

# Howard University Middle School of Mathematics and Science

## Employee Handbook





# HANDBOOK DISCLAIMER

We prepared this handbook to help employees find the answers to many questions that they may have regarding their employment with Howard University Middle School of Mathematics and Science. Please take the necessary time to read it.

We do not expect this handbook to answer all questions. Supervisors and Human Resources also serve as a major source of information.

Neither this handbook nor any other verbal or written communication by a management representative is, nor should it be considered to be, an agreement, contract of employment, express or implied, or a promise of treatment in any particular manner in any given situation, nor does it confer any contractual rights whatsoever. Howard University Middle School of Mathematics and Science adheres to the policy of employment at will, which permits the Middle School or the employee to end the employment relationship at any time, for any reason, with or without cause or notice.

No Middle School representative other than the Chairman and/or the Head of Human Resources and/or Head of School may modify at-will status and/or provide any special arrangement concerning terms or conditions of employment in an individual case or generally and any such modification must be in a signed writing.

Many matters covered by this handbook, such as benefit plan descriptions, are also described in separate Middle School documents. These Middle School documents are always controlling over any statement made in this handbook or by any member of management.

This handbook states only general Middle School guidelines. The Middle School may, at any time, in its sole discretion, modify or vary from anything stated in this handbook, with or without notice, except for the rights of the parties to end employment at will, which may only be modified by an express written agreement signed by the employee and the Chairman and/or the Head of Human Resources and/or Head of School.

This handbook supersedes all prior handbooks.

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This Employee Handbook is a compilation of personnel policies, practices and procedures currently in effect at the Howard University Middle School of Mathematics and Science. The Handbook is designed to introduce you to our Middle School, familiarize you with our policies provide general guidelines on work rules, benefits and other issues related to your employment and help answer many of the questions that may arise in connection with your employment. Please remember that this handbook is a guideline. It cannot cover every matter that may arise in the workplace. If you have any questions about any of the policies contained in this handbook or any other matter related to your employment, you are encouraged to contact our Human Resources Director.

## Section 1 - Governing Principles of Employment

### 1-1. Introduction

For employees who are commencing employment with Howard University Middle School of Mathematics and Science ("Howard University Middle School of Mathematics and Science" or the "Middle School"), on behalf of Howard University Middle School of Mathematics and Science, let me extend a warm and sincere welcome.

For employees who have been with us, thanks for your past and continued service.

I extend my personal best wishes for success and happiness here at Howard University Middle School of Mathematics and Science. We understand that it is our employees who provide the services that our customers rely upon, and who will enable us to create new opportunities in the years to come.

Wendell Johns, Chairman of the Board of Directors

### 1-2. Equal Employment Opportunity

Howard University Middle School of Mathematics and Science is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, creed, color, religion, alienage or national origin, ancestry, citizenship status, age, disability or handicap, sex, marital status, veteran status, sexual orientation, genetic information, arrest record, or any other characteristic protected by applicable federal, state or local laws. Our management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities and general treatment during employment.

The Middle School will endeavor to make a reasonable accommodation to the known physical or mental limitations of qualified employees with disabilities unless the accommodation would impose an undue hardship on the operation of our business. If you need assistance to perform your job duties because of a physical or mental condition, please let the Head of Human Resources know.

The Middle School will endeavor to accommodate the sincere religious beliefs of its employees to the extent such accommodation does not pose an undue hardship on the Middle School's operations. If you wish to request such an accommodation, please speak to the Head of Human Resources.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of the Head of Human Resources. The Middle School will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. If an employee feels he or she has been subjected to any such retaliation, he or she should bring it to the attention of the Head of Human Resources. To ensure our workplace is free of artificial barriers, violation of this policy

including any improper retaliatory conduct will lead to discipline, up to and including discharge. All employees must cooperate with all investigations.

### 1-3. Pregnancy Accommodations

The Middle School will endeavor to provide reasonable accommodations to employees working in the District of Columbia who are affected by pregnancy, childbirth or related medical conditions as required by law, unless such accommodations would result in an undue hardship to the Middle School. The Middle School will engage in a good faith and timely interactive process to determine whether a reasonable accommodation can be provided for such employees. Employees may be asked to provide necessary medical certification. Reasonable accommodations may include: more frequent or longer breaks, time off to recover from childbirth, equipment modification, light duty and having the employee refrain from heavylifting.

Employees with questions regarding this policy can contact the Head of Human Resources.

### 1-4. Non-Harassment

It is Howard University Middle School of Mathematics and Science's policy to prohibit intentional and unintentional harassment of any individual by another person on the basis of any protected classification including, but not limited to, race, color, national origin, disability, religion, marital status, veteran status, sexual orientation or age. The purpose of this policy is not to regulate our employees' personal morality, but to ensure that in the workplace, no one harasses another individual.

If an employee feels that he or she has been subjected to conduct which violates this policy, he or she should immediately report the matter to the Head of Human Resources. If the employee is unable for any reason to contact this person, or if the employee has not received a satisfactory response within five (5) business days after reporting any incident of what the employee perceives to be harassment, the employee should contact Head of School. If the person toward whom the complaint is directed is one of the individuals indicated above, the employee should contact any higher-level manager in his or her reporting hierarchy. Every report of perceived harassment will be fully investigated, and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the Middle School will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. If an employee feels he or she has been subjected to any such retaliation, he or she should report it in the same manner in which the employee would report a claim of perceived harassment under this policy. Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including discharge. All employees must cooperate with all investigations.



## 1-5. Sexual Harassment

It is Howard University Middle School of Mathematics and Science's policy to prohibit harassment of any employee by any Supervisor, employee, customer or vendor on the basis of sex or gender. The purpose of this policy is not to regulate personal morality within the Middle School. It is to ensure that at the Middle School all employees are free from sexual harassment. While it is not easy to define precisely what types of conduct could constitute sexual harassment, examples of prohibited behavior include unwelcome sexual advances, requests for sexual favors, obscene gestures, displaying sexually graphic magazines, calendars or posters, sending sexually explicit e-mails, text messages and other verbal or physical conduct of a sexual nature, such as uninvited touching of a sexual nature or sexually related comments. Depending upon the circumstances, improper conduct also can include sexual joking, vulgar or offensive conversation or jokes, commenting about an employee's physical appearance, conversation about your own or someone else's sex life, or teasing or other conduct directed toward a person because of his or her gender which is sufficiently severe or pervasive to create an unprofessional and hostile working environment.

If the employee feels that he or she has been subjected to conduct which violates this policy, the employee should immediately report the matter to the Head of Human Resources. If unable for any reason to contact this person, or if the employee has not received a satisfactory response within five (5) business days after reporting any incident of perceived harassment, the employee should contact Head of School. If the person toward whom the complaint is directed is one of the individuals indicated above, the employee should contact any higher-level manager in his or her reporting hierarchy. Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the Middle School will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. If an employee feels that he or she has been subjected to any such retaliation, the employee should report it in the same manner in which a claim of perceived harassment would be reported under this policy. Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

## 1-6. Drug-Free and Alcohol-Free Workplace

To help ensure a safe, healthy and productive work environment for our employees and others, to protect Middle School property, and to ensure efficient operations, the Middle School has adopted a policy of maintaining a workplace free of drugs and alcohol. This policy applies to all employees and other individuals who perform work for the Middle School.

The unlawful or unauthorized use, abuse, solicitation, theft, possession, transfer, purchase, sale or distribution of controlled substances, drug paraphernalia or alcohol by an individual anywhere on Middle School premises,

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while on Middle School business (whether or not on Middle School premises) or while representing the Middle School, is strictly prohibited. Employees and other individuals who work for the Middle School also are prohibited from reporting to work or working while they are using or under the influence of alcohol or any controlled substances, which may impact an employee's ability to perform his or her job or otherwise pose safety concerns, except when the use is pursuant to a licensed medical practitioner's instructions and the licensed medical practitioner authorized the employee or individual to report to work. However, this does not extend any right to report to work under the influence of medical marijuana or to use medical marijuana as a defense to a positive drug test, to the extent an employee is subject to any drug testing requirement, to the extent permitted by and in accordance with applicable law.

Violation of this policy will result in disciplinary action, up to and including discharge.

The Middle School maintains a policy of non-discrimination and will endeavor to make reasonable accommodations to assist individuals recovering from substance and alcohol dependencies, and those who have a medical history which reflects treatment for substance abuse conditions. However, employees may not request an accommodation to avoid discipline for a policy violation. We encourage employees to seek assistance before their substance abuse or alcohol misuse renders them unable to perform the essential functions of their jobs, or jeopardizes the health and safety of any Middle School employee, including themselves.

Employees must notify the Middle School within five calendar days if they are convicted of a criminal drug violation in the workplace. Within ten (10) days of such notification or other actual notice, the Middle School will advise the contracting agency of such conviction.

All employees are hereby advised that full compliance with the foregoing policy shall be a condition of employment at the Middle School.

Any employee who violates the foregoing drug-free workplace policy described above shall be subject to discipline up to and including immediate discharge.

In the discretion of the Middle School, any employee who violates the drug-free workplace policy may be required, in connection with or in lieu of disciplinary sanctions, to participate to the Middle School's satisfaction in an approved drug assistance or rehabilitation program.

In order to maintain a drug-free workplace, the Middle School has established a drug-free awareness program to educate employees on the dangers of drug abuse in the workplace, our drug-free workplace policy, the availability of any drug-free counseling, rehabilitation and employee assistance programs and the penalties that may be imposed for violations of our drug-free workplace policy. (Such education may include: (1) distribution of our drug-free workplace policy at the employment interview; (2) a discussion of our policy at the new employee orientation session; (3) distribution of a list of approved drug assistance agencies, organizations and clinics; (4) distribution of published educational materials regarding the dangers of drug abuse; (5) reorientation of all involved employees in cases in which a drug-related accident or incident occurs; (6) inclusion of the policy in employee handbooks and any other personnel policy publications; (7) lectures or

training by local drug abuse assistance experts; (8) discussion by the Middle School's safety experts on the hazards associated with drug abuse; and (9) video tape presentations on the hazards of drug abuse.)

## 1-7. Workplace Violence

Howard University Middle School of Mathematics and Science is strongly committed to providing a safe workplace. The purpose of this policy is to minimize the risk of personal injury to employees and damage to Middle School and personal property.

We do not expect employees to become experts in psychology or to physically subdue a threatening or violent individual. Indeed, we specifically discourage employees from engaging in any physical confrontation with a violent or potentially violent individual. However, we do expect and encourage employees to exercise reasonable judgment in identifying potentially dangerous situations.

Experts in the mental health profession state that prior to engaging in acts of violence, troubled individuals often exhibit one or more of the following behaviors or signs: over-resentment, anger and hostility; extreme agitation; making ominous threats such as bad things will happen to a particular person, or a catastrophic event will occur; sudden and significant decline in work performance; irresponsible, irrational, intimidating, aggressive or otherwise inappropriate behavior; reacting to questions with an antagonistic or overtly negative attitude; discussing weapons and their use, and/or brandishing weapons in the workplace; overreacting or reacting harshly to changes in Middle School policies and procedures; personality conflicts with co-workers; obsession or preoccupation with a co-worker or Supervisor; attempts to sabotage the work or equipment of a co-worker; blaming others for mistakes and circumstances; or demonstrating a propensity to behave and react irrationally.

