



Pointe Schools
2020 – 2021 Employee Handbook

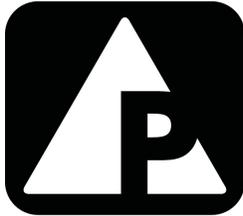


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*Health Insurance Portability Act of 1996



Introduction

Welcome to Pointe Schools

You have joined an amazing community of people who are committed to the Pointe Schools' purpose, promise, and plan. Pointe operates public charter schools on three campuses: North Pointe Preparatory (7-12), Canyon Pointe Academy (K-6), and Pinnacle Pointe Academy (K-6). Pointe also operates a private preschool, Starting Pointe at Pinnacle Pointe.

History of Pointe Schools

Pointe Schools was founded by four families who were interested in creating a high school that would support parents as they built character and leadership qualities in their teens, provide an excellent education and be financially accessible to everyone. Because no such high school existed in the northwest valley, the founders individually explored avenues to establish such a school. In the fall of 1999, they came together and formed Pointe Educational Services, a 501(c)(3) non-profit corporation, in order to open and operate an independent public high school that would fill this unmet need.

After a year of planning, the State Board of Charter Schools granted Pointe a contract to operate a college preparatory school. In August of 2001, North Pointe Preparatory opened on 51st Avenue and Union Hills with ten teachers, six classrooms and 130 students in grades 7-9. Students were provided with a traditional education with a "classical" emphasis. The curriculum was designed to prepare students for college, requiring that all students take College Preparatory, Honors, and Advanced Placement courses. In addition to the academic emphasis, the school truly functioned as a community. By November, three more classrooms and a library were completed. Stanford 9 test scores that year were well above the state averages.

The Prep was such a success that parents began asking about the possibility of opening an elementary school that would set the foundation for junior high and high school. In the Spring of 2002, the State Board for Charter Schools expanded Pointe's charter to include kindergarten through sixth grade and Canyon Pointe Academy (called North Pointe Academy at the time) was born. A group of seasoned elementary teachers joined Pointe Schools and worked through the summer without pay to make sure the school was ready to open. The Prep had already outgrown the Union Hills site, so Canyon moved in and the Prep moved into a site at 43rd Avenue and Thunderbird Road.

The 2002-2003 school year was full of growth for Pointe Schools. Canyon Pointe Academy opened with 160 students, North Pointe Prep almost tripled in size to 350 students, and a second elementary school was added to the Pointe Schools family. The new school, Pinnacle Pointe Academy, was located on 67th Avenue and Pinnacle Peak Road and opened in September of 2002 with just under 25 students in grades K-4. Two Canyon teachers and their classes moved to Pinnacle and provided leadership for the new school. By the end of the year, enrollment at Pinnacle had increased to over 90 students.

In 2006, Jody Johnson (one of Pointe's founders and North Pointe's first principal) became the superintendent of Pointe Schools and undertook a massive, company wide re-structuring. Over the next twelve years, Pointe Schools became a fixture in the community, receiving state and national recognition and graduating over 1,000 students. Superintendent Johnson (now Dr. Williamson) returned as North Pointe's principal in 2019. Dr. Williamson is committed to continuing the traditions that have meant so much to Pointe's students and families over the years, and ensuring a culture of trust and stability for Pointe's teachers, students, and families.

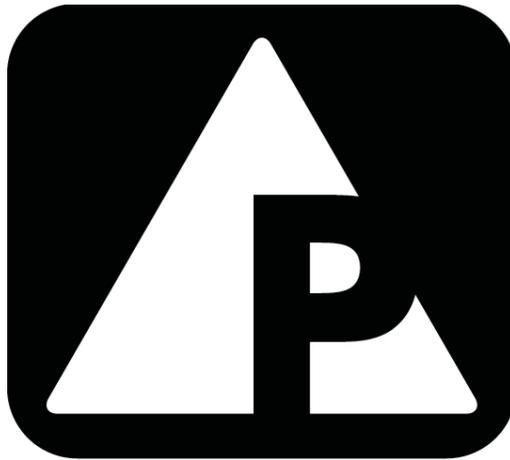


Introduction

Culture of Pointe Schools

Pointe Schools employees are committed to Pointe's **Purpose**, **Promise** and **Plan**.

Purpose



Promise

Plan

The Pointe Schools' Purpose

Pointe Schools exists to assist parents in developing students who demonstrate scholastic and behavioral excellence and make positive impacts in their communities.

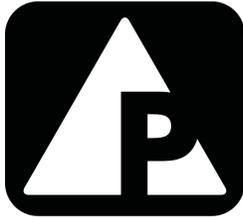
The Pointe Schools' Promise

Pointe Schools provides students with the opportunity to gain foundational knowledge, grow in character, and develop leadership skills.

