



EASTLAKE HIGH SCHOOL

# **STAFF HANDBOOK**

## **SY 2020 - 2021**

All You Need to Know!

# This Handbook Contains:

WE BELIEVE IN THE RESILIENCY OF OUR STUDENTS TO OVERCOME THE OBSTACLES OF THEIR LIVES AND BECOME SUCCESSFUL, CONTRIBUTING MEMBERS OF SOCIETY.

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# WHERE TOMORROW BEGINS

## EASTLAKE HIGH SCHOOL VISION AND MISSION

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### 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.

**All staff are required to know the EHS Vision**

# AT WILL EMPLOYMENT

## ✓ DEFINITION OF EMPLOYMENT-AT-WILL

Colorado follows the legal doctrine of "employment-at-will" which provides that in the absence of a contract to the contrary, neither an employer nor an employee is required to give notice or advance notice of termination or resignation. Additionally, neither an employer nor an employee is required to give a reason for the separation from employment. In *Continental Airlines Inc. v. Keenan* (1987), the Colorado Supreme Court recognized at-will employment in Colorado, and noted that there may be certain exceptions to the presumption of at-will employment.

## ✓ BASIS OF EMPLOYMENT-AT-WILL

The general principle behind the concept of employment-at-will is that the doctrine promotes efficiency and flexibility in the employment context. Employment-at-will allows employees to seek out the position best suited for their talents and allows employers to seek out the best employees for their needs.

## ✓ EASTLAKE HIGH SCHOOL AT WILL EMPLOYMENT STATEMENT

Eastlake High School recognizes that all EHS employees are at -will employees. However we understand that in order to provide the best educational experience for our students, all staff are important. EHS is dedicated to providing a supportive, positive environment for all staff.



## EMPLOYEE CLASSIFICATIONS

EMPLOYEES AT EASTLAKE HIGH SCHOOL ARE EITHER FULL-TIME, PART-TIME, EXEMPT OR NON-EXEMPT. THE SCHOOL MAY ON OCCASION HIRE TEMPORARY OR SEASONAL EMPLOYEES, WHO WILL NOT GENERALLY BE ELIGIBLE FOR BENEFITS.

PART-TIME EMPLOYEES WORK FEWER THAN 32 HOURS PER WEEK. UNLESS SPECIFICALLY STATED, PART-TIME EMPLOYEES ARE NOT AFFORDED ANY BENEFITS OTHER THAN WAGES; FOR EXAMPLE, DO NOT ACCRUE BENEFITS SUCH AS SICK DAYS, VACATION DAYS, OR HEALTH INSURANCE.

ALL OTHER EMPLOYEES ARE FULL-TIME. FULL-TIME EMPLOYEES ARE ELIGIBLE FOR ACCRUAL OF BENEFITS.

YOUR SUPERVISOR WILL VERIFY WHETHER YOU ARE A FULL-TIME OR PART-TIME EMPLOYEE, AND ALSO WHETHER YOU ARE EXEMPT OR NON-EXEMPT. EXEMPT EMPLOYEES ARE NOT ENTITLED TO OVERTIME UNDER THE FAIR LABOR STANDARDS ACT, WHILE NON-EXEMPT EMPLOYEES CAN QUALIFY FOR THIS PAY.



## EMPLOYEE RECORDS

AN EMPLOYEE'S PERSONNEL FILE CONSISTS OF THE EMPLOYEE'S EMPLOYMENT APPLICATION WITHHOLDING FORMS, REFERENCE CHECKS, EMERGENCY INFORMATION AND ANY PERFORMANCE APPRAISALS, I-9'S, BENEFITS DATA OR OTHER APPROPRIATE EMPLOYMENT-RELATED DOCUMENTS.

IT IS THE EMPLOYEE'S RESPONSIBILITY TO NOTIFY THE PAYROLL DEPARTMENT OR HUMAN RESOURCES OF ANY CHANGES IN NAME, ADDRESS, TELEPHONE NUMBER, MARITAL STATUS, NUMBER OF DEPENDENTS, MILITARY SERVICE STATUS, BENEFICIARIES OR PERSON TO NOTIFY IN CASE OF AN ACCIDENT.

MISREPRESENTATION OF ANY FACT WHICH YOU HAVE PROVIDED INFORMATION FOR ON YOUR APPLICATION, IN YOUR PERSONNEL FILE, OR ANY OTHER DOCUMENT IS SUFFICIENT REASON FOR DISMISSAL. PERSONNEL RECORDS ARE CONSIDERED SCHOOL PROPERTY AND ARE NOT AVAILABLE FOR REVIEW BY UNAUTHORIZED EMPLOYEES.

# Introductory (Probationary) Period

The first 60 days of employment are an Introductory Period for both the employee and the School. However, during and after this period, the work relationship will remain at will.

Prior to beginning employment at Eastlake High School, all future staff members must participate in a Colorado and Nationwide fingerprint-based Criminal History Record Information (CHRI) search which also includes fingerprinting. New staff may also be asked to complete a drug screening. This pre-employment screening will not include credit checks due to the Colorado Employment Opportunity Act (§ 8-2-126, C.R.S.) which prevents employers from requesting or using credit information (such as credit reports) in employment decisions for certain employees and job applicants in Colorado.

This time period allows you to determine if you have made the right career decision and for Eastlake High School to determine whether your initial work performance meets our needs. Your manager will monitor your work performance, attitude and attendance during this time, and be available to answer any questions or concerns you may have about your new job.

Benefits such as time off for vacation, personal days, sick days or bereavement leave do not accrue during this period. The Introductory Period may be extended at management's discretion but will not exceed 12 months.



# EMPLOYEE CONNECTION



## EMPLOYMENT OF RELATIVES

Eastlake High School may hire relatives of employees where there are no potential problems of supervision, safety, security, morale or potential conflict of interest. Relatives include an employee's parent, child, spouse, domestic partner, sibling, cousin, in-laws and step relationships.

Employees who marry or become related will be permitted to continue to work as long as there are no substantial conflicts. Reasonable accommodations will be made when possible in the event a conflict arises.