### **Prohibited Conduct**

Threats, threatening language or any other acts of aggression or violence made toward or by any Middle School employee **WILL NOT BE TOLERATED**. For purposes of this policy, a threat includes any verbal or physical harassment or abuse, any attempt at intimidating or instilling fear in others, menacing gestures, flashing of weapons, stalking or any other hostile, aggressive, injurious or destructive action undertaken for the purpose of domination or intimidation.

### **Procedures for Reporting a Threat**

All potentially dangerous situations, including threats by co-workers, should be reported immediately to any member of management with whom the employee feels comfortable. Reports of threats may be maintained confidential to the extent maintaining confidentiality does not impede our ability to investigate and respond to the complaints. All threats will be promptly investigated. All employees must cooperate with all investigations. No employee will be subjected to retaliation, intimidation or disciplinary action as a result of reporting a threat in good faith under this policy.

If the Middle School determines, after an appropriate good faith investigation, that someone has violated this

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policy, the Middle School will take swift and appropriate corrective action.

If an employee is the recipient of a threat made by an outside party, that employee should follow the steps detailed in this section. It is important for us to be aware of any potential danger in our offices. Indeed, we want to take effective measures to protect everyone from the threat of a violent act by an employee or by anyone else.

## Section 2 - Operational Policies

### 2-1. Employee Classifications

For purposes of this handbook, all employees fall within one of the classifications below.

**Full-Time Employees** - Employees who regularly work at least 40 hours per week who were not hired on a short-term basis.

**Part-Time Employees** - Employees who regularly work fewer than 40 hours per week who were not hired on a short-term basis.

**Hourly Employees (non-exempt)** - Employees who regularly work at least 40 hours per week who were not hired on a short-term basis, and who are paid on an hourly basis. Hourly employees are eligible for overtime pay (when approved by their supervisor) and do not receive PTO. **Hourly employees are eligible for 5 paid sick days.**

**Short-Term Employees** - Employees who were hired for a specific short-term project, or on a short-term freelance, per diem or temporary basis. Short-Term Employees are not eligible for Middle School benefits but are eligible to receive statutory benefits.

In addition to the above classifications, employees are categorized as either "**exempt**" or "**non-exempt**" for purposes of federal and state wage and hour laws. Employees classified as exempt do not receive overtime pay; they generally receive the same weekly salary regardless of hours worked. Such salary may be paid less frequently than weekly. The employee will be informed of these classifications upon hire and informed of any subsequent changes to the classifications.

### 2-2. Your Employment Records

In order to obtain their position, employees provided us with personal information, such as address and telephone number. This information is contained in the employee's personnel file.

The employee should keep his or her personnel file up to date by informing the Head of Human Resources of any changes. The employee also should inform the Head of Human Resources of any specialized training or skills he or she may acquire in the future, as well as any changes to any required visas. Unreported changes of address, marital status, etc. can affect withholding tax and benefit coverage. Further, an "out of date" emergency contact or an inability to reach the employee in a crisis could cause a severe health or safety risk or other significant problem.

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### 2-3. Working Hours and Schedule

Howard University Middle School of Mathematics and Science normally is open for business from 7:30 am to 4:30 pm, Monday through Friday. The employee will be assigned a work schedule and will be expected to begin and end work according to the schedule. To accommodate the needs of our business, at some point we may need to change individual work schedules on either a short-term or long-term basis.

Employees will be provided meal and rest periods as required by law. A Supervisor will provide further details.

### 2-4. Timekeeping Procedures

Employees must record their actual time worked for payroll and benefits purposes. Hourly (non-exempt) employees must record the time work begins and ends, as well as the beginning and ending time of any departure from work for any non-work-related reason including lunches and breaks, using the time clock system.

Altering, falsifying or tampering with time records is prohibited and subjects the employee to discipline, up to and including discharge.

Exempt employees are required to record their daily work attendance and report full days of absence from work for reasons such as leaves of absence, sick leave or personal business.

Hourly (Non-exempt) employees may not start work until their scheduled starting time. Hourly employees must clock out for lunch hour and breaks.

It is the employee's responsibility to certify the accuracy of all time recorded. Any errors in the time record should be reported immediately to a Supervisor, who will attempt to correct legitimate errors.

### 2-5. Overtime

Like most successful companies, we experience periods of extremely high activity. During these busy periods, additional work is required from all of us. Supervisors are responsible for monitoring business activity and requesting overtime work if it is necessary. Effort will be made to provide employees with adequate advance notice in such situations.

Any non-exempt employee who works overtime will be compensated at the rate of one and one-half times (1.5) his/her normal hourly wage for all time worked in excess of forty (40) hours each week, unless otherwise required by law.

Hourly employees may work overtime only with prior management authorization.

For purposes of calculating overtime for non-exempt employees, the workweek begins at 7:30 a.m. on Monday

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and ends 168 hours later at 7:30 a.m. on the following Monday.

## 2-6. Travel Time for Non-Exempt Employees

### **Overnight, Out-of-Town Trips**

Non-exempt employees will be compensated for time spent traveling (except for meal periods) during their normal working hours, on days they are scheduled to work and on unscheduled work days (such as weekends). Non-exempt employees also will be paid for any time spent performing job duties during otherwise non-compensable travel time; however, such work should be limited absent advance management authorization.

### **Out-of-Town Trips for One Day**

Non-exempt employees who travel out of town for a one-day assignment will be paid for all travel time, except for, among other things: (i) time spent traveling between the employee's home and the local railroad, bus or plane terminal; and (ii) meal periods.

### **Local Travel**

Non-exempt employees will be compensated for time spent traveling from one job site to another job site during a workday. The trip home, however, is non-compensable when an employee goes directly home from his/her final job site, unless it is much longer than his/her regular commute home from the regular worksite. In such case, the portion of the trip home in excess of the regular commute is compensable.

### **Commuting Time**

Under the Portal to Portal Act, travel from home to work and from work to home is generally non-compensable. However, if a non-exempt employee regularly reports to a worksite near his/her home, but is required to report to a worksite farther away than the regular worksite, the additional time spent traveling is compensable.

If compensable travel time results in more than 40 hours worked by a non-exempt employee, the employee will be compensated at an overtime rate of one and one-half times the regular rate.

To the extent that applicable state law provides greater benefits, state law applies.

## 2-7. Safe Harbor Policy for Exempt Employees

It is our policy and practice to accurately compensate employees and to do so in compliance with all applicable state and federal laws. To ensure proper payment and that no improper deductions are made, employees must review pay stubs promptly to identify and report all errors.

Employees classified as exempt salaried employees will receive a salary which is intended to compensate them for all hours, they may work for Howard University Middle School of Mathematics and Science. This salary

will be established at the time of hire or classification as an exempt employee. While it may be subject to review and modification from time to time, such as during salary review times, the salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work performed.

Under federal and state law, salary is subject to certain deductions. For example, unless state law requires otherwise, salary can be reduced for the following reasons:

- full-day absences for personal reasons;
- full-day absences for sickness or disability;
- full-day disciplinary suspensions for infractions of our written policies and procedures;
- family and Medical Leave absences (either full- or partial-day absences);
- to offset amounts received as payment from the court for jury and witness fees or from the military as military pay;
- the first or last week of employment in the event the employee works less than a full week; and
- any full work week in which the employee does not perform any work.

Salary may also be reduced for certain types of deductions such as a portion of health, dental or life insurance premiums; state, federal or local taxes; social security; or voluntary contributions to a 401(k) or pension plan.

In any work week in which the employee performed any work, **salary will not be reduced for any of the following reasons:**

- partial day absences for sickness or disability;
- an absence because the employer has decided to close a facility on a scheduled work day;
- absences for jury duty, attendance as a witness, or military leave in any week in which the employee performed any work (subject to any offsets as set forth above); and
- any other deductions prohibited by state or federal law.

**However, unless state law provides otherwise, deductions may be made to accrued leave for full- or partial-day absences for personal reasons, sickness or disability, unexcused tardy to work.**

If the employee believes he or she has been subject to any improper deductions, the employee should immediately report the matter to a supervisor. If the supervisor is unavailable or if the employee believes it would be inappropriate to contact that person (or if the employee has not received a prompt and fully acceptable reply), he or she should immediately contact the Head of Human Resources or any other supervisor in Howard University Middle School of Mathematics and Science with whom the employee feels comfortable.



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## **2-8. Your Paycheck**

The employee will be paid semi-monthly for all the time worked during the past pay period.

Payroll stubs itemize deductions made from gross earnings. By law, the Middle School is required to make deductions for Social Security, federal income tax and any other appropriate taxes. These required deductions also may include any court-ordered garnishments. Payroll stubs also will differentiate between regular pay received and overtime pay received.

If there is an error in an employee's pay, the employee should bring the matter to the attention of the Head of Human Resources immediately so the Middle School can resolve the matter quickly and amicably.

## **2-9. Direct Deposit**

Howard University Middle School of Mathematics and Science strongly encourages employees to use direct deposit. Authorization forms are available from the Head of Human Resources.

## **2-10. Salary and Accrued Time Off Advances**

Howard University Middle School of Mathematics and Science does not permit advances on paychecks or against accrued paid time off.

## **2-11. Performance Review**

Depending on the employee's position and classification, Howard University Middle School of Mathematics and Science endeavors to review performance annually. However, a positive performance evaluation does not guarantee an increase in salary, a promotion or continued employment. Compensation increases and the terms and conditions of employment, including job assignments, transfers, promotions, and demotions, are determined by and at the discretion of management.

In addition to these formal performance evaluations, the Middle School encourages employees and supervisors to discuss job performance on a frequent and ongoing basis.

## 2-12. Record Retention

The Middle School acknowledges its responsibility to preserve information relating to litigation, audits and investigations. Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against the Middle School and its employees and possible disciplinary action against responsible individuals (up to and including discharge of the employee). Each employee has an obligation to contact the CEO to inform him or her of potential or actual litigation, external audit, investigation or similar proceeding involving the Middle School that may have an impact on record retention protocols.

## 2-13. Job Postings

Howard University Middle School of Mathematics and Science is dedicated to assisting employees in managing their careers and reaching their professional goals through promotion and transfer opportunities. This policy outlines the on-line job posting program which is in place for all employees. To be eligible to apply for an open position, employees must meet several requirements:

- Should be a current, regular, full-time or part-time employee
- Been in your current position for at least six months
- Maintain a performance rating of satisfactory or above
- Should not be on an employee conduct/performance-related probation or warning
- Must meet the job qualifications listed on the job posting
- Required to provide the employee's manager with notice prior to applying for the position

If the employee finds a position of interest on the job posting website and meets the eligibility requirements, an on-line job posting application must be completed in order to be considered for the position. Not all positions are guaranteed to be posted. The Middle School reserves the right to seek applicants solely from outside sources or to post positions internally and externally simultaneously.

