style-type: none">• Vacation NOT scheduled in advance, unless it is for employee's illness or illness in immediate family• Absences not covered under Short Term Disability and/or FMLA• Time missed for illness in immediate family if not covered under FMLA, or if Paid Illness, Medical/Dental hours or Personal Day is not used• Absences not approved as part of a reasonable accommodation under the Americans with Disabilities Act• Unpaid time, including due to inclement weather• Tardiness/Lateness/Early departure if Paid Illness or Personal Day is not used• Any other absences that are not excused absences

Absenteeism for All Overtime-Eligible Employees

Because of the daily demands and student support required of the employees, the availability of adequate staff to service our students is critical and in many instances is necessary so that Eastlake High School can satisfy the goals outlined in the schools strategic plan. As a result, individuals employed in the following roles are subject to the attendance and absenteeism requirements described below.

The following WILL be considered an excused absence for All Overtime- Eligible Employees and Staff:	The following WILL NOT be considered an excused absence for All Overtime- Eligible Employees and Staff:
<ul style="list-style-type: none"> • Vacation scheduled at least 3 business days in advance • Pre-approved Personal days • Floating Holidays scheduled at least 3 business days in advance • Scheduled medical/dental appointments (up to eight (8) hours per calendar year) • Time missed for employee’s own illness or illness in immediate family, if Paid Illness or Personal Day is used or if covered under approved paid STD • Jury Duty • Bereavement leave • Absences for active Military Reserve or active U.S. military duty • Absences covered under the Family and Medical Leave Act (FMLA) • Absences approved as part of a reasonable accommodation under the Americans with Disabilities Act • Other approved absences under federal, state, or local laws 	<ul style="list-style-type: none"> • Vacation NOT scheduled at least 3 business days in advance • Absences not covered under STD and/or FMLA • Time missed for illness in immediate family if not covered under FMLA, or if Paid Illness, Medical/Dental hours or Personal Day is not used • Absences not approved as part of a reasonable accommodation under the Americans with Disabilities Act • Unpaid time, including due to inclement weather • Tardiness/Lateness/Early departure if Paid Illness or Personal Day is not used • Any other absences that are not excused absences

Non-Overtime Eligible Employees

For all Non-Overtime Eligible employees, attendance matters will be addressed through the performance management process. Consult your Supervisor or the Principal with any questions or concerns.

Each instance of absence, lateness, or early departure will be addressed within an occurrence structure as noted below:

- Instances that would result in ½ of an occurrence on the employee’s record:
- Lateness up to 4 hours (including those prescheduled extended hours)
- Early departure using unscheduled vacation time

- Frequent or extended breaks without accommodation
- Instances that would result in 1 occurrence* on the employee's record:
- Lateness more than 4 hours (including those prescheduled extended hours)
- Unscheduled callout using vacation time or floating holiday time (full day)

*Each full occurrence (1) will remain on the employee's record for a rolling 12-month period and will equate to the separate levels of the correct action process below.

ABSENTEEISM FOR ALL EMPLOYEES

An employee is considered to have excessive absenteeism when an employee has one or more unexcused absences within a rolling 12-month period.

The corrective action process is as follows:

- Employee Coaching – First occurrence. The employee will receive coaching from the manager regarding the Attendance policy.
- Verbal Warning – Two or more occurrences. The employee will receive a verbal warning and will receive a copy of the Attendance policy
- Written Warning – Three or more occurrences. The employee will receive a written warning.

At the Principals discretion, excessive absences, or lateness and excessive patterns of absences or lateness may lead to disciplinary action, up to and including immediate termination of employment.

Please consult with your Supervisor, Principal, or a member of the Board with any questions.

LATENESS OR EARLY DEPARTURE FOR ALL OVERTIME ELIGIBLE EMPLOYEES

If an employee is late or leaves early due to personal or family illness and uses paid illness or personal days, it is considered an excused absence. If paid illness and personal time is exhausted, the employee will be subject to the following occurrence structure:

- Lateness up to 4 hours (including those prescheduled extended hours) / Early departure using unscheduled vacation time / Extended or frequent breaks without accommodation = ½ of an occurrence
- Lateness beyond 4 hours (including those prescheduled extended hours) / Full day callout using unscheduled vacation time = 1 full occurrence. Each full occurrence will escalate corrective action accordingly.