## JOB POSTINGS & PROMOTION

Eastlake High School uses Indeed to post open positions. Eastlake High School will fill job vacancies whenever possible by promoting qualified employees from within the School.

To apply for a posted position, an employee must:

- have completed any mandatory Introductory Period at a satisfactory performance level
- meet the minimum requirements for the position
- Not have received any written correction counseling within the past 90 days
  - employees who have received a verbal warning may also be prohibited from applying.

Employees interested in applying for a posted position should submit a memorandum with an updated resume to their manager indicating interest in the position. Qualified employees must inform their managers that they have applied for the job. Candidates will be judged on individual performance, conduct, experience, and potential. Length of service shall not be the sole determining factor in selecting candidates for promotion.

Eastlake High School has the discretion to fill job vacancies from outside if we consider that circumstances call for outside recruitment.



# ANTI-DISCRIMINATION POLICIES

## AMERICANS WITH DISABILITIES ACT

It is Eastlake High School's policy that we will not discriminate against qualified individuals with disabilities with regard to any aspect of their employment. Eastlake High School is committed to complying with the American with Disabilities Act of 1990 and its related Section 504 of the Rehabilitation Act of 1973. Eastlake High School recognizes that some individuals with disabilities may require accommodations at work. If you are currently disabled or become disabled during your employment, you should contact your Supervisor, Manager, or Human Resources Representative to discuss reasonable accommodations that may enable you to perform the essential functions of your job.

## RELIGIOUS ACCOMMODATIONS

Religious discrimination involves treating a person (an applicant or employee) unfavorably because of his or her religious beliefs. The law protects not only people who belong to traditional, organized religions, such as Buddhism, Christianity, Hinduism, Islam, and Judaism, but also others who have sincerely held religious, ethical or moral beliefs. Religious discrimination can also involve treating someone differently because that person is married to (or associated with) an individual of a particular religion.

The law forbids discrimination when it comes to any aspect of employment, including hiring, firing, pay, job assignments, promotions, layoff, training, fringe benefits, and any other term or condition of employment.

The law requires an employer or other covered entity to reasonably accommodate an employee's religious beliefs or practices, unless doing so would cause more than a minimal burden on the operations of the employer's business. This means an employer may be required to make reasonable adjustments to the work environment that will allow an employee to practice his or her religion. Examples of some common religious accommodations include flexible scheduling, voluntary shift substitutions or swaps, job reassignments, and modifications to workplace policies or practices.

## COLORADO ANTI-DISCRIMINATION ACT

The state recently amended the Colorado Anti-Discrimination Act (CADA) by passing the Sexual Orientation Employment Discrimination Act (SOEDA). CADA now prohibits discrimination based on a person's sexual orientation, religion, disability, race, creed, color, sex, age, national origin or ancestry.

The statute makes it illegal for Colorado employers "to refuse to hire, to discharge, to promote or demote, to harass during the course of employment, or to discriminate in matters of compensation against" any member of the protected classes listed above.

CADA is Colorado's version of the federal Civil Rights Act, Age Discrimination in Employment Act and the ADA all rolled into one. But unlike the federal anti-discrimination laws, which cover only employers with 15 or more employees, Colorado's civil rights statute covers all employers regardless of size.

# EEO/UNLAWFUL HARASSMENT

Harassment is a form of employment discrimination that violates Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, (ADEA), and the Americans with Disabilities Act of 1990, (ADA). Harassment is unwelcome conduct that is based on race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information. Harassment becomes unlawful where 1) enduring the offensive conduct becomes a condition of continued employment, or 2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

Anti-discrimination laws also prohibit harassment against individuals in retaliation for filing a discrimination charge, testifying, or participating in any way in an investigation, proceeding, or lawsuit under these laws; or opposing employment practices that they reasonably believe discriminate against individuals, in violation of these laws. Petty slights, annoyances, and isolated incidents (unless extremely serious) will not rise to the level of illegality. To be unlawful, the conduct must create a work environment that would be intimidating, hostile, or offensive to reasonable people. Offensive conduct may include, but is not limited to, offensive jokes, slurs, epithets or name calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures, and interference with work performance. Harassment can occur in a variety of circumstances, including, but not limited to, the following: The harasser can be the victim's supervisor, a supervisor in another area, an agent of the employer, a co-worker, or a non-employee. The victim does not have to be the person harassed, but can be anyone affected by the offensive conduct. Unlawful harassment may occur without economic injury to, or discharge of, the victim. Prevention is the best tool to eliminate harassment in the workplace. Employers are encouraged to take appropriate steps to prevent and correct unlawful harassment. They should clearly communicate to employees that unwelcome harassing conduct will not be tolerated. They can do this by establishing an effective complaint or grievance process, providing anti-harassment training to their managers and employees, and taking immediate and appropriate action when an employee complains. Employers should strive to create an environment in which employees feel free to raise concerns and are confident that those concerns will be addressed. Employees are encouraged to inform the harasser directly that the conduct is unwelcome and must stop. Employees should also report harassment to management at an early stage to prevent its escalation.



## SEXUAL HARASSMENT

Sexual harassment is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964. Title VII applies to employers with 15 or more employees, including state and local governments. It also applies to employment agencies and to labor organizations, as well as to the federal government. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment. Sexual harassment can occur in a variety of circumstances, including but not limited to the following: The victim as well as the harasser may be a woman or a man. The victim does not have to be of the opposite sex. The harasser can be the victim's supervisor, an agent of the employer, a supervisor in another area, a co-worker, or a non-employee. The victim does not have to be the person harassed but could be anyone affected by the offensive conduct. Unlawful sexual harassment may occur without economic injury to or discharge of the victim. The harasser's conduct must be unwelcome. It is helpful for the victim to inform the harasser directly that the conduct is unwelcome and must stop. The victim should use any employer complaint mechanism or grievance system available. When investigating allegations of sexual harassment, EEOC looks at the whole record: the circumstances, such as the nature of the sexual advances, and the context in which the alleged incidents occurred. A determination on the allegations is made from the facts on a case-by-case basis. Prevention is the best tool to eliminate sexual harassment in the workplace. Employers are encouraged to take steps necessary to prevent sexual harassment from occurring. They should clearly communicate to employees that sexual harassment will not be tolerated. They can do so by providing sexual harassment training to their employees and by establishing an effective complaint or grievance process and taking immediate and appropriate action when an employee complains. It is also unlawful to retaliate against an individual for opposing employment practices that discriminate based on sex or for filing a discrimination charge, testifying, or participating in any way in an investigation, proceeding, or litigation under Title VII.





