

# **DuBois Integrity Academy Charter School**

## **Employee Handbook**



**2025-2026 School Year**

In addition to the enclosed policies and procedures as adopted by DuBois Integrity Academy, Inc. Governance Board, the Board shall adhere to rules, policies, and procedures as outlined in the "DIA" Charter School Contract, the Employee Handbook, and all local, state, and federal laws with regards to public charter schools.

**July 2026**

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## About This Handbook/Disclaimer

We prepared this handbook to help employees find the answers to many questions that they may have regarding their employment with DuBois Integrity Academy Charter School. Please take the necessary time to read it.

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

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

No company representative other than The School Board of DuBois Integrity Academy may modify at-will status and/or provide any special arrangement concerning terms or conditions of employment in an individual case or generally and any such modification must be signed and in writing.

Many matters covered by this handbook, such as benefit plan descriptions, are also described in separate company documents that can be viewed within your TriNet profile. TriNet is DuBois Integrity Academy Professional Employer Organization (PEO). These company documents are always controlling over any statement made in this handbook or by any member of management.

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

This handbook supersedes all prior handbooks.

## Introduction

For employees who are commencing employment with DuBois Integrity Academy Charter School ("DIA" or the "Company"), on behalf of DuBois Integrity Academy Charter School, let me extend a warm and sincere welcome.

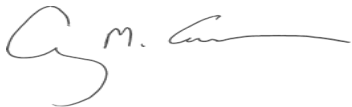
For the employees who have been with us, thanks for your past and continued service.

I extend my personal best wishes for success and happiness here at DuBois Integrity Academy Charter School. We understand that it is our employees who provide the services that our customers rely upon, and who will enable us to create new opportunities in the years to come.

To all new and current employees of DuBois Integrity Academy, we are confident that you will find DIA a dynamic and rewarding place in which to work, and we look forward to a productive and successful association. DuBois Integrity Academy seeks passionate, innovative, and highly qualified professionals who are ready to make a difference in the lives of children. We consider the employees of DIA to be one of its most valuable resources.

The leadership structure endorses and supports the tenets of academic accomplishment and is committed to implementing excellence-based education. Standards are set for student achievement, rubrics are developed, and tasks are designed to implement local, state and national frameworks. Teachers and support staff help all students master learning material through using a written, sequential curriculum, reviewing and re-teaching as necessary, utilizing community resources and technology to help all students in mastering learning material and documenting and thoroughly assessing student achievement.

Realizing parents and caregivers are the most important stakeholders in a student's educational success, DuBois Integrity Academy establishes school/home communities that extend learning beyond school boundaries. Parents sign the Federal Program Compact to affirm that they will serve as partners with school staff to ensure students' achievement.



*It is the trained living human soul, cultivated and strengthened by long study and thought, that breathes the real breath of life into boys and girls and makes the human, whether they be black or white, Greek, Russian or American.*

- Dr. W.E.B. DuBois

### Our Mission

DuBois Integrity Academy's mission is to prepare college and career-ready scholars who are confident and inquisitive lifelong learners.

### Our Academic Program

Our academic program has two pillars that support substantial improvement in achievement: **STEM** (Science, Technology, Engineering, and Math) combined with Blended Learning. The charter school's academic commitment is deeply rooted in a nationally renowned STEM curriculum and development model that aligns with the Common Core Georgia Performance Standards. We propose using research-based instructional models that have been successfully implemented in other Georgia charter schools.

### Core Beliefs:

- Excellence
- Trust and Honest Communication
- Common Understanding
- Personal Responsibility
- Collective Commitment
- Academic Achievement
- Measured Results
- Continuous Improvement
- Safe and Nurturing Environment
- Involved Family, Community and Staff
- Transparency and Accountability

## Organizational Structure

### District Level

Coming Soon

### School Level

Coming Soon

## Section 1 - Employment Policies

### 1.1 Employee Classifications

For this handbook, all employees fall within one of the following classifications:

**Full-Time Employees** - Employees who work at least 35 hours per week and are not hired on a short-term basis.

**Part-Time Employees** - Employees who work fewer than 35 hours per week and are not hired on a short-term basis.

**Short-Term Employees** - Employees who were hired for a specific short-term project, on a short-term freelance, or temporary basis.

**Long-Term Employees** – Employees who were hired for a specific long-term assignment, on a long-term basis.

In addition to the above classifications, employees are categorized as either "**exempt**" or "**non-exempt**" for purposes of federal and state wage and hour laws. Employees classified as **exempt** do not receive overtime pay; instead, they generally receive the same weekly salary regardless of the number of hours worked. Such a salary may be paid less frequently than weekly. **Non-exempt** employees are workers who are entitled to earn at least the federal minimum wage and qualify for overtime pay. Employees will be informed of these classifications upon hire and of any subsequent changes to the classification.

### 1.2 Professional Learning and Development

Employees are offered opportunities for professional learning that enhance their knowledge, skills, attitudes, and behaviors, ultimately positively impacting student learning. Some professional development sessions will be mandatory. With the approval of the Georgia Professional Standards Commission (GaPSC), DIA partners with RESA for the teacher alternative certification program known as the Teacher Academy of Preparation and Pedagogy (TAPP).

### 1.3 Certification

Certified employees must hold a valid certificate issued by the Georgia Professional Standards Commission (GaPSC). Examples include teachers, counselors, principals, assistant principals, psychologists, media specialists, and paraprofessionals.

School Healthcare Technicians should have a state certification identification number and current certification in Adult and Infant CPR and First Aid. The School Healthcare program includes licensed CNAs who are supervised by a Nurse Practitioner.

### 1.4 Driver's License

All vehicle operators covered by the commercial driver's licensing laws must possess a valid Commercial Driver's License (CDL) and complete the training course required by DIA. Some other specialized positions may also need licensing.

## 1.5 Employee Background Check

According to O.C.G.A. 20-2-211.1, all personnel employed by DIA must be fingerprinted and undergo a criminal background check.

Certified employees whose employment with DIA is renewed and who subsequently submit a certificate renewal application to the Georgia Professional Standards Commission (GaPSC) must complete a background check to fulfill certificate renewal requirements.

Non-certified employees will undergo criminal background checks on a five-year rotation based on their year of hire.

DIA will be responsible for covering all costs associated with fingerprinting at the time of initial employment.

If an employee is convicted of a misdemeanor or felony during employment, they must notify the Deputy Superintendent and/or the Executive Director within three (3) business days of the conviction. The employee must also provide notification within three (3) business days of any resolution of misdemeanor or felony charges, pre-trial diversion, or any other negotiated plea. GaPSC requires all certified employees to report any arrest within 90 days of their arrest.

## 1.6 Equal Employment Opportunity

DuBois Integrity Academy Charter School is an equal opportunity employer that does not discriminate based on actual or perceived race, creed, color, religion, alienage or national origin, ancestry, citizenship status, age, disability or handicap, sex, marital status, veteran status, sexual orientation, genetic information, arrest record, or any other characteristic protected by applicable federal, state, or local laws. Our management team is committed to this policy regarding recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, and overall treatment during employment.

The company will provide reasonable accommodations for qualified employees with disabilities who have known physical or mental limitations, unless doing so would cause an undue hardship on our operations. If you require assistance with your duties due to physical or psychological condition, please contact Human Resources. Employees can also contact the TriNet Solutions Center at (800) 638-0461.

The company will also strive to accommodate employees' religious beliefs, provided that such accommodations do not cause undue hardship to the company's operations. If you want to request this type of accommodation, please contact Human Resources. Employees may also contact the TriNet Solutions Center at (800)638-0461. If you believe you have experienced conduct that violates this policy, report it immediately to your supervisor. If you cannot reach this person for any reason, or if you do not receive a satisfactory response within five (5) business days of reporting an incident, please contact your second-level supervisor.

***Note: If your supervisor or next-level manager is the person to whom the complaint is directed, you should contact any higher-level manager in your reporting chain or Human Resources. Employees may also contact the TriNet Solutions Center at (800)638-0461 if they are uncomfortable for any reason using the above procedure. The company will not permit any form of retaliation against individuals who raise issues of equal employment opportunity.***

***If you feel you have been subjected to any such retaliation, report it in the same manner you would report a perceived violation of this policy. To ensure our workplace is free of artificial barriers, violation of this policy including any improper retaliatory conduct will lead to discipline, up to and including discharge.***

### 1.7 Anti-Harassment

It is the policy of DuBois Integrity Academy to prohibit intentional and unintentional acts of harassment of employees or others based upon race, creed, sex, gender, national origin, ancestry, religion, age or disability, genetic information, service in uniformed services or any other protected status recognized under Georgia or federal law during all occasions while at school, in the workplace or at any school event or activity. Any such reported act of harassment will result in discipline, including the possible termination of employment or another appropriate discipline of the employee. The purpose of this policy is not to regulate our employees' personal morality, but to ensure that in the workplace, no one harasses another individual.

