



# Charter School

## Employee Manual

### Vision Statement:

GLOBE Charter School educates Kindergarten through Sixth Grade students academically, emotionally, and socially to become involved and productive citizens of the world.

### Mission Statement:

GLOBE Charter School's Core Principles are:

- **Maintaining High Academic Expectations**
- **Inspiring Student Learning**
- **Fostering a Caring Community**
- **Connecting with the World**
- **Preparing Students for Life**

These assist our students in acquiring essential academic and personal skills necessary to make a positive difference in their world.

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## A. Welcome to GLOBE Charter School

Thank you for choosing to be part of GLOBE Charter School. At GLOBE, you have a tremendous opportunity to contribute to the education of children and change their lives for a better world. We hope you find your employment at GLOBE to be a professionally and personally rewarding experience. I look forward to working and collaborating with you to make positive differences in our students' lives.

You have joined a school, which, is continually striving for excellence in quality instruction, educational environment, and meeting needs of diverse learners. Together, as a team, we work to continually challenge ourselves as educators to meet the ever-changing needs of our students and our global community. As a member of the GLOBE Charter School team, you will be expected to contribute your talents, energies, and knowledge to further improve the educational quality and environment at our school.

This Employee Manual should provide answers to most of the questions you may have about GLOBE's benefits, policies, and procedures. You are responsible for reading and understanding this Employee Manual and abiding by all the guidelines set forth. If at any time, you have questions, concerns, or comments, please feel free to discuss them with me.

**Welcome to the GLOBE Charter School Community!**

Heidi Breakey  
Principal  
GLOBE Charter School

## B. Notice

This Employee Manual has been prepared to inform you of the employment practices and policies of GLOBE Charter School (GCS) employment practices and policies, as well as the benefits provided to you as a valued employee. This Employee Manual applies to all employees and employee classifications.

**Neither this Employee Manual, nor any other written materials or statements by supervisors or staff, is an express or implied contract guaranteeing any rights, compensation, or benefits.**

- The GLOBE Board of Directors, may change, delete, suspend, or discontinue any part of, this Employee Manual as business, legislative, regulatory, employment, or economic conditions require.
- Any such action shall apply to existing, as well as future, employees.
- Employees may not accrue eligibility for monetary benefits for which they have not become eligible through actual time spent at work.
- Employees shall not accrue eligibility for any benefits, rights, or privileges beyond the last day of employment.
- No statement or promise by a Board member, Director, or Supervisor, past or present, constitutes a change in policy; nor does it constitute an agreement with an employee.
- Should any provision of the Employee Manual be found by a court to be unenforceable, such finding does not invalidate the entire Employee Manual, but only that particular provision.

\*This Employee Manual supersedes all previous manuals.

## C. History of GLOBE

GLOBE Charter School began in 1995, with a group of parents and teachers who wanted a change in education. In the early years, GLOBE was located in a storefront on Wasatch Street in downtown Colorado Springs. This is where the vision and mission of our school took root as hands on, interdisciplinary, culturally rich, global education with multi-age classrooms.

The school started as a K-6 then grew to a K-12 school. In 2001, the school moved to an office building on Bijou Street. After 9 years as a K-12 school, we decided that we could better serve our students as a K-6 school. GLOBE Charter school is now in its present location in the Longfellow Elementary School Building on Alpine Place.

## D. Professional Rights and Responsibilities

### Standards of Conduct

Whenever people gather together to achieve goals, some rules of conduct are needed to help everyone work together effectively, efficiently, and harmoniously. By accepting employment with us, you have a responsibility to GLOBE Charter School and to fellow employees to adhere to certain rules of behavior and conduct. The purpose of these rules is not to restrict employees' rights, but rather to be certain that employees understand what conduct is expected and necessary. When each person is aware that he/she can fully depend upon fellow employees to follow the rules of conduct, GLOBE Charter School will be a better place to work for everyone.

In dealings with students, parents/guardians, the public, and each other, employees must show respect for others. They should be present for work on a regular and punctual basis. They should be competent, honest, and of good spirit. They should avoid the appearances of impropriety and preserve the confidentiality of sensitive information. They should demonstrate the highest ethical and professional standards.

Employees should become familiar with this Manual and any other rules that are distributed, perform the duties in their job description or as assigned by their supervisor, and participate in the school's performance appraisal process.

