



Employee Handbook

Edited April 2016

Western Prelacy Armenian Schools & Preschools



[Holy Martyrs Marie Cabayan Armenian Elementary & Ferrahian High School](#)
 Established 1964
 5300 White Oak Ave., Encino CA 91316



[Holy Martyrs ARS Ashkhen Pilavjian Armenian Preschool](#)
 Established 1991
 16617 Parthenia St., North Hills 91343



[Mesrobian Armenian School & Preschool](#)
 Established 1965 (Preschool 1970)
 8420 Beverly Rd. Pico Rivera CA 90660



[Rose & Alex Pilibos Armenian School](#)
 Established 1969
 1615 Alexandra Ave., Los Angeles 90027



[A.R.S. Mayr Chapter Mary Postoian Armenian Preschool](#)
 Established 1970
 1615 Alexandra Ave., Los Angeles 90027



[Vahan & Anoush Chamlian Armenian School](#)
 Established 1975
 4444 Lowell Ave., Glendale CA 91214



[Richard Tufenkian Armenian Preschool](#)
 Established 1975
 1300 E. Carlton Dr., Glendale CA 91205



[Krouzian Zekarian Vasbouragan Armenian School & Preschool](#)
 Established 1980
 825 Brotherhood Way, San Francisco CA 94132



[Ari Guiragos Minassian Armenian School & Preschool](#)
 Established 1986
 5315 W. McFadden Ave., Santa Ana CA 92704



[Levon & Hasmig Tavlian Armenian Preschool](#)
 Established 1992
 1317 Sinaloa Ave., Pasadena, CA 91104

EMPLOYEE HANBOOK

INTRODUCTION	5
I. EMPLOYMENT POLICIES	5
Employment Relations Philosophy	5
At-Will Employment	6
Equal Employment Opportunity	6
Right to Revise	7
Open- Door Policy	8
Harassment and Sexual Harassment Policy	8
Procedure	9
Child Abuse and Neglect	9
Penalty	10
II. EMPLOYMENT STATUS	10
Introductory Period	10
Categories of Employment	10
Salary Schedule	11
Salary Advances	11
If You Terminate Your Employment	11
Involuntary Termination and Progressive Discipline	11
III. WAGES	12
Meal and Rest Periods	12
Overtime	13
Pay Periods	13
Timekeeping Requirements	13
IV. EMPLOYEE CONDUCT	14
Employee Code of Ethics	14
Commitment and Expectations	15
Code of Conduct with Students	18
Business Conduct and Ethics	19
The Community and Public Relations	19
Maintaining Confidentiality	19
Conflicts of Interest	20
Off-Duty Conduct	20
Standards of Conduct	20
Attendance and Punctuality	21
Dress Policy	21
Substance Abuse	21
Workplace Searches	22

V. LEAVES OF ABSENCE	22
Sick Days	22
Family and Medical Leave	23
Military Family Leave Entitlements	24
Pregnancy, Childbirth or Related Conditions	25
Leave Procedures	25
Certification	26
Reinstatement	27
Bereavement Leave	28
Personal Leave of Absence	28
Civil Air Patrol Leave	29
Domestic Violence, Sexual Assault or Stalking	29
Jury Duty and Witness Leave	30
Military Leave	30
Organ and Bone Marrow Donor Leave	31
Pregnancy Disability Leave	31
VI. TIME OFF	35
Vacation – Teachers	35
Vacation – Administration and Staff	35
Holidays	36
VII. INSURANCE	36
Medical Insurance	36
State Disability Insurance	36
Workers’ Compensation	37
Social Security	37
VIII. TEACHER EVALUATIONS	37
IX. SCHOOL PROPERTY	38
Personnel Records	38
Changes in Personnel Records	38
Employment Verification	38
Electronic and Social Media	38
Monitoring of School Property	39
Prohibited Use	40
Computer and Internet Use	40
Social Media	40
Employee-Owned Devices	41
Care of Equipment	41
X. SAFETY	42
Personal Telephone Calls & Cell Phone Usage	42
Employee’s Responsibility	43
Workplace Precautions	43
Good Housekeeping	43
Smoking in the Workplace	43

EMPLOYEE HANDBOOK

INTRODUCTION

The policies and procedures in this Employee Handbook (“Handbook”) are guidelines and can be modified from time to time in the sole discretion of the Board of Regents of Prelacy Armenian Schools (“Board of Regents”). This Handbook summarizes the policies and practices in effect at the time of publication. This Handbook supersedes all previously issued Handbooks and any policy or benefit statements or memoranda that are inconsistent with the policies described herein.

Each school listed on page two of this Handbook (“School”) belongs to and operates under the auspices of the Western Prelacy of the Armenian Apostolic Church of America. The Administration of the School includes the Principal, Vice-Principal, Preschool Director, assistant(s) to the Principal, and Dean of students.

I. EMPLOYMENT POLICIES

Employment Relations Philosophy

The Western Prelacy Armenian Schools are committed to providing the best possible climate for maximum development and achievement of goals for all employees. It is the practice of the organization to treat each employee as a respected individual. We seek to foster a spirit of teamwork amongst individuals working together to attain a common goal.

In order to maintain an atmosphere in which these goals can be accomplished, we have provided a workplace where communications are open and problems can be discussed and resolved in a mutually respectful manner, taking into account the needs of the students, the School, and the employee's individual circumstances. We firmly believe that by directly communicating with each other, we can resolve any difficulties that may arise and thereby develop a mutually beneficial relationship.

We are always interested in constructive comments and suggestions for improving our operations. Please submit any suggestions you may have to the School Administration in writing.

Your suggestions and feedback regarding any work-related subject are important to us. If you feel you have a work-related problem, we encourage you to discuss it with the School Administration immediately.

Using this procedure will not adversely affect your job in any way.

At-Will Employment

The Western Prelacy Armenian Schools personnel are employed on an at-will basis. Employment at-will means that the employment relationship may be terminated, with or without cause and with or without advance notice at any time by the employee or the Prelacy. Nothing in this Handbook shall limit the right to terminate at-will employment.

No School Administrator, manager, or employee of the Prelacy has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment on other than at-will terms. Only the Board of Regents has the authority to make any such agreement, which is binding only if it is in writing.

Nothing in this at-will statement is intended to interfere with an employee's rights to communicate or work with others toward altering the terms and conditions of his or her employment.

Equal Employment Opportunity

The Western Prelacy Armenian Schools is an equal opportunity employer and makes employment decisions on the basis of merit. We want to have the best available persons in every job. School policy prohibits unlawful discrimination based on race, color, creed, gender (including gender identity and gender expression), religion (all aspects of religious beliefs, observance or practice, including religious dress or grooming practices) marital status, registered domestic partner status, age, national origin (includes language use and possession of a driver's license issued to persons unable to prove their presence in the United States is authorized under federal law), ancestry, physical or mental disability, medical condition (including cancer or a record or history of cancer, and genetic characteristics), sex (including pregnancy, childbirth, breastfeeding or related medical condition), genetic information, sexual orientation, military and veteran status or any other consideration made unlawful by federal, state, or local laws. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics.

Pay discrimination between employees of the opposite sex performing substantially similar work, as defined by the California Fair Pay Act and federal law, is prohibited. Pay differentials may be valid in certain situations defined by law. Employees will not be retaliated against for inquiring about or discussing wages. However, each School is not obligated to disclose the wages of other employees.

Discrimination can also include failing to reasonably accommodate religious practices or qualified individuals with disabilities where the accommodation does not pose an undue hardship.

All such discrimination is unlawful.

The Board of Regents is committed to compliance with all applicable laws. The Board of Regents prohibits unlawful discrimination against any job applicant, employee or unpaid intern by any employee, including supervisors and coworkers.

If you believe you have been subjected to any form of unlawful discrimination, submit a complaint to the Principal, Preschool Director, or Board of Regents. Your complaint should be specific and should include the names of the individuals involved and the names of any witnesses.

If you need assistance with your complaint, or if you prefer to make a complaint in person, contact the Principal, Preschool Director, or Board of Regents. The Board of Regents will undertake an effective, thorough, and objective investigation and attempt to resolve the situation.

If the Board of Regents determines that unlawful discrimination has occurred, effective remedial action will be taken commensurate with the severity of the offense. Appropriate action also will be taken to deter any future discrimination.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, the Board of Regents will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result.

Any job applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact a school or Board Representative and discuss the need for an accommodation. The Board of Regents will engage in an interactive process with the employee to identify possible accommodations, if any that will help the applicant or employee perform the job. An applicant, employee or unpaid intern who requires an accommodation of a religious belief or practice (including religious dress and grooming practices, such as religious clothing or hairstyles) should also contact the Principal, Preschool Director, or Board Representative and discuss the need for an accommodation. If the accommodation is reasonable and will not impose an undue hardship, the Board of Regents will make the accommodation.

The Board of Regents will not retaliate against you for bringing a complaint of discrimination, participating in the investigation of any complaint or requesting a reasonable accommodation and will not knowingly tolerate or permit retaliation by management, employees or co-workers.

Right to Revise

This Handbook contains the employment policies and practices of the Board of Regents.

The Board of Regents is in effect at the time of publication. All previously issued handbooks and any inconsistent policy statements or memoranda are superseded.

The Board of Regents reserves the right to revise, modify, delete, or add to any and all policies, procedures, work rules, or benefits stated in this Handbook or in any other document, except for the policy of at-will employment. However, any such changes must be in writing and must be signed by the Chairperson of the Board of Regents.

Any written changes to this Handbook will be distributed to all employees so that employees will be aware of the new policies or procedures. No oral statements or representations can in any way alter the provisions of this Handbook.

This Handbook sets forth the entire agreement between you and the Board of Regents as to the duration of employment and the circumstances under which employment may be terminated. Nothing in this Handbook or in any other personnel document, including benefit plan descriptions, creates or is intended to create a promise or representation of continued employment for any employee.

Nothing in this at-will statement is intended to interfere with an employee's rights to communicate or work with others toward altering the terms and conditions of his or her employment.