If an employee feels that he or she has been subjected to conduct which violates this policy, he or she should immediately report the matter to the Administration, Deputy Superintendent, and/or the Executive Director. If the employee is unable for any reason to contact this person, or if the employee has not received a satisfactory response within five (5) business days after reporting any incident of what the employee perceives to be harassment, the employee should contact Human Resources.

If the person to whom the complaint is directed is one of the individuals indicated above, the employee should contact TriNet Solutions at (800) 638-0461. Employees may also contact members of DuBois Integrity Academy Governance Board. Contact information for board members can be found on DIA's website, see <https://www.duboisintegrityacademy.org/governance-board>.

Every report of perceived harassment will be fully investigated, and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the Company will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy.

If an employee feels they have been subjected to any such retaliation, they should report it in the same way they would report a claim of perceived harassment under this policy. Subsequently, if employees believe someone else has been subjected to conduct that violates this policy, they must report it immediately. Additionally, all supervisors should inform their subordinates about the contents of this policy and, through appropriate staff development, educate employees on the various forms or expressions of prohibited harassment. DIA prohibits any form of discipline, reprisal, intimidation, or retaliation for good-faith reporting of harassment incidents, pursuing harassment claims, or cooperating in related investigations. Violating this policy, including engaging in improper retaliatory conduct, will result in disciplinary action, up to and including termination. All employees are required to cooperate with all investigations.

## 1-8 Sexual Harassment

It is DuBois Integrity Academy Charter School's policy to prohibit harassment of any employee by any supervisor, employee, customer, or vendor based on sex or gender. The purpose of this policy is not to regulate personal morality within the company but to ensure that all employees are free from sexual harassment. While it is difficult to precisely define what conduct might constitute sexual harassment, and there is a wide range of behaviors that may violate this policy even if they do not break the law, examples of prohibited behavior include unwelcome sexual advances, requests for sexual favors, obscene gestures, displaying sexually graphic magazines, calendars, or posters, sending sexually explicit emails, text messages, and other verbal or physical conduct of a sexual nature, such as uninvited touching or sexually related comments. Depending on the circumstances, improper conduct can also include sexual jokes, vulgar or offensive conversations or jokes, commenting on an employee's physical appearance, discussing one's own or someone else's sex life, or teasing or other conduct directed at a person because of their gender that is sufficiently severe or pervasive to create an unprofessional and hostile work environment.

If you believe you have experienced conduct that violates this policy, you should report the matter immediately to your supervisor. If you cannot reach this person for any reason or do not receive a satisfactory response within five (5) business days of reporting an incident you perceive as harassment, contact the next-level Manager. Note: If your supervisor or the next-level Manager is the person receiving the complaint, contact any higher-level Manager in your reporting chain. Employees who feel uncomfortable using the above procedure may also contact the TriNet Solutions Center at (800)638-0461. Every report of perceived harassment will be thoroughly investigated, and appropriate corrective actions will be taken. While confidentiality will be maintained to the extent possible, it cannot be guaranteed. Additionally, the Company prohibits retaliation against anyone who reports unwelcome conduct or cooperates in investigations under this policy. If you experience retaliation, report it in the same manner as a harassment claim. Violations of this policy, including improper retaliation, may result in disciplinary action, including termination. All employees are expected to cooperate fully with investigations.

## 1-9 Whistleblowing

Whistleblowing is defined as the 'disclosure by an employee or professional of confidential information which relates to some danger, fraud or other illegal or unethical conduct connected with the workplace, be it of the employee or his/her fellow employees'.

Whistleblowing is crucial in schools because it safeguards everyone—students, teachers, and staff. It helps quickly identify mistakes and fraud so they can be fixed promptly. It acts as a safeguard for individuals within an organization. However, for it to function effectively, a culture of reporting irregularities must be established. Under the Georgia Whistleblower Protection Act (O.C.G.A. section 45-1-(d)), a public employer cannot impose, adopt, or enforce a policy or practice that prevents a public employee from reporting a violation or noncompliance with regulations, rules, or laws to a government agency or supervisor. Aims and Scope of a Whistleblowing Procedure

### The Aim of a Whistleblowing Procedure

- Give confidence to members of staff about raising concerns about conduct or practice which is potentially illegal, corrupt, improper, unsafe, or unethical, or which amounts to malpractice or is

inconsistent with school standards and policies, so that he/she is encouraged to act on those concerns.

- Provide members of staff with avenues to raise concerns.
- Ensure that members of staff receive a response to the concerns they have raised and feedback on any action taken.
- Offer assurance that members of staff are protected from reprisals or victimization for whistleblowing actions undertaken in good faith.

To file a whistleblower complaint, email [whistleblower@duboisintegrityacademy.com](mailto:whistleblower@duboisintegrityacademy.com). A written response to the whistleblower will be provided within five working days. The inquiry should generally be completed within 10-15 working days following the initial reaction to the whistleblower.

If no action is to be taken following the rise of concern and/or the member of staff is not satisfied with the way the matter has been dealt with, the staff members can raise their concern with DIA's Governance Board.

## 1-10 Drug-Free and Alcohol-Free Workplace

To promote a safe, healthy, and productive work environment for our employees and others, protect company property, and ensure efficient operations, the company has established a policy of maintaining a drug- and alcohol-free workplace. This policy applies to all employees and other individuals working for the company.

The Georgia Drug-Free Public Work Force Act of 1990 applies to DuBois Integrity Academy. The Board of Education states that the manufacture, distribution, sale, or possession of controlled substances, marijuana, and other dangerous drugs unlawfully, or working under the influence of alcohol, controlled substances, marijuana, or other illegal or dangerous drugs is a serious threat to public health, safety, and welfare. The Board emphasizes that its workforce must be free of anyone who knowingly manufactures, distributes, sells, or possesses a controlled substance, marijuana, or illegal drug unlawfully. This prohibition specifically includes, but is not limited to, the unlawful manufacture, distribution, sale, possession, or use of controlled substances or alcohol at the workplace. It also includes employees being under the influence of alcohol or controlled substances while on duty.

As a condition of employment, each employee must comply with this policy and notify their immediate supervisor within three (3) business days of any arrest on drug-related criminal charges. Employees are also required to inform their supervisor within three (3) business days of any conviction, plea of nolo contendere, or plea under the First Offender Act of the State of Georgia or any similar state or federal law for a drug-related offense. The Board of Education will not consider for employment any applicant who has been convicted, pled nolo contendere, or received such a plea within three (3) months from the conviction date. Similarly, applicants with a second conviction or plea of nolo contendere for a drug offense will not be considered for five (5) years from the most recent conviction date. However, the Board will consider applicants with two (2) convictions, pleas of nolo contendere, or pleas under the First Offender Act for a drug offense after five (5) years from their most recent conviction. Any employee who violates this drug-free workplace policy may face disciplinary action, including immediate termination.

DuBois Integrity Academy has a policy that may require job applicants and current employees to undergo drug and alcohol testing in certain situations. This policy aims to comply with applicable laws regarding testing and privacy rights.

## 1-11 Workplace Violence

DuBois Integrity Academy Charter School is firmly committed to providing a safe workplace. The purpose of this policy is to minimize the risk of personal injury to employees and damage to the company and personal property. We do expect and encourage employees to exercise reasonable judgment in identifying potentially dangerous situations.

### Prohibited Conduct

Threats, threatening language, or any other acts of aggression or violence made toward or by any company employee or student WILL NOT BE TOLERATED. It could result in immediate termination. For the purposes of this policy, a threat includes any verbal or physical harassment or abuse, any attempt to intimidate or instill fear in others, menacing gestures, the display of weapons, stalking, or any other hostile, aggressive, injurious, or destructive action undertaken with the intention of domination or intimidation. To the extent permitted by law, employees and visitors are prohibited from carrying weapons on company premises.

### Procedures for Reporting a Threat

All potentially dangerous situations, including threats by co-workers, should be reported immediately to any member of the management with whom the employee feels comfortable. Employees may also call the TriNet Solutions Center at (800) 638-0461. Reports of threats may be maintained confidential to the extent that maintaining confidentiality does not impede our ability to investigate and respond to the complaints. All threats will be promptly investigated. All employees are required to cooperate with all investigations. No employee will be subjected to retaliation, intimidation, or disciplinary action because of reporting a threat in good faith under this policy. If the company determines, after an appropriate good-faith investigation, that someone has violated this policy, the company will take swift and appropriate corrective action.

