



**LEGACY**

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**TRADITIONAL SCHOOLS**

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# Employee Handbook

A Comprehensive Guide for Employees - Arizona  
Revised: April 2021



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# Welcome to Legacy Traditional School

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Welcome to Legacy Traditional School! We are happy to have you as a member of our family! This handbook is to be used, after your initial reading, as a reference guide to our policies and procedures. It is the responsibility of every employee to read the handbook each year. If you have questions or would like further details on any policy, please contact your Supervisor or the Human Resources (HR) Department for more information.

## History of Legacy Traditional Schools

It was at a local event, almost 15 years ago, that four inspiring and ingenious friends--Aaron and Becky Hale, and Bill and Laura Gregory--started discussing a shared education dilemma.

"Like a lot of young families, we bought a house in Maricopa, Arizona," explained Aaron Hale. "However, the town [south of Phoenix] was growing so fast that the school district couldn't keep up with the educational needs of all the new children."

Bill and Laura Gregory were also lamenting the results of the less-than-stellar educational options in their community of Queen Creek, Arizona, which likewise was growing. This was something they wanted to see change but they knew it would take time.

For both of these families however, time was of the essence.

Their children's education could not be put on hold while growing school districts mapped out their improvement plans. "It was out of urgency and a profound desire to provide the best education for our children that we considered starting a charter school," said Becky Hale. The Gregorys and Hales had lofty visions for their charter school.

"We wanted to ensure that all the students who attended our school benefited from a traditional and well-rounded education. That meant having computer labs, libraries, and gyms," said Becky Hale.

During that first school year, several hundred students that had attended Maricopa Public Schools transferred to Legacy Traditional School Maricopa.

When that year's test results came back, Legacy students outperformed their peers in Maricopa Public Schools by 20 to 30 percent in english, math and science.

"Our growth was very organic," said Aaron Hale. "Every time we built a new school, we would hear from parents in other communities who also wanted more educational choices for their children."

Thirteen years later, Legacy's network of 19 schools now spans two states, Arizona and Nevada. As Legacy Traditional Schools has continued to expand, the network has maintained those high test scores.

In 2018-2019, nine Legacy schools in Arizona received an "A" rating from the Arizona State Board of Education. Legacy's 11,189 "A" rated seats comprise 24 percent of all "A" rated K-8 charter seats in Arizona.

This means that nearly 1 in 4 "A" rated K-8 charter school seats belong to Legacy. Legacy's "A" rated seats comprise 5.4 percent of all "A" rated seats at K-8 schools across Arizona, including public charter and district schools.

## Our Vision

Legacy Traditional Schools' vision is to positively impact the education of every student.

## Our Mission

Legacy Traditional Schools' mission is to provide motivated students with the opportunity to achieve academic excellence in an accelerated, back-to-basics, safe learning environment taught by caring, knowledgeable and highly effective educators in cooperation with supportive, involved parents.

## Our Philosophy

Legacy Traditional School (LTS) was founded on the principle that parents and staff shall work together as partners to provide an education that encourages students to pursue academic excellence to the best of their abilities. The back-to-basics curriculum, accelerated pace of studies, and high expectations for academic achievement, behavior, and dress code require a firm commitment from every parent, student and teacher. We at LTS also work to create a culture that fosters a love of country, building an understanding that we live in the greatest nation in the world. Our country affords opportunities, and with those opportunities comes the responsibility of citizenship. By selecting LTS, parents, students, and staff are responsible for and committed to supporting LTS programs, upholding standards, and following the rules and policies of the school.

## Introductory Statements

This Employee Handbook is designed to acquaint employees with the policies and procedures for Legacy Traditional School, Legacy Traditional Charter School, and Legacy Traditional Schools. Throughout this Handbook, the reference "LTS" also includes Legacy Traditional School(s) and Legacy Traditional Charter School.

This is intended to be a guidebook with a brief overview of our policies. However, this in no way represents all policies and procedures for the organization and is subject to modification at any time. The Employee Handbook describes many of the responsibilities of the employee and outlines the programs developed by LTS to benefit employees. One of our top objectives is to provide a work environment that is conducive to both personal and professional growth.

While every attempt has been made to create these policies consistent with federal and state law, if an inconsistency arises, the policy(s) will be enforced consistent with the applicable law. An Employee Handbook cannot anticipate every circumstance or question about policy. As LTS continues to grow, the need may arise to revise the Employee Handbook. LTS reserves the right to revise, supplement, or rescind any policies or portion of the Employee Handbook from time to time as it deems appropriate in its sole and absolute discretion.

Employees will, of course, be notified of such changes to the Employee Handbook as they occur. No oral statements or representations can in any way change or alter the provisions of this Handbook. This Employee Handbook will supersede any previous employee handbook or policy manual that may have been provided to employees. These policies are not a legal document or an employment contract.

# Nature of Employment

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Employment with LTS is at-will unless an employee has an individualized written employment contract approved by the Campus Administrator (Principal) which calls for employment for a specific term.

As an at-will employee, both the employee and LTS are free to terminate the employment relationship at any time, for any reason, with or without cause or advance notice. Employment at-will status with LTS may be altered only with written authorization by LTS. ***Nothing in this Handbook shall be interpreted to be in conflict with or to eliminate or modify in any way the employment-at-will status of LTS employees.*** No entity at LTS can enter into an employment contract with an employee for a specified period of time, or make any contract contrary to this employment-at-will policy, without the prior written approval of an LTS Campus Administrator (Principal).

However, if an employee is party to an individualized written employment contract approved by LTS for a specific timeframe, the terms outlined in any such contract will govern, including, when applicable, a requirement to give prior written notice to and approval from the Campus Principal to terminate employment with LTS. In the event of a conflict, the terms of an employee's individualized written employment contract approved by LTS will supersede any conflicting policies in this Handbook.

## Business Ethics and Conduct

LTS will comply with all applicable laws and regulations and expects its officers, administrators, supervisors and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide employees with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed in an appropriate manner with an immediate Supervisor or the Human Resources Department for advice and consultation. Compliance with this policy is the responsibility of every LTS, LTSs and LTCS employee. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including termination of employment.

## Employee Grievance Process

LTS believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers in the area and in the industry. If employees have concerns about work conditions, duties, workplace harassment or adverse changes in employment conditions, they are strongly encouraged to voice these concerns. Employees must first address their concerns with their immediate supervisor. If this situation is not resolvable after engaging with their immediate supervisor, the employee should contact the HR department and continue to comply with all company guidelines and procedures. In order to address these concerns in a timely manner, specific details and examples must be provided.

## Personal Relationships in the Workplace

The employment of relatives or individuals involved in a dating relationship in the same area of an organization may cause serious conflicts, and/or problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried over into day-to-day working relationships. For purposes of this policy, a relative is defined as any person who is related by blood, marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage. A dating relationship is defined as a relationship that may be reasonably expected to lead to the formation of a consensual "romantic" or sexual relationship.

Employees must not allow a personal relationship with a colleague to influence their conduct at work. Employees in a close personal relationship should refrain from public workplace displays of affection or excessive personal conversation. During the workday, all interactions must remain professional. Any supervisor, manager, executive or other company official in a sensitive or influential position with LTS must disclose the existence of a romantic, familial or sexual relationship with a coworker. Disclosure may be made to the individual's immediate supervisor or Human Resources. LTS will review the circumstances to determine whether any conflict of interest exists.

No employee may be romantically involved or conduct an inappropriate relationship with an LTS student. If there is inappropriate communication from a student to an employee, the employee must immediately notify their Supervisor. Any inappropriate relationship with a student will be cause for immediate termination.

## Conflict of Interest

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. Transactions with outside firms must be conducted within a framework established and controlled by the administration of LTS.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of LTS's business dealings. 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. No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to their Supervisor or Administrator of LTS as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties. Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which LTS does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving LTS.

## Outside Employment

Employees may hold outside jobs as long as they meet the performance standards of their job with LTS. All employees will be judged by the same performance standards and will be subject to LTS's scheduling demands, regardless of any existing outside work requirements. If LTS determines that an employee's outside work interferes with performance or the ability to meet the requirements of LTS, the employee may need to suspend or terminate the outside employment if he or she wishes to remain with LTS.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals outside LTS for materials produced or services rendered while performing their jobs. If providing tutoring outside of school hours directly for a parent, a release must be signed so the parent understands the employee is not providing tutoring as an employee of LTS. The employee's supervisor must be made aware of this arrangement prior to beginning services. Employees may not engage in outside employment that poses any legal or ethical consequences.