The Pointe Schools' Plan

Pointe Schools is passionate about creating and sustaining environments where:

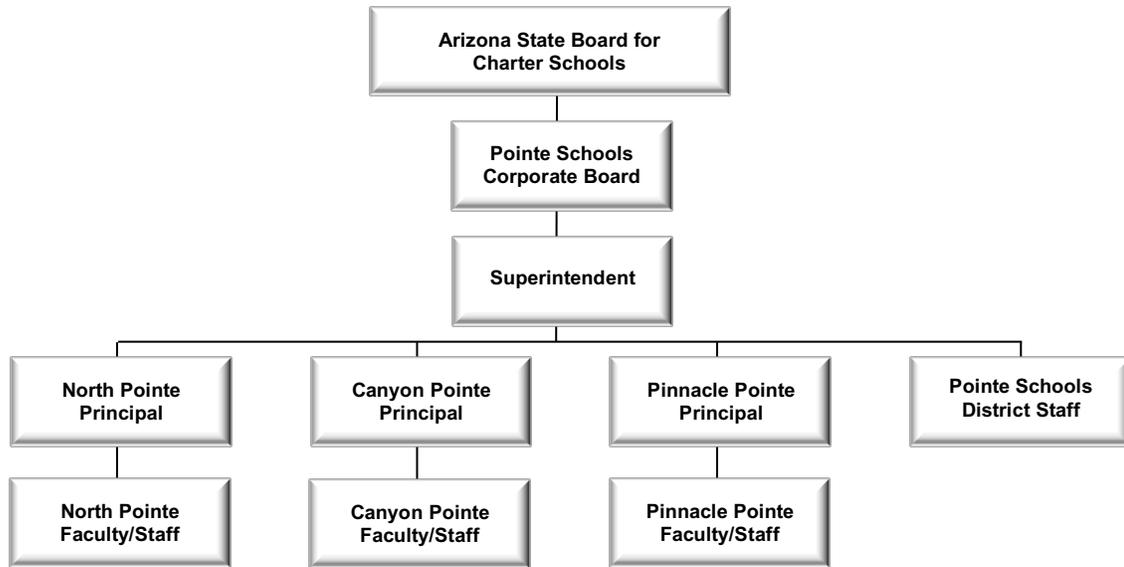
- People are **valued**. We respect the inherent value of our people and empower them in their strengths and protect them in their weaknesses.
- People are **trusted**. We trust the judgment of our people and empower them to make decisions within their areas of responsibility.
- People are encouraged to **take risks** and **achieve** their dreams in academics, athletics and the arts. We rely on the abilities of our people and empower them to create new opportunities and improve existing opportunities.



Introduction

Structure of Pointe Schools

Pointe operates under a very simple organizational structure. District staff work in coordination with school personnel to ensure that each campus is able to operate effectively to accomplish Pointe Schools' Purpose, Promise, and Plan.



Employee Handbook Introductory Statement

This handbook is designed to provide you with information about working conditions, employee benefits, and policies affecting your employment. It is important that you read, understand, and comply with this handbook. You will be asked to sign an Employee Acknowledgment Form. By signing the Acknowledgment and continuing to work for Pointe Schools after receiving this handbook, you are signaling your acceptance of all policies, procedures, rules, and other provisions contained in this handbook.

This Employee Handbook supersedes any and all prior handbooks, statements and representations, either oral or written.

Throughout this handbook you will see references to Pointe Schools and Pointe. Whenever 'Pointe Schools' or 'Pointe' is used, it is intended to include Pointe Schools and each of its schools.

No employee handbook can anticipate every circumstance or question about policy. As Pointe Schools continues to grow, a need may arise to revise, supplement, or rescind any policies or portions of the handbook from time to time as Pointe deems appropriate, in its sole and absolute discretion.

This Employee Handbook is not a contract and does not create any rights for employees or obligations for Pointe Schools. Pointe Schools reserves the unconditional right to modify, delete or make any changes or exceptions to anything contained in this Employee Handbook without notice. Oral statements and/or representations or promises that contradict this Employee Handbook, including promises of employment for any specified period of time, are not binding on Pointe Schools.



Employment

100 Employment At Will

This handbook does not alter the “at-will” nature of your employment. You have the right to terminate your employment at any time, with or without cause or notice, and the school has the same right. You should understand that Pointe Schools has the right to change compensation, duties, assignments, responsibilities, or geographic location of your job at any time, with or without cause. While the school believes in the procedures and policies contained in this handbook, they are for informational purposes and they do not constitute an express or implied employment contract. Further, your status as an “at-will” employee may not be changed, except in writing signed by the employee and the superintendent.