The school expects its employees to strive to use resources wisely by avoiding wasteful practices, to perform their jobs as efficiently as possible, and to make suggestions about methods that make the school more productive. Safety is important, and employees should observe safety rules and contribute to a healthful, safe, and sanitary workplace.

Finally, accuracy and timeliness are important to the effective accomplishment of the school's goals. All reports or records must contain accurate and complete information, and all employees must keep those records up-to-date.

## E. Employment Principles

### At-Will Employment

Your employment with GCS is at-will. You are free to terminate your employment with GLOBE at any time, with or without reason. Likewise, GCS has the right to terminate your employment, or otherwise transfer or demote you at any time, with or without reason, at the discretion of GLOBE Administration.

### Voluntary Termination of Employment

GCS will consider you to have voluntarily terminated your employment if you do any of the following:

- Resign from GCS with a thirty-day written notice, or without a thirty-day written notice subject to penalty.
- GCS asks employees to give a thirty-day written notice of resignation to allow the school time to find a replacement. Teachers and other exempt employees who do not give a thirty day written notice may be required to pay GCS an amount equal to one month of pay to compensate the school for the costs of finding a replacement, per the terms of the Employment Agreement.
- Fail to return from an approved leave of absence on the date specified by GCS or the employee.
- Fail to report to work or call in for one workday.

### Equal Employment Opportunity

GCS seeks to comply with applicable laws prohibiting discrimination in relation to disability, race, creed, color sex, sexual orientation (as defined by state law), national origin, religion, ancestry, age and protected activity in its programs and activities. Any harassment or discrimination against students or staff, based on the aforementioned protected areas, is prohibited and must be brought to the immediate attention of the School Principal, the GCS Administrator/Supervisor, or the D11 Non-discrimination Compliance/Grievance Ombudsman.

### Harassment

Harassing remarks or conduct based on disability, race, creed, color, sex, sexual orientation, national origin, religion, ancestry, or age; unwelcome sexual advances; and other forms of animosity do not belong in the workplace. As such, GCS will not tolerate any form of harassment based on disability, race, creed, color, sex, sexual orientation, national origin, religion, ancestry, or age. GCS will not tolerate retaliation for refusing unwelcome or harassing overtures, for reporting harassment, or for providing evidence related to alleged harassment.

#### Types of Harassment

Harassment may be verbal (epithets, derogatory statements, slurs, innuendo), physical (Unwelcome touching, assault, gestures, physical interference with one's work), or visual (posters, drawings, faxes, e-mail, texts and instant messages, social networking). It may involve unwelcome sexual advances or unwelcome invitations to participate in offensive conduct. Harassment may originate from employees,

supervisors, vendors, parents, or others visiting the school. In whatever form and from whatever source, it is prohibited.

### Retaliation Prohibited

No supervisor shall have the authority to retaliate against a victim, reporter, or witness of harassment because of his or her report. Any such retaliation is subject to prompt reversal upon completion of any related investigation.

### Reporting Harassment

In some situations, a person may not realize that his or her behavior is inappropriate or unwelcome. Employees who consider any person's behavior to be inconsistent with these guidelines are encouraged (but not required) to tell that person that his or her behavior is considered inappropriate and request that the conduct stop. Persons so told should comply immediately and graciously with such requests or seek direction from their supervisor.

Because GCS can only stop harassment if it knows about it, **every employee who reasonably suspects that harassment has occurred, including everyone who believes that he or she is a victim of harassment, must immediately report the circumstances to the Principal or to a member of the Board of Directors.**

Employees should not assume that GCS is already aware of the situation. They should not assume that it is someone else's duty to report.

## Status Definitions

- Full-Time Employees (FT): Any employee who is regularly scheduled to work thirty or more hours per workweek.
- Part-Time Employee (PT): Any employee who is regularly scheduled to work less than thirty hours per week.

## Exemption

- Exempt: Any employee who is exempt from overtime requirements. Exempt employees will be paid on a salary basis.
- Non-Exempt: Any employee who is subject to overtime requirements. Non-exempt employees may be paid either on an hourly or salaried basis.