## Non-Disclosure

The protection of confidential business information and trade secrets is vital to the interests and the success of LTS. Such confidential information includes, but is not limited to, the following examples:

- Compensation Data
- Computer Processes
- Computer Programs And Codes
- Enrollment Student Lists and contact information
- Curriculum and lesson plans
- Vendor Preferences
- Confidential Information
- Marketing Strategies
- Pending Projects And Proposals
- Proprietary Processes
- Research and Development Strategies
- Growth and expansion plans
- Technological Data
- Technological Prototypes
- Student information protected by FERPA

All employees agree not to disclose any confidential business information as a condition of employment. Employees who improperly use or disclose trade secrets or confidential business information will be subject to disciplinary action, up to and including termination of employment and legal action, even if they do not directly benefit from the disclosed information.

This policy is not intended to interfere with an employee's rights under the National Labor Relations Act (NLRA). Nothing in this policy should be interpreted to prevent, interfere with, or otherwise restrain an employee's legitimate exercise of his or her Section 7 activities under the NLRA, including concerted discussions or activities regarding the terms and conditions of employment, wages, and working conditions.

## Equal Employment Opportunity

LTS is committed to providing a work environment free of discrimination. LTS provides equal employment and advancement opportunities to all employees and applicants for employment and prohibits discrimination against any person on the basis of race, color, religion, sex, national origin, age, disability, genetic testing, genetic characteristics or information, ancestry, pregnancy, marital status, sexual orientation, gender identity, veteran status, or any other protected status, or classes of protection based on current and applicable federal, state and local laws. This policy extends to all terms, conditions and privileges of employment as well as the use of all company facilities, participation in all company-sponsored activities, and all employment actions such as hiring, placement, promotions, compensation, benefits, layoff, transfer, leaves of absence and termination of employment.

All complaints of discrimination or retaliation will be promptly investigated. In handling and investigating complaints of discrimination or retaliation, every effort will be made to maintain confidentiality to the extent possible. However, certain laws require LTS to act on information brought to its attention, and it will sometimes be necessary to do a full investigation in order to comply with the law. LTS will make every effort to maintain confidentiality to the extent possible in light of its obligation to conduct a thorough investigation.



## Disability and Religious Accommodations

LTS is committed to complying fully with the Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act (ADAAA) along with applicable federal, state, and local law, to ensure equal opportunity in employment for qualified persons with disabilities. LTS will also make a reasonable accommodation for employees whose work requirements interfere with a religious belief, unless doing so poses undue hardship on the company. All employment practices and activities are conducted on a non-discriminatory basis. Hiring procedures are designed to provide persons with disabilities meaningful employment opportunities. To the extent required by law, reasonable accommodations for qualified individuals with known disabilities will be made unless to do so would be an undue hardship.

LTS is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability or particular religious belief. This policy is neither exhaustive nor exclusive. LTS is committed to taking all actions necessary to ensure equal employment opportunity in accordance with the ADA, ADAAA and all other applicable federal, state, and local laws. Persons needing to request an accommodation must reach out to their campus supervisor and/or Human Resources.

## Retaliation

LTS prohibits retaliation against any person in any way for that person's opposition or disclosure of a practice the employee reasonably believes to be unlawful by applicable federal, state, and/or local laws. Employees who violate this policy will be subject to immediate disciplinary action, up to and including discharge. Any employee or applicant for employment who feels they have encountered a situation that may be in violation of this policy must notify his or her immediate Supervisor or the HR Department as soon as possible.

All complaints of retaliation will be promptly investigated. In handling and investigating complaints, every effort will be made to maintain confidentiality to the extent possible in light of its obligation to conduct a thorough investigation.

## Immigration Law Compliance

LTS complies with the Immigration Reform and Control Act of 1986 by employing only United States citizens and non-citizens who are authorized to work in the United States. Within their first three days of employment, all employees, including former employees who are rehired, must provide original documents verifying their identity and right to work in the United States, and sign a verification form required by federal law (USCIS Form I-9). LTS does not discriminate against any work-authorized individual in the employment eligibility verification process (Form I-9 and E-Verify) based on the individual's citizenship status, immigration status or national origin.

# Employment Status & Records

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## Employment Categories

It is the intent of LTS to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time.

**FULL-TIME employees** are those who are not in a temporary status and who are regularly scheduled to work LTS's full-time schedule. Generally, they are eligible for LTS's benefits package, subject to the terms, conditions, and limitations of each benefit program. This pertains to those employees who work a regular schedule of thirty (30) hours or more each week.

**PART-TIME employees** are those who work continuously for a specified number of scheduled hours per week which is less than a full-time schedule of thirty (30) hours per week. Part-time employees receive all legally mandated benefits they may be eligible for. Enrollment in the 401(k) Retirement Plan is offered to part-time employees once the employee has worked the required number of hours for eligibility.

**TEMPORARY employees** are those who are hired as interim replacements, to temporarily supplement the workforce, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status until notified of a change in writing by LTS. While temporary employees receive all legally mandated benefits, they are typically ineligible for all of LTS Legacy Traditional School's other benefit programs.

**EXEMPT employees** are employees who, because of their positional duties and responsibilities and level of decision making authority, are exempt from the overtime provisions of the Fair Labor Standards Act (FLSA).

**NON-EXEMPT employees** are employees who, because of the type of duties performed, the usual level of decision making authority, and the method of compensation, are subject to all Fair Labor Standards Act (FLSA) provisions including the payment of overtime. Non-exempt employees are normally required to account for hours and fractional hours worked.

## Employee Definition and Status

An "employee" of LTS/LTCS/LTSs is a person who regularly works on a wage or salary basis with the following classifications (see positions examples):

- School-year hourly – Aides, Paraprofessionals, Food Service Manager/Worker, Cashier, Library Assistants and Speech Aide
- Year-round hourly – Custodial Staff, Facilities, Landscaper, Secretary, Health Assistants, Nurse and Registrars
- Certified/Contracted – Teacher, Psychologist, SLPA, SLT, SLP, Permanent Subs, Instructional Coach and other Related Services
- Year-round Admin – Principal and Assistant Principal

## Contracted Employees

If employees are subject to a written employment contract approved by the LTS Campus Administration (Principal), they have agreed to perform all job duties honestly, diligently, professionally, and with integrity in accordance with the provisions outlined in their contract. In addition, employees are required to complete all necessary pre-service training. Elementary Classroom and Gifted & Special Education teachers will also be required to complete Spalding certification (unpaid). Employees must receive a passing score of an A or B in the Spalding certification training. Should an employee terminate a contract, the termination will be subject to the terms and conditions outlined in the contract. In the event of a conflict, the terms of an employee's individualized written employment contract approved by the LTS Campus Administration (Principal) will supersede any conflicting policies in this Handbook.

## Hiring Appropriately Certified Teachers and Certified/Contracted/Licensed staff

The Every Student Succeeds Act (ESSA) requires that teachers be certified in the core academic content area(s) they teach. ESSA places major emphasis upon teacher quality as a factor in improving achievement for all students.

LTS has adopted these guidelines and will hire only appropriately certified Teachers for all core and required academic contents offered. All supporting certificates reflecting approved subject areas, endorsements and highly qualified documents will be obtained and verified at the time of hire and/or during new hire onboarding.

All teachers and certified/contracted staff members are required to hold a valid and up-to-date certification or license in the field that corresponds with the position the employee is to hold. It is the employee's responsibility to maintain and update their certification or license. The employee is to provide a copy of the valid and up-to-date certification or license upon hire, or renewal of the certification or license each year the employee holds a position with LTS or an affiliate.

A charter school shall not employ a teacher who's certificate has been surrendered or revoked, unless the certification has been subsequently reinstated by the state board of education.

## Employment Reference Checks

To ensure that individuals who join LTS are qualified and have a strong potential to be productive and successful, LTS may contact previous employers to complete reference checks as part of the onboarding and background screening process. This may also include requests for reference contact information and/or letters of recommendation from previous supervisors.