Lateness is generally defined as the failure of an employee to be at his/her designated work area within 10 minutes of the (i.) start of the employee's scheduled workday or (ii.) end of any meal/rest period or break. Lateness is subject to performance management and can, based on the facts and circumstances, result in an occurrence.

ABSENTEEISM / LATENESS / EARLY DEPARTURE FOR OVERTIME ELIGIBLE NEW EMPLOYEES (FIRST 90 DAYS)

Eastlake High School may exercise discretion when applying the following:

- Verbal Warning— First absence, lateness, or early departure. The employee will receive a verbal warning and will receive a copy of the Attendance Policy.
- Written Warning -- Second absence, lateness, or early departure. The employee will receive a written warning.
- Termination may occur -- Third absence, lateness, or early departure.

RECORDING OF TIME IN PAYROLL SERVER

All employees are required to record all their working time. It's especially important to have an accurate and timely recording of time to ensure that time records are accurate, and we are paying correctly. Immediately after any absence, an employee must enter the amount of time away from work in the appropriate category in Payroll Server. If the submission period will be missed, the employee will need to speak with their Supervisor.

LEAVE OF ABSENCE WITHOUT PAY

If an employee takes a leave of absence without pay, even for one day, contact your Supervisor. This applies to all employees, including those in not overtime-eligible positions.

TELECOMMUTING

Employees are permitted to work from home (WFH) occasionally or regularly, depending on a number of factors and the arrangements they've made with their manager. Working from home is a privilege that may be revoked at any time. Eastlake High School may request that an employee be present in the office at any time (regardless of scheduled WFH time) or deny a request to work from home based on business needs, employee performance, or viability of doing the work from home. To be eligible for WFH, an employee must have access to reliable internet and a space that is free from excessive noise or distraction.

Submitting Requests

Employees must submit their remote work request to their supervisor and notify appropriate team members. Requests for recurring or extended WFH arrangements will be considered after 3 months of employment, or in the case of a public health emergency.

Employees wishing to request additional remote workdays in any given workweek are required to speak with their manager in advance for approval. If approved, the employee must submit their request to their supervisor and notify appropriate team members.

Costs

Eastlake High School will supply the employee with appropriate office supplies and reimburse the employee for all other reasonable business-related expenses. Employees must get pre-approval for expenses associated with working from home if they are more than \$40 in total. Any equipment supplied by Eastlake High School is to be used for business purposes only, unless otherwise specified. Employees must take appropriate action to protect these items from damage or theft.

Eastlake High School is not responsible for costs associated with the initial setup of the employee's home office such as remodeling, furniture or lighting, or for repairs or modifications to the home office space.

Security

As with employees working in the office, those who WFH will be expected to ensure the protection of proprietary Eastlake High School and customer information through use of locking doors, desks, file cabinets, and media storage, regular password maintenance, and any other steps appropriate for the job and the environment. Unless you live alone, computers should be locked when you walk away, and other household members should be not allowed access to or use of Eastlake High School property.

Expectations

When working from home employees must:

- Work their full, typical schedule
- Attend all meetings in a virtual capacity
- Achieve the same level of production as in the office
- Maintain equivalent availability for colleague and client communication, supervisor questions, etc.
- Be available online and by phone for the duration of their usual workday, minus breaks and rest periods
- Respond promptly to communication via messaging app, email, and phone
- Take all required break and rest periods, as if they were in the office
- Communicate consistently regarding their workload and status (break, lunch, working on a project, etc.)
- Follow all company procedures and policies
- Refrain from using alcohol or illegal drugs

PERSONAL APPEARANCE AND HYGIENE

Employees are expected to present a professional image, both through behavior and appearance. Accordingly, employees must wear work-appropriate attire during the workday or any time they are representing Eastlake High School. Clothing does not need to be expensive, but should be clean and neat in appearance. Employees should consider their level of customer and public

contact and the types of meetings they are scheduled to attend in determining what attire is appropriate.