## Access to Files

Employees should update the Office Manager if they change any personal information, tax information, contact information, or work eligibility information, or if they receive an updated CPI or CPR card, new professional license, or other document related to employment. If an employee would like to review his or her file, the employee should schedule a time with the Office Manager.

## Child Abuse and Neglect

For policies on reporting child abuse and neglect, see GCS's Policy on Child Abuse/Child Protection, and Child Abuse Reporting Procedures. These are available from both the Principal and the GCS website. Anyone who

suspects child abuse or neglect should promptly notify the principal, who will report to a law enforcement agency, DHS, or other appropriate state agency. The mandatory reporter should follow-up with the Principal to make sure the report was completed. The mandatory reporter's duty to report is individual to him/her. Thus, ultimately it is up to the mandatory reporter to ensure that he/she makes a report when necessary.

## Teacher Policies

- GCS requires teachers to attend a training period the week prior to the start of school.
- All full-time teachers must be in the building by 7:30 AM each school day and remain until 3:30 PM unless prior arrangements have been made with the Principal. Please call the Principal or the Office Manager if you are going to be late for work. An Absence Request Form must be filled out if you are late to work or leaving early.
- **Teachers are responsible for supervising their classes at all times.**
- All teachers will be provided with a thirty-minute duty-free unpaid lunch period.
- Teachers and Exempt Employees must attend all meetings related to their responsibilities. This includes monthly Professional Development days, Village Assemblies, and Student/Parent/Teacher Conferences. (See school calendar) Any portion of the previously listed meeting that is missed will be counted as PTO time, unless previously approved by the Principal. An Absence Request Form must be filled out for absences during these events.
- Parent/Teacher/Student Conferences occur two times during the school year (see school calendar). These conferences will be used to develop READ Plans, review student progress, review/develop educational and social goals, develop action plans, and review student portfolios.
  - i. Each conference will be used by enrichment teachers to do the following: PE-plan for field days, Music-plan for performances, concert, and talent show, ART-plan for Art show.
  - ii. Attendance is required at all development opportunities, trainings, and workshops as instructed by Administration.
- All teachers will have their class participate in at least one service-learning project. Service learning projects should be turned in no later than September 15<sup>th</sup>.
- All fundraisers, fieldtrips, and money to be spent on ANYTHING, needs to be approved by GCS Administration first.
  - i. All requests need to be approved through the proper forms requesting money or permission for field trips and fundraisers. Field trips must have an academic reason and a reflection from students. Only one field trip per month MAX will be allowed.
  - ii. Any fundraisers being done MUST be approved and all money must be collected through the office. All checks will be written to GLOBE Charter School and all cash must have a receipt from the office. Teachers may not take any of the money.
  - iii. All money spent on items for individual rooms must also be approved first, or no reimbursement will be made. Any reimbursements being requested must have a receipt detailing all items being purchased and pre-approved through the Principal. Anything not pre-approved will not be reimbursed. Anything without the proper documentation will also not be reimbursed. ATM money will not be reimbursed.

- All classrooms should have an inventory sheet listing all curriculums, furniture and electronic devices.
- Teachers **must** have lesson plans available for guest teachers who are substituting in their classroom, including current classroom information, attendance list, schedules, and class work for all subjects taught. A location for lesson plans must be provided to the Office Manager and the Front Office Staff.
- The GCS Guest Teacher process must be used for all planned absences. Absence Request Forms are located in the faculty mailbox/main office. Place the completed form in the Principal's mailbox. The Office Manager will arrange for a substitute and return a copy of the absence form to you within two days. Contact the front office or the Principal if confirmation has not been received within a timely manner. In the event of illness, emergencies or an unexpected absence, contact the front office and Principal immediately. You must follow up with an email to the Office Manager stating that you will be absent. All unplanned absences must have an Absence form filled out and turned in to the Office Manager immediately upon returning.

## Guest Speakers

All Guest Speakers must be approved through the Administration before they are allowed to present. Administration must see all materials which will be presented to classes before the speaker can be approved.

## Academic Guidelines

The actions of an individual teacher in carrying out an educational program appropriate to the curriculum can properly involve controversial issues, provided both the issues and the treatment of the issue are within the range, knowledge, maturity, and competence of the students. It is the teacher's responsibility to bring out various sides of controversial questions that allow the students to make an educated judgment. The teacher has the right to express his/her opinion, but in doing so it is important that the students understand it is the teacher's own opinion and is not to be accepted as an authoritative answer.