## 1-12 Inspections

DuBois Integrity Academy Charter School reserves the right to require employees, while on Company property or client property, to agree to the inspection of their possessions.

## Section 2 – Standards of Conduct

### 2-1 Job Duties

In the performance of an employee's job duties, the employee will:

- Obey a lawful, reasonable order within the terms of the contract of employment.
- Account for all money or property.

### 2-2 Active Student Monitoring

The goal of student supervision is to have a safe school environment. This will be accomplished through monitoring in various settings, including before school, after school, and throughout the school day. When supervising, one must circulate among students frequently and intentionally look around at students.

### 2-3 Work Schedule

The Elementary School Instructional Staff is expected to report to work by 7:20 am and dismiss at 4:00 pm. The Middle School is scheduled to report to work by 7:45 am and dismiss at 4:30 pm, unless professional development or staff meetings are scheduled.

- Regular, Part-Time Employees who are not in temporary status and who are regularly scheduled to work less than the full-time schedule but at least 20 hours each week.
- Regular, Part-Time Employees are eligible for some of the benefits offered by the company, subject to the terms, conditions, and limitations of each benefits program.
- Substitute Employees who are hired on an as-needed basis are not eligible for company benefits unless specifically stated otherwise in company policy or are deemed eligible according to plan documents.
- The employee will be assigned a work schedule and will be expected to begin and end work according to the schedule. To accommodate the needs of our business, we may occasionally need to adjust individual work schedules on either a short-term or long-term basis.
- Employees will be provided with a meal break as required by law. A Supervisor will give further details.

### 2.4 Punctuality and Attendance

For an organization to achieve its goals, good attendance and punctuality are essential. Therefore, all employees are required to attend regularly and arrive on time. Excessive absenteeism or tardiness will lead to disciplinary actions, including possible termination. However, we understand that there are times when absences and tardiness are unavoidable. In such situations, employees must report their absences as specified by the policy. If an employee fails to report to work without notification (except in cases of severe emergency), DIA will consider that employee to have abandoned their employment. DIA will also closely monitor excessive absences on Mondays and Fridays throughout the academic year. Violations in this area will result in employee consequences as outlined.

#### Day of Absences

Days of absences must be reported to the building Principal via phone call only. No text messages will be approved.

- Day of absences - reporting to the building principal, calls only, no text messages.
- Scheduled time off must be entered into TriNet and approved by your building principal to assure receipt.

## Emergency Closings

DuBois Integrity Academy collaborates fully with local emergency management authorities to prepare for natural and man-made disasters. The Executive Director may close the school in the event of abnormal conditions, hazardous weather, or other emergencies that pose a threat to the safety, welfare, or health of students or employees. In cases of emergency closures, some critical employees, primarily in the Operations Division, may be required to report to work.

## Tardiness

1. The first two infractions within 30 days will result in a verbal warning noted in the employee's personnel file.
2. The third infraction will result in a written warning to include potential consequences.
3. The fourth infraction, the employee is issued a final written warning (this process outlines performance and the consequences if it continues).
4. If chronic lack of punctuality continues, consequences will result in a minimum of 1-3 days suspension without pay and possible termination.

*Absences are considered excessive if they exceed six days per school year. If the six-day limit is surpassed, the employee must provide appropriate medical documentation to Human Resources. Excessive callouts are defined as more than three per semester. The fourth call-out will result in a disciplinary hearing with the administration. Penalties may include a written warning, suspension without pay, and/or termination.*

## Extended Leave

*Any employee who is absent for medical reasons for more than ten (10) working days must request Extended Leave of Absence Forms from Human Resources. Forms can also be downloaded from TriNet's forms and policies. The employee must complete the leave request, and a medical certification form from the employee's attending physician must be submitted to HR for approval by the Executive Director.*

## Critical Workdays

Critical workdays are days for which employee absences pose a hardship to DuBois Integrity Academy operations and for which any absence shall require advance approval by the *Principal, Deputy Superintendent, and/or Executive Director*.

*Critical Workdays are:*

- The start of the new contract.
- A full day before and after holidays, a full day before scheduled school breaks, and the Monday following the Super Bowl.
- Professional Development and Extended Learning Beyond the Classroom (ELBC) days.
- The last month of school (May 1 through the last day of school).
- The entire testing period for the Georgia Milestone Assessment.

The preceding list is not inclusive of all critical workdays that may arise in a school year.

\*All employees are required to report to work during all the critical days unless you experience a medical emergency, death in your immediate family, or extenuating circumstances, which must be communicated with your direct report Manager (Principal, Deputy Superintendent, or Executive Director).

Any unapproved absence during critical workdays will be deemed leave without pay. Missing work the day before or the day after a scheduled break will result in leave without pay for the entire break.

\*12-month employees' accrued vacation time can be scheduled during critical workdays with prior approval by the Deputy Superintendent or the Executive Director.

## 2-5 Attendance Incentive - Every Day Counts

Recent studies have shown the negative impact of teacher absences on student achievement, as well as the rising costs of substitutes. Teacher absenteeism has been found to negatively affect student learning, especially for poor and minority children. To help reduce school staff absences during the school year, the district is implementing an Attendance Incentive policy.

- The policy has two phases in which you can be awarded a total of up to \$2,200 for the entire school year.
- The plan is paid twice per school year, in January and June.
- Semester I, August through December; Semester II, January through May.
- Must be employed the entire semester to receive the incentive.

Payments are as follows:

- \$200 (absent four days per semester)
- \$450 (absent three days per semester)
- \$700 (absent two days per semester)
- \$950 (absent one day per semester)
- \$1,100 (perfect attendance per semester)

Frequently Asked Questions can be found on the school's website under the staff link.

## 2-6 Workplace Conduct

DuBois Integrity Academy Charter School aims to maintain a positive work environment. Every employee contributes to this effort. Therefore, we all must follow certain rules of conduct rooted in honesty, common sense, and fair play. DuBois Integrity Academy Charter School will attempt to use progressive discipline but reserves the right, at its sole discretion, to terminate an employee at any time for any reason.

The Code of Ethics for Educators outlines the professional behavior expected of educators in Georgia and serves as a guide to ethical conduct. The Georgia Professional Standards Commission (GaPSC) has adopted standards reflecting widely accepted practices in the education profession. The code defines unethical conduct that warrants disciplinary action and offers guidance on safeguarding the health, safety, and overall well-being of students and educators. It also helps ensure that citizens of Georgia have a level of accountability within the education system. (See 505-6-01 The Code of Ethics for Educators at <https://www.gapsc.com/rules/current/ethics/505-6-.01.pdf>)

## 2-7 Employee Dress and Personal Appearance

Employees of DuBois Integrity Academy are expected to present a neat and professional appearance when conducting any business on behalf of the DIA. Wearing clothing that is clearly unprofessional, deemed unsafe, or that harms DIA's reputation or image is not acceptable. Uniforms and safety gear may be required for various roles.

If you arrive at work dressed or groomed improperly, you will not be allowed to work until you change into appropriate business attire or are properly groomed. You have one hour to make this change. otherwise, the day

will be recorded as a day off without pay. While it is impossible to specify every detail of the dress code, the administration is responsible for enforcing the guidelines.

Inappropriate attire includes, but is not limited to:

- No distressed jeans, pants, tops, etc. (rips, tears, fraying).
- Tank tops, spaghetti straps, or tube dresses/tops without jackets are not permitted.
- Dresses and skirts should not be more than 2 inches above the knee and should fit appropriately around the body.
- Shoes must have a closed back or strap. No flip-flops, slides, mules, Crocs, or shoes that do not fully cover your feet. If you choose to wear these types of shoes, you do so at your own risk. If you have an accident while wearing such footwear, no workers' compensation claim will be accepted.
- Employees are allowed to wear leggings if they look professional and are modest. Leggings can be worn under a dress or skirt and may be paired with a long tunic or cardigan to add a touch of elegance to the outfit, making it appear more formal and appropriate.

Requirements:

- Physical Education teachers must wear appropriate athletic gear (DIA coaches' uniform to be determined for purchase)
- Wednesday is dress-up day for all school staff and students. We lead by example!

#### Body Art, Tattoos, Brands, Images, Piercings, and Expressions

The display of any unprofessional or offensive image, phrase, or other expression, and facial tattoos shall not be tolerated.