Open-Door Policy

Suggestions for improving the School are always welcome. At some time, you may have a complaint, suggestion, or question about your job, your working conditions, or the treatment you are receiving. Your good-faith complaints, questions, and suggestions also are of concern to the School. We ask you to first discuss your concerns with the Vice Principal or Preschool Director, following these steps:

- Within a week of the occurrence, bring the situation to the attention of the Vice Principal or Preschool Director, who will then investigate and provide a solution or explanation.
- If the problem persists, you may describe it in writing and present it to the Principal or Preschool Director, who will investigate and provide a solution or explanation.
- If the problem is not resolved, you may present the problem in writing to the Board of Regents, who will attempt to reach a final resolution.

This procedure, which we believe is important for both you and the School, cannot guarantee that every problem will be resolved to your satisfaction. However, the School values your observations and you should feel free to raise issues of concern, in good faith, without the fear of retaliation.

Harassment and Sexual Harassment Policy

The Board of Regents is committed to providing a work environment free of harassment, disrespectful or other unprofessional conduct. Our policy prohibits conduct that is disrespectful, unprofessional as well as harassment based on sex (including pregnancy, childbirth, breastfeeding or related medical conditions), race, religion (including religious dress and grooming practices), color, gender (including gender identity and gender expression), national origin (includes language use and possession of a driver's license issued to persons unable to prove their presence in the United States is authorized under federal law), ancestry, physical or mental disability, medical condition, genetic information, marital status, registered domestic partner status, age, sexual orientation, military and veteran status or any other basis protected by federal, state or local law or ordinance or regulation. It also prohibits harassment, disrespectful or unprofessional conduct based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics. All such conduct violates School policy. The Board of Regents' anti-harassment policy applies to all persons involved in the operation of the School and prohibits harassment, disrespectful or unprofessional conduct by any employee of the School, including the School Administration, as well as vendors, parents, students, independent contractors and any other persons. Applicants, employees, unpaid interns, volunteers and independent contractors are all protected from harassment.

Prohibited harassment, disrespectful or unprofessional conduct includes, but is not limited to, the following behavior:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments;
- Visual displays such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings or gestures;

- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race or any other protected basis;
- Threats and demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss and offers of employment benefits in return for sexual favors;
- Retaliation for reporting or threatening to report harassment; and
- Communication via electronic media of any type that includes any conduct that is prohibited by state and/or federal law, or by School policy.

Sexual harassment does not need to be motivated by sexual desire to be unlawful or to violate this policy. For example, hostile acts toward an employee because of his/her gender can amount to sexual harassment, regardless of whether the treatment is motivated by any sexual desire.

Procedure

Employees who feel that they have been harassed are encouraged to immediately bring the offensive conduct to the attention of the School's Principal or Preschool Director. If the offensive conduct is caused by the Principal or Preschool Director, the Board of Regents should be contacted directly at (818) 500-0822.

The School will investigate all complaints of harassment. To the extent possible, every reasonable attempt will be made to maintain confidentiality during the course of an investigation into a charge of harassment. The Principal or Preschool Director will advise all parties concerned of the School's investigation. The School encourages all employees to immediately report any incident(s) of harassment. The Federal Equal Employment Opportunity Commission and the State Labor Department investigate and prosecute complaints related to harassment related to employment. If you think that you have been the victim of harassment, or that you have been retaliated against for resisting on reporting harassment, you may file a complaint with the appropriate agency. Please refer to the telephone book for their nearest offices. Adverse action will not be taken against an employee who reports or participates in the investigation of a violation of this policy, because of the reporting of the incident or participation in the investigation.

If it is determined that harassment has occurred, appropriate remedial and disciplinary action, up to and including discharge, will be taken in accordance with circumstances involved.

If you have any questions regarding this policy, please feel free to ask the School Administration.

Child Abuse and Neglect

Child Abuse Reporting Policies: Section 11166 of the Penal Code requires any child care custodian, medical practitioner, or employee of a child protective agency who has knowledge of or observes a child in his or her professional capacity, or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse, to report the known or suspected instance of child abuse to a child protective agency immediately, or as soon as practically possible, by telephone and to prepare and send a written report thereof within 36 hours of receiving

the information concerning the incident. The contact information for Child Protection Services is posted in the School's office.

"Child Care Custodian" includes licensees, School Administrators and employees of licensed community care or child day care facilities.

As an employee of the School, your employment position falls within the definition of "Child Care Custodian", and therefore you are mandated to comply with the child abuse reporting requirement as stated above.

Employee understands and agrees that he/she is a mandated reporter and has a legal obligation to report to Child Protective Services any known or suspected incident of physical, sexual or other abuse of any minor brought to his/her attention. Please also refer to the Child Abuse Reporting Memorandum provided to you as a supplement to this Handbook.

Penalty

Failure by the Child Care Custodian to comply with the requirements of Section 11166 of the California *Penal Code* is a misdemeanor, punishable by up to six (6) months in a county jail, by a fine of one thousand dollars (\$1000), or both that of imprisonment and fine

Procedures to be followed should a Child Care Custodian being accused of abuse or neglect:

All parties (employee, child, parents, and other staff members) will be interviewed separately and confidentially by the School Administrator (such as the Preschool Director or Principal) in charge. The School Administrator will then submit both full verbal and written report to the Board of Regents. All follow-ups will be handled by the Board of Regents.

II. EMPLOYMENT STATUS

Introductory Period

The first 90 days of employment for both full-time and part-time employees constitute an "introductory period." During this period of time, you will be able to decide if your new job is suitable for you and the School will have an opportunity to evaluate your work performance. Successful completion of the "introductory period" does not alter an employee's at-will employment status.

On the date designated as the last day of the School year in June of any given calendar year, the employment of full-time and part-time teachers automatically terminates. The School retains full discretion to rehire a teacher for the following School year. Rehiring can only be accomplished by a written offer of employment and an Employment Agreement.

Categories of Employment

Full-Time Non-Teaching Employees: Those employees who regularly work at least 40 hours per week and receive a W-2 at the end of the year.

Part-Time Non-Teaching Employees: Those employees who regularly work more than 20 and less than 40 hours per week and receive a W-2 at the end of the year.

Hourly Non-Teaching Employees: Those employees who work less than 20 hours at the School and get paid per hour for work they perform and receive a W-2 at the end of the year.

Full-Time Teachers: Those teachers who teach a minimum of six classes a day, and receive a W-2 at the end of the year. They are employed approximately ten months a year, beginning on the designated date for the academic year defined by the Employment Agreement.

Part-Time Teachers: Those teachers who teach less than six classes a day, and receive a W-2 at the end of the year. They are employed approximately ten months a year, beginning on the designated date for the academic year defined by the Employment Agreement.

Contract Employees: Those employees who work at the School and get paid per specific task they complete. Contract employees receive a 1099 at the end of the year.

Inactive Status: Those employees who are on any type of leave of absence, work-related or non-work-related, that exceeds any protected state or federal leave of absence will be placed on inactive status.

Health Benefits Extension

Unless health benefits extension is covered by state or federal law, benefits will terminate according to our insurance carrier's policy. Contact the School Administration for more information.

Salary Schedule

Salaries of full-time and part-time teachers shall be based on the salary scale established by the Board of Regents.

Salary Advances

Salary advances will not be granted to employees.

If You Terminate Your Employment

Should you decide to terminate your employment with us, please provide the School Administration with at least 30 days advance notice. We request that resigning employee complete a brief exit interview with us prior to leaving.

You should notify the School if your address information changes during the calendar year in which your termination occurs so that your tax information will be sent to the proper address.

Involuntary Termination and Progressive Discipline

Violation of the School policies and rules may warrant disciplinary action. The School has established a system of progressive discipline that includes verbal warnings, written warnings, and suspension (the School has no progressive policy). The system is not formal and the School may, in its sole discretion, utilize whatever form of discipline is deemed appropriate under the

circumstances, up to, and including, termination of employment. The School's policy of progressive discipline in no way limits or alters the at-will employment relationship.

III. WAGES

Meal and Rest Periods

Rest Breaks

All nonexempt employees are entitled to rest break periods during their workday. If you are a nonexempt employee, you will be paid for all such break periods, and you are not required to clock out.

Number of Rest Breaks

You will be authorized and permitted one 15-minute net rest break for every four hours you work or major fraction thereof.

If you work a shift from three and one-half to six hours in length you will be entitled to one 15-minute rest break. If you work more than six hours and up to 10 hours, you will be entitled to two 15-minute rest breaks. If you work more than 10 hours and up to 14 hours, you will be entitled to three (3) 15-minute rest breaks.

Timing of Rest Breaks

You are authorized and permitted to take a rest break in the middle of each four hour work period.

Meal Period

All nonexempt employees will be provided an uninterrupted unpaid meal period of at least 30 minutes if you work more than five hours in a workday. You must clock out for your meal period. You will be permitted a reasonable opportunity to take this meal period, and you will be relieved of all duty. During your meal period, you are free to come and go as you please and are free to leave the premises. You are expected to return to work promptly at the end of any meal period.

If your total work period for the day is more than five hours per day but no more than six hours, you may waive the meal period. This cannot be done without the mutual consent of you and the School Administration. You must discuss any such waiver with the School Administration in advance. The waiver must be in writing.

Timing of Meal Period

Your meal period will be provided no later than the end of your fifth hour of work. For example, if you begin work at 8:00 a.m., you must start your meal period by 12:59 p.m. (which is before the end of your fifth hour of work).

Recording Meal Periods

You must clock out for any meal period and record the start and end of the meal period. Employees are not allowed to work "off the clock." All work time must be accurately reported on your time record.

If for any reason you are not provided a meal period in accordance with our policy, or if you are in any way discouraged or impeded from taking your meal period or from taking the full amount of time allotted to you, please immediately notify the School Administration.

Anytime you miss a meal period that was provided to you (or you work any portion of a provided meal period), you will be required to report it to the School Administration.

Overtime

There may be times when you will need to work overtime so that we may successfully meet the needs of the School.

Exempt employees (non-hourly/salaried) are not eligible to receive overtime pay. Non-exempt (hourly) employees will be paid overtime rates for overtime hours worked consistent with state law.

No overtime is paid for voluntary co-curricular or extra-curricular activities or events that occur throughout the School year and are School related whether designated by the School or undertaken by you (e.g.: Open House, Back to School night, parent conferences, Graduation Exercises, student programs/Dances, Field trips, and so on).

All overtime must be approved in advance by the School Administration in writing. Failure to obtain advance written approval for overtime may result in disciplinary action. Only actual hours worked count towards computing weekly over-time.