When discussing controversial issues, the student has the right to free access of relevant and age appropriate information, including materials that circulate freely in the community; to study under competent instruction in an atmosphere of freedom from bias and prejudice; and to form and express his/her own opinion on controversial issues without thereby jeopardizing his/her relationship with the teacher or the school.

GCS will support the teachers when their actions are in accordance with the law and the provisions of this Employee Manual. Furthermore, no teacher will be subject to disciplinary action for teaching controversial issues when his/her conduct is the result of reasonable, professional judgment.

Sex-Ed curriculum must be pre-approved by the Administration.

Movies are not allowed in the classroom.

## Dress Code

A neat, clean, and professional appearance by the entire staff is important to the environment of the school. GCS expects all clothing to be in good repair, wrinkle free, and clean. Some examples of acceptable clothing are: dress pants, skirts, dresses, sweaters, dress jeans (dark denim and no holes or tears), and sensible shoes. Sandals with straps on the back are allowed. Leggings may be worn but only with shirts that cover your bottom, hit mid-thigh, and go below your fingertips. Dress jeans are only allowed on Fridays and must be accompanied by a dress shirt or a GLOBE polo/t-shirt. Field trips follow Friday rules.

The following types of clothing are examples of what is not acceptable: tank tops, tube-tops, halter tops, cut-offs, shorts, shirts with unacceptable logos, sweat pants, standard denim blue jeans, flip-flop shoes, shirts that do not cover cleavage, or skirts that do not go down below the finger tips.

Art and P.E. teachers are an exception to the dress code.

## Student Discipline

All GCS teachers are expected to be fully familiar with and follow the GCS Policies and Procedures Handbook, including all sections relating to student discipline. GCS will not retaliate against a teacher for their involvement process in accordance with GCS guidelines on Student Discipline. This will not impair the right of the Principal to counsel with a teacher regarding his/her action in student discipline.

If safety concerns permit, all staff will first attempt to verbally correct a situation. If, in the judgment of the teacher, force is required for the safety of others, for self-defense, or for the protection of property, then the teacher may use reasonable and necessary force to restrain a student from an act of wrong-doing, quell a disturbance threatening physical injury, obtain possession of weapons. This force may be continued until a crisis team arrives.

Students should be sent to the Principal's office only for moderate and severe level infractions. Moderate infractions include (but are not limited to) habitually disruptive behavior. The teacher should deal with all minor infractions and consult the GLOBE Charter School handbook for severity of infractions. If minor infractions persist, the teacher should look for additional support and guidance from team leads.

All office referrals must be entered in to Q as soon as possible, so that the information of the incident will be readily available to the Principal or Assistant Principal.

Students receiving an office referral will be returned to the classroom when the administration deems it appropriate. In addition, if a student is given a referral by another teacher, the homeroom teacher will be notified by administration.

On occasions when the Principal is not available, he/she will appoint a qualified staff member to oversee the student discipline process. Staff will be notified of the Principal's scheduled meetings and absences in advance.

## F. Attendance

The presence of each employee is of critical importance to the successful operation of GCS. Therefore, GCS expects all of its employees to be on time, ready to begin work at the beginning of their schedule, and to work the full and allotted time they are assigned each day. GCS considers regular and punctual attendance to be an essential function of every job.

GCS reserves the right to assign employees to jobs other than their usual assignments when necessary, provided the employee is capable of performing the essential functions of the alternate assignment.

From time to time, it may be necessary for an employee to be absent from work. Administration acknowledges that emergencies, illnesses, or pressing personal business cannot always be scheduled outside work hours. When these occur, please contact the Office Manager and the Principal either by phone call or text. You must also send an email to the Office Manager regarding your absence and fill out an Absence Form immediately upon returning to work.

### Staff Absences

Employees will work the amount of days stated in their employment agreement. Employees that have not attained the amount of workdays stated in their agreement will be subject to PTO for the days missed.

Any portion of a regularly scheduled workday, to include all meetings and Village Assemblies, that are missed by any staff member must be reported on the Absence Request Form and turned in to the Principal ten days prior to the absence. If the absence is due to approved school business, please check this on the form. The attendance deduction or absences will be recorded in the office and shown as a PTO deduction on your payroll stub.