## Background Check & Fingerprint Requirements

All employees of LTS will undergo a criminal background check process by the Arizona Department of Public Safety. All employees are required per A.R.S. § 15-183(C)(5) to maintain a valid IVP Fingerprint Clearance Card issued by the Arizona Department of Public Safety. It is the employee's responsibility to apply for, complete payment and provide this clearance as a condition of employment. It is also the employee's responsibility to maintain a valid fingerprint clearance card at all times and to immediately notify their Supervisor if the clearance has been revoked or is expired. The employee is also responsible for immediately reporting if they are arrested for or charged with a non appealable offense. An employee who does not immediately report the arrest or charge will be guilty of unprofessional conduct and the person shall be immediately dismissed from employment. Employees will begin an immediate unpaid leave of absence up to 5 days for which it may be resolved or reviewed if they are not in possession of a valid fingerprint clearance card at any time during their employment. The inability to maintain a valid fingerprint clearance card is cause for immediate termination. Should a new employee not be able to obtain a valid IVP Fingerprint Clearance

Card, they must immediately notify their supervisor and/or the HR Department of the results and will be immediately terminated and possibly eligible for rehire upon receiving and presenting a valid IVP Fingerprint Clearance Card to the HR Department.

## Personnel Data Changes

It is the responsibility of each employee to ensure their personnel data is accurate and updated when necessary. Typically this information may be updated through the online HR system employee self-service profile.

## Personnel Records and Administration

Human Resources maintains a personnel file for each LTS employee. Personnel file access by current employees will generally be permitted upon written request in accordance with applicable state laws and retention guidelines. LTS is permitted to access and use certain personal information, such as social security numbers, only as necessary and appropriate for such persons to carry out their assigned tasks for LTS and in accordance with LTS policies. Documents containing confidential information will be stored securely.

## Probation Period

All new hires, rehires and employees experiencing a role change will be subject to a 90 school day probationary period. LTS uses this period to evaluate employee qualifications, performance, and general suitability to successfully meet position requirements and standards. LTS may extend the probationary period timeline in the case of any disciplinary concerns arising and/or the supervisor needs additional time to assess the employee's performance.

## Performance Evaluations

Supervisors and employees are strongly encouraged to discuss job performance and goals on a regular basis. Formal performance evaluations are conducted to provide both Supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals. LTS wants to help employees to succeed in their jobs and to grow. In an effort to support this growth and success, LTS has an annual review process for providing formal performance feedback. If applicable, salary/wage reviews for the year typically occur in conjunction with the performance evaluation process.

## Prop 301 Pay

Prop 301 Performance pay for Teachers is determined based on a formal review process. The evaluation tool meets all Arizona Department of Education requirements. Funding for performance pay is provided by the State or Arizona from Prop 301 sales tax revenues. State funding for performance pay may vary from year-to-year. Therefore, the evaluation form, payment amounts and payment dates will be finalized and presented to all Teachers given at the discretion of campus administration.

## Advancement

LTS provides employees with every opportunity for advancing to other positions or opportunities within the school district. Approval of promotions depends largely upon performance, training, experience, work record, attitude and school needs. However, LTS reserves the right to look outside the company for potential employees as well. Employees should notify and work with their Supervisor to collaborate on an appropriate path for advancement. If an employee is interested in an advertised position with LTS, they should apply online via the LTS careers page. For consideration, an employee must still meet the qualifications of the position. Eligible employees must be in good standing.

# Employment Benefit Programs

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## Paid Time Off Policy (PTO)

LTS offers PTO time to all regular employees. PTO time is an all-encompassing leave that allows employees to use the leave at their discretion for any need necessary. It may be used for a vacation, sickness (as defined below), personal business appointments, a personal wellness day or bereavement.

All PTO time should be requested at least 2 weeks prior to the planned absence. If it is an unplanned absence, an employee may also use PTO time to cover pay during the absence with supervisor approval. Employees who have an unexpected need to be absent from work must notify their direct Supervisor (or assigned personnel) before the scheduled start of their workday. The direct Supervisor must also be contacted on each additional day of unexpected absence. Additionally, the school Secretary must be contacted to record the absence so that securing a substitute if applicable, can be done. PTO can be used in minimum increments of 1 hour for non-exempt employees. Exempt employees must use PTO in increments of 8 hours. Requests will be reviewed based on a number of factors, including business needs, substitute availability and staffing requirements. If approved, the request will be processed with payroll and subtracted from the leave entitlement. Leave balances will be available on the online paycheck stub. Employees may not submit time off requests once they have given notice of resignation.

If there are extenuating circumstances, they should be addressed with the Supervisor. PTO time requests for staff working directly with students will not be approved during the following times:

- The first two and last two weeks of school.
- The day before or after a school holiday or break.
  - *This does not apply to employees who do not work directly with students as an essential function of their job duties. (i.e. Facilities, Food Service)*

Time off allowances for employees will be front loaded at the beginning of the school year or upon date of hire. Contracted employees will receive their time off allowance on their contract start date.

Effective July 1, 2020:

### **School-year hourly (SYH) employees**

Full-time SYH employees will receive 7 PTO days, part-time (under 30 hours/week) will receive half of the full-time balance. SYH employees are eligible to rollover up to 15 days at the beginning of the following school year. SYH employees are not eligible to receive pay out of untaken paid time off at the conclusion of their employment. Time off taken in excess of the provided time off balance will result in unpaid time off. New employees will not be approved to take paid time off during their first 90 days of employment. If a SYH employee needs to take time off from work that exceeds their allotment of PTO, they may take unpaid time off (pending supervisor approval) or apply for a leave of absence if conditions are applicable.

### **Year-round hourly (YRH) employees**

Full-time YRH employees will receive 20 PTO days, part-time (under 30 hours/week) will receive half of the full-time balance. YRH employees are eligible to rollover up to 15 days at the beginning of the following school year. YRH employees are not eligible to receive pay out of untaken paid time off at the conclusion of their employment. Time off taken in excess of the provided time off balance will result in unpaid time off. New employees will not be approved to take paid time off during their first 90 days of employment. If a YRH employee needs to take time off from work that

exceeds their allotment of PTO, they may take unpaid time off (pending supervisor approval) or apply for a leave of absence if conditions are applicable.

### **Certified/Contracted (CCS) employees**

Full-time CCS employees will receive a total of 9 PTO days during a school year, part-time (under 30 hours/week) will receive half of the full-time balance. 5 days will be allotted at the start of the school year. 4 days will be allotted at the start of the second semester. CCS employees are eligible to rollover up to 6 days at the beginning of the following school year if they are offered a new employment contract. CCS employees are not eligible to receive pay out of untaken time off at the termination of their contract. If a CCS employee needs to take time off from work that exceeds their allotment of PTO, they may take unpaid time off (pending supervisor approval) or apply for a leave of absence if conditions are applicable.

### **Year-Round (YRS) Administration**

Full-time YRS employees will receive 25 PTO days, part-time (under 30 hours/week) will receive half of the full-time balance. YRS employees are eligible to rollover up to 15 days at the beginning of the following school year. YRS employees are not eligible to receive pay out of untaken paid time off at conclusion of employment. If a YRS employee needs to take time off from work that exceeds their allotment of PTO, they may take unpaid time off (pending supervisor approval) or apply for a leave of absence if conditions are applicable.

### **Temporary Employees**

Temporary/Seasonal employees will accrue paid sick time off in compliance with Arizona Paid Sick Leave.

## **Blackout Vacation and Time-Off Dates**

Based upon business needs, there are certain dates that will be considered “blackout dates”. Blackout dates are dates when employees will not be approved to take time off from work. These blackout dates will be communicated to the employees via their supervisors, principals, administrators, or from the district level. Examples of potential blackout dates may be pre-service trainings, the first and final two weeks of school, state standardized testing, school events and any other day/dates that have been designated by supervisors or from the district level. Failure to show to work on a designated blackout date may result in disciplinary action in accordance with the attendance policy.

## **Bereavement**

Time off with pay may be granted to all regular full-time employees when a death occurs in an employee’s immediate family. Immediate family is defined as the employee’s spouse, children, father, mother, brother, sister or domestic partner. Bereavement leave is anticipated to be taken within close proximity to the death of the family member. A maximum of three days may be taken, supporting documentation may be required upon the Employee’s return to work.

## **Holidays**

LTS will grant holiday time off to all active employees on the holidays listed below depending on position. LTS will grant holiday time off to all eligible employees without a waiting period. Pay for holiday hours will not be counted as hours worked for the purposes of determining overtime.

**School-year hourly staff** does not receive paid holidays. Hourly staff can elect to use PTO time to receive pay for any unpaid, non-work days. Please refer to our Academic calendar to determine all dates that school is in session and therefore, required work days for all school-year staff.