For more specific information about the program, please contact the Human Resources Department.

## 2-14. Dress Code

The Middle School strives to maintain a workplace environment that functions well and is free from unnecessary distractions and annoyances. As part of that effort, the company requires employees to maintain a neat and clean appearance that is appropriate for the workplace setting and for the work being performed. To that end, The Middle School administration and/or Human Resources department may determine and enforce guidelines for workplace-appropriate attire and grooming that may limit natural or artificial scents that could be distracting or annoying to others.

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## **Procedures**

All Middle School staff members are expected to present a professional, businesslike image to clients, visitors, customers and the public. Acceptable personal appearance, like proper maintenance of work areas, is an ongoing requirement of employment with Middle School.

Supervisors should communicate any department-specific workplace attire and grooming guidelines to staff members during new-hire orientation and evaluation periods. Any questions about the department's guidelines for attire should be discussed with the immediate supervisor.

Any staff member who does not meet the attire or grooming standards set by the Middle School will be subject to corrective action and may be asked to leave the premises to change clothing. Hourly paid staff members will not be compensated for any work time missed because of failure to comply with designated workplace attire and grooming standards.

All staff members must carry or wear the Middle School identification badge at all times while at work.

### ***Specific requirements***

Certain staff members may be required to meet special dress, such as wearing athletic clothing or protective clothing, depending on the nature of their job.

At the discretion of the Head of School, in special circumstances, such as during unusually hot or cold weather or during special occasions, staff members may be permitted to dress in a more casual fashion than is normally required. On these occasions, staff members are still expected to present a neat appearance and are not permitted to wear ripped, frayed or disheveled clothing or athletic wear. Likewise, tight, revealing or otherwise, the workplace-inappropriate dress is not permitted

### ***Reasonable accommodation of religious beliefs***

The Middle School recognizes the importance of individually held religious beliefs to persons within its workforce. The Middle School will reasonably accommodate a staff member's religious beliefs in terms of workplace attire unless the accommodation creates an undue hardship. Accommodation of religious beliefs in terms of attire may be difficult in light of safety issues for staff members. Those requesting a workplace attire accommodation based on religious beliefs should be referred to the human resources department.

### ***Casual or dress-down days***

When notified in advance by the Head of School, the Middle School will have casual or dress-down days during which, employees must use the following guidelines to define appropriate casual attire.

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Appropriate	Inappropriate
<b>Slacks</b>	
<ul style="list-style-type: none"> <li>• Khakis or corduroys</li> <li>• Jeans (must be clean and free of rips, tears and fraying; may not be excessively tight or revealing)</li> <li>• Skorts, capris</li> </ul>	<ul style="list-style-type: none"> <li>• Sweatpants, leggings, exercise wear</li> <li>• Shorts, low-rise or hip-hugger pants or jeans</li> </ul>
<b>Shirts</b>	
<ul style="list-style-type: none"> <li>• Polo collar knit or golf shirts</li> <li>• Oxford shirts</li> <li>• Company logo wear</li> <li>• Short-sleeved blouses or shirts</li> <li>• Turtlenecks</li> <li>• Blazers or sport coats</li> <li>• Jackets or sweaters</li> <li>• </li> <li>• </li> </ul>	<ul style="list-style-type: none"> <li>• Shirts with writing (other than company logo)</li> <li>• T-shirts or sweatshirts</li> <li>• Beachwear</li> <li>• Sleeveless blouses or shirts</li> <li>• Exercise wear</li> <li>• Crop tops, clothing showing midriffs, spaghetti straps</li> <li>• </li> <li>• </li> </ul>
<b>Shoes</b>	
<ul style="list-style-type: none"> <li>• </li> <li>• </li> <li>• Boating or deck shoes, moccasins</li> <li>• Casual, low-heel, open-back shoes (e.g., mules, slingbacks)</li> </ul>	<ul style="list-style-type: none"> <li>• </li> <li>• Sandals, thongs, flip-flops, open-toe shoes</li> <li>• Athletic shoes, tennis shoes, Croc-like sandals</li> </ul>

**Business attire**

The following guidelines apply to business attire:

- For men, business attire includes a long-sleeved dress shirt, tie, and tailored sport coat worn with dress trousers (not khakis) and dress shoes.
- For women, business attire includes tailored pantsuits, businesslike dresses, coordinated dressy separates worn with or without a blazer, and conservative, closed-toe shoes.

**Addressing workplace attire and hygiene problems**

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Violations of the policy can range from inappropriate clothing items to offensive perfumes and body odor. If a staff member comes to work in inappropriate dress, he or she will be required to go home, change into conforming attire or properly groom, and return to work.

If a staff member's poor hygiene or use of too much perfume/cologne is an issue, the Head of Human Resources or the Head of School will discuss the problem with the staff member in private and will point out the specific areas to be corrected.

## 2-15. Office Equipment

Certain equipment is assigned to staff by the Middle School depending on the needs of the job. This equipment is the property of the Middle School and it is expected that you will treat this equipment with care and report any malfunctions immediately to the Technology department for diagnosis, repair and corrective action.

**The employee will be financially responsible** for the cost of repair or replacement of Middle School; equipment as the result of negligence or wrongdoing. Technology equipment includes but is not limited to staff issued laptops and iPads, a classroom set of laptop computers and/or iPads, associated peripherals, copy machines, cell phones.

## Section 3 -Benefits

### 3-1. Benefits Overview/Disclaimer

In addition to good working conditions and competitive pay, it is Howard University Middle School of Mathematics and Science's policy to provide a combination of supplemental benefits to all eligible employees. In keeping with this goal, each benefit program has been carefully devised. These benefits include time-off benefits, such as vacations and holidays, and insurance and other plan benefits. We are constantly studying and evaluating our benefits programs and policies to better meet present and future requirements. These policies have been developed over the years and continue to be refined to keep up with changing times and needs.

The next few pages contain a brief outline of the benefits programs Howard University Middle School of Mathematics and Science provides employees and their families. Of course, the information presented here is intended to serve only as guidelines.

The descriptions of the insurance and other plan benefits merely highlight certain aspects of the applicable plans for general information only. The details of those plans are spelled out in the official plan documents, which are available for review upon request from the Head of Human Resources. Additionally, the provisions of the plans, including eligibility and benefits provisions, are summarized in the summary plan descriptions ("SPDs") for the plans (which may be revised from time to time). In the determination of benefits and all other matters under each plan, the terms of the official plan documents shall govern over the language of any descriptions of the plans, including the SPDs and this handbook.

Further, Howard University Middle School of Mathematics and Science (including the officers and administrators who are responsible for administering the plans) retains full discretionary authority to interpret the terms of the plans, as well as full discretionary authority with regard to administrative matters arising in connection with the plans and all issues concerning benefit terms, eligibility and entitlement.

While the Middle School intends to maintain these employee benefits, it reserves the absolute right to modify, amend or terminate these benefits at any time and for any reason.

If employees have any questions regarding benefits, they should contact the Head of Human Resources.

### 3-2. Paid Holidays

All employees will be paid for the following holidays:

New Year's Day

Martin Luther King, Jr. Day

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President's Day

Memorial Day

Independence Day

Labor Day

Columbus Day

Veterans' Day

Thanksgiving Day

Day after Thanksgiving

Christmas Day

When holidays fall or are celebrated on a regular work day, eligible employees will receive one (1) day's pay at their regular straight-time rate. Eligible employees who are called in to work on a holiday will receive one (1) day's pay at their regular straight-time rate, and an additional payment of straight-time for the actual time they work that day.

If a holiday falls within an eligible employee's approved vacation period, the eligible employee will be paid for the holiday (at the regular straight-time rate) in addition to the vacation day, or the eligible employee will receive an additional vacation day at the option of the Middle School.

If a holiday falls within a jury duty or bereavement leave, the eligible employee will be paid for the holiday (at the regular straight-time rate) in addition to the leave day, or the eligible employee will receive an additional day off at the option of the Middle School.

### 3-3. Paid Time Off

**Paid time off can be used as vacation time, sick time or to take care of personal matters.** Pay is not granted in lieu of taking the actual time off. PTO cannot be carried over into the following year. PTO for employees is allocated as follows:

**10-month employees accrue 1.2 PTO days per month of the school year which begins August 1.**

**12-month employees accrue 1.5 PTO days per month of the school year beginning, July 1**

**Hourly employees do not receive PTO. Hourly employees receive 5 paid sick days beginning July 1**

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**Employees can only take leave that has been accrued. Leave cannot be borrowed.**

If an employee wishes to use three (3) or more full days of paid time off consecutively, the employee must submit a request to the Head of School at least two (2) weeks in advance of the requested time off.

Similar notice should be provided for planned time off of shorter duration.

Every effort will be made to grant requests, consistent with our operating schedule. However, if too many people request the same period of time off, the Middle School reserves the right to choose who may take time off during that period. **Employees of the Middle School are asked not to request time off before and after scheduled holidays.**

If an employee will be out of work due to illness or due any other emergency for which notice could not be provided, the employee must call in and notify his or her supervisor as early as possible, but at least by the start of the employee's workday. If an employee calls in sick for three (3) or more consecutive days, the employee may be required to provide his or her supervisor with a doctor's note on the day the employee returns to work.

### 3-4. Sick and Safe Leave

#### Eligibility

The Middle School provides paid sick leave to all District of Columbia employees pursuant to the District of Columbia Accrued Sick and Safe Leave Act, in the form of PTO.

#### Accrual (Hourly Employees only)

Hourly Employees begin to accrue paid sick leave pursuant to this policy from the date of hire. Employees accrue paid sick leave at a rate of one (1) hour for every 43 hours worked up to a maximum of 5 days per calendar year.

#### Usage

An employee may use paid sick leave (PTO) under this policy for the following reasons:

1. an absence resulting from a physical or mental illness, injury, or medical condition of the employee;
2. an absence resulting from obtaining professional medical diagnosis or care or preventive medical care for the employee; or



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3. an absence for the purpose of caring for a family member who has any of the conditions or needs for diagnosis or care described in paragraphs (1) and (2) above.

An employee may also use paid leave for an absence if the employee or the employee's family member is a victim of stalking, domestic violence, or sexual abuse and the absence is directly related to medical, social, or legal services pertaining to the stalking, domestic violence, or sexual abuse for the purposes of:

1. seeking medical attention for the employee or the employee's family member to treat or recover from physical or psychological injury or disability caused by stalking, domestic violence, or sexual abuse;
2. obtaining services for the employee or the employee's family member from a victim services organization;
3. obtaining psychological or other counseling services for the employee or the employee's family member;
4. the temporary or permanent relocation of the employee or the employee's family member;
5. taking legal action, including preparing for or participating in any criminal or civil proceeding related to or resulting from stalking, domestic violence, or sexual abuse; or
6. taking other actions that could be reasonably determined to enhance the physical, psychological, or economic health or safety of the employee or the employee's family member or the safety of those who work or associate with the employee.