The Human Resources needs for Pointe Schools are managed by the Superintendent.

These provisions supersede all existing policies and practices and may not be amended or added to without the express written approval of the superintendent of Pointe Schools.

101 Employee Orientation

Employees of Pointe Schools are required to attend an employee orientation that will introduce the employee to the history, philosophy, structure, policies, and procedures of Pointe Schools.

102 Employee Relations

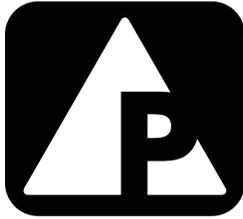
Pointe Schools believes that healthy employment relationships result from direct communication. Our experience has shown that when employees deal openly and directly with each other, it promotes a productive work environment, clear communication, and positive attitudes. If you have a question or concern about your job, your wages, benefits, policies, and procedures or any other Pointe Schools issues, we encourage you to openly discuss it with your supervisor. Supervisors also have a commitment to communicate openly with employees. Disagreements should be handled professionally and directly by the people involved.

103 Non-Discrimination

Pointe Schools makes a commitment to establish a workplace free from discrimination and is an equal opportunity employer. This is a commitment that must be shared by all individuals associated with Pointe Schools. All employees are expected to conduct themselves at all times so as to provide an atmosphere free from discrimination, whether it be non-lawful or lawful. Pursuant to state and federal law, discrimination against an otherwise qualified individual with a disability or any individual by reason of age, race, color, religion, sex or national origin is prohibited. Pointe Schools strives to ensure equal opportunity for all qualified persons.

Complaints or charges of violations are to be reported immediately to the superintendent in written form and will be promptly investigated. The superintendent or her designee will investigate the allegation and take any appropriate action he/she deems necessary, which may include the termination of the offending individual.

Please be advised that Pointe Schools is required by law to conduct a thorough investigation, and absolute confidentiality is not always possible. Adverse action will not be taken against an employee who reports or participates in the investigation of a violation of this policy on the basis that the employee made such a report or participated in the investigation process. Pointe Schools will take prompt and appropriate remedial and/or disciplinary action to address any violations of this policy.



Employment

104 Immigration Law

Pointe Schools is committed to employing only United States citizens and aliens who are authorized to work in the United States, and does not unlawfully discriminate on the basis of citizenship or national origin. In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility.

E-Verify

Federal law requires that all employers verify the identity and employment eligibility of all new employees (including U.S. citizens) within three days of hire.

Employees are required to complete the Form I-9, and employees must provide employers with documentation establishing both identity and eligibility to work in the United States.

The Department of Homeland Security (DHS) and the Social Security Administration (SSA) have established an electronic system called E-Verify to assist employers further in verifying the employment eligibility of all newly hired employees. In short, through E-Verify, employers send information about you from your Form I-9 to SSA and DHS to ensure that you are authorized to work in the United States and that your name, Social Security Number, date of birth, citizenship status, and any other non-citizen information you choose to provide your employer on the Form I-9 match government records.

105 Constructive Discharge

An employee is encouraged to communicate to the employer whenever the employee believes working conditions may become intolerable to the employee and may cause the employee to resign. Under section 23-1502, Arizona Revised Statutes, an employee may be required to notify an appropriate representative of the employer in writing that a working condition exists that the employee believes is intolerable, that will compel the employee to resign or that constitutes a constructive discharge, if the employee wants to preserve the right to bring a claim against the employer alleging that the working condition forced the employee to resign.

Under the law, an employee may be required to wait for fifteen calendar days after providing written notice before the employee may resign if the employee desires to preserve the right to bring a constructive discharge claim against the employer. An employee may be entitled to paid or unpaid leave of absence of up to fifteen calendar days while waiting for the employer to respond to the employee's written communication about the employee's working condition.

106 Social Media

Pointe Schools administrators, faculty members, staff, coaches, and group leaders are not permitted to participate in social media involving Pointe Schools' students unless the participation is approved and is directly related to Pointe Schools' academics, athletics, arts, and/or activities.



Employment

107 Fingerprint Clearance Card

All employees, including all individuals engaged in instruction as classroom and laboratory teachers, supervisory teachers, coaches, and administrators must obtain a State of Arizona Department of Public Safety Level One Identity Verified Fingerprint Clearance Card (FCC). All contractors, subcontractors, vendors, or their employees who provide services to Pointe Schools on a regular basis must also obtain a FCC.

Instructional employees are not permitted to continue to engage in instructional activities after the expiration of their FCC. Therefore, all instructional employees must renew their fingerprint cards in a timely manner.