In the event of an unscheduled absence, the absence request form **must** be submitted **within one regular workday** after the staff member returns to work.

An employee who is absent without having submitted an Absence Request Form is in violation of GCS's attendance policies.

Teachers **must** have lesson plans available for guest teachers who are substituting in their classroom, including current classroom information, attendance list, schedules, and class work for all subjects taught.

### Overtime

Because the work of GCS sometimes involves special events or projects, working extra hours is occasionally a requirement of employment. When a non-exempt employee needs to work hours in addition to his or her regular schedule, the employee must obtain the approval of his or her supervisor before working the hours. If a non-exempt employee fails to obtain prior approval, he or she must still record the extra hours, and the school will compensate the employee as the Fair Labor Standards Act requires, but the employee may be subject to discipline for failing to obtain prior approval.

When a non-exempt employee works more than forty hours in the workweek, the hours over forty will be paid at time-and-one-half. The established workweek begins at 12:01 am on Sunday and ends at 12:00 am (midnight) on the following Saturday

Paid Time Off, holiday time, and other paid but unworked time does not count toward time worked for overtime purposes. The total of worked time each week must exceed forty hours for a non-exempt employee to receive overtime pay. For example, two extra hours worked on a Tuesday by an employee whose regular schedule is Monday through Friday will not result in overtime pay if equivalent time off is taken before the end of the workweek.

## Extended Leave of Absence

Occasionally, for medical, personal or other reasons, you may need to be temporarily released from the duties of your job with GCS. It is the policy of GCS allows its eligible employees to apply for and be considered specific leaves of absence. Employees may have Paid Time Off and then move to unpaid time off when PTO has been exhausted.

A request needs to be provided to the Principal at least two weeks prior to the extended leave of absence. This request will go to the Building Leadership Team for discussion and review.

GCS will consider extended leaves of absence on a case-by-case basis. The Building Leadership Team will decide if the extended leave of absence is in the best interest of the school and will communicate the decision to the employee as soon as possible.

## Funeral (Bereavement) Leave

GCS provides all school staff regularly scheduled to work twenty hours or more with up to three working days upon request to make arrangements for and attend funeral services of an employee's spouse, domestic partner, child, foster child, parent, parent-in-law, grandparent, grandparent-in-law, granddaughter, grandson, daughter-in-law, son-in-law, step-parent, brother, sister, brother-in-law, sister-in-law, daughter or son of the employees spouse or partner. This leave must be requested and approved before it can be taken. The employee must either fill out an Absence Request Form, or call or email the Principal prior to the Funeral Leave whenever possible or immediately upon returning from the Funeral Leave.

## Jury Duty

Employees should notify the Principal immediately upon receipt of a notice to report for Jury Duty. A copy of that notice should be provided to the Office Manager with an Absence Request Form that has been signed by the Principal. Up to three days of Jury Duty will be paid by the school in most situations; however, any compensation other than mileage an employee receives from the court must be signed over to GCS.

## G. Health and Safety

### Tobacco

No tobacco products are allowed within 150 feet of the school. This includes all uses of tobacco products (smoking, chewing, etc.) and includes all uses of e-cigs, personal vaporizers (PV), and electronic nicotine delivery systems (ENDS). Staff must not purchase tobacco products for or use them with or in front of students.

### Marijuana

Any involvement with marijuana products (including medical marijuana) is **STRICTLY forbidden** both on duty and off duty to the fullest extent of the law.

### Inclement Weather

GCS will follow District 11 policy for inclement weather.

### Accidents and Incidents

Accident reports **MUST** be filled out by employees who witness accidents involving physical injury to a person or serious damage to property. The Accident Form is located in the office. An incident report must be completed when student behavior results in injury (even minor injury), threat of injury, a minor accident, damage to property, or theft, as well as other similar circumstances. Accident reports and incident reports must be submitted to the Administration as soon as possible but no later than twenty-four hours following the accident or incident.

### First Aid and CPR Certification

All employees must maintain CPR and First-Aid Certification. All teachers conducting end-of year trips will have medication-dispensing certifications from the District.

## H. Internet Usage

GCS internet services are being provided through District 11, which blocks personal e-mail and restricts use of some internet sites. The use of these Internet services are not private and their communications may be monitored. Each teacher will be provided with a District 11 e-mail address and use of the Q system.