Pay Periods

Employees are paid monthly. Each paycheck represents payment of wages earned during the pay period immediately preceding the pay date.

Wages may be paid on a 10 or 12 month basis, with monthly or semimonthly pay periods (as determined by the School Finance Committee).

Timekeeping Requirements

All hourly employees are required to record time worked for payroll purposes. Employees must record their own time at the start and at the end of each work period, including before and after the lunch break. Employees also must record their time whenever they leave the School for any reason other than School business. Any handwritten marks or changes on the timecard must be initialed by the School Administration.

We expect that each employee be sensitive to the importance of courtesy and respect in all working relationships.

IV. EMPLOYEE CONDUCT

Employee Code of Ethics

As an employee of the Prelacy Armenian Schools, our mission is to educate all students to their maximum potential. Our success depends on our teamwork, trust and commitment. Our Code of Ethics is intended to help us achieve success by setting common expectations and increasing trust, commitment and teamwork within the Prelacy Armenian Schools and between Prelacy Armenian Schools and the community.

Core Principle

To help us achieve our mission, we are committed to three core ethical principles:

- Commitment to Excellence
- District and Personal Integrity
- Responsibility

Purpose

Our Code of Ethics helps develop trust by describing what the public can expect from us, and what we can expect from each other and our District. It plays a central role in our District's commitment to help District personnel achieve the highest ethical standards in their professional activities and relationships. Our goal is to create a culture that fosters trust, commitment to excellence and responsibility, personal and institutional integrity, and avoids conflicts of interest and appearances of impropriety.

Application and Enforceability

The Code of Ethics applies to all Prelacy Armenian Schools personnel including Board Members. Provisions of this Employee Code of Ethics are supported by State law, and Personnel Commission Rules, regulations, bulletins and collective bargaining agreements. Violations of this Code of Ethics may result in administrative or disciplinary action under those law, rules, regulations, bulletins and agreements.

Making Ethical Decisions

While the Code of Ethics provides general guidelines, it does not provide a complete listing or a definite answer to every possible ethical situation. When making decisions, we should use good judgment to fulfill the spirit as well as the letter of the Code. The references section of the Code lists other documents such as laws, rules, policies and bulletins that provide more detailed guidance.

When making decisions:

- Evaluate the situation and identify the ethical issue
- Follow the rules. Consult the Code of Ethics, law, and District rules, regulations, bulletins, policies and procedures.
- Ask for guidance from your School Administrator. If your School Administrator is involved in the problem, contact the Board of Regents at (818) 500-0822. Ask for help before you act.

Contact the Board of Regents

For advice, help, or more information contact the Board of Regents directly.

Board of Regents of Prelacy Armenian Schools

104 N. Belmont St., #208

Glendale, CA 91206

Tel: (818) 500-0822

Fax: (818) 500-0622

Email: boardofregentsprelacyschools@gmail.com

Commitment and Expectations

To achieve our mission of educating students, we strive to create a district culture that fosters trust and focuses on excellence. Our goal is to develop a culture that is personally fulfilling, supports ethical decision-making, and provides an environment where hard work, creativity and innovation are the norm. To succeed, we must have the same expectations about how we will proactively towards our commitment to excellence, integrity and responsibility in our everyday work.

A. Commitment to Excellence. We are committed to being the best school district and personnel we can be, educating our students to their maximum potential. Everything we do has an impact on the classroom.

1. **Set the example.** *We are committed to providing the best example we can, striving to demonstrate excellence, integrity and responsibility in our work.*
2. **Create an environment of trust, respect and non-discrimination.** *We are committed to providing an environment of trust, care, and respect. We will not tolerate discrimination or harassing behavior of students or colleagues.*
3. **Provide honest, accurate and timely information.** *We are committed to our work relationships, providing other district personnel including supervisors, senior staff and Board members with accurate, reliable and timely information. We will not tolerate falsification or cheating.*
4. **Identify problems and help create solutions.** *We are committed to identifying areas for improvement within our District, and suggesting and implementing solutions that make us more successful.*
5. **Keep policies, procedures and rules.** *Our rules, policies and procedures are the foundation of trust and how the District conducts everyday business. They define our expectations and evaluation criteria. We are committed to following our Code of Ethics, laws, and District rules, regulations, bulletins, policies and procedures, recommending changes required to make them better, and will not tolerate improper conduct.*

6. **Report improper conduct.** When someone does well, it reflects well on all of us. When we make a mistake, we strive to correct and learn from it. *We are committed to reporting gross mismanagement, significant waste of funds, abuse of authority, threats to safety, violations of our Code of Ethics, laws, rules, regulations bulletins, policies and procedures, or other conduct that damages our integrity or reputation, to the Principal, Preschool Director, or the Board of Regents.*
7. **Keep colleagues safe from retaliation.** *We are committed to creating a work environment where problems can be reported and solved. We are prohibited from threatening, harassing, punishing or retaliating against employees who make good faith complaints.*

B. District and Personal Integrity. To maintain our integrity, we are committed to making decisions in the best interests of the District. We will avoid conflicts of interest and the appearance of impropriety.

8. **Avoid conflicts of interest and improper outside income.** A conflict of interest can exist anytime our position or decisions provide us a financial benefit or improper advantage. We are permitted to receive outside income as long as it does not create a conflict with our District work. *We are committed to declining outside income that might be perceived as inconsistent, incompatible or in conflict with our official duties. We will not make decisions or use our position for personal benefit or to gain an improper advantage.*
9. **Decline Gifts.** A gift is benefit we receive for which we did not pay. Gifts can include merchandise, food, tickets, use of facilities, investments, rebates or discounts not offered to the public, or forgiveness of debt from vendors, lobbyists, parents, students or others. *We will not accept gifts or gratuities in excess of \$100 from a single source in a single year (aggregate retail value) or that give the appearance that the gift improperly influenced our decisions regardless of the amount. We will not solicit vendors, lobbyist, parents or others for anything that provides us a personal benefit different from the public.*
10. **Improper influence of family members and associates.** *We are committed to abstaining from decisions that could result in a direct benefit to a close relative or co-habitant including, but not limited to, hiring, promotion, discipline, evaluation or direct supervision.*
11. **Maintain appropriate relationships with students.** *We are committed to ensuring that employee-student relationships are positive, professional and no exploitative. We will not tolerate improper employee-student relationships.*
12. **Keep procurement information confidential.** *To reinforce public trust and confidence in our procurement processes, we are committed to ensuring that procurement information is kept confidential, used only in the performance of our duties, and not released early to potential contractors.*
13. **Keep the contracting process objective.** *We are committed to making contract award recommendations in the best interest of the District. From the time an RFP, specification or other contract document is used until the staff recommendation is made public (the contract's board report is published by the Board secretary), we will not have contact concerning the contract with contractors participating in the process or their representatives.*

14. **Future employment.** In order to prevent conflicts of interest, District personnel are not permitted to discuss the possibility of future employment with a person or organization that might benefit from their official decisions. Contractors are required by the District to disclose all personnel, consultants and sub-contractors who were employees of the District in the previous three years. The District will not contract with a contractor who compensates a former district employee to influence an action on a matter pending with the District if that employee, within the last twelve (12) months, held a District position in which the employee personally and substantially participated in that matter. The District will not contract with a contractor that employs a former District employee who, while serving in a District position within the last two years, substantially participated in the development of the contractor's RFP, requirements, specifications or in any part of the contracting process. No former District official is permitted to lobby the District for one year after leaving the District. *We are committed to avoiding discussions about future employment with people or organizations that can benefit from our decisions, and will not take or influence official actions that might benefit that person or organization.*

15. **Uphold District interests in hiring and promotion.** *We are committed to hiring and promoting District personnel based on their qualifications and the job-criteria of the position, and will not tolerate improper practices.*

C. Responsibility. We are committed to holding each other responsible for our performance as a District and as individuals.

16. **Proper use of public position.** *We are committed to ensuring that our power and authority are used in an appropriate, positive manner that enhances the public interest and trust. We will not use our authority to improperly influence people or obtain preferential treatment.*

17. **Proper use of public resources.** *Except for occasional and limited personal use that does not interfere with performance of duties or create an appearance, we are committed to ensuring that District facilities, equipment, supplies, mailing lists, or other District resources are used for District purposes only. Except for occasional and limited personal use, we will not tolerate improper use of public resources, and will report and reimburse the District for significant costs of any limited personal use.*

18. **Leadership of District personnel and use of District time.** *We are committed to ensuring that District personnel are tasked to perform only District work on District working-time. We will not direct or permit District personnel to perform personal services on District working time and will report such incidents to our supervisors, or Board of Regents.*

19. **Uphold Confidentiality.** *To achieve excellence, our District employees, parents and students must be able to discuss issues frankly, and when appropriate in confidence. We are committed to abiding by all laws and District policies concerning confidential information, including student records, personnel files, agreements, and District records and policies. We will not reveal confidential information, including meeting content and the sources of comments, from staff, faculty, parent, and closed Board meetings.*

If you need further guidance, please contact the Board of Regents of Prelacy Armenian Schools at (818) 500-0822.

Code of Conduct with Students

The most important responsibility of the Board of Regents is the safety of our students. All employees, as well as all individuals who work or have contact with students are reminded that they must be mindful of the fine line drawn between being sensitive to and supportive of students and a possible or perceived breach of responsible ethical behavior.

While the Board of Regents encourages the cultivation of positive relationships with students, employees and all individuals who work with or have contact with students are expected to use good judgment and are cautioned to avoid situations including, but not limited to the following:

1. Meeting individually with a student(s) behind closed doors, regardless of gender.
2. Remaining on campus with student(s) after the last School Administrator leaves the school site (there are exceptions, such as teachers rehearsing with students for drama/music activity or coaching academic decathlon students, with approval of the Principal or Preschool Director in advanced).
3. Engaging in any behaviors, either directly or indirectly with a student(s) or in the presence of a student(s), which are unprofessional, unethical, illegal, immoral, or exploitative.
4. Giving student(s) gifts, rewards, or incentives that are not school related and for which it is directly or implicitly suggested that a student(s) is (are) to say or do something in return.
5. Making statements or comments, either directly or in the presence of a student(s), which are not age-appropriate, professional or which may be considered sexual in nature, harassing, or demeaning.
6. Touching or having physical contact with a student(s) that is not age-appropriate or within the scope of the employee's/individual's responsibilities and/or duties.
7. Transporting student(s) in a personal vehicle without proper written School Administrator and parent authorization forms on file in advance.
8. Taking or accompanying student(s) off campus for activities other than a school-approved journey or field trip.
9. Meeting with student(s) off campus, except in school-authorized and/or approved activities.
10. Communicating with student(s), in writing, by phone/Email/electronically, via Internet, or in person, at any time, for purposes that are not specifically school-related.
11. Calling student(s) at home or on their cell phone, except for specific school-related purposes and/or situations.
12. Providing student(s) with a personal home/cell telephone number, personal Email address, home address, or other personal contact information (such as MySpace, Facebook, Twitter, etc.), except for specific school-related purposes and/or situations.