Personnel required to be fingerprinted must complete a notarized form indicating whether they are awaiting trial on, have been convicted of, admitted in open court, or pursuant to a plea agreement have committed any of the following crimes:

- Sexual abuse of a minor.
- Incest.
- 1st or 2nd degree murder.
- Kidnapping.
- Arson.
- Sexual assault.
- Sexual exploitation of a minor.
- Commercial sexual exploitation of a minor.
- Aggravated assault.
- Assault.
- Burglary in the 1st, 2nd or 3rd degree.
- Aggravated or armed robbery.
- Robbery.
- A dangerous crime against children as defined in section 13-705.
- Child abuse.
- Sexual conduct with a minor.
- Molestation of a child.
- Manslaughter.
- Felony offenses involving sale, distribution or transportation of, offer to sell, transport, or distribute or conspiracy to sell, transport or distribute marijuana or dangerous or narcotic drugs.
- Felony offenses involving the possession or use of marijuana, dangerous drugs or narcotic drugs.
- Felony offenses involving contributing to the delinquency of a minor.
- Misdemeanor offenses involving the possession or use of marijuana or dangerous drugs.

Additionally, employees must immediately notify HR in writing if their Fingerprint Clearance Card is revoked or in danger of being revoked.



Employment

109 Non-Disclosure

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

- Student or family Records or Information
- Personnel Records or Information
- Computer Processes
- Computer Programs and Codes
- Educational Strategies
- Financial Information
- Marketing Strategies
- Pending projects

Employees who improperly use or disclose trade secrets or confidential business information will be terminated and will be subject to legal action, even if they do not actually benefit from the disclosed information.

110 Conflicts of Interest & Acceptance of Gratuity

Employees have an obligation to conduct business within the guidelines that prohibit actual or potential conflicts of interest. An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative (any person who is related by blood or marriage) as a result of Pointe Schools' business dealings.

Personal gain may result not only in cases where an employee or relative has ownership in a firm with which Pointe Schools does business, but also when an employee or relative receives any kickback, bribe, gift, or special consideration as a result of any transaction or business dealings involving Pointe Schools.

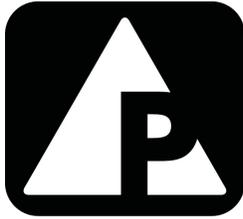
Employees are not to accept direct referral fees or commissions, gifts, gratuities or services of a gratuitous nature from any client, customer, supplier, or provider of services. Such offers are to be referred to the superintendent. If employees have influence on transactions involving purchases, contracts or leases, it is imperative that they disclose this to the superintendent as soon as possible so that safeguards can be established to protect all parties.

Contact your principal or the superintendent for more information or with questions about conflicts of interest.

111 Speaking Engagements

Any Pointe Schools' employee who speaks publicly concerning any topic is welcome to do so. However, we require that before undertaking such public speaking engagements, the employee will first:

1. Notify the principal or superintendent of topic to be discussed, time, place and general purpose of the engagement;
2. Obtain the superintendent's approval before using Pointe Schools' name, displaying materials from Pointe Schools or making other references to Pointe Schools for financial gain. Pointe Schools reserves the right to place limits on such action, including but not limited to, monetary compensation for the use of its name, materials, etc.
3. Publicly state at the start of the speaking engagement and print on any published and/or distributed material, that although they are employed by Pointe Schools, their views do not necessarily reflect the views of their school or the district.



Employment

112 Outside Business Interest

Employees may work for another employer or themselves, as long as:

1. The work does not interfere with meeting the performance standards or time requirements of their job with Pointe Schools.
2. The work does not and will not be in direct competition with Pointe Schools.
3. The work will not create any conflict of interest affecting Pointe Schools.
4. The employee's activity will not subject Pointe Schools to public criticism or embarrassment. This is at the discretion of Pointe Schools.

All employees will be judged by the same performance standards and will be subject to Pointe Schools' scheduling demands, regardless of existing outside work requirements.

If Pointe Schools determines that an employee's outside business interest interferes with his/her performance or ability to meet the requirements of Pointe Schools, the employee may be asked to terminate the outside business interest if he or she wishes to remain an employee of Pointe Schools.

Employees may not receive any income or material gain from individuals outside Pointe Schools for materials produced or services rendered while performing their jobs. Further, employees can not work on behalf of another job during work hours or while performing duties for Pointe Schools.

113 Agreement, Duration & Amendments

It is understood that the conditions governing employment may change, and therefore employees must be flexible. As part of the consideration for employment, the employee understands that the policies and procedures dealing with employment may be reasonably amended from time to time by Pointe Schools. Such amendments will be binding on the employee from the time they become effective until the expiration of employment.