If a holiday falls on a Saturday, the holiday will be observed the Friday before and if the holiday falls on a Sunday, the holiday will be observed the Monday after unless otherwise scheduled from school administration. (i.e. if school is in session on the observed holiday date, administration has the right to change the observed holiday to a reasonable day that will accommodate normal operations and not interrupt school hours).

### **Campus Holidays Observed:**

- New Year's Day
- Martin Luther King Jr. Day
- Presidents' Day
- Good Friday
- Memorial Day
- Fourth of July
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve

### **School Office Closed Dates**

The school offices will be open every business day of the year from 7:30 AM to 4:00 PM with the exception of the following days:

- Martin Luther King Jr. Day
- President's Day
- Good Friday
- Memorial Day
- Fourth of July
- Labor Day
- Veterans' Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve
- New Year's Day
- The week from Christmas Eve to New Year's Day

### **Paid Sick Leave**

All employees in Arizona are entitled to paid sick leave under Arizona law and this policy summarizes details of paid sick leave. Paid sick leave is incorporated into employee PTO allowances each school year. To the extent this policy conflicts with Arizona law, LTS will comply with Arizona law.

PTO for sick time may be used for any of the following purposes:

- An employee's mental or physical illness, injury or health condition; an employee's need for medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition; an employee's need for preventive medical care.
- Care of a family member with a mental or physical illness, injury or health condition; care of a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition; care of a family member who needs preventive medical care.
- Closure of the employee's place of business by order of a public official due to a public health emergency or an employee's need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency, or care for oneself or a family member when it has been determined by the health authorities having jurisdiction or by a health care provider that the employee's or family member's presence in the community may jeopardize the health of others because of his or her exposure to a

communicable disease, whether or not the employee or family member has actually contracted the communicable disease.

- Absence necessary due to domestic violence, sexual violence, abuse or stalking, provided the leave is to allow the employee to obtain for the employee or the employee's family member: (a) medical attention needed to recover from physical or psychological injury or disability caused by domestic violence, sexual violence, abuse or stalking; (b) services from a domestic violence or sexual violence program or victim services organization; (c) psychological or other counseling; (d) relocation or taking steps to secure an existing home due to the domestic violence, sexual violence, abuse or stalking; or (e) legal services, including but not limited to preparing for or participating in any civil or criminal legal proceeding related to or resulting from the domestic violence, sexual violence, abuse or stalking.

If the employee's need to use PTO for sick time is foreseeable, the employee must make a good-faith effort to give advance notice to LTS and to schedule the leave in a way that does not unduly disrupt operations. Where the leave is foreseeable, employees must notify their supervisor of the need to use PTO for sick time and the expected duration.

Use of PTO for sick time of three or more consecutive work days, the employee must provide reasonable documentation that the earned paid sick time has been used for one of the purposes described above. For an employee's own health condition or where the employee is caring for another as allowed under this policy, LTS will accept documentation signed by a healthcare professional indicating that earned paid sick time is necessary.

## Employee Benefits

Eligible employees at LTS are provided a wide range of benefits focused on health, wellness and financial security. A number of the programs cover employees in the manner prescribed by law as outlined in our annual benefits guide. Benefits eligibility is dependent upon position classification, full time employment and permanent employment status.

Full-time employees will become eligible for benefits on the first of the month coincident with/or following 30 days of employment. Outside of the initial eligibility period, employees will be able to make changes to their benefits enrollments during LTS annual open enrollment or if they experience a qualifying life event. Any time in which an employee does not receive pay and is unable to pay their benefits deductions, an arrears balance will be collected upon the employee return to work from their first full paycheck. When employment ends, benefits will terminate on the last day of the month excluding short-term and long-term disability which will conclude on the last date of employment.

## Benefits Continuation (COBRA)

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under LTS' Medical, Dental & Vision plans when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements. Under COBRA, the employee or beneficiary pays the full cost of coverage at LTS's group rate plus an administration fee. If an employee qualifies for COBRA benefits, the provider will automatically mail COBRA information to the employee's last known address on file. Employees will have 60 days from the date of the qualified event to enroll in COBRA benefits.



## Workplace Injuries

LTS provides a comprehensive workers' compensation insurance program for all employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to the applicable legal requirements, workers compensation insurance provides benefits after the required waiting period. Employees who sustain work-related injuries or illnesses must inform their Supervisor if the injury/illness occurred at work and medical attention will be needed as soon as reasonable. Timely reporting will enable an eligible employee to qualify for coverage as quickly as possible. LTS will partner with the employee to complete the appropriate incident form and submit it to the HR Department for review and submission to the third party insurer. The insurance carrier will not be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by LTS.

## Tuition Reimbursement (Teachers Only)

We believe that by helping our Teachers to be able to continue their education and earn graduate degrees, they can become better Teachers in the classroom. With this belief in mind, LTS will pay tuition equal to one half (1/2) of tuition for a Master's degree per credit hour at a max of \$250 per credit not to exceed an annual reimbursement amount of \$5,250.00 (Any amount above \$5,250 may result in tax implications). All other fees will be the responsibility of the employee. All classes must be in an accredited education graduate degree program approved by the employee's Principal and Superintendent and must be started and completed while employed with LTS. This reimbursement will not be paid for courses taken to obtain teaching certification. The cost of Structured English Immersion (SEI) training can be paid only if credited toward a Master's Degree. Teachers seeking their 2nd master's degree, PhD, or EdD are not eligible for tuition reimbursement.

To qualify for reimbursement:

- Must be employed by LTS in a Teacher role for one school year prior to applying.
- Must be an active employee of LTS at the time of reimbursement and commit to 2 years of continued employment with LTS following reimbursement distribution. If an employee voluntarily resigns before the 2 year period is exhausted, they will be responsible for repaying the reimbursement amount.

To apply for reimbursement:

- Complete and submit to HR the Tuition Reimbursement Pre-Approval Application by the deadline (reflected in the chart below). A program outline and estimated cost per credit must be included with the application.
- All programs must be pre-approved by the campus principal and superintendent.

To receive reimbursement:

- Complete and submit to HR the Tuition Reimbursement Request Form (see example timeline provided below). Proof of tuition payment and copy of unofficial transcripts must be included.
- Must have received A or B, or "pass" in a pass/fail setting.

Example Timeline for processing:

Graduate Program Attendance	Pre-Approval Application and documentation due to HR	Anticipated Tuition Reimbursement Distribution
Fall 2021	12/28/2021	Jan/Feb 2022
Spring 2022	5/31/2022	June/July 2022
Summer 2022	8/31/2022	Aug/Sept 2022

## Community Education Program Benefits

Community Education offers the following programs: Legacy Kids Care (LKC), Non-School Days, KEEP, Legacy Preschool and Pre-Kindergarten, Legacy Summer Camp, and Legacy Preschool and Pre-Kindergarten Summer Camp. All Community Education program registration fees are waived for employees. Students must be enrolled at <https://legacy.ce.elevo.com/>.

- LKC - We are pleased to offer LKC free of charge to LTS employees for the consistent before and after care program. All children must be registered with Legacy Schools. Each child must have an active, approved LKC contract in order to attend. Half days are included.
- Non-school days - 50% discount, per child, per day. Each child must have an active, approved LKC contract in order to attend. Registration is required in advance and drops in are not permitted. Breakfast, lunch and two snacks are provided. If employees are working Legacy non-school days their children are able to attend LTS non-school days at no cost, only on the days and times that the employee is working in the program. If children need to attend any other day or time the employee must pay the regular employee discounted rate.
- KEEP - 20% discount, per child, per month. All children must be registered at LTS. Each child must have an active, approved KEEP contract in order to attend.
- LTS Preschool and Pre-Kindergarten - 20% discount, per child, per week. Each child must have an active, approved Preschool or Pre-Kindergarten contract in order to attend.
- LTS Summer Camp - 50% discount, per child, per week. Each child must have an active, approved LTS summer camp contract to attend. Registration is required in advance and drops in are not permitted. Breakfast, lunch, and two snacks are provided. If employees are working LTS summer camp their incoming K-8 children are able to attend LTS summer camp at no cost, only on the days and times that the employee is working in the program. If children need to attend any other day or time the employee must pay the regular employee discounted rate.
- LTS Preschool and Pre-Kindergarten Summer Camp - 50% discount, per child, per week. Each child must have an active, approved LTS preschool and pre-kindergarten summer camp contract in order to attend. Registration is required in advance and drops ins are not permitted. Breakfast, lunch, and two snacks are provided.