Examples of unprofessional or offensive innuendoes shall include, but not be limited to:

- Depictions of nudity, violence, or criminal activity
- Sexually explicit/vulgar art, words, profane language, promotion of drugs and alcohol.
- Initials, symbolism, or acronyms that represent criminal or historically oppressive organizations or activities, e.g., street gang names, numbers, alphabets, and/or symbols.
- Bashing or mocking the company's values, specific religions, race, or gender.
- Body piercing that causes health and safety concerns

#### 2-8 Use of Communications and Computer Systems

DuBois Integrity Academy Charter School's communication and computer systems are intended primarily for business purposes; however, limited personal usage is permitted, provided it does not hinder job performance or violate any other Company policy.

DuBois Integrity Academy Charter School may access voice mail and email systems and obtain communications within the systems, including past voice mail and email messages, without notice to system users, in the ordinary course of business when the Company deems it appropriate to do so. The company's policies prohibiting harassment, in their entirety, apply to the use of the company's communication and computer systems.

#### 2-9 Use of Social Media

DuBois Integrity Academy Charter School respects the right of any employee to maintain a blog or web page or to participate in social networking sites, such as Twitter or similar sites, including but not limited to Facebook and LinkedIn. All rules regarding confidential and proprietary business information apply in full to blogs, web pages,

and social networking platforms. Any conduct that is impermissible under the law if expressed in any other form or forum is impermissible if expressed through a social media site of an employee. Failure to follow these guidelines may result in discipline, up to and including discharge.

## 2-10 Publicity/Statements to the Media

All media inquiries regarding the position of the Company as to any issues must be referred to the Executive Director/Superintendent. Any employee wishing to write and/or publish an article, paper, or other publication on behalf of the Company must first obtain approval from the Executive Director/Superintendent.

## 2-11 Tobacco

To protect the health, safety, and comfort of scholars, parents, staff members, vendors, etc., employees are prohibited from using or displaying tobacco or nicotine-related products in front of students while on duty during the normal school day or on duty at any school sponsored function. Tobacco and nicotine use are banned from all school vehicles and shall not be used in any school facilities.

## 2-12 Health and Safety

The health and safety of employees and others on Company property are of critical concern to DuBois Integrity Academy Charter School. The Company intends to comply with all health and safety laws applicable to our business. To this end, we must rely upon employees to ensure that work areas are kept safe and free of hazardous conditions. Employees are required to be conscientious about workplace safety, including proper operating methods, and recognize dangerous conditions or hazards. Any unsafe conditions or potential hazards should be reported to management immediately, even if the problem appears to be corrected. Any suspicion of a concealed danger present on the Company's premises, or in a product, facility, piece of equipment, process, or business practice for which the Company is responsible should be brought to the attention of management immediately.

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

All workplace injuries, accidents, or illnesses must be reported to the employee's supervisor as soon as possible, regardless of severity. An incident report form should be completed in full for all work-related injuries and accidents.

## 2-13 Resigning from DIA

Although DuBois Integrity Academy hopes your employment with us will be a mutually rewarding experience, we understand that different circumstances may lead employees to voluntarily resign. Classified employees are encouraged to give two (2) weeks' notice, preferably in writing, to ensure a smooth transition. Certified teachers who abandon their contract before the end of the school year will face disciplinary actions filed with the Professional Standards Commission. Such actions could negatively impact the educator's certification.

## 2-14 No Call/No Show

Absence from work without notifying management or obtaining authorized approval/permission may be considered as job abandonment, and appropriate action will be initiated.

## 2-15 Separations

A reduction in force may occur due to a decrease in student enrollment, curriculum changes, loss of funding, consolidation of positions, program eliminations, or budget constraints. The process for selecting employees for demotion or termination follows procedures approved by the DIA's Governance Board and the school system administration. Employees at DuBois Integrity Academy are employed on an at-will basis, and the company reserves the right to terminate employment at any time, consistent with established ethics. All employees are hired on an annual contract, which expires at the end of each term. If the school determines whether it is necessary or desirable to terminate an employee before the contract's end, it will generally provide at least ten calendar days' written notice, unless the administration and HR decide that the employee poses a threat to the health, safety, or welfare of the school or students. In the event of early termination, the employee will be entitled to receive a prorated salary and benefits based on the days worked. Employees may submit grievances regarding dismissal, discipline, or termination in accordance with the grievance policy outlined in the Governance and Operations section.

## 2-16 Rehire

If an employee voluntarily leaves their job and is in good standing, they are eligible for rehire. The former employee must reapply and meet all application requirements to be considered for rehire.

## 2-17 Retirement

Employees planning to retire must notify the administration in writing at least three months before their planned retirement date.

## 2-18 Contract Abandonment

See GAPSC Rule 506.5 Code of Ethics for Educators – Unethical conduct includes the abandonment of a contract for professional services, or the willful refusal to perform the services required by a contract, without the prior approval of the employer, except in case of an emergency beyond the control of the employee.

1. If an employee abandons his/her contract, DuBois Integrity Academy may inform the Georgia Professional Standards Commission (GaPSC) that the contract has been abandoned, which is considered unethical conduct and may put the educator's certificate at risk of suspension.
2. An employee will be ineligible for rehire at DuBois Integrity Academy for not less than 2 two contract years.
3. The educator shall be liable to DuBois Integrity Academy for liquidated damages of \$2500 to compensate for its losses.

*An employee who accepts and signs a contract of employment for the next school year may not resign after June 1 of the year in which the contract was signed, without breaching his/her contract. The only exception will be if there is an agreement between the employees and DuBois Integrity Academy. Requests for release received after June 1 of each year will only be considered for one of the following reasons:*

1. Transfer of spouse that required an unreasonable commuting distance. Supporting documentation must be provided in writing.
2. Documented illness of the educator or illness in the immediate family that requires the educator to care for a family member and prevents the educator from performing his/her duties. Supporting documentation must be provided in writing.
3. Promotion in the field of education. Supporting documentation must be provided in writing.

4. To be released from a contract of employment, a written request, including any supporting documentation, must be submitted to the Principal, Deputy Superintendent or Human Resources Department.

## Section 3 – General Policies

### 3-1 Personal Visits and Telephone Calls

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

Teachers and Instructional staff should not use their personal cell phones during instructional time. Personal cell phone use is prohibited while students are present. Cell phone use during instructional time will lead to disciplinary actions.

### 3-2 Solicitation and Distribution

To avoid distractions, solicitation by an employee of another employee is prohibited while either employee is on work time.

Distribution of advertising material, flyers, printed or written literature of any kind in working areas of the Company is always prohibited. Distribution of literature by non-employees on Company premises is always prohibited.

### 3-3 Confidential Company Information

Employees who use or disclose confidential information to anyone outside of the Company may be subject to disciplinary action up to and including termination.

### 3-4 Conflict of Interest and Business Ethics

It is DuBois Integrity Academy Charter School's policy that all employees avoid any conflict between their personal interests and those of the Company. DuBois Integrity Academy's Conflicts of Interest Policy specifically prohibits any board member, officer, agent, or employee from participating in the selection or awarding of a contract to procure goods or services if a real or apparent conflict of interest exists.

No employee of DuBois Integrity Academy shall engage in or have a financial interest directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with assigned duties and responsibilities. Employees shall not engage in any work of any type where the source of information concerning customer, client, or employer originates from any information obtained through the school system.

No board members, school employees, officers, or agents of DuBois Integrity Academy may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. In addition, no employee, officer, or agent of the district may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontractors. All employees shall comply with the Code of Ethics shall be subject to disciplinary action, including but not limited to, termination of employment with the district.

The Situations that would constitute a conflict in most cases include but are not limited to:

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

This policy is not intended to prohibit the acceptance of modest courtesies openly given and accepted as part of the usual business amenities.

### 3-5 References

DuBois Integrity Academy Charter School will respond to reference requests through the Human Resources Department. The Company will provide general information concerning the employee such as date of hire, date of discharge, and positions held. Requests for reference information must be in writing, and responses will be in writing. Please refer all requests for references to the Human Resources Department.

### 3-6 Operation of Vehicles

All employees authorized to drive Company-owned or leased vehicles or personal vehicles in conducting Company business must possess a current, valid driver's license and an acceptable driving record. Any change in license status or driving record must be reported to management immediately. Company-owned or leased vehicles may be used only as authorized by management. Under no circumstances should employees feel that they need to place themselves at risk to fulfill business needs.