Employment Status & Records

200 Employment Categories

It is the intent of Pointe Schools to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. As an at-will employee, these classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and Pointe Schools.

An employee's nonexempt or exempt classification is determined based on the guidelines established by the Fair Labor Standards Act (FLSA). The method of base pay received (hourly or salary) will not necessarily determine the employee's nonexempt or exempt status. An employee's nonexempt or exempt classification may be changed only upon written notification by Pointe Schools.

In accordance with the Fair Labor Standard's Act (FSLA), Pointe employees are defined as follows:

Exempt – Salaried employees who are exempt from the overtime provisions of the FLSA and do not receive overtime pay.

Non-Exempt – Hourly or salaried employees who are not exempt for the overtime provisions of the FLSA and are entitled to overtime pay.

Full-Time – Employees who are regularly scheduled to work 32 or more hours per week. This position is eligible for benefits.

Part-Time – Employees who are regularly scheduled to work 31 or fewer hours per week. This position is not eligible for benefits.

Pointe Schools reserves the right to review and change employee classifications at any time.

201 Employment & Benefit Records

Pointe Schools maintains an employment file on each employee. The employment file includes such information as the employee's job application, resume, records of training, salary, and other employment records.

202 Release of Personnel Information (Employment Verification)

All requests for personnel information regarding current or past employees must be referred to the Superintendent. Employees may request that additional information be furnished for loan approval or other purposes. A signed Pointe Schools' release must be submitted to the Superintendent in order for Pointe Schools to comply with such a request.

203 Personal Information

It is the responsibility of each employee to notify the Human Resources Department (Superintendent) of any changes in personal information. Mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of emergency, educational accomplishments, and other such documentation should be accurate and current at all times. If any personal data changes, employees must submit written notification within 10 days.

204 Employment Applications

Pointe Schools relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data obtained in the hiring process. As a condition of employment, all Pointe Schools employees are required to complete an employment application in its entirety. Any misrepresentations, falsifications or material omissions of any information or data may result in the exclusion of the individual from further consideration for employment, or if the person has been hired, termination from employment.



Employee Benefit Programs

300 Benefits for Full Time Employees

Pointe Schools employees are eligible for a wide range of benefits after 30 days of employment. A number of the programs, such as Social Security, workers' compensation, state disability and unemployment insurance, cover all employees in the manner prescribed by law. Employees will be eligible for health and dental insurance on the 1st of the month following 30 days of employment.

Benefits eligibility is dependent upon a variety of factors, including employee classification. Your principal can identify the programs for which you are eligible.

Pointe schools reserves the right to change benefits and eligibility for benefits at any time.

301 Paid Sick Leave

All employees in Arizona are entitled to paid sick leave under Arizona law and this policy summarizes details of paid sick leave. This policy summarizes the details of paid sick leave that all employees are entitled to under Arizona law

Accrual of Paid Sick Leave

For every 30 hours worked, Arizona employees accrue one hour of earned paid sick leave (up to a maximum accrual of 40 hours of paid sick leave annually). Hourly employees will accrue paid sick leave based on hours actually worked. Employees who are exempt from overtime are assumed to work 40 hours each workweek, unless their normal workweek is less than 40 hours, in which case the employee will accrue sick leave based on the number of hours the employee normally works in a workweek.

Sick leave accruals will carry over to subsequent years, but employees may use a maximum of 40 hours of paid sick leave during the school year beginning on July 16 and ending on July 15.

If an employee is rehired within nine months after the employee's employment with Pointe Schools ends for any reason, Pointe Schools will reinstate all unused sick time that the employee had accrued as of the date the employee's employment ended, and the employee may use that accrued sick leave from the date the employee is rehired.

Use of Paid Sick Leave

Employees may use accrued sick leave as they accrue it, except for employees hired after July 1, 2017. Employees who are hired after July 1, 2017 will accrue paid sick leave beginning on their first day of employment, but must wait 90 days to use any accrued paid sick leave. Employee may use accrued paid sick leave in quarter hour increments. An employee who uses accrued sick leave will be compensated at the same hourly rate and with the same benefits, including health care benefits, as Pointe Schools normally pays to the employee.

Sick leave may be used for any of the following purposes:

1. An employee's mental or physical illness, injury or health condition; an employee's need for medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition; an employee's need for preventive medical care.
2. Care of a family member with a mental or physical illness, injury or health condition; care of a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition; care of a family member who needs preventive medical care
3. Closure of the employee's place of business by order of a public official due to a public health emergency or an employee's need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency, or care for oneself or a family member when it has been determined by the health authorities having jurisdiction or by a health care provider that the employee's or family member's presence in the community may jeopardize the health of others because of his or her exposure to a communicable disease, whether or not the employee or family member has actually



Employee Benefit Programs

contracted the communicable disease.