# DRUG FREE WORKPLACE

Eastlake High School strives to maintain a workplace free of marijuana and alcohol and to discourage marijuana and alcohol abuse by its students. Misuse of alcohol or marijuana by employees can impair the ability of employees to perform their duties, as well as adversely affect our student's and community's confidence in our school.

## Alcohol/Marijuana

Employees are prohibited from using or being under the influence of alcohol or marijuana while performing school business for Eastlake High School, while operating a motor vehicle during business or for any job-related purpose.

## Illegal Drugs

Eastlake High School employees are prohibited from using or being under the influence of illegal drugs while performing school business or while on a school facility or worksite. You may not use, manufacture, distribute, purchase, transfer or possess an illegal drug while in Eastlake High School facilities, while operating a motor vehicle for any job-related purpose or while on the job, or while performing school business. This policy does not prohibit the proper use of medication under the direction of a physician; however, misuse of such medications is prohibited.

## Searches

Eastlake High School may conduct searches for illegal drugs or alcohol on school facilities or worksites without prior notice to employees. Such searches may be conducted at any time. Employees are expected to cooperate fully.

## Drug Testing

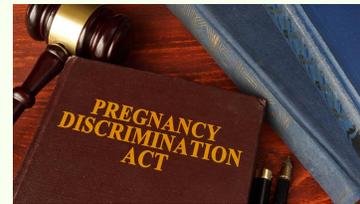
Eastlake High School may require a blood test, urinalysis, hair test or other drug or alcohol screening of employees suspected of using or being under the influence of drugs or alcohol or where other circumstances or workplace conditions justify such testing. The refusal to consent to testing may result in disciplinary action, including termination.

## Disciplinary Action

Employees who violate this policy may be disciplined or terminated, even for a first offense. Violations include refusal to consent to and comply with testing and search procedures as described.

# COLORADO PREGNANCY ACCOMMODATION ACT

**THE COLORADO LEGISLATURE PASSED HOUSE BILL 16-1438 REQUIRING COLORADO EMPLOYERS TO ENGAGE IN AN INTERACTIVE PROCESS TO ASSESS POTENTIAL REASONABLE ACCOMMODATIONS FOR APPLICANTS AND EMPLOYEES FOR CONDITIONS RELATED TO PREGNANCY AND CHILDBIRTH.**



## Pregnancy-Related Workplace Accommodations

This law will add a new section, section 24-34-402.3, to the Colorado Anti-Discrimination Act, making it an unfair employment practice for you to fail to provide a reasonable accommodation for an applicant for employment, or an employee, for health conditions related to pregnancy or physical recovery from childbirth, absent an undue hardship on your business. You also may not deny employment opportunities based on the need to make a pregnancy-related reasonable accommodation.

## Interactive Accommodation Process

You will need to engage in a “timely, good-faith, and interactive process” with the applicant or employee to determine effective reasonable accommodations. Examples of reasonable accommodations include but are not limited to more frequent or longer breaks more frequent restroom, food and water breaks obtaining or modifying equipment or seating temporary transfer to a less strenuous or hazardous position, if available (with return to the current position after pregnancy) light duty, if available job restructuring limiting lifting assistance with manual labor, or a modified work schedules. In engaging in this process, you need to be sure to document your good-faith efforts to identify and make reasonable accommodations because doing so can negate punitive damages if an individual sues you for failure to make a pregnancy-related accommodation. You may require that the employee or applicant provide a note from her health care provider stating the need for a reasonable accommodation.

## No Forced Accommodations or Leave

Under the new law, you may not force an applicant or employee affected by pregnancy-related conditions to accept an accommodation that she has not requested, or that is unnecessary to perform the essential function of her job. Similarly, you may not require a pregnant employee to take leave if there is another reasonable accommodation that may be provided. As stated in the legislative declaration for the bill, the intent is to keep pregnant women employed and generating income so forcing pregnant women to take time off during or after their pregnancy generally is not permitted.

## Analyzing Undue Hardship Of Accommodations

Reasonable accommodations may be denied if they impose an undue hardship on your business. That requires an analysis of the following factors in order to decide whether the accommodation would require significant difficulty or expense: the nature and cost of the accommodation the overall financial resources of the employer the overall size of the employer’s business with respect to the number of employees and the number, type, and location of the available facilities, and the accommodations effect on expenses and resources or its impact on the operations of the employer.

## Broad Definition of “Adverse Action” in Retaliation Prohibition

The new law prohibits you from taking adverse action against an employee who requests or uses a reasonable accommodation for a pregnancy-related condition. An adverse action is defined very broadly as “an action where a reasonable employee would have found the action materially adverse, such that it might have dissuaded a reasonable worker from making or supporting a charge of discrimination.” This approach harkens to the NLRB’s use of a “chilling effect” on employee rights as a basis for unfair labor charges. By not limiting an adverse action to concrete actions, such as a termination, demotion, pay reduction, or similar actions, the broad definition opens the door to a wide range of employer responses that could be deemed retaliation.