### 3-7 Use of Facilities, Equipment and Property, Including Intellectual Property

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

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

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

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

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

### 3-8 Nepotism Policy

Due to potential for perceived or actual conflicts, such as favoritism or personal conflicts from outside the work environment, which can be carried into the daily working relationship, DIA will hire relatives or persons currently employed only if:

- a) Candidates will not work directly for or supervise a relative
- b) Candidates will not occupy a position in the same line of authority in which employees can initiate or participate in decisions involving direct benefit to the relative. Such decisions include hiring, retention, transfer, promotion, wages, and leave requests.

This policy applies to all current employees and candidates for employment.

### Compliance with Equal Opportunity and Discrimination Laws

Nothing in this policy shall be construed as discouraging the employment of close family members for positions that do not involve direct or indirect supervision or shall be construed to otherwise limit the employment opportunities of any person employed by the district.

### Disciplinary Consequences

If a family member becomes involved in another family member's investigation and/or discipline process, both employees will be subjected to disciplinary actions that range from a reprimand to termination for cause.

### Application to School Board Members

School Board members are not permitted to have family members be employed at the school.

### Exceptions – Special Circumstances

In exceptional circumstances, a direct or indirect supervision relationship may exist between staff who are close family members. Such circumstances may be necessitated by factors such as the unique qualifications or responsibilities of the individuals involved in the lack of other available appropriate supervisory personnel, or whether the position for which the close family member is being considered is temporary in nature. Any exception must be reviewed and approved in writing by the Executive Director. Any direct or indirect supervision relationship approved by the Executive Director shall be reported to the School Board. All employment decisions affecting the subordinate staff, including, but not limited to, selection, hiring, discipline, performance review, compensation, or leave, must be assigned to other supervisory personnel or, if no other supervisory personnel exist, to the School's School Board. The School Board shall approve exceptions.

### 3-9 Addressing Existing Conflicts and Changes in Relationship Between Staff

Any DuBois Integrity Academy school staff involved in a direct or indirect supervisory relationship with a close family member that existed prior to the original approval date of this policy or that arises after the adoption of this policy shall promptly notify the principal of such relationship. The principal shall promptly notify the School Board of any direct or indirect supervision relationship that arises concerning a close family member of the Administration. The School Board, in accordance with this policy shall resolve all such direct or indirect supervisory relationships involving the Administration.

### 3-10 Title IX Policy



#### **DuBois Integrity Academy**

#### **Title IX Policy**

Policy Statement: Parents, students, and school employees have the right to express school-related concerns and grievances to school leaders and administration. They shall be assured of an opportunity for an orderly and timely review of concerns that will not interfere with regular scheduled classes or school-related activities. Reports about violations of Title IX, including sex discrimination and sexual harassment (such as sexual assault, dating violence, domestic violence, and stalking) by any employee or student, occurring in situations where the school has substantial control over both the respondent and the context of the harassment (including online sexual harassment if it occurs in an education program or activity), can be made at any time—including during non-business hours—by using the Title IX Coordinator's listed phone number or email address below, or by any other means that ensures the Title IX Coordinator receives your verbal or written report.

DuBois Integrity Academy does not discriminate based on race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to all athletic programs and activities. The following person has been designated to handle inquiries regarding Title IX non-discrimination policies.

**Greta Hunt**

Title IX Coordinator

6504 Church St. Ste 1&2

Riverdale, GA 30274

(770) 629 1534

[ghunt@duboisintegrityacademy.com](mailto:ghunt@duboisintegrityacademy.com)

## Section 4 – Compensation

DuBois Integrity Academy is dedicated to offering a fair and competitive employee compensation program that attracts, retains, and rewards high-performing staff at all levels. We aim to develop and maintain fair, consistent, and equitable compensation practices that enhance morale and align with DIA's core values and mission, thereby fostering a competitive and high-achieving organization. DIA believes that outstanding teachers and support staff will bring innovation, creativity, leadership, and knowledge needed to fulfill DIA's mission and strategic goals while delivering quality education to our students. Salaries may also be reduced for certain deductions, such as health, dental, or life insurance premiums; state, federal, or local taxes; Social Security; TRS; or voluntary contributions to a 403(B) or pension plan.

In any workweek during which the employee performs any work, salary shall not be reduced for the following reasons:

- An absence due to the employer's decision to close a facility on a scheduled workday.
- Absences for jury duty, serving as a witness, or military leave in any week where the employee has performed some work (subject to offsets as outlined above);
- Any other deductions prohibited by state or federal law.

However, unless otherwise specified by state law, deductions may be made from accrued leave for full or partial-day absences due to personal reasons, illness, or disability.

If an employee believes they have been subjected to any improper deductions, they should promptly report the issue to a supervisor. If the supervisor is unavailable, if the employee feels it is inappropriate to contact that person, or if a prompt and satisfactory response is not received, the employee should immediately contact the Payroll or Human Resources Department or any other supervisor at DuBois Integrity Academy Charter School with whom they feel comfortable.

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

- 11<sup>th</sup> – 25<sup>th</sup> of the month, wages paid on the first of the month.
- 26<sup>th</sup> – 10<sup>th</sup> of the month, wages paid on the 15<sup>th</sup> of the month.

If payday falls on a Saturday or Sunday, wages are paid the preceding Friday.

Payroll stubs itemize deductions from gross earnings. By law, the company must make deductions for Social Security, federal income tax, and any other applicable taxes. These deductions may also include court-ordered garnishments. Payroll stubs will differentiate between regular pay and overtime pay. If there is an error in an employee's pay, the employee should inform the Director of Payroll immediately so the company can resolve the issue quickly and amicably.

Paychecks are given only to the employee unless they request to have them mailed or provide written authorization for another person to accept the check.

Full-time, part-time, and contracted employees are not eligible to draw unemployment benefits during summer and other scheduled breaks during the school year.

### 4-1 Payroll

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

Employees may work overtime only with prior authorization from management.

For calculating overtime for non-exempt employees, the workweek starts at 12 a.m. on Sunday and ends 168 hours later at 12 a.m. the following Sunday.

It is our policy and practice to accurately pay employees in accordance with all applicable state and federal laws. To ensure proper payment and avoid incorrect deductions, employees must review pay stubs promptly to identify and report any errors.

Employees classified as exempt salaried employees will receive a salary intended to cover all hours they may work for DuBois Integrity Academy Charter School. This salary will be set at the time of hire or when classified as an exempt employee.

#### 4-3 Leave

##### Vacation Leave

**\*Only 12-month employees accrue vacation time.**

12-month employees are eligible for 80 hours of paid vacation time annually. Vacation time is accrued at a rate of 6.666667 hours per month. 12-month employees get paid time off the week of the 4<sup>th</sup> of July (this week is exclusive of your vacation time). Vacation time is carried over from one year to the next. *\*Minimum time off request must equal 4 hours.*

All certified teachers/instructional and administrative staff (10 and 11 months) have vacation time built into their work schedule, which includes scheduled breaks and summertime.

##### Sick Leave

The term “sick leave” refers to an employee’s absences due to personal illness, medical appointments, and dental appointments. Sick leave may also be used for illness and well-care in an employee’s immediate family. DuBois Integrity Academy defines “immediate family” as the employee, spouse, child, father, mother, brother, sister, grandparent, or a relative living in the employee’s residence at the time of their illness. Sick leave cannot be used before it is accrued. An employee absent for more than two (2) consecutive workdays must provide medical documentation for the third day and beyond. Employees will not be paid for unused sick leave upon termination. If an employee abuses sick leave or requests time off on days considered critical by the administration, they will be asked to submit a doctor's note; otherwise, the day may be unpaid.

Sick time must be submitted through the TriNet time off portal and approved by the assigned Administrator. The minimum time off per request is 2 hours. Refer to the additional requirements outlined in the FMLA policy.

All full-time and contracted employees’ sick hours are as follows:

- 10-month employees will accrue sick hours at 4.91666 hours per month (59 hours annually).
- 11-month employees will accrue sick hours at 6.33333 hours per month (76 hours annually).
- 12-month employees will accrue sick time at 8 hours per month (96 hours annually).
- Full-time Contracted employees and full-time long-term substitutes accrue sick time at the same rate as 10-month employees.

Sick time is carried over from one year to the next.

### *Personal Leave*

The Georgia House of Representatives passed a bill (Georgia House Bill 127) increasing the amount of personal time off available to teachers and other school personnel. The bill increases the number of accumulated sick leave days that can be used from three to five per school year.

All full-time employees are entitled to 40 hours (equivalent to 5 days) of personal leave per school year. This leave can be used for personal reasons or to observe religious holidays, provided that prior approval is obtained from the assigned administrator.

To request personal leave, employees must submit their requests through the TriNet time-off portal at least one week before the desired leave date. Employees are not required to disclose the specific reason for their leave.