The following are generally not acceptable:

- Bare feet or flip flops
- Spandex, sweats, or work out attire
- Sagging pants, shorts, or skirts
- Sexually provocative clothing or exposed undergarments
- Clothing with offensive slogans or pictures
- Clothing showing excessive wear and tear
- Any clothing or accessories that would present a safety hazard
- Visible tattoos that are not appropriate in content
- Clothing with text or pictures referencing alcohol or illegal drug use

All employees are expected to maintain appropriate oral and bodily hygiene. Hair (including facial hair) should be clean and neat. Accessories should not interfere with an employee's work. The excessive use of perfume or cologne is unacceptable, as are odors that are disruptive or offensive to others or may exacerbate allergies.

Managers are responsible for enforcing dress and grooming standards for their department. Any employee whose appearance does not meet these standards may be counseled. If their appearance is unduly distracting or the clothing is unsafe, the employee may be sent home to change into something more appropriate.

Reasonable accommodation will be made for employees' sincerely held religious beliefs and disabilities when such accommodations do not cause an undue burden. If you would like to request an accommodation or have other questions about this policy, please contact your supervisor.

CONFIDENTIALITY

Employees may not disclose any confidential information or trade secrets to anyone outside Eastlake High School without the appropriate authorization. Confidential information may include internal reports, financials, client lists, methods of production, or other internal business-related communications. Trade secrets may include information regarding the development of systems, processes, products, design, instrument, formulas and technology. Confidential information may only be disclosed or discussed with those who need the information. Conversation of a confidential nature should not be held within earshot of the public or clients.

When any inquiry is made regarding an employee, former employee, client, or customer, the inquiry should be forwarded to a manager or Human Resources without comment from the employee.

This policy is intended to alert employees to the need for discretion at all times and is not intended to inhibit normal business communications. In addition, nothing in this policy is intended to infringe upon employee rights under Section 7 of the National Labor Relations Act.

SOLICITATION AND DISTRIBUTION

Solicitation during work time and in work areas is prohibited. Solicitation is defined as the act of asking for something, selling something, urging someone to do something, petitioning, or distributing persuasive materials. This could include, but is not limited to, asking for donations for a child's school (including through sales of a product), attempting to convert someone to or from a religion, distributing political materials, or collecting signatures. Work time includes time when either the person soliciting, or being solicited to, is scheduled to be performing their work duties. Work areas include areas where employees generally do work, such as cubicles, offices, or conference rooms, and does not include areas such as the lunch or break room.

This policy does not prevent employees from using their approved breaks and rest periods to solicit outside of working areas and is not intended to infringe an employee's Section 7 rights. Those not employed by Eastlake High School are prohibited from solicitation on company property at all times.

CONFLICT OF INTEREST

A conflict of interest arises when an employee is engaged in activity that could be detrimental to Eastlake High School. This includes when an employee improperly uses their position with Eastlake High School for personal gain or the gain of someone with whom they have a relationship. *Improper use* includes behavior that is illegal, as well as behavior that is unethical or questionable to a reasonable person. These are some examples of a conflict of interest:

- An employee requesting or requiring gifts or discounts in exchange for starting or continuing a business relationship with a client or vendor
- An employee selecting a relative's company as a supplier when they have not produced the best proposal
- An employee taking a second job working for a competitor and sharing confidential company information with the competitor
- An employee taking a second job that interferes with their ability to do their work for Eastlake High School at their full potential, whether due to scheduling, exhaustion, or some other factor

Because how things appear, whether accurate or not, has a significant impact on Eastlake High School's reputation, employees should also avoid the appearance of a conflict of interest. If questions arise as to whether a certain activity or behavior is a conflict of interest, employees should speak with their manager or HR.

BUSINESS GIFTS

Employees are prohibited from directly or indirectly requesting or accepting a gift for themselves or Eastlake High School that has a value of \$50 or more. If an employee is offered or given anything of value from any client, prospective client, vendor, or business partner in connection with company business, they should alert their manager immediately.