## **Notice & Documentation**

If possible, employees must provide at least 10 days prior notice of the planned use of paid sick leave under this policy. Where 10 days prior notice is not possible, the employee must provide notice as soon as possible, ideally in writing. In the case of an emergency, employees must notify the Middle School of need to use paid sick leave prior to the start of their next shift or within 24 hours of the onset of the emergency, whichever is sooner. Employees are required to make a reasonable effort to schedule paid sick leave in a manner that does not unduly disrupt the Middle School's operations. If paid sick leave is requested in a non-emergency situation, the employee must consult with the Company regarding the date and time of the paid leave to be taken.

Employees are required to provide reasonable certification of the reason for leave within one business day of return to work where the requested leave under this policy is for three or more consecutive days. A reasonable certification may include:

1. a signed document from a health care provider affirming the illness of the employee or the employee's family member;
2. a police report indicating that the employee or the employee's family member was the victim of stalking, domestic violence, or sexual abuse;
3. a court order indicating that the employee or employee's family member was the victim of stalking, domestic violence, or sexual abuse;
4. a signed written statement from a victim and witness advocate affirming that the employee or

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- employee's family member is involved in legal action or proceedings related to stalking, domestic violence, or sexual abuse. The signed statement shall include only the name of the employee or employee's family member who is a victim and the date on which services were sought; or
5. a signed written statement from a victim and witness advocate, or domestic violence counselor affirming the employee or employee's family member sought services to enhance the physical, psychological, economic health or safety of the employee or employee's family member.

### **Payment (Hourly Employees Only)**

Paid sick leave under this policy will be calculated based on the hourly employee's base pay rate at the time of absence. It does not include overtime or any special forms of compensation such as incentives, commissions, or bonuses.

### **Payout (Hourly Employees Only)**

Accrued but unused paid sick leave under this policy will not be paid at separation.

### **Enforcement & Retaliation**

The Middle School prohibits retaliation against any employees who assert their rights to receive paid sick leave under this policy. The Office of Wage-Hour of the D. C. Department of Employment Services can investigate possible violations. To request full text of the Act, to obtain a copy of the rules associated with this Act, or to file a complaint, contact the Office of Wage-Hour at (202) 671-1880, 4058 Minnesota Avenue, N.E., 4th Floor, Washington, D.C. 20019, or visit [www.does.dc.gov](http://www.does.dc.gov). Employees with questions regarding this policy can contact the Head of Human Resources.

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### 3-6. Lactation Breaks

The Middle School will provide a reasonable amount of break time to accommodate an employee desiring to express breast milk for the employee's infant child, in accordance with and to the extent required by applicable law. The break time, if possible, must run concurrently with rest and meal periods already provided to the employee. If the break time cannot run concurrently with rest and meal periods already provided to the employee, the break time will be unpaid, subject to applicable law.

The Middle School will make reasonable efforts to provide employees with the use of a room or location other than a toilet stall for the employee to express milk in private. This location may be the employee's private office, if applicable. The Middle School may not be able to provide additional break time if doing so would seriously disrupt the Middle School's operations, subject to applicable law. Please consult the Human Resources Department if you have questions regarding this policy.

Employees should advise management if they need break time and an area for this purpose. Employees will not be discriminated against or retaliated against for exercising their rights under this policy.

### 3-7. Workers' Compensation

On-the-job injuries are covered by our Workers' Compensation Insurance Policy, which is provided at no cost. If employees are injured on the job, no matter how slightly, they should report the incident immediately to their Supervisor. Failure to follow Middle School procedures may affect the ability of the employee to receive Workers Compensation benefits.

This is solely a monetary benefit and not a leave of absence entitlement. Employees who need to miss work due to a workplace injury must also request a formal leave of absence. See the Leave of Absence sections of this handbook for more information.

### 3-8. Jury Duty Leave

Howard University Middle School of Mathematics and Science realizes that it is the obligation of all U.S. citizens to serve on a jury when summoned to do so. All employees will be allowed time off to perform such civic service as required by law. Employees are expected, however, to provide proper notice of a request to perform jury duty and verification of their service, including fees received for jury duty service.

Employees also are expected to keep management informed of the expected length of jury duty service and to report to work for the major portion of the day if excused by the court. If the required absence presents a serious conflict for management, employees may be asked to try to postpone jury duty.

The Middle School will pay full-time employees their regular wages, less the fee received for jury service, for

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up to five days of jury service. Exempt employees will be paid their full salary less jury duty fees for any week in which they performed work for the Middle School and missed work due to jury service.

An employee will not be considered a full-time employed juror on any day of jury service in which that employee:

- Would not have accrued regular wages to be paid by the Middle School if the employee were not serving as a juror on that day; or
- Would not have worked more than half of a shift that extends into another day if the employee was not serving as a juror on that day.

Employers with 10 or fewer employees are not required to pay a juror-employee his or her usual compensation.

### 3-9. Bereavement Leave

We know the death of a family member is a time when employees wish to be with their families. For the purposes of this policy, a close relative includes a spouse, domestic partner, child, parent, sibling or any other relation required by applicable law. Employees may take available PTO on regularly scheduled, consecutive workdays following the day of death. Employees must inform their Supervisors prior to commencing bereavement leave. In administering this policy, the Middle School may require verification of death.

### 3-10. Voting Leave

In the event an employee does not have sufficient time outside of working hours to vote in a statewide election, if required by state law, the employee may take off enough working time to vote. Such time will be paid if required by state law. This time should be taken at the beginning or end of the regular work schedule. Where possible, your Supervisor should be notified at least two days prior to the voting day.

### 3-11. Insurance Programs

Full-time employees may participate in the Middle School's insurance programs. Under these plans, eligible employees will receive comprehensive health and other insurance coverage for themselves and their families, as well as other benefits.

Upon becoming eligible to participate in these plans, you will receive summary plan descriptions (SPDs) describing the benefits in greater detail. Please refer to the SPDs for detailed plan information. Of course, feel free to speak to Human Resources if you have any further questions.

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### **3-12. Long-Term Disability Benefits**

Full-time employees are eligible to participate in the Long-Term Disability plan, subject to all terms and conditions of the agreement between the Middle School and the insurance carrier.

This is solely a monetary benefit and not a leave of absence. Employees who will be out of work must also request a formal leave of absence. See the Leave of Absence sections of this handbook for more information.

### **3-13. Salary Continuation**

Howard University Middle School of Mathematics and Science provides enhanced monetary short-term disability benefits to full-time employees through Guard Insurance. These benefits are inclusive of any statutory short-term disability benefits.

This is not a leave of absence provision. Employees who will be out of work must request a leave of absence. See the Leave of Absence sections of this handbook for more information. Employees will be required to submit medical certification as requested by Howard University Middle School of Mathematics and Science. Required medical certification under this policy may differ from the medical certification required for any leave of absence requested.

### **3-14. Employee Assistance Program**

Howard University Middle School of Mathematics and Science provides an employee assistance program for employees. This program offers qualified counselors to help you cope with personal problems you may be facing. Further details can be obtained through Human Resources.

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### 3-16. Employee Referral Awards

The Middle School encourages all employees to refer qualified job applicants for available job openings. Other than managers in the line of authority and all Human Resources personnel, all employees are eligible to receive employee referral awards. When making referrals, instruct the applicant to list the employee's name on their employment application as the referral source. If the referral is hired and completes 12 months of service and the employee is still an employee of the Middle School, the employee is eligible to receive a monetary award. The reward is currently a gross amount of \$500 for regular part-time hires and \$500 for regular full-time hires.

### 3-17. Retirement Plan

Eligible employees are able to participate in the Middle School's retirement plan. Plan participants may make pre-tax contributions to a retirement account.

Upon becoming eligible to participate in this plan, the employee will receive an SPD describing the plan in greater detail. Please refer to the SPD for detailed plan information. Of course, feel free to speak to the Head of Human Resources if there are any further questions.

**Employees will receive an invitation via email to participate in the 401K retirement plan. Participation is voluntary.**

## Section 4 - Leaves of Absence

### 4-1. Personal Leave

If employees are ineligible for any other Middle School leave of absence, Howard University Middle School of Mathematics and Science, under certain circumstances, may grant a personal leave of absence without pay. A written request for a personal leave should be presented to management at least two (2) weeks before the anticipated start of the leave. If the leave is requested for medical reasons and employees are not eligible for leave under the federal Family and Medical Leave Act (FMLA) or any state leave law, medical certification also must be submitted. The request will be considered on the basis of staffing requirements and the reasons for the requested leave, as well as performance and attendance records. Normally, a leave of absence will be granted for a period of up to eight (8) weeks. However, a personal leave may be extended if, prior to the end of leave, employees submit a written request for an extension to management and the request is granted. During the leave, employees will not earn vacation, personal days or sick days. We will continue health insurance coverage during the leave if employees submit their share of the monthly premium payments to the Middle School in a timely manner, subject to the terms of the plan documents.

When the employee anticipates returning to work, he or she should notify management of the expected return date. This notification should be made at least one week before the end of the leave.

Upon completion of the personal leave of absence, the Middle School will attempt to return employees to their original job or a similar position, subject to prevailing business considerations. Reinstatement, however, is not guaranteed.

Failure to advise management of availability to return to work, failure to return to work when notified or a continued absence from work beyond the time approved by the Middle School will be considered a voluntary resignation of employment.

Personal leave runs concurrently with any Middle School-provided Short-Term Disability Leave of Absence.

### 4-2. Military Leave

If employees are called into active military service or enlist in the uniformed services, they will be eligible to receive an unpaid military leave of absence. To be eligible for military leave, employees must provide management with advance notice of service obligations unless they are prevented from providing such notice by military necessity or it is otherwise impossible or unreasonable to provide such notice. Provided the absence does not exceed applicable statutory limitations, employees will retain reemployment rights and accrue seniority and benefits in accordance with applicable federal and state laws. Employees should ask management for further information about eligibility for Military Leave.

If employees are required to attend yearly Reserves or National Guard duty, they can apply for an unpaid temporary military leave of absence not to exceed the number of days allowed by law (including travel). They should give management as much advance notice of their need for military leave as possible so that we can maintain proper coverage while employees are away.

### 4-3. Family and Medical Leave

Employees may be entitled to a leave of absence under the Family and Medical Leave Act ("FMLA") and/or the D.C. Family and Medical Leave Act ("DCFMLA"). This policy provides employees with information concerning FMLA/DCFMLA entitlements and obligations employees may have during such leaves. Whenever permitted by law, the Middle School will run FMLA leave concurrently with DC FMLA and any other leave provided under state or local law. If employees have any questions concerning FMLA/DCFMLA leave, they should contact the Head of Human Resources.