# COLORADO & FEDERAL LAWS SUPPORT BREASTFEEDING

## THE PRIMARY GOAL IS TO IMPROVE THE HEALTH OF FAMILIES BY BOOSTING BREASTFEEDING CONTINUATION AND EXCLUSIVITY RATES

### ACCOMMODATIONS FOR NURSING MOTHERS ACT

The Colorado Workplace Accommodations For Nursing Mothers Act establishes a standard for an employer to:

- Provide reasonable unpaid break time, or allow an employee to use paid break and/or meal time, to express breast milk for her nursing child for up to 2 years after the child's birth
- Make reasonable efforts to provide a nursing mother with a private location in close proximity to her work area (other than a toilet stall) in which to express milk
- Not discriminate against women for expressing milk in the workplace

### BREASTFEEDING IN PUBLIC ACT

Colorado Revised Statutes 25-6-302 establishes that a mother may breastfeed in any place she has a right to be.

This act acknowledges:

- Colorado is involved in the national movement to recognize the medical importance of breastfeeding, within the scope of complete pediatric care, and to encourage removal of societal boundaries placed on breastfeeding in public.

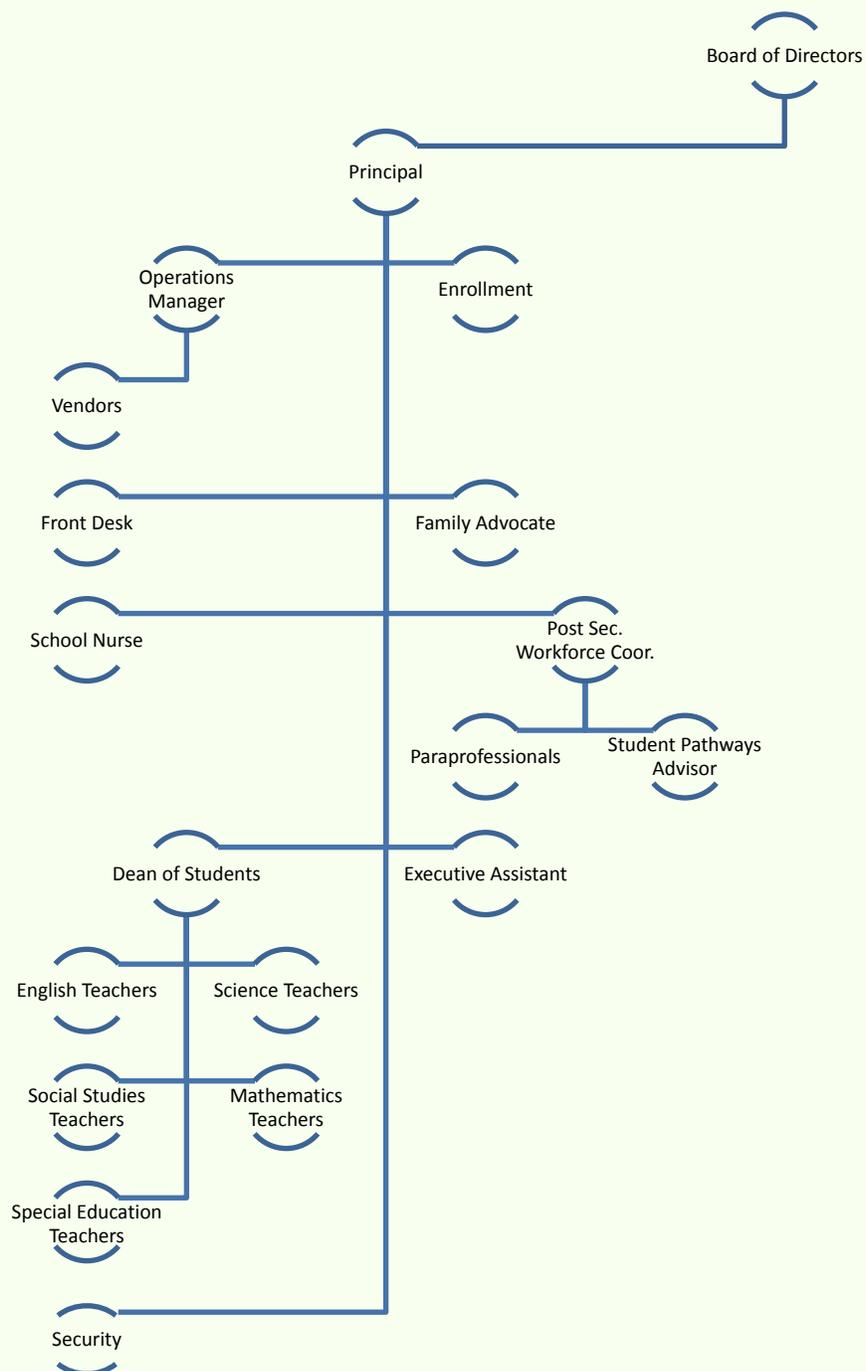
### POSTPONEMENT OF JURY SERVICE FOR A PERSON WHO IS BREASTFEEDING A CHILD ACT

The Colorado Postponement of Jury Service for a Person Who is Breastfeeding a Child Act establishes that a person who is breastfeeding a child is eligible for two, 12-month postponements of jury service.



# EASTLAKE HIGH SCHOOL ORGANIZATIONAL STRUCTURE

Eastlake High School has a clear structure for leadership. However, staff should know that they are free to speak to whomever in the leadership chain they are most comfortable with.



# SUPERVISORY DUTIES

THE THREE SITE BASED SUPERVISORS WILL HAVE THE FOLLOWING DUITES  
IN ADDITION TO THEIR JOB DESCRIPTION:

## PRINCIPAL

- Supervise all staff in direct chain
- Process all leave slips for direct reporting staff.
- Provide professional development opportunities for staff under supervision
- Observe all direct line staff and provide constructive feedback regularly.

## DEAN OF STUDENTS

- Supervise all instructional staff
- Process all leave slips for instructional staff and ensure coverage.
- Mentor instructional staff in classroom management, restorative justice practices, instructional strategies and more.
- Provide informal observations for feedback to support staff growth.
- Provide professional development in multiple areas to support staff growth.

## POST-SECONDARY WORKFORCE COORDINATOR

- Supervise all non-instruction classroom supports
- Process all leave slips of staff under supervision.
- Mentor staff on concepts to support instructional staff in the classroom.
- Provide professional development to support staff growth.