OUTSIDE ACTIVITIES

Employees may engage in outside employment during non-working hours, provided doing so does not interfere with their job performance or constitute a conflict of interest. Prior to accepting outside employment, employees should notify their manager in writing. The notice

must include the name of the company, the title and nature of the position, the number of working hours per week, and the time of scheduled work hours. If the position constitutes a conflict of interest or interferes with the employee's job at any time, they may be required to limit or end their outside employment.

REPORTING IRREGULARITIES

Employees should immediately report any actual or suspected theft, fraud, embezzlement, or misuse of school funds or property, as well as suspicious behavior. An employee who is aware of such activity but does not report it will be considered part of the problem and disciplined accordingly.

INSPECTIONS AND SEARCHES

Any items brought to or taken off of school premises, whether property of the employee, Eastlake High School, or a third party, are subject to inspection or search unless prohibited by state law. Desks, lockers, workstations, work areas, computers, USB drives, files, e-mails, voice mails, etc. are also subject to inspection or search, as are all other assets owned or controlled by Eastlake High School. Any inspection or search conducted by Eastlake High School may occur at any time, with or without notice. Failure to submit to a search will be grounds for discipline.

HARDWARE AND SOFTWARE USE

The following guidelines have been established for using the Internet and email in an ethical and professional manner. For the purpose of this policy, Eastlake High School Internet includes productivity software, instant messaging applications, Eastlake High School cloud and networks, the intranet, and any other tool or program provided by or through Eastlake High School or its internet connection.

- Company Internet and email may not be used for transmitting, retrieving or storing any communications of a defamatory, discriminatory, harassing, or obscene nature.
- Telephones should only be used for company business. Employees should be professional and conscientious at all times when using Company phones or when using a personal phone for company business.
- Use of personal cell phones or other devices should be held to a reasonable limit. Reasonableness will be determined by management.
- Disparaging, abusive, profane, and offensive language are forbidden.
- Employees must respect all copyrights and may not copy, retrieve, modify, or forward copyrighted materials, except with permission or as a single copy for reference only. Almost every piece of content is or could be copyrighted (a notice of copyright is not required), so employees should proceed with caution when using or reproducing materials.
- Unless necessary for work, employees should avoid sending or receiving large files, watching videos, mass-forwarding emails, or engaging in other activities that either consume large amounts of bandwidth or create electronic clutter.
- Employees may not download any programs, applications, browser extensions, or any other files without prior approval or upon request of a manager.
- Each employee is responsible for the content of all text, audio, or images they place on or send over Eastlake High School's internet and email system. Employees may not send messages in which they are not identified as the sender.

- Email is not guaranteed to be private or confidential. Eastlake High School reserves the right to examine, monitor, and regulate email messages, directories, and files, as well as internet usage.
- Internal and external email messages are considered business records and may be subject to discovery in the event of litigation.

All company-issued hardware and software, as well as the email system and Internet connection, are school-owned. Therefore, all school policies are in effect at all times when they are in use. Access to the internet through Eastlake High School's network is a privilege of employment that may be limited or revoked at any time.

SOCIAL MEDIA

The Guiding Rule

Conduct that negatively affects an employee's job performance, the job performance of fellow employees, or Eastlake High School's legitimate business interests—including its reputation and ability to recruit students and staff—may result in disciplinary action up to and including termination.

Below are some guidelines for the use of social media. These guidelines are not intended to infringe on an employee's Section 7 rights and any adverse action taken in accordance with this policy will evaluate whether employees were engaged in protected concerted activity.

Avoiding Harassment

Employees must not use statements, photographs, video, or audio that could reasonably be viewed as malicious, obscene, threatening, or intimidating toward customers, employees, or other people or organizations affiliated with Eastlake High School. This includes, but is not limited to, posts that could contribute to a hostile work environment on the basis of race, sex, sexual orientation, disability, religion, national origin, or any other status protected by state or federal law.

Avoiding Defamation

Employees must not post anything they know or suspect to be false about Eastlake High School or anyone associated with it, including fellow employees and clients. Writing something that is untrue and ultimately harmful to any person or organization is defamation and can lead to significant financial liability for the person who makes the statement.

Confidentiality

Employees must maintain the confidentiality of Eastlake High School confidential information. Confidential Information includes, but is not limited to, information regarding the development of systems, products, and technology, customer lists, financial data, and private personal information about other employees or clients that they have not given the employee permission to share.