#### I. Eligibility

FMLA leave is available to "FMLA eligible employees." To be an "FMLA eligible employee," an employee must: 1) have been employed by the Middle School for at least 12 months (which need not be consecutive); 2) have been employed by the Middle School for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave; and 3) be employed at a worksite where 50 or more employees are located within 75 miles of the worksite.

Special hours of service eligibility requirements apply to airline flight crew employees.

DCFMLA leave is available to "DCFMLA eligible employees." To be a "DCFMLA eligible employee," an employee must: 1) have been employed by the Company for at least 1 year without a break in service except for regular holiday, sick or personal leave; 2) have worked at least 1,000 hours during the 12 month period preceding the leave; and 3) be employed by an employer with 20 or more employees in D.C.

#### II. Entitlements

As described below, the FMLA and/or DCFMLA provides eligible employees with a right to leave, health insurance benefits and, with some limited exceptions, job restoration.

##### A. Basic FMLA and DCFMLA Leave Entitlement

The FMLA provides eligible employees up to 12 work weeks of unpaid leave for certain family and medical reasons during a 12-month period. The DCFMLA provides eligible employees up to 16 workweeks of unpaid leave for certain family reasons during a 24-month period. In addition, the DCFMLA provides eligible employees up to 16 workweeks of unpaid leave in a 24-month period for an employee's own serious health condition that makes the employee unable to perform the functions of his/her position. The 12 or 24-month period is determined based on the school year. The total leave shall not exceed 12 weeks in any 12-month period (FMLA) or 32 weeks in any 24-month period (DCFMLA) except for leave to care for an injured



servicemember which shall not exceed 26 weeks of leave during a single 12-month period as described in more detail below. Where both laws apply, the leave provided by each will run concurrently. It is the Middle School's policy to provide the greater leave benefit provided under the FMLA or DCFMLA and to run leave concurrently under the FMLA and DCFMLA whenever possible.

Leave may be taken for any one, or for a combination, of the following reasons:

- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse (or domestic partner or person with whom the employee shares or has shared, within the last year, a mutual residence and with whom the employee maintains a committed relationship - DCFMLA only), son, daughter (child can be over the age of 18 and can be a child who lives with an employee and for whom the employee permanently assumes and discharges parental responsibility - DCFMLA only), parent (or parent-in-law- DCFMLA only) or a person to whom the employee is related by blood or legal custody (DCFMLA only), who has a **serious health condition**;
- For the employee's own serious health condition (including any period of incapacity due to pregnancy, prenatal medical care or childbirth) that makes the employee unable to perform one or more of the essential functions of the employee's job; and/or
- Because of any **qualifying exigency** arising out of the fact that an employee's spouse, son, daughter or parent is a military member on covered active duty or called to covered active duty status (or has been notified of an impending call or order to covered active duty) in the Reserve component of the Armed Forces for deployment to a foreign country in support of contingency operation or Regular Armed Forces for deployment to a foreign country. (FMLA only).

A **serious health condition** is an illness, injury, impairment or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

**Qualifying exigencies** may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, caring for the parents of the military member on covered active duty and attending post-deployment reintegration briefings.

#### **B. Additional Military Family Leave Entitlement (Injured Servicemember Leave) (FMLA Only)**

In addition to the basic FMLA leave entitlement discussed above, an eligible employee who is the spouse, son, daughter, parent or next of kin of a **covered servicemember** is entitled to take up to 26 weeks of leave during a single 12-month period to care for the servicemember with a serious injury or illness. Leave to care for a servicemember shall only be available during a single-12-month period and, when combined with other

FMLA-qualifying leave may not exceed 26 weeks during the single 12-month period. The single 12-month period begins on the first day an eligible employee takes leave to care for the injured servicemember.

A "**covered servicemember**" is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is on the temporary retired list, for a serious injury or illness. These individuals are referred to in this policy as "current members of the Armed Forces." Covered servicemembers also include a veteran who is discharged or released from military service under conditions other than dishonorable at any time during the five year period preceding the date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation or therapy for a serious injury or illness. These individuals are referred to in this policy as "covered veterans".

The FMLA definitions of a "serious injury or illness" for current Armed Forces members and covered veterans are distinct from the FMLA definition of "serious health condition" applicable to FMLA leave to care for a covered family member.

### **C. Intermittent Leave and Reduced Leave Schedules**

FMLA and/or DCFMLA leave usually will be taken for a period of consecutive days, weeks or months. However, employees also are entitled to take FMLA and/or DCFMLA leave intermittently or on a reduced leave schedule when medically necessary due to a serious health condition of the employee or covered family member or the serious injury or illness of a covered servicemember (FMLA only). Leave due to qualifying exigencies may also be taken on an intermittent or reduced schedule basis. Unless agreed to by the Middle School, employees may not take family leave that only qualifies under the DCFMLA for a period of more than 24 months.

### **D. No Work While on Leave**

The taking of another job while on FMLA/DCFMLA leave or any other authorized leave of absence is grounds for immediate discharge, to the extent permitted by applicable law.

### **E. Protection of Group Health Insurance Benefits**

During FMLA and/or DCFMLA leave, eligible employees are entitled to receive group health plan coverage on the same terms and conditions as if they had continued to work.

### **F. Restoration of Employment and Benefits**

At the end of FMLA leave, subject to some exceptions including situations where job restoration of "key employees" will cause the Middle School substantial and grievous economic injury, employees generally have a right to return to the same or equivalent positions with equivalent pay, benefits and other employment terms. The Middle School will notify employees if they qualify as "key employees," if it intends to deny reinstatement, and their rights in such instances. As with FMLA leave, at the end of DCFMLA leave, subject to some exceptions, employees generally have the right to return to the same or equivalent position with equivalent pay, benefits and other terms. Under the DCFMLA, key employees may be denied job restoration if

the employee is among the five highest paid employees of an employer of fewer than 50 persons or among the highest 10% of employees of an employer with 50 or more employees and the following conditions are met: (1) denial of restoration is necessary to prevent substantial economic injury to the Middle School's operations and the injury is not directly related to the leave that the employee took; and (2) the Middle School notifies the employee of the intent to deny restoration of employment and the basis for the decision at the time the Middle School determines denial of restoration of employment is necessary. Use of FMLA/DCFMLA leave will not result in the loss of any employment benefit that accrued prior to the start of an eligible employee's FMLA/DCFMLA leave.

### **G. Notice of Eligibility for, and Designation of, FMLA and DC FMLA Leave**

Employees requesting FMLA leave are entitled to receive written notice from the Middle School telling them whether they are eligible for FMLA leave and, if not eligible, the reasons why they are not eligible. When eligible for FMLA leave, employees are entitled to receive written notice of: 1) their rights and responsibilities in connection with such leave; 2) the Middle School's designation of leave as FMLA-qualifying or non-qualifying, and if not FMLA-qualifying, the reasons why; and 3) the amount of leave, if known, that will be counted against the employee's leave entitlement.

The Middle School may retroactively designate leave as FMLA/DCFMLA leave with appropriate written notice to employees provided the Middle School's failure to designate leave as FMLA/DCFMLA -qualifying at an earlier date did not cause harm or injury to the employee. In all cases where leaves qualify for FMLA/DCFMLA protection, the Middle School and employee can mutually agree that leave be retroactively designated as FMLA/DCFMLA leave.

## **III. Employee FMLA and DCFMLA Leave Obligations**

### **A. Provide Notice of the Need for Leave**

Employees who wish to take FMLA and/or DCFMLA leave must timely notify the Middle School of their need for FMLA and/or DCFMLA leave. The following describes the content and timing of such employee notices.

#### **1. Content of Employee Notice**

To trigger FMLA and/or DCFMLA leave protections, employees must inform the Head of Human Resources of the need for FMLA/DCFMLA-qualifying leave and the anticipated timing and duration of the leave, if known. Employees may do this by either requesting FMLA and/or DCFMLA leave specifically or explaining the reasons for leave so as to allow the Middle School to determine that the leave is FMLA/DCFMLA-qualifying. For example, employees might explain that:

- a medical condition renders them unable to perform the functions of their job;
- they are pregnant or have been hospitalized overnight;
- they or a covered family member (including domestic partner and parent-in-law under DCFMLA) are under the continuing care of a health care provider;

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- the leave is due to a qualifying exigency cause by a military member being on covered active duty or called to covered active duty status to a foreign country (FMLA only); or
- if the leave is for a family member, that the condition renders the family member unable to perform daily activities or that the family member is a covered servicemember with a serious injury or illness (FMLA only).

Calling in "sick," without providing the reasons for the needed leave, will not be considered sufficient notice for FMLA leave under this policy. Employees must respond to the Middle School's questions to determine if absences are potentially FMLA-qualifying.

If employees fail to explain the reasons for FMLA and/or DCFMLA leave, the leave may be denied. When employees seek leave due to FMLA/DCFMLA-qualifying reasons for which the Middle School has previously provided FMLA/DCFMLA-protected leave, they must specifically reference the qualifying reason for the leave or the need for FMLA and/or DCFMLA leave.

## **2. Timing of Employee Notice**

Employees must provide 30 days' advance notice of the need to take FMLA and/or DCFMLA leave when the need is foreseeable. When 30 days' notice is not possible, or the approximate timing of the need for leave is not foreseeable, employees must provide the Middle School notice of the need for leave as soon as practicable under the facts and circumstances of the particular case. Employees who fail to give 30 days' notice for foreseeable leave without a reasonable excuse for the delay, or otherwise fail to satisfy FMLA notice obligations, may have FMLA and/or DCFMLA leave delayed or denied.

### **B. Cooperate in the Scheduling of Planned Medical Treatment (Including Accepting Transfers to Alternative Positions) and Intermittent Leave or Reduced Leave Schedules**

When planning medical treatment, employees must consult with the Middle School and make a reasonable effort to schedule treatment so as not to unduly disrupt the Middle School's operations, subject to the approval of an employee's health care provider. Employees must consult with the Middle School prior to the scheduling of treatment to work out a treatment schedule that best suits the needs of both the Middle School and the employees, subject to the approval of an employee's health care provider. If employees providing notice of the need to take FMLA/DCFMLA leave on an intermittent basis for planned medical treatment neglect to fulfill this obligation, the Middle School may require employees to attempt to make such arrangements, subject to the approval of the employee's health care provider.

When employees take intermittent or reduced work schedule leave for foreseeable planned medical treatment for the employee or a family member, including during a period of recovery from a serious health condition or to care for a covered servicemember, the Middle School may temporarily transfer employees, during the period that the intermittent or reduced leave schedules are required, to alternative positions with equivalent pay and benefits for which the employees are qualified and which better accommodate recurring periods of leave.

When employees seek intermittent leave or a reduced leave schedule for reasons unrelated to the planning of

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medical treatment, upon request, employees must advise the Middle School of the reason why such leave is medically necessary. In such instances, the Middle School and employee shall attempt to work out a leave schedule that meets the employee's needs without unduly disrupting the Middle School's operations, subject to the approval of the employee's health care provider.