4. Absence necessary due to domestic violence, sexual violence, abuse or stalking, provided the leave is to allow the employee to obtain for the employee or the employee's family member: (1) medical attention needed to recover from physical or psychological injury or disability caused by domestic violence, sexual violence, abuse or stalking; (2) services from a domestic violence or sexual violence program or victim services organization; (3) psychological or other counseling; (4) relocation or taking steps to secure an existing home due to the domestic violence, sexual violence, abuse or stalking; or (5) legal services, including but not limited to preparing for or participating in any civil or criminal legal proceeding related to or resulting from the domestic violence, sexual violence, abuse or stalking.

In addition, Pointe Schools reserves the right, in its sole discretion, to allow employees to use paid sick leave for other purposes.

As used in this policy, the term "family member" means

1. regardless of age, a biological, adopted or foster child, stepchild or legal ward, a child of a domestic partner, a child to whom the employee stands in loco parentis, or an individual to whom the employee stood in loco parentis when the individual was a minor;
2. a biological, foster, stepparent or adoptive parent or legal guardian of an employee or an employee's spouse or domestic partner or a person who stood in loco parentis when the employee or employee's spouse or domestic partner was a minor child;
3. a person to whom the employee is legally married under the laws of any state, or a domestic partner of an employee as registered under the laws of any state or political subdivision;
4. a grandparent, grandchild or sibling (whether of a biological, foster, adoptive or step relationship) of the employee or the employee's spouse or domestic partner; or
5. any other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

If the employee's need to use sick leave is foreseeable, the employee must make a good-faith effort to give advance notice to Pointe Schools and to schedule the leave in a way that does not unduly disrupt operations. Employees must notify their principal of the need to use sick leave and the expected duration, and the principal will provide the employee with a form to fill out for the requested leave.

Upon request, the employee must provide documentation that the earned paid sick time was used for one of the purposes described above. If reasonable documentation is not provided, the employee will forfeit pay for days not worked. If the absence was the day before or after a break or holiday and the employee does not provide documentation, the employee will forfeit pay for the break/holiday. For an employee's own health condition or where the employee is caring for another as allowed under this policy, Pointe Schools will accept documentation signed by a health care professional indicating that earned paid sick time is necessary.

In cases of domestic violence, sexual violence, abuse or stalking, one of the following types of documentation selected by the employee will be considered reasonable documentation: (1) a police report indicating that the employee or the employee's family member was a victim of domestic violence, sexual violence, abuse or stalking; (2) a protective order; injunction against harassment; a general court order; or other evidence from a court or prosecuting attorney that the employee or employee's family member appeared, or is scheduled to appear, in court in connection with an incident of domestic violence, sexual violence, abuse, or stalking; (3) a signed



Employee Benefit Programs

statement from a domestic violence or sexual violence program or victim services organization affirming that the employee or employee's family member is receiving services related to domestic

violence, sexual violence, abuse, or stalking; (4) a signed statement from a witness advocate affirming that the employee or employee's family member is receiving services from a victim services organization; (5) a signed statement from an attorney, member of the clergy, or a medical or other professional affirming that the employee or employee's family member is a victim of domestic violence, sexual violence, abuse or stalking; or (6) an employee's written statement affirming that the employee or the employee's family member is a victim of domestic violence, sexual violence, abuse, or stalking, and that the leave was taken for one of the purposes described above (the written statement must be legible if handwritten and must reasonably make clear the employee's identity, and if applicable, the employee's relationship to the family member).

Employees may not borrow and use paid sick time before it is accrued. Pointe Schools will not pay an employee for accrued sick leave under any circumstances other than when an employee uses the leave as set forth in this policy. Employees will not be paid for unused accrued sick leave when their employment with Pointe Schools ends for any reason, including termination, resignation, retirement, or any other separation from employment.

Pointe Schools will not retaliate against employees who request or use paid sick time. Nor will Pointe Schools use any absence from an employee's use of sick leave under this policy for purposes of discipline, discharge, demotion, suspension, or any other adverse action.

Employees who believe that they have been denied the right to use Arizona earned paid sick time or that they have been subjected to retaliation for requesting or taking earned paid sick time may file a complaint with the Industrial Commission of Arizona, 800 W. Washington Street, Phoenix, Arizona, 85007, (602) 542-4411, where questions about rights and responsibilities can be answered.

302 Paid Vacation Leave for Salaried Employees

Paid Vacation is available to eligible employees beginning on July 16 and ending on July 15 the following year and must be approved by the principal or superintendent. Paid Vacation Leave and all benefits will be pro-rated for employees hired after July 16.