Representation

Employees must not represent themselves as a spokesperson for Eastlake High School unless requested to do so by management. If Eastlake High School is a subject of the content being created—whether by an employee or third party—employees should be clear and open about the

fact that they are employed with Eastlake High School but that their views do not necessarily represent those of Eastlake High School.

Accounts

Employees must not use school email addresses to register for social media accounts unless doing so at the request of management. Employees who manage social media accounts on behalf of Eastlake High School should ensure that at least one member of management has all the login information needed to access the account in their absence.

PERSONAL CELL PHONE USE

The use of personal cell phones, or work cell phones for personal matters, should be held to a reasonable limit during work hours and not interfere with an employee's productivity or the productivity of their coworkers. Reasonableness will be determined by management.

PERSONAL PROPERTY

Eastlake High School is not liable for lost, misplaced, or stolen property. Employees should take all precautions necessary to safeguard their personal possessions. Employees should not have their personal mail sent to Eastlake High School, as it may be automatically opened, and should check with their manager before having larger items delivered to the workplace.

PARKING

All parking is at an employee's own risk. Employees and visitors should lock their vehicles and take appropriate safeguards to protect their valuables, including removing them from the vehicle if appropriate under the circumstances. Employees are not to park in areas reserved for visitors.

EMPLOYMENT SEPARATION

RESIGNATION

Eastlake High School requests that employees provide at least two weeks' written notice of their intent to resign. This notice should be submitted to an employee's manager. Depending upon the circumstances, an employee may be asked to not work any or all of their notice period, in which case they will be allowed to use up to two weeks of accrued paid time off, if available, from the time notice is given. An exit interview may be requested.

TERMINATION

All employment with Eastlake High School is "at-will." This means that either Eastlake High School or the employee can terminate the employment relationship at any time, with or without notice, and for any reason allowed by law or for no reason at all.

PERSONAL POSSESSIONS AND RETURN OF EASTLAKE HIGH SCHOOL PROPERTY

All school property, such as computer equipment, keys, tools, parking passes, or school credit cards, must be returned immediately at the time of termination. Employees may be responsible for any lost or damaged items. When leaving, employees will be assigned a time to collect all of their personal belongings.

LAWFUL OFF DUTY ACTIVITIES

Colorado's lawful activities statute reflects a legislative attempt to balance an employee's right to engage in lawful activity away from work with an employer's legitimate business interests and needs. To that end, the statute protects a broad range of off-the-job employee behavior by making it illegal for employers to terminate employees for lawful off-the-job activity.

The Colorado Court of Appeals has held that marijuana use is not a lawful off-the-job activity, even though marijuana use has been legalized by the Colorado legislature. *Coats v. Dish Network*, I.L.C. 303 p.3d 147, 150 -151 (colo. app. 2013). The court reached this conclusion because activities conducted in Colorado, including marijuana use, are subject to both state and federal law, and marijuana use violates federal law. For an activity to be "lawful" in Colorado, it must be permitted by both state and federal law. an activity that violates federal law but complies with state law cannot be considered "lawful activity" under c.r.s. 24-34-402.5.

This statute provides: "it shall be a discriminatory or unfair practice for an employer to terminate the employment of any employee due to that employee's engaging in any lawful activity off the premises of the employer during non working hours. . . ."

EMPLOYEE HANDBOOK ACKNOWLEDGEMENT

EASTLAKE HIGH SCHOOL

I acknowledge receipt of Eastlake High School's Employee Handbook and agree to follow the guidelines within it. I also acknowledge the following:

1. Receipt of this handbook does not create a contract of employment or in any way alter my at-will employment status; Eastlake High School or I can end the employment relationship at any time, with or without notice, and with or without cause.
2. I am not entitled to any particular sequence of disciplinary measures prior to termination.
3. With the exception of the at-will employment policy, this handbook may be modified at any time.
4. Violation of any policy in this handbook, or any policy included as an addendum, may be grounds for discipline, up to and including termination.
5. This handbook does not include every process, policy, and expectation applicable to employees, or my position specifically; I may be counseled, disciplined, or terminated for poor behavior or performance even if the behavior or performance issue is not addressed in the handbook.
6. Should any provision in this handbook be in conflict with federal, state, or local law, that provision only will be considered ineffective, while the rest of the handbook remains effective.
7. If I have questions regarding any policy in this handbook, or other expectations related to my behavior or performance, it is my responsibility to speak with my manager or Human Resources.