### **C. Submit Medical Certifications Supporting Need for FMLA/DCFMLA Leave (Unrelated to Requests for Military Family Leave)**

Depending on the nature of FMLA/DCFMLA leave sought, employees may be required to submit medical certifications supporting their need for FMLA-qualifying leave. As described below, there generally are three types of FMLA medical certifications: an **initial certification**, a **recertification** and a **return to work/fitness for duty certification**.

It is the employee's responsibility to provide the Middle School with timely, complete and sufficient medical certifications. Whenever the Middle School requests employees to provide FMLA/DCFMLA medical certifications, employees must provide the requested certifications within 15 calendar days after the Middle School's request, unless it is not practicable to do so despite an employee's diligent, good faith efforts. The Middle School will inform employees if submitted medical certifications are incomplete or insufficient and provide employees at least seven calendar days to cure deficiencies. The Middle School will deny FMLA leave to employees who fail to timely cure deficiencies or otherwise fail to timely submit requested medical certifications, to the extent permitted by applicable law.

With the employee's permission, the Middle School (through individuals other than an employee's direct supervisor) may contact the employee's health care provider to authenticate or clarify completed and sufficient medical certifications. If employees choose not to provide the Middle School with authorization allowing it to clarify or authenticate certifications with health care providers, the Middle School may deny FMLA leave if certifications are unclear, to the extent permitted by applicable law.

Whenever the Middle School deems it appropriate to do so, it may waive its right to receive timely, complete and/or sufficient FMLA/DCFMLA medical certifications.

#### **1. Initial Medical Certifications**

Employees requesting leave because of their own, or a covered relation's, serious health condition, or to care for a covered servicemember, must supply medical certification supporting the need for such leave from their health care provider or, if applicable, the health care provider of their covered family or service member. If employees provide at least 30 days' notice of medical leave, they should submit the medical certification before leave begins. A new initial medical certification will be required on an annual basis for serious medical conditions lasting beyond a single leave year.

If the Middle School has reason to doubt initial medical certifications, it may require employees to obtain a second opinion at the Middle School's expense. If the opinions of the initial and second health care providers differ, the Middle School may, at its expense, require employees to obtain a third, final and binding certification from a health care provider designated or approved jointly by the Middle School and the

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employee.

## **2. Medical Recertifications**

Depending on the circumstances and duration of FMLA/DCFMLA leave, the Middle School may require employees to provide recertification of medical conditions giving rise to the need for leave. The Middle School will notify employees if recertification is required and will give employees at least 15 calendar days to provide medical recertification.

## **3. Return to Work/Fitness for Duty Medical Certifications**

Unless notified that providing such certifications is not necessary, employees returning to work from FMLA/DCFMLA leaves that were taken because of their own serious health conditions that made them unable to perform their jobs must provide the Middle School medical certification confirming they are able to return to work and the employees' ability to perform the essential functions of the employees' position, with or without reasonable accommodation. The Middle School may delay and/or deny job restoration until employees provide return to work/fitness for duty certifications.

### **D. Submit Certifications Supporting Need for Military Family Leave**

Upon request, the first time employees seek leave due to qualifying exigencies arising out of the covered active duty or call to covered active duty status of a military member, the Middle School may require employees to provide: 1) a copy of the military member's active duty orders or other documentation issued by the military indicating the military member is on covered active duty or call to covered active duty status and the dates of the military member's covered active duty service; and 2) a certification from the employee setting forth information concerning the nature of the qualifying exigency for which leave is requested. Employees shall provide a copy of new active duty orders or other documentation issued by the military for leaves arising out of qualifying exigencies arising out of a different covered active duty or call to covered active duty status of the same or a different covered military member.

When leave is taken to care for a covered servicemember with a serious injury or illness, the Middle School may require employees to obtain certifications completed by an authorized health care provider of the covered servicemember. In addition, and in accordance with the FMLA regulations, the Middle School may request that the certification submitted by employees set forth additional information provided by the employee and/or the covered servicemember confirming entitlement to such leave.

### **E. Substitute Paid Leave for Unpaid FMLA and DCFMLA Leave**

Employees may use any accrued paid time while taking unpaid FMLA leave. Employees may elect to use accrued paid time while taking unpaid DCFMLA leave.

The substitution of paid time for unpaid FMLA and/or DCFMLA leave time does not extend the length of FMLA/DCFMLA leave and the paid time will run concurrently with an employee's FMLA/DCFMLA entitlement.

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Leaves of absence taken in connection with a disability leave plan or workers' compensation injury/illness shall run concurrently with any FMLA and/or DCFMLA leave entitlement.

Upon written request, the Middle School will allow employees to use accrued paid time to supplement any paid disability benefits.

#### **F. Pay Employee's Share of Health Insurance Premiums**

During FMLA/DCFMLA leave, employees are entitled to continued group health plan coverage under the same conditions as if they had continued to work. Unless the Middle School notifies employees of other arrangements, whenever employees are receiving pay from the Middle School during FMLA/DCFMLA leave, the Middle School will deduct the employee portion of the group health plan premium from the employee's paycheck in the same manner as if the employee was actively working.

If FMLA/DCFMLA leave is unpaid, employees must pay their portion of the group health premium using a "pay-as-you-go" method.

The Middle School's obligation to maintain health care coverage ceases if an employee's premium payment is more than 30 days late. If an employee's payment is more than 15 days late, the Middle School will send a letter notifying the employee that coverage will be dropped on a specified date unless the co-payment is received before that date. If employees do not return to work within 30 calendar days at the end of the leave period (unless employees cannot return to work because of a serious health condition or other circumstances beyond their control), they will be required to reimburse the Middle School for the cost of the premiums the Middle School paid for maintaining coverage during their unpaid FMLA/DCFMLA leave.

#### **IV. Coordination of FMLA/ DCFMLA Leave with Other Leave Policies**

The FMLA and DCFMLA do not affect any federal, state or local law prohibiting discrimination, or supersede any State or local law that provides greater family or medical leave rights. However, whenever permissible by law, the Middle School will run FMLA and/or DCFMLA leave concurrently with any other leave provided under state or local law. For additional information concerning leave entitlements and obligations that might arise when FMLA/DCFMLA leave is either not available or exhausted, please consult the Middle School's other leave policies in this handbook or contact the Head of Human Resources.

#### **V. Questions and/or Complaints about FMLA and DCFMLA Leave**

If employees have questions regarding this FMLA/DCFMLA policy, they should contact the Head of Human Resources. The Middle School is committed to complying with the FMLA and DCFMLA and, whenever necessary, shall interpret and apply this policy in a manner consistent with the FMLA and DCFMLA.

The FMLA makes it unlawful for employers to: 1) interfere with, restrain or deny the exercise of any right provided under FMLA; or 2) discharge or discriminate against any person for opposing any practice made unlawful by FMLA or involvement in any proceeding under or relating to FMLA. If employees believe their FMLA rights have been violated, they should contact the Head of Human Resources immediately. The Middle School will investigate any FMLA complaints and take prompt and appropriate remedial action to address

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and/or remedy any FMLA violation. Employees also may file FMLA complaints with the United States Department of Labor or may bring private lawsuits alleging FMLA violations.

#### 4-4. Parental Leave

Howard University Middle School of Mathematics and Science will grant employees who are parents, guardians, aunts, uncles, grandparents or step-parents of school-age children up to twenty-four (24) hours of unpaid leave during any 12-month period to attend or participate in a school-related event in which the employee's child is a participant or a subject. When possible, ten (10) days' advance notice is required. Employees may use accrued paid time off for this purpose. Leave may be denied if it would unduly disrupt the Middle School's business.



## Section 5 - General Standards of Conduct

### 5-1. Workplace Conduct

Howard University Middle School of Mathematics and Science endeavors to maintain a positive work environment. Each employee plays a role in fostering this environment. Accordingly, we all must abide by certain rules of conduct, based on honesty, common sense and fair play.

Because everyone may not have the same idea about proper workplace conduct, it is helpful to adopt and enforce rules all can follow. Unacceptable conduct may subject the offender to disciplinary action, up to and including discharge, in the Middle School's sole discretion. The following are examples of some, but not all, conduct which can be considered unacceptable:

1. Obtaining employment on the basis of false or misleading information.
2. Stealing, removing or defacing Howard University Middle School of Mathematics and Science property or a co-worker's property, and/or disclosure of confidential information.
3. Completing another employee's time records.
4. Violation of safety rules and policies.
5. Violation of Howard University Middle School of Mathematics and Science's Drug and Alcohol-Free Workplace Policy.
6. Fighting, threatening or disrupting the work of others or other violations of Howard University Middle School of Mathematics and Science's Workplace Violence Policy.
7. Failure to follow lawful instructions of a supervisor.
8. Failure to perform assigned job duties.
9. Violation of the Punctuality and Attendance Policy, including but not limited to irregular attendance, habitual lateness or unexcused absences.
10. Gambling on Middle School property.
11. Willful or careless destruction or damage to Middle School assets or to the equipment or possessions of another employee.
12. Wasting work materials.
13. Performing work of a personal nature during working time.
14. Violation of the Solicitation and Distribution Policy.
15. Violation of Howard University Middle School of Mathematics and Science's Harassment or Equal Employment Opportunity Policies.
16. Violation of the Communication and Computer Systems Policy.
17. Unsatisfactory job performance.
18. Any other violation of Company policy.

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Obviously, not every type of misconduct can be listed. Note that all employees are employed at-will, and Howard University Middle School of Mathematics and Science reserves the right to impose whatever discipline it chooses, or none at all, in a particular instance. The Middle School will deal with each situation individually and nothing in this handbook should be construed as a promise of specific treatment in a given situation. However, Howard University Middle School of Mathematics and Science will endeavor to utilize progressive discipline but reserves the right in its sole discretion to terminate an employee at any time for any reason.

The observance of these rules will help to ensure that our workplace remains a safe and desirable place to work.

## **5-2. Punctuality and Attendance**

Employees are hired to perform important functions at Howard University Middle School of Mathematics and Science. As with any group effort, operating effectively takes cooperation and commitment from everyone. Therefore, attendance and punctuality are very important. Unnecessary absences and lateness are expensive, disruptive and place an unfair burden on fellow employees and Supervisors. We expect excellent attendance from all employees. Excessive absenteeism or tardiness will result in disciplinary action up to and including discharge.

We do recognize, however, there are times when absences and tardiness cannot be avoided. In such cases, employees are expected to notify Supervisors as early as possible, but no later than the start of the work day. Asking another employee, friend or relative to give this notice is improper and constitutes grounds for disciplinary action. Employees should call, stating the nature of the illness and its expected duration, for every day of absenteeism.

Unreported absences of three (3) consecutive work days generally will be considered a voluntary resignation of employment with the Middle School.

## **5-3. Use of Communications and Computer Systems**

Howard University Middle School of Mathematics and Science's communication and computer systems are intended primarily for business purposes; however limited personal usage is permitted if it does not hinder performance of job duties or violate any other Middle School policy. This includes the voice mail, e-mail and Internet systems. Users have no legitimate expectation of privacy in regard to their use of the Howard University Middle School of Mathematics and Science systems.