The Community Education program discounts only apply to LTS employees who are the parent(s), step-parent(s), or legal guardian(s) of the child/children being registered.

Employees who are also parents must abide by the student/parent handbook guidelines.

## Time Off to Vote

LTS encourages employees to fulfill their civic responsibilities by participating in elections. Generally, employees are able to find time to vote either before or after their regular work schedule. If employees are unable to vote in an election during their non-working hours, employees may be absent from work at the beginning or end of their shift for an amount of time that, when added to the time difference between work shift hours and opening or closing of the polls, will provide a total of three consecutive hours (A.R.S. 16-402). Advance notice is required so that the necessary time off can be scheduled at the beginning or end of the work shift, whichever provides the least disruption to the normal work schedule, which may be determined by LTS.

## Jury Duty

LTS encourages employees to fulfill their civic responsibilities and respond to jury duty summons or subpoenas, attend court for prospective jury service or serve as a juror. Under no circumstances will employees be terminated, threatened, coerced, or penalized because they request or take leave in accordance with this policy. Employees are expected to return to work if they are excused from jury duty during regular work hours. Regular, non-exempt employees will be eligible for compensation for up to 3 days for missed work due to jury duty. The company requires that employees submit a copy of the summons to serve on the jury and/or proof of service upon completion of jury duty. Exempt employees will not incur any reduction in pay for a partial week's absence due to jury duty.

## Employee Assistance Program

LTS cares about the health and well-being of its employees and recognizes that a variety of personal problems can disrupt their personal and work lives. Through the Employee Assistance Program (EAP), LTS provides confidential access to professional counseling services for help in confronting such personal problems as alcohol and other substance abuse, marital and family difficulties, financial or legal troubles, and emotional distress. The EAP is available to all employees and their immediate family members offering problem assessment, short-term counseling, and referral to appropriate community and private services with up to 6 face-to-face visits per issue. The EAP is strictly confidential and is designed to safeguard the employees' privacy and rights. Please refer to the Legacy benefits guide for additional information.

## Leave of Absence Policy

A leave of absence is defined as an unpaid approved absence from work for a specified period of time for medical (for self or care of a family member) or personal reasons. As soon as the potential need for a leave of absence and/or short term disability is identified, employees should contact the third party administration, UNUM to initiate the process and/or the Human Resources department.

Leave programs offered by LTS are as follows:

### Family and Medical Leave Act (FMLA)

LTS complies with the Family and Medical Leave Act of 1993 (FMLA). FMLA provides eligible employees up to 12 workweeks of unpaid leave for specified family and medical reasons during a 12 month period. To be an "eligible employee", an employee must: (1) have been employed for at least 12 months and (2) have worked for at least 1,250 hours of service during the 12 month period immediately preceding the commencement of the leave.

Leave may be taken for anyone, 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, son, daughter or parent (but not in-law) 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 demand arising out of the fact that an employee's spouse, son, daughter or parent is a covered military member on active duty or has been notified of an impending call or order to active duty status in the National Guard or Reserves in support of contingency operation.

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Intermittent FMLA for baby bonding time is not permitted. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis. Effective July 15, 2020, FMLA will be calculated on a 12-month rolling period measured backwards from the date FMLA leave was last used. Any FMLA leave taken in the past 12 months will be taken into consideration when determining the amount of FMLA leave available.

If an employee is eligible for FMLA leave, they are responsible for providing at least 30-days notice for any leave that is foreseeable. If 30-days notice is not possible, they must provide notice as soon as practical. Employees may be required to obtain a medical certification of the need for FMLA leave from a health care provider (if applicable).

### Pregnancy-Related Absences

LTS will not discriminate against any employee who requests an excused absence for medical disabilities associated with pregnancy. Such leave requests will be evaluated according to the medical leave policy provisions outlined in this Handbook and all applicable federal and state laws. Requests for time off associated with pregnancy and/or childbirth, such as bonding and child care, not related to medical disabilities for those conditions will be considered in the same manner as other requests for unpaid family or personal leave.

### Personal Leave of Absence

An eligible employee who has completed at least 90 days of employment who is in good standing may request time off for medical (for self or care of a family member) or personal needs. If an employee has available PTO, PTO must be exhausted during the leave period. If PTO has been exhausted and other types of leaves are not applicable, regular full-time employees may request an unpaid leave up to 30 days. Approval of this type of leave must be agreed upon by the employee's supervisor, department supervisor, and/or Human Resources. LTS will maintain the employee's health benefits, but the employee is responsible for paying their portion of the insurance premiums to continue their health insurance coverages upon return to work.

To apply, employees must provide an advanced notice (at least 30 days) of the leave request date or as soon as practicable. Personal leaves will not be granted for engaging in outside employment, pursuing independent business ventures or as additional leave after Non-FMLA or FMLA leave is taken. Intermittent personal leave is not permitted. A personal leave of absence is not a job-protected leave.

### Military Leave

A military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required unless military necessity prevents such notice or it is otherwise impossible or unreasonable. The leave will be unpaid. However, employees may use any available paid time off for the absence. Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible. Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon the employee's return to active employment.

### Short-Term Disability (STD)

STD is a type of insurance benefit that provides some compensation or income replacement for non-job related injuries or illnesses that render an employee unable to work for a limited period of time. Employees who apply for short-term disability and are not eligible for FMLA do not have job restoration rights.

Legacy reserves the right to modify this or any other policy as necessary, in its sole discretion to the extent permitted by law. State or local leave laws may also apply.

### Milestone Awards

LTS values the contributions, knowledge and experience of our long-term employees. In appreciation of this dedicated service, LTS recognizes employees as they reach milestone anniversaries. Employees must have continuous employment with Legacy Traditional Schools and must be in good standing for eligibility. Awards (one-time payments) will be given at the conclusion of the school year in which they reach the milestone year.

- 10 years of employment = \$1000 award
- 15 years of employment = \$2000 award
- 20 years of employment = \$4000 award
- 25 years of employment = \$8000 award
- 30 years of employment = \$16,000 award

# Timekeeping, Payroll & Hours

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## Work Schedules

Unless otherwise specified, regular full-time employees are expected to work at least forty (40) hours per workweek. Office hours are from 7:30 am to 4:00 pm Monday through Friday. Hours will be covered by office staff and assigned by the Administrator. All final work schedules will be assigned by position by the employee's Supervisor.

## Paydays

All employees are paid bi-weekly (once every two weeks). Pay dates occur on every other Friday

In the event that a regularly scheduled payday falls on a holiday, employees will receive pay on the business day prior to the regularly scheduled payday. We strongly encourage all employees to set up direct deposit of their paycheck into their bank accounts. Employees will be able to sign up for direct deposit, access paycheck stubs, annual tax documents electronically through the company payroll system. If an employee chooses not to have direct deposit, the employee will be issued a live paycheck.

## Pay Deductions

The law requires that LTS make certain deductions from every employee's compensation. Among these are applicable federal and state income taxes. LTS also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base." LTS matches the amount of Social Security taxes paid by each employee. LTS offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these benefits programs. Pay setoffs are pay deductions taken by LTS, usually to help pay off a debt or obligation to LTS or others and will be made where applicable in compliance with federal and state law.

## Timekeeping

Accurately recording time worked is the responsibility of every hourly employee. Federal and State laws require LTS to keep an accurate record of time worked in order to calculate employee pay and benefits. This is recorded through our computerized time clock system at each work location. If emergency campus closures occur where employees may not have use or access to the time clock, directions will be provided by LTS on how to record their time for payroll processing. Time worked is defined as all time spent on the job performing assigned duties. Hourly employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always be approved by a Supervisor before the work is performed. If time is not recorded and submitted to payroll on a daily basis, there may be a delay in issuing pay to the employee. Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

## Meal Periods

All full-time employees are allowed one meal period of 30 minutes in length each workday. Supervisors will schedule meal periods to accommodate operating requirements. Employees will be relieved of all active responsibilities during unpaid meal periods.

## Attendance and Punctuality

To maintain a safe and productive work environment, LTS expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on LTS. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their Supervisor as soon as possible in advance of the anticipated tardiness or absence. If an employee is going to miss work because they are going to be late, or due to illness, they must notify their Supervisor before the time they are scheduled to report for work for every work day missed. The Supervisor will advise employees of an alternative person to contact if he or she is unavailable. If an employee fails to inform their Supervisor or the alternative person, their tardiness or absence will be considered an unapproved, unscheduled absence.