Please note the following guidelines:

- The minimum time off that can be requested is 2 hours.
- Personal leave cannot be granted on the day before or the day after school holidays.
- Additionally, personal leave will not be approved during the first three days or the last three days of the school term.

Any unused personal leave will be rolled back into the employee's accrued sick time.

### *Paid Parental Leave*

Full-time DuBois Integrity Academy (DIA) employees are eligible for 240 hours [30 consecutive weekdays; Monday-Friday] of paid parental leave over a rolling twelve (12) month period. **Leave with parental pay (earning Code LP3) can only be submitted in TriNet by Human Resources with approved medical documentation and extended leave of absence form.**

- ✓ Eligible employees must meet the following criteria:
  - *Full-time employee of DuBois Integrity Academy*
  - *Twelve months of continuous employment with DIA, i.e., you must have worked at least twelve consecutive months or 1250 hours immediately preceding the date the leave would begin.*
- ✓ Purposes for parental leave are:
  - The birth of a son or daughter.
  - The placement of a son or daughter for adoption; or
  - The placement of a foster son or daughter.

Paid parental leave taken under this policy will run concurrently under the FMLA or Medical Leave; thus, any leave taken under this policy that falls under the definition of circumstances qualifying for leave will be counted toward the twelve (12) weeks of available FMLA or Medical Leave per a rolling twelve (12) month period. All other requirements and provisions under the FMLA will apply. In no case will the total amount of leave, whether paid or unpaid, granted to the employee under the FMLA or DIA Medical Leave exceed twelve (12) weeks during the rolling twelve (12) month FMLA or Medical Leave period.

After the paid parental leave is exhausted, the balance of FMLA or Medical leave (if applicable) will be compensated through employees' accrued sick and/or \*vacation time. Upon exhaustion of accrued sick and accrued vacation (if applicable), remaining leave will be unpaid. *Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.*

You are only guaranteed up to 6 weeks of paid parental leave in 12 months, no matter how many qualifying events you experience in a year. This rolling 12-month period will be measured backward from the date you first use parental leave.

Any paid parental leave not used by the employee before the end of the twelve-month period to which the leave relates shall be forfeited and may not be accumulated for any subsequent use.

#### *Bereavement Leave*

The Bereavement policy provides up to 40 hours of paid time off when an immediate family member passes away. DIA defines “immediate family” as including relatives by blood or those connected through marriage, adoption, or legal domestic partnership. This includes, but is not limited to, spouse, father, mother, brother, sister, child, and grandparent. Administrators may consider extenuating circumstances at their discretion.

#### *Jury Duty Leave*

DuBois Integrity Academy Charter School recognizes that all U.S. citizens are required to serve on a jury when called. All employees will be granted time off to fulfill these civic duties as required by law. Employees on jury leave will receive pay for their service in accordance with state law. Employees will be paid their full salary during jury duty and must provide proper notice of their jury service and present proof of their participation.

Employees are also expected to inform management about the expected length of their jury duty and to report to work for most of the day if the court releases them.

#### *Voting Leave*

If an employee does not have sufficient time outside of regular hours to vote in a statewide election and is required to do so by state law, the employee may take time off to vote. This time will be paid if mandated by state law. It should be taken at the start or end of the workday. Where possible, employees should notify their supervisor at least two days before the voting day.

#### *Military Leave*

If employees are called into active military service or enlist in the uniformed services, they will be eligible for an unpaid military leave of absence. To qualify for military leave, employees must notify management in advance of their service obligations unless military necessity or other circumstances make it impossible or unreasonable to do so. As long as the absence does not exceed applicable statutory limits, employees will retain reemployment rights and continue to earn seniority and benefits according to relevant federal and state laws. Employees should contact management for more details about eligibility for Military Leave.

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

### [TriNet Time Off Tool - Completely Electronic Workflow - Easy to Use - Comprehensive and Adaptable](#)

#### [Requesting Time Off Protocols and Procedures](#)

- Enter your leave request in TriNet.
- TriNet will then generate an email to your assigned (TriNet) manager for approval.
- After inputting the request in TriNet, follow the instructions specific to your grade level.

\*If you have grade-level questions, see your Administrator.

### Time Management and the Three-Step Process

Sick, Vacation, and Personal time is managed within each employee's TriNet profile. This is an easy three-step process:

1. REQUESTOR - Worksite employee creates request.
    - a. Saved Request – stays with the worksite employee.
    - b. Submitted Request – moves through the workflow process.
      - i. Managers create requests for worksite employees when employees are unable to manage themselves due to illness.
      - ii. Manager-created requests are automatically approved.
  2. APPROVER – Manager receives email notification.
    - a. Determination: Yes or No
      - i. The worksite employee receives an email stating, “Request Approved” or “Request Declined.”
      - ii. Status changes to Approved or Declined.
  3. PROCESSOR – Payroll receives “Approved” request.
    - a. Approved request moved to payroll grid.
- ❖ Worksite employees receive time off payment, and leave balances are updated on the platform.

### Earning Codes

- Bereavement – BRV\*
- Jury Duty – JD\*
- Personal Time Off – PER\*
- Sick – SCK\*
- Vacation – VAC\*
- Leave without Pay – LWP\*
- Leave with Pay – LP (This code is used only for employees who have requested sick leave to include medical procedures/surgeries, maternity leave, etc., with approved medical documentation and extended leave of absence forms. Time can only be submitted in TriNet by the HR department.
- Paid Parental Leave LP3 (up to 240 hours of paid time off - see Parental Leave for specifics. Approved medical documentation and extended leave of absence forms must be submitted and approved. **Time can only be submitted by Human Resources**

\*Minimum time off for each sick and personal leave request must equal 2-hour intervals. (12-month employees' vacation request time off must equal 4-hour intervals.)

## Section 5: Family and Medical Leave Policy

Employees may be eligible for a leave of absence under the Family and Medical Leave Act (FMLA). This policy provides employees with information about FMLA entitlements and responsibilities that may arise during such leaves. If employees have any questions about FMLA leave, they should contact their supervisor or the TriNet Solutions Center.

**5-1 Eligibility** – FMLA leave is available to "eligible employees." To be an "eligible employee," an employee must:

1. Have been employed and covered by DuBois Integrity Academy for at least 12 months (which need not be consecutive).
2. Have been employed by DuBois Integrity Academy for at least 1,250 hours of service during the 12 months immediately preceding the commencement of the leave.
3. Be employed at a worksite that is a public entity.

*Entitlements* – The FMLA provides eligible employees with the right to take leave, access to applicable health insurance benefits, and, with some limited exceptions, job restoration. The FMLA also entitles employees to specific written notices concerning their potential eligibility for and designation of FMLA leave.

### 5-2 Basic FMLA Leave Entitlement

The FMLA provides eligible employees with up to 12 workweeks of unpaid leave for specific family and medical reasons within a 12-month period. The 12 months are determined based on a rolling 12-month period measured backward from the date an employee takes their FMLA leave. Leave may be taken for any of, or 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 an in-law) who has a serious health condition.
- For the employee's serious health condition (including any period of incapacity due to pregnancy, prenatal medical care, or childbirth) that makes the employee unable to perform one or more of the essential functions of the employee's job; and/or
- Because of any qualifying exigency arising out of the fact that an employee's spouse, son, daughter, or parent is a covered military member.
- Active duty or called to covered active-duty status (or has been notified of an impending call or order to covered active duty) in the Reserves component of the Armed Forces in support of contingency operations or Regular Armed Forces for deployment to a foreign country. This leave is also available for family members of active-duty service members.

#### A. Serious Health Condition

It is an illness, injury, impairment, or physical or mental condition that requires either an overnight stay at a medical facility or ongoing treatment by a healthcare provider for a condition that prevents the employee from performing their job functions or stops a qualified family member from participating in school or other daily activities. Under certain conditions, the need for ongoing treatment can be met by a period of incapacity lasting more than three consecutive calendar days, combined with at least two visits to a healthcare provider or one visit along with a regimen of continued treatment, or incapacity due to pregnancy or a chronic condition. Other conditions may also meet the definition of ongoing treatment.

##### *Qualifying Exigencies*

May include attending certain military events, arranging for alternative childcare, handling specific financial and legal matters, attending designated counseling sessions, caring for the parents of the military member on covered active duty, and participating in post-deployment reintegration briefings.

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

In addition to the basic FMLA leave entitlement discussed above, an eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember is entitled to take up to 26 weeks of leave during a single 12-month period to care for the service member with a serious injury or illness. Leave to care for a service member shall only be available during a single 12-month period and, when combined with other FMLA qualifying leave, may not exceed 26 weeks during that period. The single 12-month period begins on the first day an eligible employee takes leave to care for the injured service member.