13. Allowing students to overhear or involving them in conversations about your address, personal life or personal beliefs (for example, students have no reason to know what your political or religious views are, whether you are single, what your sexual orientation is, which club you went to last night etc.).

Even though the intent of the employee/individual may be purely professional, those who engage in any of the above behavior(s), either directly or indirectly with a student(s) or in the presence of a student(s), are subjecting themselves to all possible perceptions of impropriety. Employees/individuals are advised that, when allegations or inappropriate conduct or behavior are made, the School is obligated to investigate the allegations and, if warranted, take appropriate administrative and/or disciplinary action.

Business Conduct and Ethics

The successful business operation and reputation of the School is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as regard for the highest standards of conduct and personal integrity. The School will comply with all applicable laws and regulations and expects all employees to conduct themselves accordingly.

The use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with the Principal or Preschool Director for advice and consultation.

The Community and Public Relations

The School's reputation will be set by the quality of its academic program and relations with the community. Maintaining a positive reputation requires the active participation of every employee.

The opinions and attitudes that students, parents and members of the community have toward our School may be impacted by the actions of a single employee. We demand that all employees conduct themselves with the highest standards of professional ethics, and maintain their individual integrity in their interactions with students, parents, members of various School committees, and members of the community.

Maintaining Confidentiality

Each employee is responsible for safeguarding the confidential information obtained during employment. In the course of your work, you may have access to confidential information regarding the School, its students, family members, or perhaps even fellow employees. You have a responsibility to prevent revealing or divulging any such information unless it is necessary for you to do so in the performance of your duties. Access to confidential information should be on a "need-to-know" basis and must be authorized by the Principal or Preschool Director. Any breach of this policy will not be tolerated and legal action may be taken by the School.

Conflicts of Interest

All employees must avoid situations involving actual or potential conflict of interest. Personal or romantic involvement with a student, student family member, supplier, or subordinate employee of the School, which impairs an employee's ability to exercise good judgment on behalf of the School, creates an actual or potential conflict of interest. Romantic or personal relationships also can lead to possible claims of sexual harassment, and morale problems.

An employee involved in any of the types of relationships or situations described in this policy should immediately and fully disclose the relevant circumstances to the Principal, Vice Principal, or Preschool Director for a determination about whether a potential or actual conflict exists. If an actual or potential conflict is determined, the School may take whatever corrective action appears appropriate according to the circumstances. Failure to disclose facts shall constitute grounds for disciplinary action.

Off-Duty Conduct

While the School does not seek to interfere with the off-duty and personal conduct of its employees, certain types of off-duty conduct, including bad conduct in the social media, may interfere with the School's legitimate business interests. For this reason, employees are expected to conduct their personal affairs in a manner that does not adversely affect the School's or their own integrity, reputation or credibility. Illegal or immoral off-duty conduct by an employee that adversely affects the School's legitimate business interests or the employee's ability to perform his or her job will not be tolerated.

Standards of Conduct

Each employee has an obligation to observe and follow the School's policies and to maintain proper standards of conduct at all times. If an employee's behavior or conduct interferes with the orderly and efficient operation of the School, corrective disciplinary measures will be taken.

Disciplinary action may include a verbal warning, written warning, and suspension without pay and/or discharge. The appropriate disciplinary action will be determined by the School and will be based on an assessment of all relevant factors. The School does not guarantee that one form of action will necessarily precede another, and it retains the right to terminate an employee without any advance notice or disciplinary action.

While it is not feasible to itemize every offense which may result in disciplinary action, or to specify the nature of disciplinary action which will be taken in every case, examples of misconduct that may result in discipline up to and including discharge include the following: poor work performance; flagrant misconduct; foul language; violation of the School's policies or safety rules; insubordination; poor attendance; inappropriate contact with a student; possession, use or sale of alcohol or controlled substances on work premises or during working hours; breach of confidentiality; theft or dishonesty; harassment of fellow employees, students, parents, or other individuals outside the School; and proof of intentionally made false accusations.

Employees will be immediately suspended or terminated for striking or otherwise abusing a child.

Attendance and Punctuality

The School places a premium on consistent attendance and punctuality. We work as a team, and this requires that each person be in the right place at the right time.

All employees should arrive/leave the School at their designated times.

If you know you will be late for work, or absent, you must notify the School as early as possible in the day. You should make every effort to contact the School Administration or designated individuals.

If you are absent for three consecutive days without notifying the School, or if you have three unexcused absences, the School will assume that you have voluntarily abandoned your position and may terminate your employment.

All School Administration, staff and teacher employees will attend events scheduled for after school hours, such as Back to School nights, Open House, fundraising events, educational conferences, staff development programs, and other such events and programs.

All School Administration, staff and teacher employees will attend their appropriate assigned staff meetings, in service sessions, and end of the year programs.

Dress Policy

Whether or not your job responsibilities tend to place you in direct contact with students or parents, you represent the School with your appearance and your actions.

Employees are expected to maintain high standard of personal cleanliness and present a neat, professional appearance at all times. If you have any questions regarding the appropriateness of your appearance, please ask the School Administration.

Substance Abuse

No employee shall work, report to work, be present on School premises or engage in School activities during the work day (including meals and rest periods) under the influence of alcohol or any controlled substance, with the exception of prescription medication so long as it does not affect the safety of the students, or employees, and does not impair your job performance as specified below. In addition, the unlawful distribution, possession or use of controlled substances or alcohol on School premises or while engaged in school activities is strictly prohibited and may subject employee to discharge.

In an effort to enforce this policy, the School may conduct substance testing whenever a work-related injury is involved or when a reasonable suspicion exists.

Each employee taking a legal drug which could affect job safety or performance is responsible for notifying the School Administration and providing a physician's certificate stating that s/he is able to safely and efficiently perform his/her duties while on such medication. This certification must be provided before you report to work.

Behavior that violates School policy includes:

- Possession or use of an illegal or controlled substance, or being under the influence of an illegal or controlled substance while on the job;
- Driving a School vehicle while under the influence of alcohol; and
- Distribution, sale, or purchase of an illegal or controlled substance while on the job.

Your employment or continued employment with the School is conditioned upon your full compliance with the foregoing drug-free workplace policy. Any violation may result in disciplinary action, up to and including discharge. The School may also bring the matter to the attention of appropriate law enforcement authorities.

Workplace Searches

The School reserves the right to take appropriate and lawful actions to enforce its substance abuse policy and to maintain a safe and productive work environment, including, but not limited to, the right to inspect employees' desks, personal property in certain circumstances, computer databases or other suspected areas of concealment. Consent to such inspections under the foregoing circumstances shall be a condition of employment or continued employment with the School. Any employee who fails to undergo such an inspection shall be subject to discipline up to and including discharge.

V. LEAVES OF ABSENCE

Sick Days

Full-time employees who have completed their introductory period are eligible for sick days as follows: Employees who work ten months per year are eligible for a total of 42 hours of sick days, and employees who work twelve months per year are eligible for a total of 58 hours sick days. Sick days are calculated according to employee's anniversary date.

Full-time employees may not carry unused sick days over to the following year, and will not be paid for unused sick days upon termination. Sick days are not vacation days and may not be used as such.

Notwithstanding the above, Full-time teachers will be paid \$50.00 per day in lieu of unused sick days. It is the employee's responsibility to keep the School advised of his/her health status so the School can provide for coverage of the employee's duties during absences.

The School's obligation to provide an employee with paid sick leave will be offset by the amount of any State Disability Insurance to which the employee may be entitled.

In regards to any medical leaves of absence, all efforts will be made to accommodate any injured worker to provide reasonable accommodations, and to engage in the interactive process where requested or required. All absences from work for medical reasons will be deducted from the employee's vacation or sick days.

Part-time employees begin accruing paid sick leave at the commencement of employment. Sick

leave is accrued at the rate of one (1) hour per every 30 hours worked, up to a maximum of 48 hours. Sick leave is not accrued during a period of layoff of service or leave of absence. Any balance of unused sick leave may be carried over to the next year until the maximum balance of 48 hours of sick leave is accrued.

Part-time employees may begin using accrued sick leave after completing 90 days of employment.

Part-time employees may use up to 24 hours of sick leave in an employment year. Employees may use sick leave in minimum increments of two (2) hours. Non-exempt employees who take time off due to illness or injury of less than two (2) hours may be docked for time off without pay.

Upon written or oral request, full-time or part-time employees may use sick leave for the following purposes:

- (1) Diagnosis, care, or treatment of an existing health condition, or preventive care for, an employee or an employee's family member; or
- (2) For an employee who is a victim of domestic violence, sexual assault, or stalking.

"Family member" means any of the following:

- (1) A child, which means a biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis, regardless of age or dependency status.
- (2) A biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child.
- (3) A spouse.
- (4) A registered domestic partner.
- (5) A grandparent.
- (6) A grandchild.
- (7) A sibling.

If the need for paid sick leave is foreseeable, the employee shall provide reasonable advance notification. If the need for paid sick leave is unforeseeable, the employee shall provide notice of the need for the leave as soon as practicable.

Unused sick leave will not be paid out upon voluntary or involuntary termination.

Family and Medical Leave

State and federal family and medical leave laws provide up to 12 work weeks of unpaid family/medical leave within a 12-month period, under the following conditions:

- The employee has been employed with the School for a total of at least 12 months prior to the commencement of leave. The 12 months of employment must have accumulated within the previous seven years (certain exceptions apply);
- The employee has worked at least 1,250 hours during the previous 12-month period before the need for leave; and

- The employee is employed at a work site where there are 50 or more employees within a 75 mile radius.