Poor attendance and excessive tardiness are disruptive; either may lead to disciplinary action, up to and including termination of employment. Absences that have not been approved by your supervisor or are in excess of your time off allotment, these absences will be considered unapproved/non-excused and subject to disciplinary action.

In the case of a planned absence, employees must submit an electronic paid time off request through an online HR Profile to their Supervisor a minimum of two weeks in advance of the absence. Reporting of scheduled absences will also need to be recorded in AESOP to arrange for substitute coverage (when applicable).

## Compensation

It is the practice and policy of LTS to accurately compensate employees and to do so in compliance with all applicable state and federal laws. It is LTS' desire to pay all employees' wages or salaries that meet or exceed those of other schools in the area and in a way that will be motivational and fair.

## Gifts

Employees of LTS may accept gifts from students and parents. If the gift has a value that exceeds \$100.00, employees must inform their Principal or Supervisor so they can assure there is no potential for undue influence or other concerns.

# Safety & Use of Equipment

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## Safety

To assist in providing a safe and healthful work environment for employees, students, stakeholders, and visitors, LTS has established a workplace safety program. LTS provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos, or other written communications. Some of the best safety improvement ideas come from employees. Those with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with their Supervisor. Reports and concerns about workplace safety issues may be made anonymously through the LTS employee portal.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must at all times be aware of their surroundings and able to react in case of an emergency. Therefore, headphones of any kind will not be permitted while performing work. Employees must comply with all occupational safety and health standards and regulations established by the Occupational Safety and Health Act (OSHA) and state and local regulations. Employees must immediately report any unsafe condition to their Supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report unsafe conditions, may be subject to disciplinary action, up to and including suspension and/or termination of employment.

If employees believe that they are being exposed to a known or suspected hazard when working with toxic chemicals or substances, they have the right under the Hazard Communications Law to know about such hazards through Material Safety Data Sheets (MSDS).

## Building Security

Each and every employee must follow the building security rules and regulations and ensure that classrooms or offices are locked when leaving the classroom or office during the school day and at the end of the day. The key lock should remain unlocked and windows uncovered at all times when any person is present in the classroom or office. Do not allow students or parents in the classroom without supervision by an employee of LTS.

Gates and exterior doors must be locked when leaving before or after 7:00 am-4:00 pm. Keys must be signed out by the employee's Supervisor. Employees are responsible for all keys given and therefore, responsible for replacing any keys, including re-keying the building, if lost.

## Use of Equipment and Supplies

LTS will provide employees with the equipment and supplies needed to do their job. This equipment should not be used for personal use, nor removed from the classroom or school. If removed from the classroom, equipment will need to be properly checked out and approved by the supervisor. It is the intention of LTS to provide all employees with the necessary equipment and supplies to perform the essential functions of their job. All equipment and supplies are intended for business use only. This includes but is not limited to telephones, desk phones, smartphones, laptops, desktop computers, iPads, and email use. All company equipment is expected to be returned upon separation from LTS.



## Staff Restrooms

Staff restrooms are reserved only for adults. Employees are prohibited from using student restrooms.

## Use of Telephones

To ensure effective telephone communications, employees should always use an approved greeting and speak in a courteous and professional manner.

## Cell Phone Usage

If an employee is provided a cellular phone by LTS, it is provided as a business tool only. The cell phone use during work is intended for business-related calls only and personal calls are not permitted during work hours except in the case of an emergency. Cell phone invoices and text messages may be regularly monitored to ensure compliance with this policy. If the phone is lost or damaged, it is the employee's responsibility to replace the phone.

Employees are prohibited from using cell phones to conduct business while driving and should safely pull off the road and come to a complete stop before dialing or talking on the phone or writing, sending, or reading a text-based communication. As a representative of LTS, cell phone users are reminded that the regular business etiquette employed when speaking from office phones or in meetings applies to conversations conducted over a cell phone.

For employees working directly with students, cell phones must be turned OFF during instruction or supervision time. In emergency circumstances, if a personal call must be made or taken, the employee must notify their supervisor.

## Computer and Email Usage

Computers, computer files, the email system, and software furnished to employees are LTS property intended for business use only. Employees should not use a password, access a file, or retrieve any stored communication without authorization. To ensure compliance with this policy, computer and email usage will be monitored by the IT and HR Departments. All employees that are distributed a personal computer will need to sign a computer agreement acknowledging the computer that has been assigned to them and acknowledging the employee's agreement to abide by all computer policies.

LTS prohibits the use of computers and the email system in ways that reasonably could be viewed as malicious, obscene, threatening or intimidating, or that might constitute harassment or bullying. Email may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters.

If an employee sends emails to multiple email addresses of parents or students, it is important to place the email addresses in the Bcc line, so their privacy is maintained.

LTS purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, LTS does not have the right to reproduce such software for use on more than one computer. Employees may only use software on local area networks or on multiple machines according to the software license agreement. Employees should notify their immediate Supervisor or the IT Department or any member of administration upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination.

Email messages sent in connection with an employee's official duties for LTS are a public record, and they may be subject to disclosure upon request, regardless of whose property the device is. Employees should have no expectation of privacy in these documents, although their disclosure may ultimately be limited by FERPA or other laws.

This policy is not intended to interfere with an employee's rights under the National Labor Relations Act (NLRA). Nothing in this policy should be interpreted to prevent, interfere with, or otherwise restrain an employee's legitimate exercise of his or her Section 7 activities under the NLRA, including concerted discussions or activities regarding the terms and conditions of employment, wages, and working conditions.

## Social Networking and Blogging

In general, LTS views websites, weblogs, social media platforms and other information published on mediums accessible by the public to its employees positively, and it respects the right of employees to use them as a medium of self-expression. Blogging and other forms of technology or social media include and are not limited to sites such as: Facebook, Twitter, YouTube, Instagram, Linked-In, chat rooms, personal blogs, newsletters, and other sites where information may be posted. If employees choose to identify themselves as an "LTS" employee and discuss matters related to LTS business, please bear in mind that although the information published will generally be viewed as a medium of personal expression, some readers may nonetheless view the employee as a de facto spokesperson for LTS. In light of this possibility the following guidelines must be followed:

- Employees must make it clear to readers that the views expressed by them are theirs alone and do not represent the views of LTS.
- Employees should never represent or infer that they are a spokesperson for LTS.
- Understand that employees assume full responsibility and liability for public statements.
- Employees are not permitted to disclose confidential or proprietary information regarding the LTS or its students.
- Employees must abide by all non-disclosure and confidentiality policies. Confidential and proprietary information does not include the terms and conditions of an employee's employment, including wages and working conditions.
- Student information (general or specific) is NEVER to be disclosed on social media or in any public setting.
- Company policies governing the use of corporate logos and other branding and identity apply. Therefore, employees are not permitted to use any company logo or graphics for commercial purposes or in any manner prohibited by law.
- Employees are prohibited from making discriminatory or harassing comments when discussing LTS, Supervisors, co-workers, students, parents and/or competitors.
- Employees are prohibited from speaking to members of the media on behalf of LTS without first contacting the LTS Administration. All media inquiries seeking comment on behalf of LTS should be directed to LTS Administration.
- Employees should model and align with the mission and values of LTS and exemplify professional and mature communication.

Since the information published is accessible by the general public, LTS has the expectation that your comments will be truthful and loyal to LTS, its employees, customers, partners, affiliates and others (including our competitors) as LTS itself endeavors to be. LTS will not tolerate statements about it or its employees that are obscene, threatening or harassing.

This policy is not intended to interfere with an employee's rights under the National Labor Relations Act (NLRA). Nothing in this policy should be interpreted to prevent, interfere with, or otherwise restrain an employee's legitimate exercise of his or her Section 7 activities under the NLRA, including concerted discussions or activities regarding the terms and conditions of employment, wages, and working conditions.

## Internet Usage

The following guidelines have been established to help ensure responsible and productive Internet usage. While Internet usage is intended for job-related activities, incidental and occasional brief personal use is permitted within reasonable limits during break time.

LTS reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through our online connections and stored in our computer systems. All Internet data that is composed, transmitted, or received via our computer communications systems is considered to be part of the official records of LTS and, as such, is subject to disclosure to law enforcement or other third parties to the extent permitted or required by law. Consequently, employees should always ensure that the business information contained in Internet email messages and other transmissions is accurate, ethical, and lawful.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, if an employee did not create material, does not own the rights to it, or has not received authorization for its use, it should not be put on the Internet. Employees are also responsible for ensuring that the person sending any material over the Internet has the appropriate distribution rights.