# WAGES & SALARY



Eastlake High School follows Colorado Wage laws. The Colorado Wage Act (C.R.S. 8-4-101 et seq.) requires Colorado employers to pay employees their earned wages in a timely manner. The Wage Act is commonly referred to as the Colorado Wage Law, the Colorado Wage Claim Act, or the Colorado Wage Protection Act. The law addresses deductions from wages, vacation, commissions, bonuses, final pay, pay periods and paydays, and pay statements.

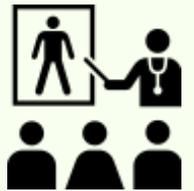
All staff are given a job offer upon acceptance as an Eastlake High School staff member.

The job offer outlines wages. Once the job offer is signed, staff will meet with a representative of Employer's Resources of Colorado (ERC). ERC will advise new staff of their benefits eligibility.



ERC can also answer questions about mandatory and elected pay deductions at any time. If there is an error in pay, staff may first ask the Principal. If the Principal cannot answer the question directly, he/she/they may need to research the pay discrepancy and inform the staff member of their findings as soon as possible.

For 2020, the Colorado state minimum wage rate is \$12.00. The Colorado Overtime & Minimum Pay Standards (COMPS) Order #36 regulates overtime, minimum salaries for certain exempt employees, meal and rest periods, tips and gratuities, uniforms, and record keeping for all employees unless specifically exempted by employers. All overtime must be approved prior to occurring.



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.

## WORK DAY

Eastlake High School is in operation Monday through Friday from 7:30 AM to 4:30 PM. Due to the nature of the work performed at EHS all staff may be asked to work outside of the operational hours during evenings, or weekends. Non-exempt staff will be paid overtime according to the Overtime Wage Act.

Staff shifts will be set by a staff member's supervisor. All leaders at EHS will do their best to create a work schedule that meets the needs of students while also meeting the staff member's needs.



## BREAKS

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 each 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

## PAYDAYS

Pay periods run from Saturday to Friday with the payday falling on every other Friday. Pay periods usually include 80 regular hour of work. If approved, overtime will be paid on the next possible payday. The pay calendar for SY 2020-2021 is on the next page.

# Eastlake High School Pay Calendar

2020 to 2021

July 2020						
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	

August 2020						
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					

September 2020						
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			

October 2020						
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

November 2020						
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					

December 2020						
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		

January 2021						
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						

February 2021						
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						

March 2021						
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			

April 2021						
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 2021						
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 2021						
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		

Important dates

**PAYDAY**

PAY PERIODS -

# LEAVE



## VACATION LEAVE

All full time employees that have completed their probationary period, accrue paid vacation time as determined by their time in service (see chart on the next page). Time in service includes time working for Life Skills High School of Colorado. All staff will be notified of their vacation time accrued at the beginning of each school year and throughout the school year. Vacation time may be used prior to earning it with the understanding that if the employee separates from Eastlake High School prior to officially earning the time, they will have to pay the time back on their final paycheck. Vacation time must be submitted at least 72 hours in advance to ensure coverage. Vacation may be taken in 30 minute increments (no less). No more than two staff members may be granted leave on any given day. A staff leave calendar will be made available to all for vacation planning. All vacation time must be used by June 11, 2021. If a staff member has accrued vacation leave that they did not use prior to leaving EHS, it will be paid out on their last paycheck.



## SICK LEAVE

All full-time employees that have completed their introductory period, have earned their 5 days of sick leave. You must use your sick leave by June 11, 2021. Sick leave may be used by calling on the day you want to use it no later than 2 hours prior to your shift. All staff using sick leave must call both their supervisor and security to ensure coverage. Sick leave may only be taken in 30 minute increments (no less). Sick leave will not be paid out if a staff member does not complete the school year.

## PERSONAL DAYS

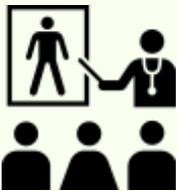


All full time employees that have completed their probationary period have also earned two days of personal time. Personal time may be used for any reason. All staff must use their personal time by June 11, 2021. Personal time must be submitted at least one day in advance. Personal time may be taken in 30 minute intervals (no less). Personal days cannot be paid out if a staff member does not complete the school year.

## VACATION ACCRUAL



Length of Service	Days Earned per Month	Maximum Days Earned per Year
<b>1 month through 12 months</b>	<b>.83</b>	<b>Up to 10</b>
<b>1 year through 4 years</b>	<b>.83</b>	<b>10</b>
<b>Start of 5<sup>th</sup> year through 9<sup>th</sup> year</b>	<b>1.25</b>	<b>15</b>
<b>Start of 10<sup>th</sup> year through 19<sup>th</sup> year</b>	<b>1.67</b>	<b>20</b>
<b>Start of 20<sup>th</sup> year</b>	<b>2.09</b>	<b>25</b>



### LEAVE BANK

Staff may donate up to two days, or 16 hours to another staff member to support them. Donations of leave must be made in writing to the staff member's supervisor. The supervisor must approve/deny the request within 72 hours of receiving the request of donation.



### BEREAVEMENT LEAVE

Full time employees that have completed their probationary period are eligible for bereavement leave. Bereavement leave includes five paid days to attend the funeral of an immediate family member. Immediate family includes a spouse, child, brother, sister, parent or grandparent. Bereavement leave may be used for one day to attend the funeral of a relative that is not an immediate member to include an aunt, uncle, nephew, niece, or in-law.



### MILITARY LEAVE

Pursuant to the Uniformed Services Employment and Reemployment Rights Act (USERRA), Eastlake High School prohibits discrimination against persons because of their service in the Armed Forces, the Army National Guard and the Air Force National Guard when engaged in active duty for training, inactive duty training, or full-time National Guard duty, the commissioned corps of the Public Health Service, and any other category of persons designated by the President in time of war or emergency.

Employees who are members of the National Guard or U.S. reserves can take up to 15 days of paid leave per year when called for training or duty. If additional leave time is required, it will be unpaid.