Paid Vacation is not earned; it is a benefit of full time employment. It is not payable in any form upon termination of employment. Paid Vacation is not accrued from year to year. Employees are required to record all absences due to Paid Vacation on the Time Off Request (TOR) Form. Failure to follow the Paid Vacation policy could result in forfeiture of pay for the time off.

Annual Paid Vacation (for salaried employees):

Office Staff (Salary) – 7 days

Faculty/Staff (Salary) – 1 day per semester not available on Monday or Friday, during state testing, or the last two weeks of school*

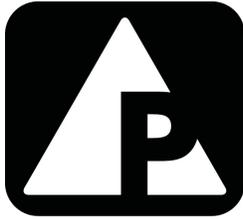
School Administrators – 3 days for use anytime and 12 days for use during breaks

District Staff/Directors/Administrators - determined by superintendent

*An employee who is will be attending their own child's graduation is exempt from this restriction.

Paid Vacation will not be approved when the requested day(s) are immediately before or after a school break or holiday and/or if the absence would conflict with the school's ability to function. Employees who are absent from work when paid vacation has been denied will not be paid for the absent day(s) (and any day(s) related to a break or holiday if the absence was immediately before or after a break or holiday) and may face disciplinary action.

Paid vacation will not be granted for school days added to the schedule to make up for school



Employee Benefit Programs

closure to meet the minimum number of teaching days required by State law. Salaried employees, including faculty, staff, and administrators will not receive additional compensation for school days added to the calendar to make up for school closures.

303 Paid Maternity/Paternity Leave

Administrative and Faculty employees who have completed three years of continuous employment with Pointe Schools are also offered the following maternity/paternity leave benefits. One of the following leave benefits is available to qualifying employees each school year beginning July 16 and ending July 15:

1. Employee giving birth – an employee who is pregnant may take up to 8 weeks paid leave, commencing no earlier than one week prior to delivery.
2. Employee whose child is being born – an employee whose partner is pregnant may take up to 2 weeks paid leave, commencing no earlier than one week prior to delivery
3. Employee adopting a child (birth-4 years old) – an employee who is legally adopting a child may take up to 2 weeks paid leave, commencing with day of adoption.
4. Employee fostering child (birth-4 years old) – an employee fostering a new child may take up to 1 week paid leave, commencing with day of placement.

At least two months prior to their expected maternity/paternity leave eligible employees will submit FMLA paperwork and a Family Medical Leave Request to their Principal. If such notice is not possible, the employee should provide as much notice as reasonably possible under the circumstances.

304 Paid Bereavement Leave

In the unfortunate event that an employee experiences the death of an immediate family member (employee's spouse, parent, child, sibling, spouse's parent, spouse's child, grandparents or grandchildren), employees will be provided two paid workdays to make funeral arrangements and attend services. With their supervisor's approval, employees use available PTO time for additional time off. If the employee has no available PTO time, additional approved time off may be taken without pay. Requests for time off related to the death of any individual other than an immediate family member may be granted without pay. Your supervisor may request supporting documentation of the death.

Bereavement pay is calculated based on the base pay rate at the time, and will not include any special forms of compensation, such as bonuses. Payment for bereavement will not be counted as hours worked for overtime purposes.

305 Time Off to Vote

Pointe Schools encourages employees to fulfill their civic responsibilities by participating in elections. Generally, employees are able to find time to vote by taking advantage of Arizona's early ballot system or voting after their regular work schedule. If employees are unable to vote in an election during their non-working hours, Pointe Schools will grant up to 1 hour of paid time off to vote.

Employees must complete a TOR form and have it approved at least three working days prior to Election Day. Advance notice is required so that the time off can be scheduled at the beginning or end of the work shift, whichever provides the least disruption to the normal work schedule. Faculty positions may only take advantage of this program during their 'prep' period.

Employees must submit a voter's receipt on the first working day following the election to qualify for paid time off.



Employee Benefit Programs

306 Starting Pointe Preschool

Pointe Schools values the importance of early education and provides all employees discounted tuition for Starting Pointe Preschool located at Pinnacle Pointe Academy (Pinnacle). Students ages 3-5 years old participate in lessons that promote literacy, physical play, mathematical practice, and thematic units while emphasizing social-emotional skills to provide them a jump start into their education. Pointe provides a discount for children of Pointe employees. Contact PPA for more information.