Howard University Middle School of Mathematics and Science may access the voice mail and e-mail systems and obtain the communications within the systems, including past voice mail and e-mail messages, without notice to users of the system, in the ordinary course of business when the Middle School deems it appropriate to do so. The reasons for which the Middle School may obtain such access include, but are not limited to:

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maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that Middle School operations continue appropriately during an employee's absence.

Further, Howard University Middle School of Mathematics and Science may review Internet usage to ensure that such use with Middle School property, or communications sent via the Internet with Middle School property, are appropriate. The reasons for which the Middle School may review employees' use of the Internet with Middle School property include, but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that Middle School operations continue appropriately during an employee's absence.

The Middle School may store electronic communications for a period of time after the communication is created. From time to time, copies of communications may be deleted.

The Middle School's policies prohibiting harassment, in their entirety, apply to the use of Middle School's communication and computer systems. No one may use any communication or computer system in a manner that may be construed by others as harassing or offensive based on race, national origin, sex, sexual orientation, age, disability, religious beliefs or any other characteristic protected by federal, state or local law.

Further, since the Middle School's communication and computer systems are intended for business use, all employees, upon request, must inform management of any private access codes or passwords.

Unauthorized duplication of copyrighted computer software violates the law and is strictly prohibited.

No employee may access, or attempt to obtain access to, another employee's computer systems without appropriate authorization.

Violators of this policy will be subject to disciplinary action, up to and including discharge.

#### 5-4. Use of Social Media

Howard University Middle School of Mathematics and Science respects the right of any employee to maintain a blog or web page or to participate in a social networking, Twitter, InstaGram, SnapChat, Groupme, Slack, Kick, YouTube, WhatsApp or similar site, including but not limited to Facebook and LinkedIn. However, to protect Middle School interests and ensure employees focus on their job duties, employees must adhere to the following rules:

- Employees may not post on a blog or web page or participate on a social networking platform, such as Twitter, InstaGram, SnapChat, Groupme, Slack, Kick, YouTube, WhatsApp or similar sites, during work time or at any time with Middle School equipment or property.
- All rules regarding confidential and proprietary business information apply in full to blogs, web pages and social networking platforms, such as Twitter, Facebook, LinkedIn or similar sites. Any information that cannot be disclosed through a conversation, a note or an e-mail also cannot be disclosed in a blog, web page or social networking site.
- Employees may not friend or follow students on any social media or any other platforms including but not limited to Twitter, InstaGram, SnapChat, Groupme, Slack, Kick, YouTube, WhatsApp or similar sites. Employees may not post during work hours or using work materials such as a school computer, and certainly never post anything about the

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## Middle School or about students online.

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When an employee is posting something on his or her own blog, web page, social networking, Twitter, InstaGram, SnapChat, Groupme, Slack, Kick, YouTube, WhatsAp or similar site or on someone else's, if the employee mentions the Middle School and also expresses either a political opinion or an opinion regarding the Middle School's actions that could pose an actual or potential conflict of interest with the Middle School, the poster must include a disclaimer. The poster should specifically state that the opinion expressed is his/her personal opinion and not the Middle School's position. This is necessary to preserve the Middle School's good will in the marketplace.

**Any conduct that is impermissible under the law if expressed in any other form or forum is impermissible if expressed through a blog, web page, social networking, Twitter, InstaGram, SnapChat, Groupme, Slack, Kick, YouTube, WhatsAp or similar sites. For example, posted material that is discriminatory, obscene, defamatory, libelous or violent is forbidden. Middle School policies apply equally to employee social media usage.**

Howard University Middle School of Mathematics and Science encourages all employees to keep in mind the speed and manner in which information posted on a blog, web page, and/or social networking site is received and often misunderstood by readers. Employees must not engage students on their personal social media. Any social media use that involves students must be approved by the Head of School. Violation of this policy will result in disciplinary action that may include loss of employment at the Middle School. Employees with any questions should review the guidelines above and/or consult with their manager. Failure to follow these guidelines may result in discipline, up to and including discharge.

## 5-5. Personal and Company-Provided Portable Communication Devices

Middle School-provided portable communication devices (PCDs), including cell phones and personal digital assistants, should be used primarily for business purposes. Employees have no reasonable expectation of privacy in regard to the use of such devices, and all use is subject to monitoring, to the maximum extent permitted by applicable law. This includes as permitted the right to monitor personal communications as necessary.

Some employees may be authorized to use their own PCD for business purposes. These employees should work with the IT department to configure their PCD for business use. Communications sent via a personal PCD also may subject to monitoring if sent through the Middle School's networks and the PCD must be provided for inspection and review upon request.

All conversations, text messages and e-mails must be professional. When sending a text message or using a PCD for business purposes, whether it is a Middle School-provided or personal device, employees must comply with applicable Middle School guidelines, including policies on sexual harassment, discrimination, conduct, confidentiality, equipment use and operation of vehicles. Using a Middle School-issued PCD to send or receive personal text messages is prohibited at all times and personal use during working hours should be limited to emergency situations.

If an employee who uses a personal PCD for business resigns or is discharged, the employee will be required to submit the device to the IT department for resetting on or before his or her last day of work. At that time, the IT department will reset and remove all information from the device, including but not limited to, Middle School information and personal data (such as contacts, e-mails and photographs). The IT department will

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make efforts to provide employees with the personal data in another form (e.g., on a disk) to the extent practicable; however, the employee may lose some or all personal data saved on the device.

Employees may not use their personal PCD for business unless they agree to submit the device to the IT department on or before their last day of work for resetting and removal of Middle School information. This is the only way currently possible to ensure that all Middle School information is removed from the device at the time of termination. The removal of Middle School information is crucial to ensure compliance with the Middle School's confidentiality and proprietary information policies and objectives.

Please note that whether employees use their personal PCD or a Middle School-issued device, the Middle School's electronic communications policies, including but not limited to, proper use of communications and computer systems, remain in effect.

### **Portable Communication Device Use While Driving**

Employees who drive on Middle School business must abide by all state or local laws prohibiting or limiting PCD (cell phone or personal digital assistant) use while driving. Further, even if usage is permitted, employees may choose to refrain from using any PCD while driving. "Use" includes, but is not limited to, talking or listening to another person or sending an electronic or text message via the PCD.

Regardless of the circumstances, including slow or stopped traffic, if any use is permitted while driving, employees should proceed to a safe location off the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is absolutely necessary while the employee is driving, and permitted by law, the employee must use a hands-free option and advise the caller that he/she is unable to speak at that time and will return the call shortly.

Under no circumstances should employees feel that they need to place themselves at risk to fulfill business needs.

Since this policy does not require any employee to use a cell phone while driving, employees who are charged with traffic violations resulting from the use of their PCDs while driving will be solely responsible for all liabilities that result from such actions.

Texting and e-mailing while driving is prohibited in all circumstances.

## **5-6. Camera Phones/Recording Devices**

Due to the potential for issues such as invasion of privacy, sexual harassment and loss of productivity, as well as inappropriate disclosure of confidential information, no employee may use a camera phone function on any phone on company property or while performing work for the Middle School.

The use of tape recorders, Dictaphones or other types of voice recording devices anywhere on Middle School property, including to record conversations or activities of other employees or management, or while performing work for the Middle School, is also strictly prohibited, unless the device was provided to you by

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the Middle School and is used solely for legitimate business purposes.

### **5-7. Inspections**

Howard University Middle School of Mathematics and Science reserves the right to require employees while on Middle School property, or on client property, to agree to the inspection of their persons, personal possessions and property, personal vehicles parked on Middle School or client property, and work areas. This includes lockers, vehicles, desks, cabinets, work stations, packages, handbags, briefcases and other personal possessions or places of concealment, as well as personal mail sent to the Middle School or to its clients. Employees are expected to cooperate in the conduct of any search or inspection.

### **5-8. Smoking**

Smoking, including the use of e-cigarettes, is prohibited on the Howard University Campus or on the Middle School premises.

### **5-9. Personal Visits and Telephone Calls**

Disruptions during work time can lead to errors and delays. Therefore, we ask that personal telephone calls be kept to a minimum, and only be made or received after working time, or during lunch or break time.

For safety and security reasons, employees are prohibited from having personal guests visit or accompany them anywhere in our facilities other than the reception areas.

### **5-10. Solicitation and Distribution**

To avoid distractions, solicitation by an employee of another employee is prohibited while either employee is on work time. "Work time" is defined as the time an employee is engaged, or should be engaged, in performing his/her work tasks for Howard University Middle School of Mathematics and Science. Solicitation of any kind by non-employees on Middle School premises is prohibited at all times.

Distribution of advertising material, handbills, printed or written literature of any kind in working areas of the Middle School is prohibited at all times. Distribution of literature by non-employees on Middle School premises is prohibited at all times.

## 5-11. Bulletin Boards

Important notices and items of general interest are continually posted on our bulletin board. Employees should make it a practice to review it frequently. This will assist employees in keeping up with what is current at Howard University Middle School of Mathematics and Science. To avoid confusion, employees should not post or remove any material from the bulletin board.

## 5-12. Confidential Company Information

During the course of work, an employee may become aware of confidential information about Howard University Middle School of Mathematics and Science's business, including but not limited to information regarding Middle School finances, pricing, products and new product development, software and computer programs, marketing strategies, suppliers and customers and potential customers. An employee also may become aware of similar confidential information belonging to the Middle School's clients. It is extremely important that all such information remain confidential, and particularly not be disclosed to our competitors. Any employee who improperly copies, removes (whether physically or electronically), uses or discloses confidential information to anyone outside of the Middle School may be subject to disciplinary action up to and including termination. Employees may be required to sign an agreement reiterating these obligations.

## 5-13. Conflict of Interest and Business Ethics

It is Howard University Middle School of Mathematics and Science's policy that all employees avoid any conflict between their personal interests and those of the Middle School. The purpose of this policy is to ensure that the Middle School's honesty and integrity, and therefore its reputation, are not compromised. The fundamental principle guiding this policy is that no employee should have, or appear to have, personal interests or relationships that actually or potentially conflict with the best interests of the Middle School.

It is not possible to give an exhaustive list of situations that might involve violations of this policy. However, the situations that would constitute a conflict in most cases include but are not limited to:

1. holding an interest in or accepting free or discounted goods from any organization that does, or is seeking to do, business with the Middle School, by any employee who is in a position to directly or indirectly influence either the Middle School's decision to do business, or the terms upon which business would be done with such organization;
2. holding any interest in an organization that competes with the Middle School;
3. being employed by (including as a consultant) or serving on the board of any organization which does, or is seeking to do, business with the Middle School or which competes with the Middle School; and/or
4. profiting personally, e.g., through commissions, loans, expense reimbursements or other payments,



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from any organization seeking to do business with the Middle School.

A conflict of interest would also exist when a member of an employee's immediate family is involved in situations such as those above.