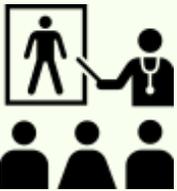
## JURY DUTY



Eastlake High School supports employees in fulfilling their civic responsibilities by serving jury duty when required.

It is your responsibility to inform your supervisor of your jury summons as soon as possible so that arrangements can be made to accommodate your absence. You will be expected to report for work during your jury service whenever the court schedule permits.

Insurance benefits will remain in effect and unchanged for the full term of your jury duty absence.



## DOMESTIC VIOLENCE LEAVE

Colorado Revised Statutes 24-34-402.7 permits an employee to request or take up to three working days of leave from work in any twelve-month period, with or without pay, if the employee is the victim of domestic abuse, stalking, sexual assault, or any other crime related to domestic abuse.



## TIME OFF TO VOTE

Employees who are eligible to vote in an election and who do not have three hours outside working time while polls are open may request two hours off with pay to vote either at the beginning or end of the work shift. The school may specify which hours you may take off. If you plan to take time off to vote, you must notify your supervisor prior to Election Day..



## OBSERVED PAID HOLIDAYS

All employees are eligible for paid holidays off. Those holidays include:

- New Year's Day (January 1, 2021)
- Martin Luther King Day (January 15, 2021)
- President's Day (February 15, 2021)
- Memorial Day (May 1, 2021)
- Independence Day (July 4, 2020)
- Labor Day (September 7, 2020)
- Thanksgiving (November 26, 2020)
- Christmas (December 25, 2020)

Due to school business, some staff may need to work on school holidays. Your supervisor will notify you if this applies to you.

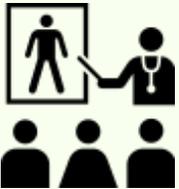
## FAMILY MEDICAL LEAVE ACT



Under the Family and Medical Leave Act of 1993 (FMLA), most Federal employees are entitled to a total of up to 12 workweeks of unpaid leave during any 12-month period for the following purposes:

- the birth of a son or daughter of the employee and the care of such son or daughter
- the placement of a son or daughter with the employee for adoption or foster care
- the care of spouse, son, daughter, or parent of the employee who has a serious health condition
- or a serious health condition of the employee that makes the employee unable to perform the essential functions of his or her positions
- any qualifying exigency arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on covered active duty (or has been notified of an impending call or order to covered active duty) in the Armed Forces.

Under certain conditions, an employee may use the 12 weeks of FMLA leave intermittently. An employee may elect to substitute annual leave and/or sick leave, consistent with current laws and OPM's regulations for using annual and sick leave, for any unpaid leave under the FMLA..



## FAMILIES FIRST CORONAVIRUS RESPONSE ACT (CARES ACT)

The Families First Coronavirus Response Act (FFCRA or Act) requires certain employers to provide employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19. The Department of Labor's (Department) Wage and Hour Division (WHD) administers and enforces the new law paid leave requirements. These provisions will apply from the effective date through December 31, 2020.

Generally, the Act provides that employees of covered employers are eligible for:

- Two weeks (up to 80 hours) of paid sick leave at the employee's regular rate of pay where the employee is unable to work because the employee is quarantined (pursuant to Federal, State, or local government order or advice of a healthcare provider), and/or experiencing COVID-19 symptoms and seeking a medical diagnosis; or
- Two weeks (up to 80 hours) of paid sick leave at two-thirds the employee's regular rate of pay because the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to Federal, State, or local government order or advice of a healthcare provider), or to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19, and/or the employee is experiencing a substantially similar condition as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury and Labor; and
- Up to an additional 10 weeks of paid expanded family and medical leave at two-thirds the employee's regular rate of pay where an employee, who has been employed for at least 30 calendar days, is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19.

## STAFF GROWTH

# PERFORMANCE REVIEWS



All staff will receive performance reviews based on at least two observations during the school year.

The performance review process will include:

- An initial review to include professional goal setting for the year
- A mid-year review to discuss at least one formal observation
- An end of the year review to include a cumulative discussion of all observations throughout the school year.

# SOCIAL MEDIA POLICY

## Colorado Social Media and the Workplace Law “Facebook Law”

### § 8-2-127, C.R.S.



#### EMPLOYER PROHIBITIONS: 8-2-127(2)(a)

An employer may not:

1. Suggest, request, or require that an employee or applicant disclose, or cause an employee or applicant to disclose, any username, password, or other means for accessing the employee's or applicant's personal account or service through the employee's or applicant's personal electronic communications device.
2. Compel an employee or applicant to add anyone, including the employer or his or her agent, to the employee's or applicant's list of contacts associated with a personal social media account.
3. Require, request, suggest, or cause an employee or applicant to change privacy settings associated with a personal social networking account.

An employer may:

1. Access information about employees and applicants that is publicly available online.
2. Require an employee to disclose any user name, password, or other means for accessing non-personal accounts or services that provide access to the employer's internal computer or information systems.
3. Conduct an investigation to ensure compliance with applicable securities or financial law or regulatory requirements based on the receipt of information about the use of a personal website, internet website, web-based account, or similar account by an employee for business purposes.
4. Investigate an employee's electronic communications based on the receipt of information about the unauthorized downloading of an employer's proprietary information or financial data to a personal website, internet website, web-based account, or similar account by an employee.

#### **Eastlake High School Social Media Policy**

This policy applies to all social media activities by district employees, including but not limited to the use of blogs, forums, social networking sites (e.g. Facebook, Twitter, LinkedIn, Google+, Flickr, Tumblr and YouTube) and any other web-based communications on publicly available sites. These activities are encouraged to take place in a classroom or school office setting so long as such activities do not detract from the employees' effectiveness or other job duties.

When participating in social media activities, even off duty and off premises, such activities must not violate any Board policies or otherwise interfere with the employee's or co-workers' job performance. The Board expects all employees to exercise professionalism and good judgment in any social media activities.