Leave may be taken for one or more of the following reasons:

- The birth of the employee's child, or placement of a child with the employee for adoption or foster care (FMLA/CFRA);
- For incapacity due to pregnancy, prenatal medical care or child birth (FMLA only);
- For a serious health condition that makes the employee unable to perform his or her job (FMLA/CFRA);
- To care for the employee's spouse, child, or parent who has a serious health condition (FMLA/CFRA); and
- To care for the employee's registered domestic partner (CFRA only).

For additional information about eligibility for family/medical leave, contact the School Administration.

Military Family Leave Entitlements

- Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.
- Eligible employees may also take a special leave entitlement of up to 26 weeks of leave to care for a covered service member during a single 12-month period. (FMLA/CFRA for 12 weeks if the care provider is eligible for both, followed by 14 weeks of (FMLA only), or 26 weeks of FMLA only if leave is not CFRA covered leave). A covered service member is either:
 - 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 otherwise on the temporary disability retired list, for a serious injury or illness*; or
 - A veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first 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.*

*The FMLA definitions of "serious injury or illness" for current service members and veterans are distinct from the FMLA definition of "serious health condition."

Please see page 26 for certification requirements regarding leaves related to military service.

Calculating the 12-month Period

For purposes of calculating the 12-month period during which 12 weeks of FMLA or qualifying exigency leaves may be taken, the School uses a rolling 12-month period.

Under most circumstances, leave under federal and state law will run at the same time and the eligible employee will be entitled to a total of 12 weeks of family and medical leave in the

designated 12-month period.

For leave to care for a covered service member, the 12-month period begins on the first day of the leave, regardless of how the 12-month period is calculated for other leaves. Leave to care for a covered service member is for a maximum of 26 work weeks during a 12-month period.

Pregnancy, Childbirth or Related Conditions

Leave because of the employee's disability for pregnancy, childbirth or related medical condition is not counted as time used under California law (the California Family Rights Act). However, time off because of pregnancy disability, childbirth or related medical condition does count as family and medical leave under federal law (the Family and Medical Leave Act). Employees who take time off for pregnancy disability and who are eligible for family and medical leave will also be placed on family and medical leave that runs at the same time as their pregnancy disability leave. Once the pregnant employee is no longer disabled, or once the employee has exhausted PDL and has given birth she may apply for leave under the California Family Rights Act, for purposes of baby bonding.

Any leave taken for the birth, adoption, or foster care placement of a child does not have to be taken in one continuous period of time. California Family Rights Act leave taken for the birth or placement of a child will be granted in minimum amounts of two weeks. However, the School will grant a request for a California Family Rights Act leave (for birth/placement of a child) of less than two weeks' duration on any two occasions. The School may also grant additional requests for leave lasting less than two weeks at its discretion. Any leave taken must be concluded within one year of the birth or placement of the child with the employee.

Please see page 31 for more information on taking a Pregnancy Disability Leave.

Leave Procedures

The following procedures shall apply when an employee requests family medical leave:

- Please contact the School Administration as soon as you realize the need for family/medical leave. If the leave is based on the expected birth, placement for adoption or foster care, or planned medical treatment for a serious health condition of the employee or a family member, the employee must notify the School at least 30 days before leave is to begin.
- The employee must consult with his or her supervisor regarding scheduling of any planned medical treatment or supervision in order to minimize disruption to the operations of the School. Any such scheduling is subject to the approval of the health care provider of the employee or the health care provider of the employee's child, parent, or spouse.
- If the employee cannot provide 30 days' notice, the School must be informed as soon as is practical.
- If the Family and Medical Leave Act/California Family Rights Act request is made because of the employee's own serious health condition, the School may require, at its expense, a second opinion from a health care provider that the School chooses. The health care provider designated to give a second opinion will not be one who is employed on a regular basis by the School.
- If the second opinion differs from the first opinion, the School may require, at its expense, the employee to obtain the opinion of a third health care provider designated or approved jointly by the employer and the employee. The opinion of the third health care provider shall be

considered final and binding on the School and the employee.

Certification

The School may require the employee to provide certification. You will have 15 calendar days from the School's request for certification to provide it to the School, unless it is not practicable to do so. The School may require recertification from the health care provider if the employee requests additional leave upon expiration of the time period in the original certification. *(For example, if an employee needs two weeks of family and medical leave, but following the two weeks needs intermittent leave, a new medical certification will be requested and required.)* If the employee does not provide medical certification in a timely manner to substantiate the need for family and medical leave, the School may delay approval of the leave, or continuation thereof, until certification is received. If certification is never received, the leave may not be considered family and medical leave.

If the leave is needed to care for a sick child, spouse, or parent, the employee must provide a certification from the health care provider stating:

- Date of commencement of the serious health condition;
- Probable duration of the condition;
- Estimated amount of time for care by the health care provider; and
- Confirmation that the serious health condition warrants the participation of the employee.

When both parents are employed by the School, and request simultaneous leave for the birth or placement for adoption or foster care of a child, the School will not grant more than a total of 12 work weeks family/medical leave for this reason.

If an employee cites his/her own serious health condition as a reason for leave, the employee must provide a certification from the health care provider stating:

- Date of commencement of the serious health condition;
- Probable duration of the condition; and
- Inability of the employee to work at all or to perform any one or more of the essential functions of his/her position because of the serious health condition.

If an employee is absent because of his/her own serious health condition, the School will also require a medical release to return to work form or certification from the employee's health care provider that the employee is able to resume work.

Failure to a release to return to work certificate from the employee's health care provider will result in denial of reinstatement for the employee until the certificate is obtained.

Leave Related to Military Service

A leave taken due to a "qualifying exigency" related to military service must be supported by a certification of its necessity. A leave taken due to the need to care for a service member shall be supported by a certification by the service member's health care provider or other certification allowed by law. Special certification requirements apply to leaves related to military service.

During the unpaid leave of absence, the employee must use any accrued sick leave to offset the unpaid leave. The employee may elect to use accrued vacation to offset the unpaid leave. The employee should apply for State Disability Insurance. The employee will not accrue vacation or sick leave during the leave of absence.

Providing that the employee is willing to assume responsibility for payment of the monthly premiums, the School will maintain any health insurance coverage that has already been in effect for the employee during the time of her pregnancy disability leave.

Upon return to work, the employee must provide a written release from her health care provider stating that she can safely perform the essential functions of her job or can do so with reasonable accommodation. Upon return to work within the approved time period, the School will make all reasonable efforts to reinstate the employee to the same position she held prior to the leave. If the School cannot return the employee to the same position, it will offer the employee a substantially similar position, if such a position exists and is available, if the employee is qualified for the position, and if filling the position would not substantially undermine the School's ability to operate safely and efficiently. Failure to return to work after a leave of absence will be considered a voluntary abandonment of your employment.

Reinstatement

Under most circumstances, upon return from family/medical leave, an employee will be reinstated to his or her original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions. However, an employee has no greater right to reinstatement than if he or she had been continuously employed rather than on leave. For example, if an employee on family/medical leave would have been laid off had he or she not gone on leave, or if the employee's job is eliminated during the leave and no equivalent or comparable job is available, then the employee would not be entitled to reinstatement. In addition, an employee's use of family/medical leave will not result in the loss of any employment benefit that the employee earned before using family/medical leave.

Reinstatement after family/medical leave may be denied to certain salaried "key" employees under the following conditions:

- An employee requesting reinstatement was among the highest-paid 10 percent of salaried employees employed within 75 miles of the worksite at which the employee worked at the time of the leave request;
- The refusal to reinstate is necessary because reinstatement would cause substantial and grievous economic injury to the School's operations;
- The employee is notified of the School's intent to refuse reinstatement at the time the School determines the refusal is necessary; and
- If leave has already begun, the School gives the employee a reasonable opportunity to return to work following the notice described previously.

Time Accrual

Please contact the School Administration with any questions regarding accrual of other School provided paid leave benefits (such as vacation, PTO or sick leave) during unpaid FMLA/CFRA leave.

Carryover

Leave granted under any of the reasons provided by state and federal law will be counted as family/medical leave and will be considered as part of the 12-workweek entitlement (26-workweek entitlement if leave is to care for a service member) in any 12-month period. No carryover of unused leave from one 12-month period to the next 12-month period is permitted.

Intermittent Leave

Employees may take Family and Medical Leave Act/California Family Rights Act leave intermittently (in blocks of time, or by reducing their normal weekly or daily work schedule) if the leave is for the serious health condition of the employee or a qualifying family member and the reduced leave schedule is medically necessary as determined by the health care provider of the person with the serious health condition. The smallest increment of time that can be used for such leave is one hour.

See also the discussion of Pregnancy, Childbirth or Related Medical Conditions above.

Bereavement Leave

Full-time and part-time employees will be given paid personal leave for the death of a spouse, significant other, parent, sibling, child, grandparent, parent-in-law, or step- relative. Other reasonable arrangements may be made with the consent of the Principal or Preschool Director.

Full-time and part-time employees will be granted necessary leave of absence, not to exceed three days, or five days if long distance travel is required (more than 200 miles - one-way travel or out-of-state travel). Members of the immediate family, as used in this section, means the mother, father, grandmother, grandfather, grandchild, the spouse, son, son-in-law, daughter, daughter-in-law, brother, or sister of the employee, or any relative living in the immediate household of the employee.

Upon request, the employee shall furnish evidence acceptable to the immediate supervisor that the leave taken in accordance with the Rule was in connection with bereavement. The Principal or Preschool Director may take steps necessary to verify the validity of the evidence. Other reasonable arrangements for Bereavement Leave may be made with the consent of the Principal or Preschool Director.

Personal Leave of Absence (Other than for Pregnancy-Related Disabilities)

Under special circumstances at the discretion of the School, an employee with one year of employment may be granted a leave of absence without pay. This type of leave is normally granted only for compelling reasons and requires the written authorization of the School Administration. Approved personal absences of shorter duration are not normally treated as leave, but rather as excused absences without pay.

Personal leaves may not exceed 30 days and medical leaves may not exceed 90 days. In order for the School to arrange coverage for your position, make your written request for a leave to the School Administration 30 days in advance, or as many days as possible in advance given the circumstances. Any term of unpaid leave must be offset by all accrued vacation and/or sick

days. Except as explained in "State Disability Insurance," no benefits will accrue during the time that you are out on a leave of absence.