Internet users should take the necessary anti-virus precautions before downloading or copying any file from the Internet. All downloaded files are to be checked for viruses; all compressed files are to be checked before and after decompression. Consult the IT Department before downloading any file in question.

Abuse of the Internet access provided by LTS in violation of law or LTS policies will result in disciplinary action, up to and including termination of employment.

The following behaviors are examples of activities that are prohibited:

- Sending or posting discriminatory, harassing, or threatening messages or images
- Using the organization's time and resources for personal gain
- Stealing, using, or disclosing someone else's code or password without authorization
- Copying, pirating, or downloading software and electronic files without permission
- Sending or posting confidential material, trade secrets, or proprietary information outside of the organization
- Sending or posting unprofessional content to Google classroom or other shared platforms
- Violating copyright law
- Failing to observe licensing agreements
- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions
- Participating in the viewing or exchange of pornography or obscene materials
- Sending or posting messages that defame or slander other individuals
- Attempting to break into the computer system of another organization or person
- Refusing to cooperate with a security investigation

## Photo/Video Images

In the process of marketing LTS to the community, employees may be featured or involved in a photo and/or video that will be used in LTS or Vertex marketing promotions. It is assumed that all LTS employees willingly allow their image or video to be used as part of our marketing plan. If an employee has a concern with their image being released to the public or used in marketing materials, the employee should inform their Supervisor or the Communications Department.

## Emergency Preparedness Plan

At times, emergencies such as severe weather, fires, power failures, pandemic or earthquakes, can disrupt operations. In extreme cases, these circumstances may require the closing of a facility. Every attempt will be made to give employees notification of the closing. Employees in essential operations may be asked to work on a day when operations are officially closed. In these circumstances, employees who work will receive regular pay for this time. LTS will comply with guidelines set forth by local or national governance. Employees must continue to review and comply with company communications during these emergencies.

## Emergency Procedures

LTS will perform regular campus fire drills in addition to annual campus lockdown and emergency alert drills. Principals will review emergency procedures with all employees prior to the start of school each year. Each classroom also contains an emergency guide. Teachers are expected to familiarize themselves with this guide as it pertains to other emergency situations including severe weather, electrical blackouts, and lock-down procedures.

## Accidents and Sickness

Students that become sick or injured in class or elsewhere on the campus should be brought or sent to the Health Office. If a child is seriously injured, do not move them. Send a responsible student or adult to the front office for help and stay with the child until help arrives. Students with diabetes or other chronic illnesses should be escorted to the office by another student. In non-emergency situations, injured or sick students who are not accompanied by a staff member must have an office referral with the time and date in order to come to the Health Office for medical attention or first aid.

## Administering Student Medication

Medication will not always be given to a student by the health office. Other staff members designated by the Principal will assist students in the absence of the health office staff, as trained by the parent, following a physician's order. Additional information is provided in the Student/Parent Handbook and student medical consent form.

## Communicable Disease Or Illnesses in the Workplace

LTS will take proactive steps to protect the workplace in the event of a public health emergency. It is our commitment to operate effectively and ensure that all essential services are continuously provided while maintaining a safe work environment. In case of a public health emergency, LTS will adhere to any orders of the State or local public health agencies to prevent transmission of a communicable disease. Medical information on individual employees is treated confidentially. LTS will take reasonable precautions to protect such information from inappropriate disclosure. Managers and other employees have a responsibility to respect and maintain the confidentiality of employee medical information. Anyone inappropriately disclosing such information is subject to disciplinary action, up to and including termination of employment.

## Visitors in the Workplace

**When school is not in session**, all employee guests (close family or friends) will need to be escorted by a staff member when they are on campus.

**When school is in session, the expected procedure is as follows:**

If guests come to visit teachers or staff, the teacher or staff must be on a prep or on lunch and not have students in their room. Guests should be escorted on or off campus by the employee when reasonable to do so.

## Workplace Monitoring

Workplace monitoring may be conducted by LTS to ensure quality control, employee safety, security, and customer satisfaction. LTS inspection of workplace areas may occur without prior notice which may include, but not limited to, offices, desks, rest areas, and parking areas.

Employees who regularly communicate via the telephone may have their conversations monitored or recorded. Computer usage and files, including e-mail usage and related files, may be monitored or accessed. LTS may conduct video surveillance of non-private workplace areas. Video monitoring is used to identify safety concerns, maintain quality control, detect theft and misconduct, and discourage or prevent acts of harassment and workplace violence. Every effort will be made to conduct workplace monitoring in an ethical and respectful manner.

# Employee Conduct & Disciplinary Action

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## Dress Code

Employees of LTS are expected to present a clean and professional appearance. If an alternative shoe or clothing item is needed due to religious or medical need, please reach out to the HR Department to request a medical accommodation. Please observe the following general guidelines for professional dress. Please note that some positions may require or permit alternative permissions such as Facilities, Food Service, or Physical Education Teachers.

Nothing in this Dress Code should be read as interfering in any way with any LTS employee's rights under the National Labor Relations Act. While this Dress Code requires employees to present a clean and professional appearance, this policy does not prohibit or restrain employees from wearing clothing, buttons, and pins containing union or other protected concerted messages

## WOMEN

### Acceptable

- Clothing should be neat, clean, in good repair, pressed, and fit properly.
- Dresses, skirts, sweater type dresses with length that is business appropriate.
- Pants and capris.
- Blouses, shirts, sweaters and collared shirts tank tops with a minimum of two-inch shoulder strap.
- Leggings may only be worn with a dress length blouse or dress (top of knee).
- School logo polo shirts.
- Scrubs (for Health Assistants and Nurses).
- Shoes from high heels to sandals and wedges to open-toed shoes\* - are allowed. Footwear should be in good condition.
- Dark, athletic sole shoes are allowed only for Teachers that teach on a concrete floor.
- Two pairs of earrings maximum.

### Unacceptable

- Casual T-shirts, tube tops, thin strapped tops, and low, tight, or revealing clothes.
- Baggy or skin-tight clothing.
- Clothing made of sheer fabrics unless worn over an approved clothing item.
- Jeans (including colored), shorts, overalls.
- Jumpsuits, athletic wear, sweats and other sportswear (other than PE Teachers).
- Athletic shoes (other than Aides, Paraprofessionals, PE Teachers, Food Services, Facilities and Health Assistants).
- Clothing with pictures or words, other than Legacy or Logo.
- Visible undergarments.
- Visible body piercing or exposed tattoos.
- No crocs, flip flops, slippers, slides.
- Extreme haircuts or unnatural colored hair.

*\*Not permitted for Facilities, Food Service, Physical Education Teachers and Health Assistants/Nurses.*

## **MEN**

### **Acceptable**

- Clothing should be neat, clean, in good repair, pressed, and properly fitting.
- All shirts should be tucked in.
- Pants with little ornamentation.
- Collared shirts, ties, sweaters and vests.
- School logo polo shirts.
- Scrubs (for Health Assistants).
- Dress shoes.
- Dark, athletic sole shoes: allowed only for Teachers that teach on a concrete floor (admin approval required).
- Facial hair that is neatly trimmed.
- Haircuts that fall above the collar and are neatly trimmed.

### **Unacceptable**

- Cut off, torn bottom, or athletic shorts.
- Pants or shorts below the waist level.
- Tank tops.
- No crocs, flip flops, slides or slippers.

## **DRESS OUT DAYS (Women & Men)**

### **Acceptable**

- Legacy t-shirts
- Legacy polo shirts
- Jeans
- Clean tennis shoes

### **Unacceptable**

- Shorts

## **FIELD TRIP ATTIRE AND SUMMER/BREAKS OFFICE DRESS CODE**

### **Acceptable**

- Legacy Polo (may be required depending on event)
- Legacy t-shirts
- Jeans
- Shorts to the top of the knee
- Athletic pants that are not tight-fitting
- Clean tennis shoes

**Unacceptable**

- T-shirts, tanks, undershirts worn as outerwear, revealing or cut-upshirts.
- Shorts, overalls (including colored items)
- Jumpsuits, athletic wear, sweats and other sportswear (other than PE Teachers).
- Clothing with pictures or words, other than Legacy or Logo.
- Earrings, visible body piercing or exposed tattoos.
- Extreme haircuts, extreme facial hair, or extreme colored hair.