Furthermore, any social media activities must comply with all applicable laws including, but not limited to, anti-discrimination, anti-harassment, copyright, trademark, defamation, privacy, securities, and any other applicable laws and regulations. Any violation of this policy as a result of social media activities, may result in corrective action,

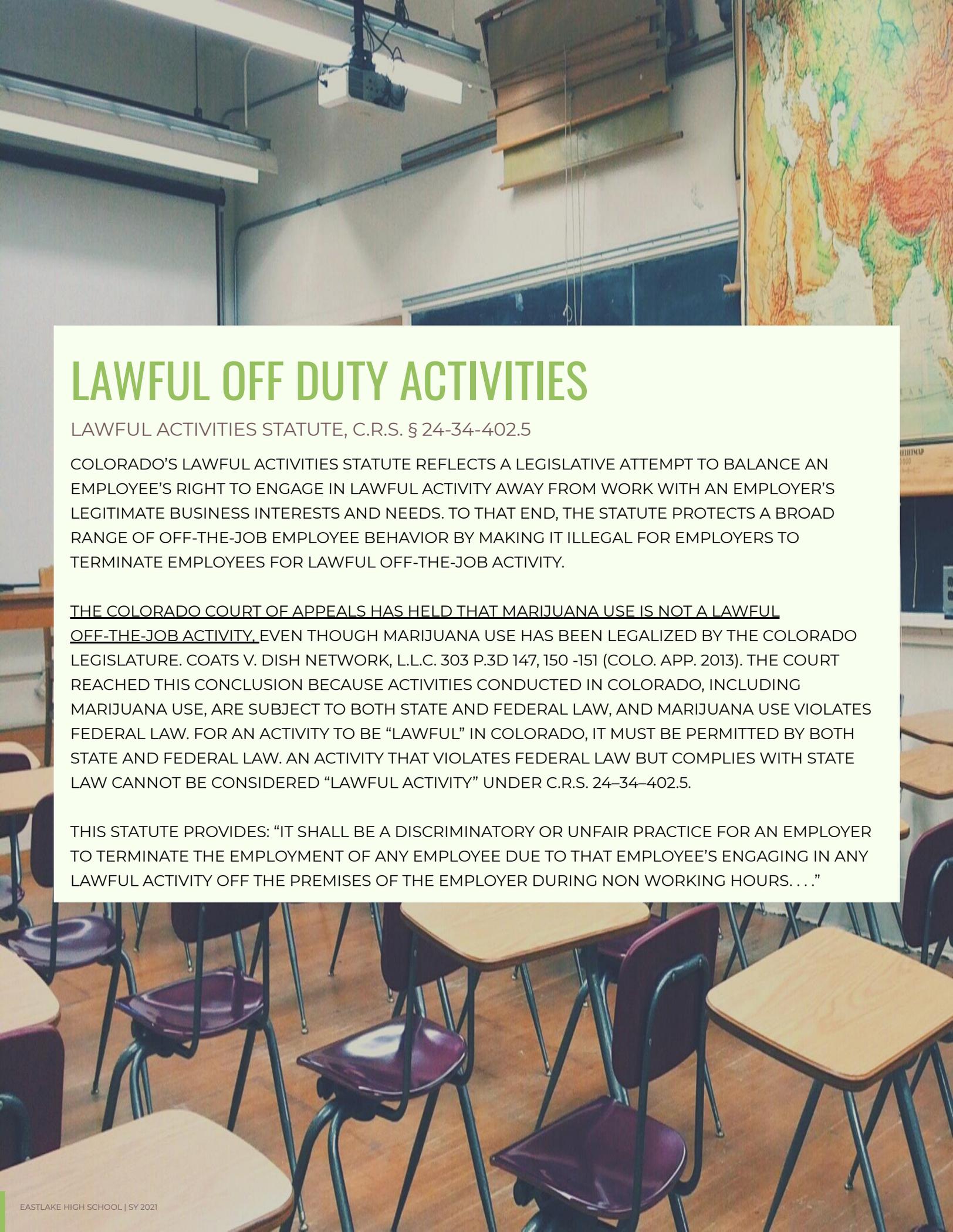
# COLORADO LABOR LAWS FOR TERMINATION AND PAYMENT OF WAGES: C.R.S. 8-4-109

Colorado labor law establishes a schedule for payment of final paychecks from an employer after termination of employment. An employer who fails to pay wages owed or pay on time may be subject to penalties and other relief under Colorado Revised Statutes C.R.S. 8-4-109. Denver, Colorado unpaid wages attorneys help clients pursue this relief.

When an employer fires an employee then the employer must pay the employee's final paycheck: Immediately; If the employer's accounting department is unavailable at the time of termination then the final paycheck is due within the first six hours of its next regular workday - except if the accounting department is off-site then the employer must deliver the final paycheck within the first twenty-four hours of the start of its next regular workday.

If the employee quits or resigns then the employer must pay the employee's final paycheck on the next regular payday.



A photograph of a classroom. In the foreground, there are several rows of wooden desks with purple chairs. In the background, there is a large map of the United States on the wall, a chalkboard, and a projector hanging from the ceiling.

# LAWFUL OFF DUTY ACTIVITIES

LAWFUL ACTIVITIES STATUTE, C.R.S. § 24-34-402.5

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, L.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. . . ."

# WORKPLACE SAFETY



## SCHOOL EQUIPMENT AND VEHICLES

When using Eastlake High School property, including computer equipment or hardware, exercise care, perform required maintenance and follow all operating instructions, safety standards and guidelines.

Notify your supervisor if any equipment or machines appear to be damaged, defective or in need of repair. This prompt reporting could prevent the equipment's deterioration and could also help prevent injury to you or others. Should you have questions about the maintenance and care of any workplace equipment, contact your supervisor.

## SCHOOL PROPERTY

Please keep your work area neat and clean and use normal care in handling school property. Report any broken or damaged equipment to your supervisor at once so that proper repairs can be made.

Any staff member in need of supplies to ensure their effectiveness at their job must place a request in to their supervisor as soon as they know what they need. It will be the responsibility of staff members to communicate in a timely manner with their supervisor to ensure they always have what they need.