The School reserves the right to replace you during a leave of absence; however, we will make reasonable efforts to return you to the same job you held prior to the leave of absence or one substantially similar, subject to the School's staffing and financial requirements. Failure to return after a duly authorized leave of absence will be considered a voluntary abandonment of your employment.

Civil Air Patrol Leave

No employee with more than 90 days of service shall be disciplined for taking time off to perform emergency duty as a volunteer in the California Civil Air Patrol. If you are a Civil Air Patrol volunteer, please alert your supervisor that you may have to take time off for emergency duty. When taking time off for emergency duty, please alert your supervisor before doing so, giving as much advance notice as possible.

Up to 10 days of leave for duty may be taken each year. However, leave for a single emergency mission cannot exceed three days, unless the emergency is extended by the entity in charge of the operation and the extension of leave is approved by the School.

Domestic Violence, Sexual Assault or Stalking Leave and Accommodation

Employees who are victims of domestic violence, sexual assault and stalking are eligible for unpaid leave. Although the leave is generally unpaid, employees can use their paid sick time under California's Healthy Workplaces, Healthy Families Act for the purposes described below.

You may request leave if you are involved in a judicial action, such as obtaining restraining orders, or appearing in court to obtain relief to ensure your health, safety or welfare, or that of your child.

Please provide reasonable advance notice of the need for leave unless advance notice is not feasible. Contact the School Administration.

Employees who are victims of domestic violence, sexual assault or stalking and need a reasonable accommodation for their safety at work should contact a School representative with day-to-day personnel responsibilities and discuss the need for an accommodation. If you are requesting such a reasonable accommodation, you will need to submit a written statement signed by you, or by an individual acting on your behalf, certifying that the accommodation is for the purpose of your safety at work.

For reasonable accommodation requests, the School will also require certification demonstrating that you are the victim of domestic violence, sexual assault or stalking. Any of the forms of certification described above for leave purposes will suffice. The School may request recertification every six months from the date of the previous certification. You should notify the School if an approved accommodation is no longer needed.

The School will engage in an interactive process with the employee to identify possible accommodations, if any that are effective and will make reasonable accommodations unless an undue hardship will result.

The School will, to the extent allowed by law, maintain the confidentiality of an employee requesting leave or accommodation under these provisions.

Domestic Violence, Sexual Assault or Stalking Leave for Treatment

Employees who are victims of domestic violence, sexual assault or stalking are eligible for unpaid leave. Although the leave is generally unpaid, employees can use their paid sick time under California's Healthy Workplaces, Healthy Families Act for the purposes described below.

You may request leave for any of the following purposes:

- To seek medical attention for injuries caused by domestic violence, sexual assault or stalking;
- To obtain services from a domestic violence shelter, program or rape crisis center as a result of domestic violence, sexual assault or stalking;
- To obtain psychological counseling related to experiencing domestic violence, sexual assault or stalking; and
- To participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault or stalking including temporary or permanent relocation.

Please provide reasonable advance notice of the need for leave unless advance notice is not feasible. Contact the School Administration.

The School will, to the extent allowed by law, maintain the confidentiality of an employee requesting leave under this provision.

Jury Duty and Witness Leave

The School encourages employees to serve on jury duty when called, however such time off is unpaid. Exempt employees will receive full salary unless they are absent for a full week and perform no work. You should notify your supervisor of the need for time off for jury duty as soon as a notice or summons from the court is received. You may be requested to provide written verification from the court clerk of performance of jury service.

Military Leave

Employees who wish to serve in the military and take military leave should contact the School Administration for information about their rights before and after such leave. You are entitled to reinstatement upon completion of military service, provided you return or apply for reinstatement within the time allowed by law.

Military Spouse Leave

Employees working more than 20 hours per week and have a spouse in the Armed Forces, National Guard or Reserves who have been deployed during a period of military conflict are eligible for up to 10 unpaid days off when their spouse is on leave from (not returning from) military deployment.

Employees must request this leave in writing to the School Administration within two business days of receiving official notice that their spouse will be on leave. Employees requesting this leave are required to attach to the leave request written documentation certifying the spouse will be on leave from deployment.

Organ and Bone Marrow Donor Leave

Employees who are donors for organ or bone marrow may take paid time off as follows:

- Employees may take up to 30 business days of leave in any one-year period for the purpose of donating an organ to another person. The one-year period is calculated from the date the employee begins his/her leave.
- Employees may take up to 5 business days of leave in any one-year period for the purpose of donating bone marrow to another person. The one-year period is calculated from the date the employee's leave begins.
- During the leave for organ/bone marrow donors, The School will continue to provide and pay for any group health plan benefits the employee was enrolled in prior to the leave of absence.
- Leave taken for the purpose of organ or bone marrow donation is not leave for the purpose of family medical leave under state law, The California Family Rights Act.
- Employees who wish to take a leave of absence to donate bone marrow or an organ will be required to provide written verification of the need for leave, including confirmation that the employee is an organ or bone marrow donor and that there is a medical necessity for the donation of the organ or bone marrow.

The School requires that employees taking leave for organ donation use two weeks of available sick leave or paid time off. Furthermore, the School requires that employees taking leave for bone marrow donation use five days of accrued but unused sick leave, PTO and/or paid time off.

Once a Donor has exhausted the required paid sick and PTO, the employee will be paid for the remaining leave of absence, if additional leave is needed, up to the maximum allowed by law.

Pregnancy Disability Leave

Any female employee planning to take pregnancy disability leave should advise the personnel department as early as possible. The individual should make an appointment with the personnel manager to discuss the following conditions:

- Duration of pregnancy disability leave will be determined by the advice of the employee's physician, but employees disabled by pregnancy may take up to four months. Part-time employees are entitled to leave on a pro rata basis. The four months of leave includes any period of time for actual disability caused by the employee's pregnancy, childbirth, or related medical condition. This includes leave for severe morning sickness and for prenatal care.
- The School will also reasonably accommodate medical needs related to pregnancy, childbirth, or related conditions or temporarily transfer you to a less strenuous or hazardous position (where one is available) or duties if medically needed because of your pregnancy.

- Employees who need to take pregnancy disability must inform The School when a leave is expected to begin and how long it will likely last. If the need for a leave, reasonable accommodation, or transfer is foreseeable, employees must provide reasonable advance notice at least 30 days before the pregnancy disability leave or transfer is to begin. Employees must consult with the personnel manager regarding the scheduling of any planned medical treatment or supervision in order to minimize disruption to the operations of the School. Any such scheduling is subject to the approval of the employee's health care provider:
 - If 30 days' advance notice is not possible, notice must be given as soon as practical;
 - Failure to give reasonable advance notice may result in delay of leave, reasonable accommodation, or transfer;
- Pregnancy leave usually begins when ordered by the employee's physician. The employee must provide the School with a written certification from a health care provider for need of PDL, reasonable accommodation or transfer. The certification must be returned within 15 calendar days. Failure to do so may, in some circumstances, delay PDL leave, reasonable accommodation or transfer. The certification indicating the need for disability leave should contain:
 - A statement that the employee needs to take pregnancy disability leave because she is disabled by pregnancy, childbirth or related medical condition.
 - The date on which the employee became disabled due to pregnancy;
 - The probable duration of the period or periods of disability; and
 - If the employee needs a reasonable accommodation or transfer, a medical certification is sufficient if it contains all of the following: a description of the requested reasonable accommodation or transfer; a statement that describes the medical advisability of the reasonable accommodation or transfer because of pregnancy; and the date on which the need for reasonable accommodation or transfer became/will become medically advisable and the estimated duration of the reasonable accommodation or transfer.
- Leave returns will be allowed only when the employee's physician sends a release;
- An employee will be allowed to use accrued sick time (if otherwise eligible to take the time) during a pregnancy disability leave. An employee will be allowed to use accrued paid time off or personal time (if otherwise eligible to take the time) during a pregnancy disability leave; and
- Leave does not need to be taken in one continuous period of time and may be taken intermittently, as needed. Leave may be taken in increments of one hour.

If intermittent leave or leave on a reduced work schedule is medically advisable the employee may, in some instances, be required to transfer temporarily to an available alternative position that meets the employee's needs. The alternative position need not consist of equivalent duties, but must have the equivalent rate of pay and benefits. The employee must be qualified for the position. The position must better accommodate the employee's leave requirements than her regular job. Transfer to an alternative position can include altering an existing job to better accommodate the employee's need for intermittent leave or a reduced work schedule.

Upon submission of a medical certification that an employee is able to return to work from a pregnancy disability leave, an employee will be reinstated to her same position held at the time the leave began or, in certain instances, to a comparable position, if available. There are limited exceptions to this policy. An employee returning from a pregnancy disability leave has no greater right to reinstatement than if the employee had been continuously employed.

Employees on pregnancy disability leave will be allowed to continue to participate in group health insurance coverage for up to a maximum of four months of disability leave (if such insurance was provided before the leave was taken) at the level and under the conditions that coverage would have been provided if the employee had continued in employment continuously for the duration of the leave.

In some instances, an employer can recover from an employee premiums paid to maintain health coverage if the employee fails to return following pregnancy disability leave. PDL may impact other benefits or a seniority date. Please contact the School Administration for more information.

School and Child Care Activities Leave

Employees are encouraged to participate in the school or child care activities of their children. The absence is subject to all of the following conditions:

- Time off under this policy can only be used by parents, guardians, grandparents, stepparents, foster parents or a person who stands *in loco parentis* to one or more children of the age to attend kindergarten through grade 12 or a licensed child care provider;
- The amount of time off for school or child care activities described below cannot exceed a total of 40 hours each year;
- Employees taking time off under this policy are required to use available paid time off or sick leave (as applicable) prior to taking unpaid time off;
- Covered employees can use the time off to find, enroll or reenroll a child in a school or with a licensed child care provider or to participate in activities of the child's school or licensed child care provider. The time off for these purposes cannot exceed eight hours in any calendar month. Employees planning to take time off for these purposes must provide reasonable advance notice to their supervisor; and
- Covered employees can also use time off to address a "child care provider or school emergency" if the employee gives notice to the employer. A child care provider or school emergency means that the employee's child cannot remain in a school or with a child care provider due to one of the following:
 - The school or child care provider has requested that the child be picked up, or has an attendance policy (excluding planned holidays) that prohibits the child from attending or requires the child to be picked up from the school or child care provider;
 - Behavioral or discipline problems;
 - Closure or unexpected unavailability of the school or child care provider, excluding planned holidays; or
 - A natural disaster, including, but not limited to, fire, earthquake or flood.