Email is for the sole purpose of communicating with GCS staff and on the behalf of the students, parents, and community of GCS. Social media access is for the sole use of GCS. Employees may never be a participant in sending offensive emails, downloading information without proper authorization, or conveying confidential information through the school's internet systems. **Flagrant misuse of e-mail or computer use during educational and teaching time will result in disciplinary action and is grounds for dismissal.**

## Confidentiality

GCS staff members, employees are exposed to confidential information regarding students, parents, and school issues. Confidential matters should be directed only to the Administration. Confidential matters could include, but are not limited to, Special Education

Services, Medical information, any data from DIBEL's or other computer-based testing. If in doubt, ask first. Violation of confidentiality will result in disciplinary action.

## Website Policies and Procedures

All employees are required to maintain their school website on a monthly basis. The only information that should be displayed is the content of the classroom. This includes homework, curriculum, contact information, etc. At no time should student data or names be listed on the page. All information should be approved by the Principal and be ADA compliant before the information is put on the internet.

# I. Employee Benefits

## 1. Health/Dental/Vision/Life

Full time employees are eligible for health, dental, vision and life insurance. Please see the Office Manager for specific details.

## 2. PERA

All GCS employees must be enrolled as members of the Public Employees Retirement Association (PERA) Deductions from their salary at each pay period will be made in accordance with state and federal statutes. This retirement deduction is made in place of Social Security.

## 3. Workers' Compensation

The School purchases insurance that provides workers' compensation benefits for employees in the event of a job-related illness or injury. It is the responsibility of the employee to inform the Office Manager within twenty-four hours of any illness or injury. Employees that require medical assistance for job related illness or injuries will be provided with the information on where to go for medical attention. GCS has arranged with our Worker's Compensation Carrier certain facilities for our employees to visit in case of a job related illness or injury. Any and all follow up appointments for work related injuries are subject to PTO or sick time requirements. An Absence Request Form must be filled out for the follow up appointments for the absence. No employee will ever be retaliated against for filing a claim for workers' compensation benefits.

## 4. Paid Time Off (PTO)

Full-time GCS employees (including teachers) will earn four PTO days annually with accrual amounts at 3.2 hours monthly during the ten-month time that teachers work.

Part-time employees will earn two PTO Days annually with accrual amounts at 1.6 hours monthly during the ten-month time that teachers work.

Employees may use these days to cover most absences from work, however PTO may not be used on the days immediately before or after a scheduled school holiday or break, nor may it be used within the last two weeks of the academic year.

All PTO must be requested, in writing, at least **ten working days** in advance whenever possible. Before taking the day off, the teacher must receive written approval.

Unused PTO days may be carried over to the next school year to a maximum of 120 hours (fifteen days). Once an employee's PTO bank reaches 120 hours, accrual of PTO time will stop until the employee has used some time. Employees may "cash-out" unused PTO days only upon separation from employment. Any unused PTO will be paid with the last check an employee receives.

Employees must give at least **ten working days'** for PTO. In case of an emergency, the Principal may approve a PTO request that does not meet the ten working day period. An Absence Request Form must be filled out and approved by the Principal for all PTO days when possible. When not possible an email or/phone call to the Principal must be done. An employee who is absent without having done one of these items is in violation of GCS's attendance policies.

## 5. Sick Time

Full-time employees will earn seven sick days annually with accrual amounts of 5.60 hours monthly during the ten-month time that teachers work.

Part-time employees will earn 3.5 sick days annually with accrual amounts of 2.8 hours monthly during the ten-month time that teachers work.

In the event of illness, emergencies or unexpected absences, contact the front office and Principal immediately. You must follow up with an email to the Office Manager stating that you will be absent. All unplanned absences must have an Absence Request Form filled out and turned in to the Office Manager immediately upon returning.

An employee who is absent without having submitted an Absence Request Form is in violation of GCS's attendance policies.

## **J. Driving for School Business Procedures**

All employees that drive while conducting school business must provide a Motor Vehicle Report, Proof of Insurance, Driver's License, and Registration to the Office Manager yearly. Employees that have not met these requirements should refrain from driving for school business. All employees must refrain from using cell phones while driving.