This policy is not intended to prohibit the acceptance of modest courtesies, openly given and accepted as part of the usual business amenities, for example, occasional business-related meals or promotional items of nominal or minor value.

It is your responsibility to report any actual or potential conflict that may exist between you (and your immediate family) and the Middle School.

#### 5-14. Use of Facilities, Equipment and Property, Including Intellectual Property

Equipment essential in accomplishing job duties is often expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards and guidelines.

**Employees should notify their Supervisor if any equipment, machines, or tools appear to be damaged, defective, or in need of repair. Prompt reporting of loss, damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others.** The Supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment used on the job.

Employees also are prohibited from any unauthorized use of the Middle School's intellectual property, such as audio and video tapes, print materials and software.

Improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in discipline, up to and including discharge.

Further, the Middle School is not responsible for any damage to employees' personal belongings unless the employee's Supervisor provided advance approval for the employee to bring the personal property to work.

#### 5-15. Health and Safety

The health and safety of employees and others on Middle School property are of critical concern to Howard University Middle School of Mathematics and Science. The Middle School intends to comply with all health and safety laws applicable to our business. To this end, we must rely upon employees to ensure that work areas are kept safe and free of hazardous conditions. Employees are required to be conscientious about workplace safety, including proper operating methods, and recognize dangerous conditions or hazards. Any unsafe conditions or potential hazards should be reported to management immediately, even if the problem appears to be corrected. Any suspicion of a concealed danger present on the Middle School's premises, or in a product,

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facility, piece of equipment, process or business practice for which the Middle School is responsible should be brought to the attention of management immediately.

Periodically, the Middle School may issue rules and guidelines governing workplace safety and health. The Middle School may also issue rules and guidelines regarding the handling and disposal of hazardous substances and waste. All employees should familiarize themselves with these rules and guidelines, as strict compliance will be expected.

Any workplace injury, accident, or illness must be reported to the employee's Supervisor as soon as possible, regardless of the severity of the injury or accident.

### **5-16. Hiring Relatives/Employee Relationships**

A familial relationship among employees can create an actual or at least a potential conflict of interest in the employment setting, especially where one relative supervises another relative. To avoid this problem, Howard University Middle School of Mathematics and Science may refuse to hire or place a relative in a position where the potential for favoritism or conflict exists.

In other cases, such as personal relationships where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment or discharged from employment, at the discretion of the Middle School. Accordingly, all parties to any type of intimate personal relationship must inform management.

If two employees marry, become related, or enter into an intimate relationship, they may not remain in a reporting relationship or in positions where one individual may affect the compensation or other terms or conditions of employment of the other individual. The Middle School generally will attempt to identify other available positions, but if no alternate position is available, the Middle School retains the right to decide which employee will remain with the Middle School.

For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

### **5-17. Employee Dress and Personal Appearance**

You are expected to report to work well groomed, clean, and dressed according to the requirements of your position. Some employees may be required to wear uniforms or safety equipment/clothing. Please contact your Supervisor for specific information regarding acceptable attire for your position. If you report to work dressed or groomed inappropriately, you may be prevented from working until you return to work well-groomed and wearing the proper attire.

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## 5-18. Publicity/Statements to the Media

All media inquiries regarding the position of the Middle School as to any issues must be referred to Head of School. Only Head of School is authorized to make or approve public statements on behalf of the Middle School. No employees, unless specifically designated by Head of School, are authorized to make those statements on behalf of Middle School. Any employee wishing to write and/or publish an article, paper, or other publication on behalf of the Middle School must first obtain approval from Head of School.

## 5-19. Operation of Vehicles

All employees authorized to drive Middle School-owned or leased vehicles or personal vehicles in conducting Middle School business must possess a current, valid driver's license and an acceptable driving record. Any change in license status or driving record must be reported to management immediately.

An employee must have a valid driver's license in his or her possession while operating a vehicle off or on Middle School property. It is the responsibility of every employee to drive safely and obey all traffic, vehicle safety, and parking laws or regulations. Drivers must demonstrate safe driving habits at all times.

Middle School-owned or leased vehicles may be used only as authorized by management.

### **Portable Communication Device Use While Driving**

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Regardless of the circumstances, including slow or stopped traffic, if any use is permitted while driving, employees should proceed to a safe location off the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is absolutely necessary while the employee is driving, and permitted by law, the employee must use a hands-free option and advise the caller that he/she is unable to speak at that time and will return the call shortly.

Under no circumstances should employees feel that they need to place themselves at risk to fulfill business needs.

Since this policy does not require any employee to use a PCD while driving, employees who are charged with traffic violations resulting from the use of their PCDs while driving will be solely responsible for all liabilities that result from such actions.

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## 5-20. Business Expense Reimbursement

Employees will be reimbursed for reasonable pre-approved expenses incurred in the course of business. These expenses must be approved by the employee's Supervisor, and may include air travel, hotels, motels, meals, cab fare, rental vehicles, or gas and car mileage for personal vehicles. All expenses incurred should be submitted to the Head of Human Resources along with the receipts in a timely manner.

Employees are expected to exercise restraint and good judgment when incurring expenses. Employees should contact their Supervisor in advance if they have any questions about whether an expense will be reimbursed.

## 5-21. References

Howard University Middle School of Mathematics and Science will respond to reference requests through the Human Resources Department. The Middle School will provide general information concerning the employee such as date of hire, date of discharge, and positions held. Requests for reference information must be in writing, and responses will be in writing. Please refer all requests for references to the Human Resources Department.

**Only the Human Resources Department may provide references.**

## 5-22. If You Must Leave Us

Should an employee decide to leave the Middle School, we ask that he or she provide a Supervisor with at least Two (2) weeks advance notice of departure. Thoughtfulness will be appreciated. All Middle School, property including, but not limited to, keys, security cards, parking passes, laptop computers, fax machines, uniforms, etc., must be returned at separation. Employees also must return all of the Middle School's Confidential Information upon separation. To the extent permitted by law, employees will be required to repay the Middle School, (through payroll deduction, if lawful) for any lost or damaged Middle School, property. As noted previously, all employees are employed at-will and nothing in this handbook changes that status.

## 5-23. Exit Interviews

Employees who resign are requested to participate in an exit interview with Human Resources, if possible.

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## 5-24. A Few Closing Words

This handbook is intended to give employees a broad summary of things they should know about Howard University Middle School of Mathematics and Science. The information in this handbook is general in nature and, should questions arise, any member of management should be consulted for complete details. While we intend to continue the policies, rules and benefits described in this handbook, Howard University Middle School of Mathematics and Science, in its sole discretion, may always amend, add to, delete from or modify the provisions of this handbook and/or change its interpretation of any provision set forth in this handbook. Employees should not hesitate to speak to management if they have any questions about the Middle School or its personnel policies and practices.

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## General Handbook Acknowledgment

This Employee handbook is an important document intended to help you become acquainted with Howard University Middle School of Mathematics and Science. This document is intended to provide guidelines and general descriptions only; it is not the final word in all cases. Individual circumstances may call for individual attention.

Because the Middle School's operations may change, the contents of this handbook may be changed at any time, with or without notice, in an individual case or generally, at the sole discretion of management.

Please read the following statements and sign below to indicate your receipt and acknowledgment of this Employee handbook.

**I have received and read a copy of Howard University Middle School of Mathematics and Science's Employee handbook. I understand that the policies, rules and benefits described in it are subject to change at the sole discretion of the Middle School at any time.**

**I further understand that my employment is terminable at will, either by myself or the Middle School, with or without cause or notice, regardless of the length of my employment or the granting of benefits of any kind.**

**I understand that no representative of Howard University Middle School of Mathematics and Science other than the Chairman and/or the Head of Human Resources and/or Head of School may alter "at will" status and any such modification must be in a signed writing.**

**I understand that my signature below indicates that I have read and understand the above statements and that I have received a copy of the 2019-2020 Middle School's Employee handbook.**

Employee's Printed Name: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

The signed original copy of this acknowledgment should be given to management - it will be filed in your personnel file.

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## Receipt of Sexual Harassment Policy

It is Howard University Middle School of Mathematics and Science's policy to prohibit harassment of any employee by any Supervisor, employee, customer or vendor on the basis of sex or gender. The purpose of this policy is not to regulate personal morality within the Middle School. It is to ensure that at the Middle School all employees are free from sexual harassment. While it is not easy to define precisely what types of conduct could constitute sexual harassment, examples of prohibited behavior include unwelcome sexual advances, requests for sexual favors, obscene gestures, displaying sexually graphic magazines, calendars or posters, sending sexually explicit e-mails, text messages and other verbal or physical conduct of a sexual nature, such as uninvited touching of a sexual nature or sexually related comments. Depending upon the circumstances, improper conduct also can include sexual joking, vulgar or offensive conversation or jokes, commenting about an employee's physical appearance, conversation about your own or someone else's sex life, or teasing or other conduct directed toward a person because of his or her gender which is sufficiently severe or pervasive to create an unprofessional and hostile working environment.

If the employee feels that he or she has been subjected to conduct which violates this policy, the employee should immediately report the matter to the Head of Human Resources. If unable for any reason to contact this person, or if the employee has not received a satisfactory response within five (5) business days after reporting any incident of perceived harassment, the employee should contact Head of School. If the person toward whom the complaint is directed is one of the individuals indicated above, the employee should contact any higher-level manager in his or her reporting hierarchy. Every report of perceived harassment will be fully investigated, and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the Middle School will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. If an employee feels that he or she has been subjected to any such retaliation, the employee should report it in the same manner in which a claim of perceived harassment would be reported under this policy. Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

I have read and I understand 2019-2020 Howard University Middle School of Mathematics and Science's Sexual Harassment Policy.

Employee's Printed Name: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

The signed original copy of this receipt should be given to management - it will be filed in your personnel file.



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## Receipt of Non-Harassment Policy

It is Howard University Middle School of Mathematics and Science's policy to prohibit intentional and unintentional harassment of any individual by another person on the basis of any protected classification including, but not limited to, race, color, national origin, disability, religion, marital status, veteran status, sexual orientation or age. The purpose of this policy is not to regulate our employees' personal morality, but to ensure that in the workplace, no one harasses another individual.

If an employee feels that he or she has been subjected to conduct which violates this policy, he or she should immediately report the matter to the Head of Human Resources. If the employee is unable for any reason to contact this person, or if the employee has not received a satisfactory response within five (5) business days after reporting any incident of what the employee perceives to be harassment, the employee should contact Head of School. If the person toward whom the complaint is directed is one of the individuals indicated above, the employee should contact any higher-level manager in his or her reporting hierarchy. Every report of perceived harassment will be fully investigated, and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the Middle School will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. If an employee feels he or she has been subjected to any such retaliation, he or she should report it in the same manner in which the employee would report a claim of perceived harassment under this policy. Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

I have read and I understand 2019-2020 Howard University Middle School of Mathematics and Science's Non-Harassment Policy.

Employee's Printed Name: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

The signed original copy of this receipt should be given to management - it will be filed in your personnel file.