Time off under this policy must be requested and approved in advance. Employees may be required to provide the School Administration with documentation from the school or licensed child care provider verifying that they were engaged in these child related activities on the day and time of the absence.

School Appearances Involving Suspension

If an employee who is the parent or guardian of a child facing suspension from school is summoned to the school to discuss the matter, the employee should alert his or her supervisor as soon as possible before leaving work. In agreement with California Labor Code, no discriminatory action will be taken against an employee who takes time off for this purpose.

Time Off for Voting

If an employee does not have sufficient time outside of working hours to vote in an official state-sanctioned election, the employee may take off enough working time to vote. Such time off shall be taken at the beginning or the end of the regular working shift, whichever allows for more free time, and the time taken off shall be combined with the voting time available outside of working hours to a maximum of two hours combined. Under these circumstances, an employee will be allowed a maximum of two hours of time off during an election day without loss of pay. When possible, an employee requesting time off to vote shall give his or her supervisor at least two days-notice.

Victims of Crime Leave

An employee who is themselves a victim or who is the family member of a victim of certain serious crimes may take time off from work to attend judicial proceedings related to the crime or to attend proceedings involving rights of the victim. A family member of a crime victim may be eligible to take this leave if he/she is the crime victim's spouse, parent, child or sibling. Other family members may also be covered depending on the purpose of the leave.

The absence from work must be in order to attend judicial proceedings or proceedings involving rights of the victim. Only certain crimes are covered. You must provide reasonable advance notice of your need for leave, and documentation related to the proceeding may be required. If advance notice is not possible, you must provide appropriate documentation within a reasonable time after the absence.

Any absence from work to attend judicial proceedings or proceedings involving victim rights will be unpaid, unless you choose to take paid time off.

For more information regarding this leave (including whether you are covered, when and what type of documentation is required, and which type of paid time off can be used), please contact a School representative with day-to-day personnel responsibilities.

Volunteer Civil Service Personnel

No employee shall be disciplined for taking time off to perform emergency duty as a volunteer firefighter, peace officer, or emergency rescue personnel. Employees who perform emergency duty as a volunteer firefighter, reserve peace officer, or emergency rescue personnel may also take up to a total of fourteen days unpaid leave time per calendar year to engage in required fire, law enforcement or emergency rescue training. Please alert your supervisor that you may have to take time off for emergency duty or emergency duty training. When taking time off for emergency duty, please alert your supervisor before doing so when possible.

If you are an official volunteer firefighter, reserve peace officer or emergency rescue personnel, please alert your supervisor if you have training. Volunteer firefighters, reserve peace officers and emergency rescue personnel may take up to a total of fourteen days per calendar year to engage in fire, law enforcement or emergency rescue training.

VI. TIME OFF

Vacation - Teachers

Teachers' vacations are strictly limited to the School's Winter Break (Christmas Holidays) and Spring Break (Easter vacation). Full-time and part-time teachers' employment ends on the designated day. Teachers do not accrue vacation time.

Vacation - Administration and Staff

Employment term of all non-teacher staff is based on a 12 month period.

Full-time employees [non-teachers] accrue paid vacation time, calculated according to their anniversary date as follows:

Upon completion of their first full year of employment, full-time employees are entitled to one week of paid vacation.

Commencing with their second year through their tenth year of employment, full-time employees are entitled to two weeks of paid vacation per year. Thereafter, full time employees are entitled to three weeks of paid vacation.

Requests for vacation should be submitted in writing to the School Administration, at least one month prior to employee's desired departure date. In order to ensure the orderly operation of the School and fairness to all employees, the School reserves the right to deny a vacation request or to suggest an alternative vacation schedule.

Generally speaking, the length of employment determines priority among employees when scheduling vacation times.

Vacation pay will not be granted in lieu of actually taking the time off. No vacation time accrues during leaves of absence from the School. Vacation accrual is subject to a cap, according to the chart below:

<u>Year #</u>	<u>Paid Vacation</u>	<u>Accrual Cap:</u>
1 year	40 hours	60 hours
2 -9	80 hours	120 hours
10 and up	120 hours	180 hours

Once a cap has been reached, accrual of additional vacation time ceases until the employee has used some of his/her vacation time already accrued.

Upon termination, eligible employees will be paid, on a pro rata basis, for any unused, accrued vacation time.

Holidays

The School observes and will be closed for business on the following holidays during the year:

Veterans' Day

Thanksgiving (Thursday and Friday)

Christmas Day

New Year's Day

Armenian Christmas Day

Martin Luther King Jr. Day

Saint Vartanants' Day

Presidents' Day

Easter

Armenian Martyrs Day (April 24)

Armenian Independence Day (May 28)

Re-establishment of Armenian Independence Day (September 21)

Memorial Day

Independence Day (July 4th)

Labor Day

NOTE: Students and full-time/part-time teachers will have Christmas/Winter Break and Easter/Spring vacations.

Full-time employees, including full-time and part-time teachers are eligible for paid holidays at their regular rate of pay after completing their introductory period.

VII. INSURANCE

Medical Insurance

Please contact the School Administration regarding medical insurance benefits, if any, and eligibility for coverage and contribution rates.

State Disability Insurance

Employees in the State of California are entitled to state-funded disability insurance ("SDI"). Under this program, an employee disabled due to an illness or injury may be eligible to receive SDI. If you qualify, you must apply for this benefit with the Employment Development Department (EDD). Please contact the School Administration for more information about this benefit and sick leave pay coordination.

The School contributes to the various State Unemployment Insurance Funds on behalf of its employees.

Workers' Compensation

On-the job injuries are covered by our Workers' Compensation Insurance Policy. If you are injured on the job, no matter how slightly, report the incident immediately to the School Administration. Failure to report an injury to yourself or an injury to another employee that you witnessed may result in disciplinary action. We ask for your assistance in alerting the School Administration to any condition which could lead or contribute to an employee injury.

The School is not liable for the payment of workers' compensation benefits for any injury that arises out of an employee's voluntary participation in an off-duty recreational, social or athletic activity that is not a part of the employee's work-related duties.

Social Security

Social Security is more than a paycheck deduction. It offers financial security for you and your dependents. Although this is a federally established program, it is your contributions and ours that pay for this benefit.

Both you and the School contribute to social security in order to provide you with monthly income and medical coverage once you reach retirement age. The funds withheld from your paycheck, along with the School's obligation on your behalf, are forwarded to the Federal Government to support the Social Security Program.

VIII. TEACHER EVALUATIONS

The evaluation is recognized as an on-going, desirable, improvement process designed to continuously improve the instructional process and to provide an opportunity to identify those skills and abilities which contribute to the success of the educational program. The evaluation should:

- Provide an avenue of communication between the School Administrator and the classroom teacher;
- Improve the individual teacher's instructional skills and overall teaching performance. Even where a high level of ability already exists, this process should encourage self-evaluation and self-improvement;
- Provide the teacher with periodic assessment and feedback on progress in attaining specific performance objectives and goals;
- Provide data for administrative decisions regarding retention, placement, or dismissal of teachers;
- Improve the level of individual and group pupil performance; and
- Promote the achievement of Prelacy and/or school program objectives.

It is expected that a teacher will be informally observed on a regular basis (at least three times during their evaluation year) by the School Administration staff. In addition, the teacher will be formally observed by the School Administration ONLY for the purposes of evaluation at least twice a year. A formal observation includes goal setting, a pre-observation conference between the teacher and the evaluating School Administrator, and a post-observation conference for feedback

IX. SCHOOL PROPERTY

Personnel Records

You have a right to inspect or receive a copy of the personnel records that the School maintains relating to your performance or to any grievance concerning you. Certain documents may be excluded or redacted from your personnel file by law, and there are legal limitations on the number of requests that can be made.

Any request to inspect or copy personnel records must be made in writing to the School Administration. You can obtain a form for making such a written request from the School Administration.

You may designate a representative to conduct the inspection of the records or receive a copy of the records. However, any designated representative must be authorized by you in writing to inspect or receive a copy of the records. The School may take reasonable steps to verify the identity of any representative you have designated in writing to inspect or receive a copy of your personnel records.

The personnel records may be made available to you either at the place where you work or at a mutually agreeable location (with no loss of compensation for going to that location to inspect or copy the records). The records will be made available no later than 30 calendar days from the date the School receives your written request to inspect or copy your personnel records (unless you/your representative and the School mutually agree in writing to a date beyond 30 calendar days but no later than 35 calendar days from receipt of the written request).

Disclosure of personnel information to outside sources, other than your designated representative, will be limited. However, the School will cooperate with request from authorized law enforcement or local, state, or federal agencies conducting official investigations and as otherwise legally required.

Changes in Personal Records

We must maintain up-to-date information about you so that we will be able to aid you and/or members of your family in matters of personal emergency.

Changes in name, address, telephone number, marital status, number of dependents, or other data regarding next of kin and/or beneficiaries should be given to the School Administration promptly.

Employment Verification

Any inquiries received regarding a current or former employee must be referred to the School Administration.

Electronic and Social Media

This policy is intended to protect the School's computer systems and electronic information.

For purposes of these policies, the following definitions apply: "Computers" are defined as desktop computers, laptops, handheld devices (including but not limited to iPhones, Black berries, smart phones, iPads, and other electronic tablets and cell phones), computer software/hardware and servers, and computers, handheld devices, iPad.

The School also uses various forms of "electronic communication." "Electronic communications" includes e-mail, text messages, telephones, cell phones and other handheld devices (such as cell phones, Blackberries or smart phones or writing tablets or iPads), fax machines, and online services including the Internet.

"Electronic information" is any information created by an employee using computers or any means of electronic communication, including but not limited to, data, messages, multimedia data, and files.

The following general policies apply:

- Computers and all data transmitted through The School servers are School property owned by the School for the purpose of conducting School business. These items must be maintained according to The School rules and regulations. Computers must be kept clean and employees must exercise care to prevent loss and damage. Prior authorization must be obtained before any School property may be removed from the premises.
- All electronic communications also remain the sole property of The School and are to be used for School business. For example, email messages are considered School records.
- Electronic information created by an employee using any computer or any means of electronic communication is also the property of the School and remains the property of The School.
- Information stored in the School computers and file servers, including without limitation customers lists, vendor lists, price lists, employee lists is the property of the School and may not be distributed outside the School in any form whatsoever without the written permission of the CEO.
- Violation of any of the provisions of this policy, whether intentional or not, will subject The School employees to disciplinary action, up to and including termination.