## Drug and Alcohol Policy

Employees are required to report to work in appropriate mental and physical condition to perform their jobs in a safe and satisfactory manner. While conducting business-related activities on and off LTS premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Employees may be required to undergo a drug and alcohol screening test in the following instances:

- Erratic behavior, abnormal conduct or a marked deterioration in work performance.
- Direct observation or evidence of alcohol or drug use or of the manifestations or physical symptoms of being impaired due to drug or alcohol use.
- A report by a reliable source of alcohol or drug use by the employee.
- Employee tampering or evidence thereof with any alcohol or drug test administered during employment with LTS or its affiliates.
- Evidence that an employee has injured another person or that the employee has caused an accident resulting in the injury to another person or to him/herself or damage to property.
- Evidence that while working or on LTS premises or while operating a company vehicle, an employee has sold, manufactured, distributed, solicited, used, possessed, or transferred drugs or alcohol.

An employee shall submit to drug/alcohol testing if the employee was involved in an accident that resulted or could have resulted in an injury to him/herself or another person or property damage while at work, on company premises, or while conducting LTS business. Non-compliance with this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with the HR Department without fear of reprisal.

## Use of Tobacco or Nicotine Products

Smoking, vaping and use of e-cigarettes or e-cigars or any tobacco product is prohibited throughout the workplace and on all, LTS & LTCS premises. Additionally, employees are not allowed to report to work smelling of smoke. Violations of this policy will lead to discipline up to and including termination of employment. This policy applies equally to all employees, customers, and visitors.

In accordance with A.R.S. § 36-798.03, tobacco products are prohibited on school grounds, which include:

- Inside school buildings
- In school parking lots
- On school playing fields
- In school buses or vehicles
- At off-campus school sponsored events

## Workplace Violence Prevention

LTS has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on Company premises. All employees, including Supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of the company unless contrary to state law. Conduct that threatens, intimidates, or coerces another employee, stakeholder or a member of the public will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's protected status. LTS takes threats seriously and processes them in accordance with its Threat Assessment protocol. In the school environment, threats may be defined as expressions of intent to do harm or to act out violently. Threats may be verbal, symbolic, or written. All threats must be taken seriously, and school personnel must report threats to the school administration, no matter which type.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to the employee's immediate Supervisor, HR or any member of administration. This includes threats by employees, as well as threats by customers, parents, students, vendors, solicitors, or other members of the public. When reporting a threat of violence, the report should be as specific and detailed as possible. All suspicious individuals or activities should also be reported as soon as possible to the Supervisor. Employees should not place themselves in peril. All threats must be taken seriously, and school personnel must report threats to the school administration, no matter which type.

LTS will promptly and thoroughly investigate all reports of threats of (or actual) violence of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, LTS may suspend employees, either with or without pay, pending investigation. Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

## Sexual and Other Unlawful Harassment

LTS is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, retaliatory, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, sexual orientation, or any other legally protected characteristic will not be tolerated. Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior. The following is a partial list of sexual harassment examples:

- Unwanted sexual advances.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects, pictures, cartoons or posters.
- Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes.
- Verbal or physical sexual advances or propositions.
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.

If an employee should experience or witness sexual or other unlawful harassment in the workplace, it must report it immediately to the Supervisor, the HR Department, or the LTS Title IX Coordinator. Employees may raise concerns and make reports without fear of reprisal or retaliation. All allegations of sexual harassment will be investigated as quickly and discreetly as possible. To the extent possible, confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure.

Any Supervisor who becomes aware of possible sexual or other unlawful harassment must immediately advise the HR Department, LTS' Title IX Coordinator or any member of administration so it can be investigated in a timely and confidential manner. Anyone, regardless of position or title, found through investigation to have engaged in sexual or unlawful harassment will be subject to discipline up to and including discharge. LTS prohibits any form of discipline or retaliation for reporting in good faith the incidents of harassment in violation of this policy, pursuing any such claim or cooperating in the investigation of such reports.

## Return of Property

Any LTS property issued to employees such as classroom supplies, curriculum material, student records or files, employee records or files, computer equipment, classroom/desk keys, ID badges, and a school credit card must be returned to LTS at the time of termination or resignation. Employees will be responsible for any lost or damaged items. If an employee whom has received free Spalding training from LTS voluntarily leaves prior to the completion of one year of employment, \$600 will be deducted from his/her final paycheck to cover the cost of the Spalding training. Where permitted by applicable laws, LTS may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. LTS may also take all action deemed appropriate to recover or protect its property.

## Textbooks

Teachers are responsible for all textbooks assigned to their classroom. Textbooks will be assigned to students by bar-code by the Library Assistant. Textbooks that are damaged or lost will be assessed to the parents. Teachers must be able to account for all textbooks at the close of the school year.

## Personal Property

LTS assumes no risk for any loss or damage to personal property and recommends that all employees have personal insurance policies covering the loss of personal property brought onto or left on school grounds. All items left in the Lost and Found will be donated to charity periodically throughout the school year.

## Solicitation

This policy outlines our restrictions for distributing materials and soliciting funds, donations and/or signatures. Solicitation during school hours is not permitted. Employees are not permitted to distribute non-company literature in work areas at any time during school hours, with the exception of postings on the bulletin board in the staff lounge. Use of an employee's school email account or school resources for purposes of solicitation is also not permitted. This policy is not intended to interfere with an employee's rights under the National Labor Relations Act (NLRA). Nothing in this policy should be interpreted to prevent, interfere with, or otherwise restrain an employee's legitimate exercise of his or her Section 7 activities under the NLRA, including concerted discussions or activities regarding the terms and conditions of employment, wages, and working conditions.

## Employee Discipline

All employees are expected to meet LTS standards including: work performance, attendance, personal conduct, job proficiency, and compliance with LTS policies and procedures. If an employee does not meet these standards, LTS may take a verbal or written corrective action up to and including termination. The purpose of this policy is to reinforce LTS' fair treatment of all employees in ensuring disciplinary actions are prompt, uniform and impartial.

If necessary, your Supervisor and an HR Representative may need to conduct an investigation. An investigation is designed to obtain all pertinent facts and may include interviewing employees directly and other witnesses, reviewing documents, etc. Failure to cooperate with an internal investigation is grounds for disciplinary action up to and including discharge.

## Substitute Teachers

It is the responsibility of the Teacher when they are absent to provide the needed lesson plans for a Substitute Teacher. Teachers must complete a Sub Folder with at least three days of classwork for their students prior to the start of school, update it regularly, and keep it on file in the office. In the case of an emergency, please call in or email details to the Substitute or Principal. This folder should contain all the information that a sub will need including:

- Policies and procedures of the classroom (bathroom, office referrals, etc.)
- Daily duty schedule
- Detailed subject-by-subject daily lesson plans for the current week
- Location of Teacher's textbooks, manuals, answer keys
- Time filler activities
- Specifications on which children have special needs or accommodations
- Seating charts
- Safety Procedures (fire drill, lock-down, etc.)

## Termination of Employment

Termination of employment is an inevitable part of personnel activity within any organization. Under the at-will agreement, both the employee and LTS have the right to terminate employment, with or without cause, at any time. For employees who are subject to an individualized written employment contract approved by the LTS Campus Administration (Principal) for a specific timeframe, the terms outlined in any such contract will govern. Employees will receive their final pay in accordance with applicable state law.

Should an employee choose to voluntarily resign from their position with LTS, LTS encourages employees to provide at least 2 weeks' prior written notice of his or her resignation. If an employee does not provide advance notice, the employee will be considered ineligible for rehire. Paid time off requests may not be submitted nor approved once an employee has resigned unless applicable laws override this policy.

Any outstanding debts or repayments will be subtracted from an employee's final check to the extent permitted by law. LTS Administration may conduct an exit interview to discuss the employee's reasons for leaving and any other impressions that the employee may have about LTS. An Exit Interview Survey will be emailed to the employee's personal email address on file.

## Suggestion Program

Employees of LTS have the opportunity to contribute to future success and growth by submitting suggestions for policy, procedure and process improvement. The anonymous suggestion form is available on the [Legacy employee portal](#).

## Whistleblower Policy

A whistleblower as defined by this policy is an employee of LTS who reports an activity that they consider to be illegal, dangerous or dishonest or a clear violation of the LTS Business Ethics and Conduct Policy. Questions regarding LTS business ethics and conduct policy should be discussed with your supervisor or HR. Employees may anonymously report concerns through the LTS ethics hotline, Red Flag Reporting by calling 1-888-577-4917. LTS will not retaliate against anyone who submits a concern to the LTS ethics hotline. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.