A "covered servicemember" is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is on the temporary retired list for a serious injury or illness. These individuals are referred to in this policy as "current members of the Armed Forces."

Covered servicemembers also include a veteran who is discharged or released from military service under conditions other than dishonorable at any time during the five years before the date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness. These individuals are referred to in this policy as "covered veterans."

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

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

FMLA leave is usually taken for consecutive days, weeks, or months. However, employees are also entitled to take FMLA leave intermittently or on a reduced leave schedule when medically necessary due to a serious health condition of the employee or covered family member, or the serious injury or illness of a covered servicemember.

#### D. No Work While on Leave

Taking another job while on family/medical leave, or any other authorized leave of absence, is grounds for immediate termination, to the extent permitted by law.

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

During FMLA leave, eligible employees are entitled to receive group health plan coverage (if applicable) on the same terms and conditions as if they continued to work.

#### F. Restoration of Employment and Benefits

At the end of FMLA leave, subject to some exceptions including situations where job restoration of “key employees” will cause the Company substantial and grievous economic injury, employees generally have a right to return to the same or equivalent positions with equivalent pay, benefits, and other employment terms. The Company will notify employers if they qualify as “key employees,” if it intends to deny reinstatement, and of their rights in such instances. Use of FMLA leave will not result in the loss of any employment benefit that accrued before the start of an eligible employee’s FMLA leave.

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

Employees requesting FMLA leave are entitled to receive written notice from the Company telling them whether they are eligible for FMLA leave and, if not eligible, the reasons why they are not eligible. When eligible for FMLA leave, employees are entitled to receive written notice of:

- 1) Their rights and responsibilities in connection with such leave.
- 2) The Company's designation of leave as FMLA-qualifying or non-qualifying, and if not FMLA-qualifying, the reasons why; and
- 3) The amount of leave, if known, will be counted against the employee's leave entitlement.

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

### 5-3 Employee FMLA Leave Obligations

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

Employees who take FMLA must timely notify the Company of their need for FMLA leave. The following describes the content and timing of such employee notices.

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

Employees who take FMLA leave must timely notify the Company of their need for FMLA leave. The following describes the content and timing of such employee notices.

## *2. Content of Employee Notice*

To trigger FMLA leave protections, employees must notify their supervisor, Human Resources, or the TriNet Solutions Center at (800) 638-0461, or email [employees@trinet.com](mailto:employees@trinet.com), to inform them of the need for FMLA qualifying leave and, if known, the expected timing and duration of the leave. Employees can do this by either requesting FMLA leave specifically or explaining the reasons for the leave to help the Company determine if it qualifies for FMLA. For example, employees might explain that:

- A medical condition renders them unable to perform the functions of their job.
- They are pregnant or have been hospitalized overnight.
- They or a covered family member are under the continuing care of a health care provider.
- The leave is due to a qualifying exigency caused by a covered military member being on active duty or called to active-duty status; or
- If the leave is for a family member and the condition renders the family member unable to perform daily activities, or the family member is a covered servicemember with a serious injury or illness.

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

If employees do not explain the reasons for FMLA leave, their request may be denied. When employees request leave for FMLA-qualifying reasons that the Company has previously approved as FMLA-protected leave, they must clearly specify the reason or the need for FMLA leave.

## *3. Timing of Employee Notice*

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

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

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

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

When employees seek intermittent leave or a reduced leave schedule for reasons unrelated to the planning of medical treatment, upon request, employees must advise the company of the reason why such leave is medically necessary. In such instances, the company and employee shall attempt to work out a leave schedule that meets the employee's needs without unduly disrupting the company's operations, subject to the approval of the employee's health care provider.

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

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

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

With the employee's permission, the Company (through individuals other than an employee's direct supervisor) may contact the employee's health care provider to

authenticate or clarify completed and sufficient medical certifications. If employees choose not to provide the Company with authorization allowing it to clarify or

authenticate certifications with health care providers, the Company may deny FMLA leave if certifications are unclear.

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

#### *Initial Medical Certifications*

Employees requesting leave because of their own, or a covered relation's, serious health condition, or to care for a covered servicemember, must supply medical certification supporting the need for such leave from their health care provider or, if applicable, the health care provider of their covered family or service member. If employees provide at least 30-day notice of medical leave, they should submit the medical

certification before leave begins. A new initial medical certification will be required on an annual basis for serious medical conditions lasting beyond a single leave year.

If the company questions the validity of initial medical certifications, it can require employees to get a second opinion at the company's expense. If the initial and second healthcare providers' opinions differ, the company may, at its expense, mandate that employees obtain a third, final, and binding certification from a healthcare provider designated or approved jointly by the company and the employee.

#### *Medical Recertifications*

Depending on the circumstances and duration of FMLA leave, the company may require employees to provide recertification of medical conditions that necessitate the leave. The company will notify employees if recertification is needed and will give them at least 15 calendar days to submit medical recertification.

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

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

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

Upon request, the first time an employee seeks leave due to a qualifying requirement arising out of the active duty or call to active-duty status of a covered military member, the company may require employees to provide:

- 1) A copy of the covered military member's active-duty orders or other documentation issued by the military indicating the covered military member is on active duty or call to active-duty status and the dates of the covered military member's active-duty service; and
- 2) A certification from the employee setting forth information concerning the nature of the qualifying demand for which leave is requested. Employees shall provide a copy of new active-duty orders or other documentation issued by the military for leaves arising out of qualifying requirement arising out of a different active duty or call to active-duty status of the same or a different covered military member.

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

#### *Reporting Changes to Anticipated Return Date & Periodically Concerning Intent to Return to Work*

Employees must contact DIA's Human Resources Department at (678) 545-1756 regarding their status and intention to return to work at the end of the FMLA leave period. If an employee's anticipated return to work date changes and it becomes necessary for the employee to take leave than originally anticipated, the employee must provide the company with reasonable notice (i.e., within two business days) of the employee's changed circumstances and new return to work date. If employees give the company

unequivocal notice of their intent not to return to work, they will be considered to have voluntarily resigned and the company's obligation to maintain applicable health benefits (subject to COBRA requirements) and to restore their positions will cease.

#### *Substitute Paid Leave for Unpaid FMLA Leave*

Employees must (unless the company specifically informs employees otherwise) use any accrued paid time off while taking unpaid FMLA leave. The substitution of paid time for unpaid FMLA leave time does not extend the length of FMLA leaves and the paid time will run concurrently with an employee's FMLA entitlement.

Leaves of absence taken in connection with a disability leave plan or workers' compensation injury/illness shall run concurrently with any FMLA leave entitlement. Upon written request, the Company will allow employees to use accrued paid time off to supplement any paid disability benefits.

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

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

If FMLA leave is unpaid, employees must pay their portion of the group health premium through a pay-as-you-go method. Employees should contact their immediate supervisor to make these arrangements.

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

#### *Exemption for Highly Compensated Employees*

The company may choose not to return highly compensated employees (the highest paid 10% of employees at a worksite or within 50 miles of that worksite) to their former or equivalent positions following a leave if restoration of employment will cause substantial economic injury to the company. (This fact-specific determination will be made by the company on a case-by-case basis.) The company will notify you if you qualify as a "highly compensated" employee, if the company intends to deny reinstatement, and of your rights in such instances.

#### *Questions and/or Complaints about FMLA Leave*

If you have questions regarding this FMLA policy, please contact Human Resource (678) 545-1756 or TriNet Solutions Center at (800)638-0461, Option 2 or email: [hr@duboisintegrityacademy.com](mailto:hr@duboisintegrityacademy.com). The company is committed to complying with the FMLA and, whenever necessary, shall interpret and apply this policy in a manner consistent with the FMLA.

The Family Medical Leave Act makes it unlawful for employers to:

1. Interfere with, restrain, or deny the exercise of any right provided under FMLA.
2. Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or involvement in any proceeding under or relating to FMLA.

If employees believe their FMLA rights have been violated, they should contact TriNet Solutions Center at (800)638-0461 immediately. The company will investigate any FMLA complaints and take prompt and appropriate remedial action to address and/or remedy any FMLA violation. Employees also may file FMLA complaints with the United States Department of Labor or may bring private lawsuits alleging FMLA violations.

#### Coordination of FMLA Leave with Other Leave Policies

The FMLA does not affect any federal, state, or local law prohibiting discrimination, or supersede any State or local law that provides greater family or medical leave rights. For additional information concerning leave entitlements and obligations that might arise when FMLA leave is either not available or exhausted, please consult the company's other leave policies in your company handbook as applicable or contact your supervisor, the Human Resource Department (678) 545-1756 or TriNet Solutions Center at (800)638-0461.