## SMOKING POLICY

Smoking is prohibited inside and outside of Eastlake High School facilities.

## WORKER'S COMPENSATION

Report all accidents, injuries, potential safety hazards, safety suggestions and health and safety related issues immediately to your manager.

If you or another employee is injured, contact your supervisor or manager immediately. Seek help from outside emergency response agencies, if needed. Contact information is posted.

You must complete an Employee's Claim for Worker's Compensation Benefits Form if you have an injury that requires medical attention. If your inquiry does not require medical attention, you must still complete a Supervisor and Employee Report of Accident Form in case medical treatment is later needed and to ensure that any existing safety hazards are corrected. You can obtain the required forms from your Supervisor, Manager or Human Resource Representative.

A federal law, the Occupational Safety and Health Act, requires that we keep records of all illnesses and accidents that occur on the job. OSHA also provides for your right to know about any health hazards which might be present on the job.

## EMERGENCY MEASURES

We realize that bad weather or hazardous commuting conditions may occasionally make it impossible for employees to report to work on time. Eastlake High School follows the same weather closure plan as D11.

All staff must report as close to the normal reporting time on 2 hour delay days. If you determine that you are unable to report to work because of the conditions, inform your supervisor as soon as possible. Your absence will be charged to personal or vacation time.

## STAFF CELL PHONE USE

Staff, both professional and service personnel, may bring personal cell phones or electronic signaling devices to work; however, these devices are not to be in view or turned on at any time when the individual is engaged in the supervision of students or doing the work of a normal employment day.

Devices may be used on school property before the beginning of the work day, at the end of the work day, during duty-free planning or duty-free lunch. Those employees on split shifts may use devices between shifts.

Misuse of cell phones or electronic signaling devices will result in the employee being disciplined for neglect of duty.

## TRAVEL & EXPENSES

Employees will be reimbursed for all reasonable and necessary expenses they incur while traveling on Eastlake High School business.

You must record all travel and business activities on the School's Expense Report Form and submit it to your Supervisor.





## DRESS CODE

The professional appearance (which includes dress, accessories, other body adornments, grooming, and religious, cultural, or medical related items) of staff members not only reinforces their own shared vision of Eastlake High School and their identity as highly motivated professionals working toward a common mission, but also strengthens their morale, sense of professionalism, dignity and self-worth; the community's attitude toward Eastlake High School, public schools and the teaching profession in general; and, directly and indirectly, the conduct, morale, and performance of EHS's students.

During the work day and anytime staff attend work-related activities or functions, including activities or functions to which EHS personnel or EHS students are invited or in which EHS personnel or EHS students participate (for example, SAC meetings, meetings or conferences with parents, school plays and concerts, student competitions, educational or other professional conferences, etc.), staff shall appear in a professionally appropriate manner by dressing in business casual attire.

Examples of business casual attire include, but are not limited to:

- collared shirts,
- Button down shirts,
- dress slacks or khakis
- dress coordinates,
- suits,
- professional dresses,
- Closed toe shoes,
- denim with an EHS shirt (Monday's only)
  - Staff may be given prior permission from their direct supervisor to wear denim on a case by case basis depending on their duties for the day.

Staff are not permitted to wear any clothing, paraphernalia, grooming, jewelry, accessories, or body adornments that are disruptive or potentially disruptive to the educational environment as determined by the Principal.

Examples of clothing, accessories, or body adornments that are not acceptable:

- contain language or images that are vulgar, discriminatory, or obscene,
- promote illegal or violent conduct, such as the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia,
- contain perceived threats such as gang symbols
- expose cleavage, private parts, the midriff, or undergarments or that is otherwise sexually provocative

# REMOTE WORK: TEMPORARY

## APPLIES TO ALL STAFF

In the event of an emergency, Eastlake High School may require certain employees to work remotely. These employees will be advised of such requirements by the department manager. Preparations should be made by employees and managers well in advance to allow remote work in emergency circumstances. This includes appropriate equipment needs, such as hardware, software, phone and data lines. The IT department is available to review these equipment needs with employees and to provide support to employees in advance of emergency telework situations.

For voluntary telework arrangements, either the employee or department manager can initiate a temporary telecommuting agreement during emergency circumstances. The employee and manager will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement, including equipment needs, workspace design considerations and scheduling issues.

A telecommuting agreement will be prepared by human resources and signed by the employee and his or her manager. The employee will establish an appropriate work environment within his or her home for work purposes. Eastlake High School will determine the equipment needs for each employee on a case-by-case basis. Equipment supplied by the organization is to be used for business purposes only.

Consistent with the organization's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of proprietary company and customer information accessible from their home office. Employees should not assume any specified period of time for emergency telework arrangements, and Eastlake High School may require employees to return to regular, in-office work at any time.





# TELECOMMUTING: TEMPORARY APPLIES TO ALL STAFF

Telecommuting allows employees to work at home, on the road or in a satellite location for all or part of their workweek. Eastlake High School considers telecommuting to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. Telecommuting may be appropriate for some employees and jobs but not for others. Telecommuting is not an entitlement, it is not a companywide benefit, and it in no way changes the terms and conditions of employment with Eastlake High School.

Temporary telecommuting arrangements may be approved for circumstances such as inclement weather, special projects or business travel. These arrangements are approved on an as-needed basis only, with no expectation of ongoing continuance. Other informal, short-term arrangements may be made for employees on family or medical leave to the extent practical for the employee and the organization and with the consent of the employee's health care provider, if appropriate. All informal telecommuting arrangements are made on a case-by-case basis, focusing first on the business needs of the organization.

Any telecommuting arrangement made will be on a trial basis only and may be discontinued at will and at any time at the request of either the telecommuter or the organization.

# REFERENCES

## ATTACHED FORMS INCLUDE

LEAVE REQUEST FORM  
FMLA/CARES ACT LEAVE REQUEST FORM  
LEAVE DONATION  
TELECOMMUTING AGREEMENT  
TRAVEL & EXPENSE REQUEST