Signature

Printed Name

Date

Complaint/Concern Intake Form

Date of This Report	Date of 1 st Report/Concern	Name of Complainant
Name of Interviewer		Location of Interview
Date and Names of Any Persons Informed of the Concern from Complainant Prior to Interview		
Full Details of Complaint (Who, What, When, Where) (use back of page if needed)		
Names of Known Witnesses		
Potential Supporting Evidence (e.g., emails, photos, etc.) Included	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Description of Evidence Included		

Complainant Signature: _____ **Date:** _____

Company Representative Signature: _____

Name (print): _____ **Date:** _____

2022/23 Pay Calendar

July 2022						
Su	Mo	Tu	We	Th	Fr	Sa
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August 2022						
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September 2022						
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October 2022						
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November 2022						
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December 2022						
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January 2023						
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February 2023						
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March 2023						
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April 2023						
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May 2023						
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June 2023						
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= pay date End of Pay Period

Federal holidays 2022/23							
Jul 4, 2022	Independence Day	Nov 24, 2022	Thanksgiving Day	Jan 1, 2023	New Year's Day	May 29, 2023	Memorial Day
Sep 5, 2022	Labor Day	Dec 25, 2022	Christmas Day	Jan 2, 2023	New Year's Day (obs.)	Jun 19, 2023	Juneteenth
		Dec 26, 2022	Christmas Day (obs.)	Jan 16, 2023	Martin L. King Day		
				Feb 20, 2023	Presidents' Day		

Appendix: SY23 School Calendar

2022-2023 School Calendar

July 2022						
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August 2022						
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October 2022						
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November 2022						
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December 2022						
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25	26	27	28	29	30	31

Eastlake High School
1810 Eastlake Blvd.
Colorado Springs, CO 80910
719-300-8947 (Fax) 719-309-6477
www.eastlakehs.net

No School - Closed	July 1 - 8, 2022
Teacher Inservice Days	July 11 - 13, 2022
First day of school	Thursday, July 14, 2022
No School	Monday, August 1, 2022
No School	Sept. 2, 2022
No School - Labor Day	Sept. 5, 2022
COUNT DAY - Required Day	Oct. 3, 2022
No School - Prof. Dev.	October 10, 2022
No School - P/T Confer.	Monday, October 17, 2022
No School	October 31, 2022
No School - Fall Break	November 21-25, 2022
Spring Graduation Deadline	December 16, 2022
No School - Prof. Dev.	Dec. 21, 2022
No School - Winter Break	Dec. 22, 2022 - Jan. 4, 2023
Teacher Inservice Day	Jan. 4, 2023
Student's Return	Jan. 5, 2023
No School	Jan. 13., 2023
No School - MLK, Jr. Day	Jan. 16, 2023
Spring Graduation	Jan. 21, 2023
No School	Feb. 17, 2023
No School - President's Day	Feb. 20, 2023
No School - Spring Break	March 27 - 31, 2023
No School - Prof. Dev.	April 14, 2023
No School - P/T Confer.	April 17, 2023
No School -	May 26, 2023
No School - Memorial Day	May 29, 2023
Summer Graduation Deadline	June 9, 2023
No School - Juneteenth	June 19, 2023
Summer Graduation	June 24, 2023
Last day of school	June 27, 2023
Teacher Inservice Day	June 28, 2023
No School - Closed	June 29, 2023
No School - Closed	June 30, 2023

Student Days = 5 hours/day; 215 days
 Students under 18 Years: 8AM - 1PM daily
 Students 18 Years and over: 2PM-4PM daily with online support

January 2023						
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February 2023						
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March 2023						
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2023						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2023						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

School Closed	Graduation	Parent Teacher Conferences
Employee Planning (no school for students)	Graduation Deadline	First & Last Day of School