#### 5-4 Timekeeping Procedures

When entering school buildings, all Certified, Non-Certified and Contracted Teaching staff and Contracted Vendors, must use badge access to record their actual time worked for payroll and benefit purposes. Altering, falsifying, or tampering with time records is prohibited and subject the employee to discipline, up to and including discharge.

Non-exempt employees may not start work until their scheduled starting time.

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

## Section 6 - Health and Related Benefits

#### 6-1 Benefits Overview

In addition to good working conditions and competitive pay, it is DuBois Integrity Academy Charter School's policy to offer a variety of supplemental benefits to all eligible employees. In line with this goal, each benefit program has been carefully designed. These benefits include time-off options such as vacations and holidays, insurance, and other plan benefits. We continually review and evaluate our benefits programs and policies to better meet current and future needs. These policies have been developed over the years and are regularly refined to keep pace with changing times and requirements.

The next few pages provide a brief overview of the benefits programs offered by DuBois Integrity Academy Charter School for employees and their families. Please note, the information here is intended as a general guide.

The descriptions of insurance and other plan benefits offer only a summary of key features for informational purposes. The detailed provisions of these plans are outlined in the official plan documents, which are available for review upon request from the Head of Human Resources. Additionally, the eligibility and benefits details are summarized in the summary plan descriptions ("SPDs") for the plans (which may be revised from time to time). In

the determination of benefits and all other matters under each plan, the terms of the official plan documents shall govern the language of any descriptions of the plans, including the SPDs and this handbook.

Further, DuBois Integrity Academy Charter School (including the officers and administrators who are responsible for administering the plans) retains full discretionary authority to interpret the terms of the plans, as well as full discretionary authority regarding administrative matters arising in connection with the plans and all issues concerning benefit terms, eligibility, and entitlement.

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

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

## 6-2 Lactation Breaks

The company will provide a reasonable amount of break time to allow an employee to express breast milk for their infant, in accordance with and to the extent required by applicable law. The company will make reasonable efforts to offer employees a room or private space for expressing milk. If employees need additional time outside of scheduled breaks, the administration should be notified. Employees will not face discrimination or retaliation for exercising their rights under this policy.

## 6-3 Insurance Programs

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

Upon becoming eligible to participate in these plans, you will receive summary plan descriptions (SPDs) describing the benefits in greater detail. Please refer to the SPDs for detailed plan information. If you have further questions, call TriNet or Human Resources.

## 6-4 Long-Term Disability Benefits

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

This is solely a monetary benefit and not a leave of absence. Employees who will be out of work must also request a formal leave of absence. See the Leave of Absence sections of this handbook for more information. Employees are encouraged to participate in Short-Term Disability benefits. (See the benefits link within your TriNet profile).

## 6-5 Employee Assistance Program

DuBois Integrity Academy Charter School offers an employee assistance program for staff. This program provides access to qualified counselors to support you with personal issues. More information can be obtained by contacting an EAP counselor through TriNet at (800) 638-0461.

## 6-6 Workers' Compensation

Our Workers' Compensation Insurance Policy covers on-the-job injuries at no cost. Employees should report any injury, no matter how minor, immediately to their supervisor. Not following company procedures could affect an employee's eligibility for Workers' Compensation benefits.

This is strictly a monetary benefit and does not provide leave of absence. Employees needing time off due to a workplace injury must also request a formal leave of absence. Refer to the Leave of Absence section in this handbook for more details.

## Closing Statement

Successful working conditions and relationships depend upon successful communication. It is essential that employees remain informed about changes in procedures, policies, and general information. This Employee Handbook supersedes all previous versions. It is also necessary to communicate ideas, suggestions, personal goals, or problems as they affect work at DuBois Integrity Academy.

Successful work conditions and relationships rely on effective communication. It is essential for employees to stay informed about changes in procedures, policies, and general information. This Employee Handbook overrides all previous editions. Additionally, it is crucial to share ideas, suggestions, personal goals, or issues that impact work at DuBois Integrity Academy.

## General Handbook Acknowledgement

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

I have received and read a copy of DuBois Integrity Academy Charter School's Employee handbook. I understand that the policies, rules, and benefits described in it are subject to change at the sole discretion of the Company at any time.

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

I understand that no representative of DuBois Integrity Academy Charter School other than The School Board of DuBois Integrity Academy may alter "at will" status and any such modification must be in writing.

I understand that my signature below indicates that I have read and understand the above statements and that I have received a copy of the Company's Employee handbook.

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

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

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

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



## STUDENT REPORTING OF ALLEGED SEXUAL INAPPROPRIATE BEHAVIOR

DuBois Integrity Academy's reporting process is as follows:

- A. Any student (or parent or friend of a student) who has been the victim of an act of sexual abuse or sexual misconduct by a teacher, administrator or other School employee is urged to make an oral report of the act to any teacher, counselor or administrator at the school immediately or call the National Child Sexual Abuse Hotline at (855)GACHILD or (855)422-4453.
- B. Any teacher, counselor, volunteer, or administrator who receives a report of sexual abuse or sexual misconduct involving a student by a teacher, administrator, or other employees must make an oral report of the incident immediately, by phone or other means, to the school deputy superintendent, principal, or the principal's designee within 24 hours. If the accused in the sexual abuse or misconduct is one of the aforementioned individuals, the oral and written reports should be made to the Executive Director, the Executive Director's designee, or Human Resources.
- C. Any school principal or principal's designee receiving a report of sexual abuse as defined in O.C.G.A. § 19-7-5 shall make an oral report immediately to the school social worker liaison, but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused. The school social worker liaison Child Protection Report may be submitted via telephone, fax, or in written form to a child welfare agency providing protective services, as designated by the Department of Human Services, or, in the absence of such an agency, to an appropriate police authority or district attorney.
- D. Reports of sexual misconduct against a student by a teacher, administrator, or other employee not covered by O.C.G.A. § 19-7-5 shall be investigated promptly by school or system personnel. To protect the integrity of the process and reduce repeated interviews with the student, the designated system personnel must take a written statement from the student before any other person does. If the investigation finds reasonable cause to believe the allegation is valid, the school principal or their designee shall promptly submit a written report to the Executive Director. The Professional Standards Commission Ethics Division must also be notified of any confirmed acts of sexual misconduct.

## Receipt of Sexual Harassment Policy

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

If you feel that you have been subjected to the conduct which violates this policy, you should immediately report the matter to your supervisor. If you are unable for any reason to contact this person, or if you have not received a satisfactory response within five (5) business days after reporting any incident of what you perceive to be harassment, please contact the next level Manager. Note: If your supervisor or next level Manager is the person to whom the complaint is directed, you should contact any higher-level Manager in your reporting chain. Employees may also contact the TriNet Solutions Center at (800)638-0461 if they are uncomfortable for any reason using the above procedure. Every report of perceived harassment will be fully investigated, and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the Company will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. If you feel you have been subjected to any such retaliation, report it in the same manner you would report a claim of perceived harassment under this policy. Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

I have read and I understand DuBois Integrity Academy Charter School's Sexual Harassment Policy.

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

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

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

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

## Receipt of Non- Sexual Harassment Policy

DuBois Integrity Academy Charter School's policy strictly prohibits both intentional and unintentional harassment of any individual by another person based on protected classifications such as race, color, national origin, disability, religion, marital status, veteran status, sexual orientation, or age. This policy aims not to regulate employees' morals, but to ensure a harassment-free workplace.

If any employee feels they have been subjected to conduct that violates this policy, they should immediately report the matter to any management member. If they are unable to contact such a person or do not receive a satisfactory response within five (5) business days, they should escalate the report to the Executive Director or Human Resources. If the complaint involves one of these individuals, the employee should contact the TriNet Solutions Center at (800) 638-0461 or any DIA Governance Board member. Board contact information is available on DIA's website at <https://www.duboisintegrityacademy.org/governance-board>. All reports of perceived harassment will undergo a full investigation, and appropriate corrective measures will be taken. While confidentiality will be maintained to the extent possible, it cannot be guaranteed. The company strictly prohibits retaliation against anyone who reports unwelcome conduct or cooperates with the investigation.

Employees who experience retaliation should report it using the same process as for harassment claims. Violating this policy, including engaging in retaliatory conduct, may lead to disciplinary actions, up to and including termination. All employees are required to cooperate fully during investigations.

I acknowledge that I have read and understand DuBois Integrity Academy Charter School's Non-Harassment Policy.

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

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

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

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

## NOTES