Monitoring of School Property

The Board of Regents reserves the right to inspect all School property to ensure compliance with its rules and regulations, without notice to the employee and at any time, not necessarily in the employee's presence. School computers and all electronic communications and electronic information are subject to monitoring and no one should expect privacy regarding such use. The Board of Regents reserves the right to access, review and monitor electronic files, information, messages, text messages, e-mail, Internet history, browser-based webmail systems and other digital archives and to access, review and monitor the use of computers, software, and electronic communications to ensure that no misuse or violation of policy or any law occurs. E-mail may be monitored by the School and there is no expectation of privacy. Assume that e-mail may be accessed, forwarded, read or heard by someone other than the intended recipient, even if marked as "private."

Employee passwords may be used for purposes of security but the use of a password does not affect the School's ownership of the electronic information or ability to monitor the information. The School may override an employee's password for any reason.

Employees are not permitted to access the electronic communications of other employees or third parties unless directed to do so by the School.

Prohibited Use

All existing School policies apply to employee use of computers, electronic communications, electronic information, and the Internet. This includes policies that deal with misuse of School assets or resources. It is a violation of School policy to use computers, electronic communications, electronic information, or the Internet, in a manner that: is discriminatory harassing or obscene; constitutes copyright or trademark infringement; violates software licensing rules; is illegal; or is against School policy. It is also a violation of policy to use computers, electronic communications, electronic information, or the Internet to communicate confidential or sensitive information or trade secrets.

The display of any kind of sexually explicit multimedia content, message, or document on any School computer is a violation of the policy against sexual harassment. This description of prohibited usage is not exhaustive and it is within the discretion of the Board of Regents to determine if there has been a violation of this policy. Employees that engage in prohibited use will be subject to discipline and/or immediate termination.

This policy is not intended to limit the ability of employees to discuss with other employees the terms and conditions of their employment, including such topics as wages, job performance, workload, supervisors, or staffing.

Computer and Internet Use

The Board of Regents provides computers, electronic communications, electronic information and information technology resources, including the Internet, to its employees to help them do their job. School provided computers; electronic communications, electronic information and the Internet are only to be used only for work-related purposes. No personal use of this School property is permitted at any time. However, this policy is not intended to limit the ability of employees to use School email systems to communicate with other employees regarding the terms and conditions of their employment, including such topics as wages, job performance, workload, supervisors or staffing.

Social Media

The Board of Regents does not use nor does it condone the use of social media in the workplace for any purpose. Social media is a set of Internet tools that aid in the facilitation of interaction between people online. If you have specific questions about which programs the School deems to be social media, consult with the School Administration.

Use of Internet based programs such as Facebook, Linked In, and Twitter is a violation of School policy and use of School property to access social media tools or programs during working time on the work premises can result in discipline up to and including termination.

Employees can use their own personal devices to engage in social media during non-working times, such as breaks and meal periods; however, all other School policies against inappropriate usage, including the Board of Regents' no tolerance for discrimination, harassment or retaliation in the workplace, and protection of confidential or trade secret information apply.

Nothing in this social media policy is designed to interfere with, restrain or prevent employee communications regarding wages, hours or other terms and conditions of employment.

Employee-Owned Devices

Employees' own computers (including hand held devices) and electronic communications are not to be used during work time on the work premises. Employees may use personal devices during non-working times, such as breaks and meal periods; however, all other School policies against inappropriate usage, including the School's no tolerance for discrimination, harassment or retaliation in the workplace, apply.

Care of Equipment

You are expected to exercise proper care when using the School's property and equipment.

No School property may be removed from the premises without the prior written authorization of the School Administration. If you lose, damage or break any property or piece of equipment, report it to the School Administration at once.

All school property including desks, storage areas, work areas, file cabinets, computer systems, office telephones, cell phones, fax machines, and duplicating machines must be used properly and maintained in good working order.

The School reserves the right, at all times and without prior notice, to inspect and search any and all of its property or an employee's property while on School property, for the purpose of determining whether this policy or any other policy of the School has been violated, or when an inspection and investigation is necessary for purposes of promoting safety in the workplace or compliance with state and federal laws. These inspections may be conducted during or after business hours and in the presence or absence of the employee.

Lost, stolen, abused or damaged School-owned equipment will be the responsibility of the employee. The School has the right to recoup monetary damages for all lost, stolen, abused or damaged School property items from responsible parties.

Employees have no right of privacy as to any information, or file maintained in, or on School property or transmitted through the School. For purposes of inspecting, investigating, or searching employees' files or documents, the School may override any applicable passwords, codes, or locks in accordance with the best interests of the School, our students, families, or visitors. All bills and other documentation related to the use of School equipment or property are the property of the School and may be reviewed and used for purposes that the School considers appropriate.

Employees may access only files or documents that they have permission to enter. Unauthorized review, duplication, dissemination, removal, damage to, or alteration of files, or other property of

School, or improper use of information obtained by unauthorized means, may be grounds for disciplinary action, up to and including termination.

X. SAFETY

Personal Telephone Calls & Cell Phone Usage

While the occasional use of the School's telephone lines for employees' personal use is at times necessary and understandable, we ask that you keep personal calls to a minimum so that phone lines remain free for School use and the employees remain available for work-related tasks. If it becomes necessary to use the School telephone lines to place a personal long-distance call, please use a calling card or similar billing arrangement.

Employee will refrain from making personal calls during working hours (other than when on break or lunch periods) on his/her cell phones and will also refrain from text messaging, instant messaging on computers, or using his/her telephone for any internet activity during working hours (other than when on break on lunch periods).

The Schools' technical resources including desktop and portable computer systems, fax machines, Internet access, voice mail, and electronic mail (e-mail) enable employees to quickly and efficiently access and exchange information throughout the School and around the world. When used properly, we believe these resources greatly enhance employee productivity and knowledge.

This policy applies to all technical resources that are owned or leased by the School that are used on or accessed from School premises, or that are used on School business. This policy also applies to all activities using any Schools paid accounts, subscriptions, or other technical services, such as Internet access, voice mail, and e-mail, whether or not the activities are conducted from School premises.

The School's technical resources are provided for the benefit of the School. These resources are provided for use in the pursuit of School business and are to be reviewed, monitored, and used only in that pursuit, except as otherwise provided in this policy.

Employees have no right of privacy as to any information or file maintained in or on School property or transmitted or stored through the School's computer, voice mail, e-mail, or telephone systems.

Sending, saving, or viewing offensive material is prohibited. Messages stored and/or transmitted by computer, voice mail, e-mail, or telephone systems must not contain content that may reasonably be considered offensive to any employee. Offensive material includes, but is not limited to, sexual comments, jokes or images, racial slurs, gender-specific comments, or any comments, jokes or images that would offend someone on the basis of race, religion, color, sex, gender identity, sexual orientation, national origin, ancestry, citizenship status, uniform service member status, marital status, pregnancy, age, a diagnosis or history of cancer, disability, genetic characteristics or any other category protected by applicable federal, state, or local laws. Any use of the Internet to harass or discriminate is unlawful and prohibited by School. Downloading of any software not authorized by the School is prohibited. Violators of this policy will be subject to disciplinary action, up to and including discharge.

Employee's Responsibility

Safety can only be achieved through teamwork. Each employee must practice safety awareness by thinking defensively, anticipating unsafe situations and, reporting any unsafe conditions immediately.

Any workplace injury, accident, or illness must be reported to the School Administration as soon as possible, regardless of the severity of the injury or accident. If medical attention is required immediately, the School Administration will assist employees in obtaining medical care, after which the details of the injury or accident must be reported.

Workplace Precautions

1. Notify the School Administration of any emergency situation. If you are injured or become sick at work, no matter how slightly, you must inform the School Administration immediately.
2. The use of alcoholic beverages or controlled substances, and or the abuse of legal prescription drugs during working hours or on your breaks, will not be tolerated. The possession of alcoholic beverages or controlled substances on the School's premises is forbidden.
3. Use machines and equipment only if you are trained and qualified. Do not conduct repairs or maintenance on them without authorization from the School Administration.
4. Get help when lifting or moving heavy objects.
5. Understand your job fully and follow instructions. If you are not sure of the safe procedure, don't guess - ask the School Administration.
6. Know the locations, contents and use of first aid and firefighting equipment.

A violation of a safety precaution is in itself an unsafe act. A violation may lead to disciplinary action, up to and including termination.

Good Housekeeping

Maintaining a neat, clean work environment is essential for safety and for the effective performance of your duties.

Report anything that needs repair or replacement to the School Administration.

Smoking in the Workplace

The School is committed to providing a safe and healthy environment for employees and visitors. To this end, smoking on the premises is not allowed.

Confirmation of Receipt

I have received my copy of the Western Prelacy of the Armenian Apostolic Church of America Employee Handbook. I understand and agree that it is my responsibility to read and familiarize myself with the policies and procedures contained in this Handbook.

I understand and agree that nothing in the Employee Handbook creates or is intended to create a promise or representation of continued employment and that employment is employment at-will; employment may be terminated at the will of either the Prelacy or myself. My signature certifies that I understand that the foregoing agreement on at-will status is the sole and entire agreement between Western Prelacy of the Armenian Apostolic Church of America and myself concerning the duration of my employment and the circumstances under which my employment may be terminated. It supersedes all prior agreements, understandings, and representations concerning my employment with Western Prelacy of the Armenian Apostolic Church of America.

I understand that except for employment at-will status, any and all policies or practices can be changed at any time by the Prelacy. Western Prelacy of the Armenian Apostolic Church of America reserves the right to change my hours, wages, and working conditions at any time. I understand and agree that other than the Board of Regents of Prelacy Armenian Schools, no manager, School Administrator, or representative of the Western Prelacy of the Armenian Apostolic Church of America has authority to enter into any agreement, express or implied, for employment for any specific period of time, or to make any agreement for employment other than at-will; only the president has the authority to make any such agreement and then only in writing, signed by the Board of Regents of Prelacy Armenian Schools.

Employee's Signature _____

Employee's Printed Name _____

Date _____