307 Jury Duty

Pointe Schools encourages employees to fulfill their legal and civic responsibility, which includes jury duty and court appearances. Employees must provide documentation of the court appearance or jury duty to their supervisor as soon as possible. When serving judicial duty, employees must notify their supervisor daily if they are expected to be absent from work. Employees are required to be at work when it will not interfere with their court obligations and as soon as the duty is completed. Employees must provide their supervisor with a certification of services, provided by the Jury Commissioner, when jury duty is completed. Employees will be paid for a maximum of three days for Jury duty.

308 Arizona State Retirement System

Pointe Schools is proud to provide its employees membership in the Arizona State Retirement System (ASRS), which provides a defined retirement benefit plan and a long-term disability program. As an employee of an ASRS member school, each employee who works more than 20 hours a week for 20 weeks is required to contribute a specific percentage of each paycheck (the percentage is determined by the state) to the ASRS. The contributions are automatically deducted from each employee paycheck and Pointe Schools matches this amount dollar for dollar.

Complete details of the Arizona State Retirement System plan can be accessed by contacting the Arizona State Retirement System by telephone 602-240-2000 or by visiting them online at www.asrs.state.az.us/web/index.do.

308 Medical, Dental, & Vision Insurance

Pointe Schools' health insurance plans provide employees and their dependents access to medical, dental, and vision insurance benefits. Full-time employees are eligible to participate in Pointe's medical, dental, and vision insurance plans on the 1st of the month following 30 days of employment. Eligible employees may participate in the health and dental insurance plans subject to all terms and conditions of the agreement between Pointe Schools and the Insurance Company (available from Human Resources).

Details of the medical, dental, and vision insurance plans are described in the Plan Documents and in the Summary Plan Descriptions (SPDs). SPDs and information on cost of coverage will be provided in advance of enrollment to eligible employees. Contact the District Office for more information about medical, dental, and vision insurance benefits.

Pointe's insurance plans begin on January 1st of each year. Open enrollment periods for the following year will generally be in November or December.

309 Life Insurance

Pointe Schools provides a life insurance benefit plan to full-time employees at no cost to the employee to enroll. The plan provides two times the current salary of the employee. Full-time employees are eligible to participate in the life insurance plan subject to all terms and conditions of the agreement between Pointe Schools and the insurance carrier.



Employee Benefit Programs

310 Short-term Disability

Full time Pointe employees may elect to purchase an additional short-term disability buy-up. Employees must have successfully completed their Introductory Period before being eligible for short-term disability benefits.

Details of the plan are described in the Plan Documents and in the Summary Plan Descriptions (SPDs). SPDs and information on cost of coverage will be provided in advance of enrollment to eligible employees. Contact the District's Human Resources Department for more information about short-term disability insurance benefits.

311 Flexible Spending Account (FSA)

Pointe Schools has an optional flexible savings account (FSA), sometimes referred to as a "flexible spending account" plan for its employees. These plans assist in making benefits more affordable to employees by allowing them to use pre-tax dollars, which decreases their taxable income and increases spendable income. Employees may elect to use the FSA to pay for copays, deductibles, some medical expenses, and some other healthcare costs. Because employees do not pay taxes on money they contribute to the FSA, they save an amount equal to the taxes that would have been paid on money they set aside.

Contact the District Office for additional information regarding the flexible benefits plan.

312 Workers' Compensation

Pointe Schools provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period.

313 The Health Insurance Portability & Accountability Act of 1996

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) includes important protections for millions of working Americans and their families who have pre-existing medical conditions or might suffer discrimination in health coverage based on their health. This law places requirements on employer- sponsored group health plans, insurance companies and health maintenance organizations. HIPAA:

Limits exclusions from pre-existing conditions; Prohibits discrimination against employees and dependents based on their health status; Guarantees renewability and availability of health coverage to certain employers and individuals; Protects many workers who lose health coverage by providing better access to individual health insurance.

314 Benefits Continuation (COBRA)

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under Pointe Schools' health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment (as long as reason is not gross misconduct), or death of an employee, a reduction in hours, leave of absence, divorce and a dependent child no longer meeting eligibility requirements. Under COBRA, the employee or beneficiary pays the full cost of coverage at Pointe Schools group rates plus an administration fee. Pointe Schools provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible. The notice contains important information about the employee's rights and obligations.



Timekeeping & Payroll

400 Timekeeping

Each employee is responsible for accurately recording time worked. Federal and state laws require Pointe Schools to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is the time actually spent on the job performing assigned duties or any other time that an employee is necessarily required to be on the employer's premises, on duty, or at a prescribed workplace.

All employees are required to accurately record variations from their regularly scheduled hours, PTO taken and non-pay days off taken, to the nearest quarter hour.

Nonexempt employees are not permitted to work overtime. A nonexempt employee is never permitted to work "off the clock" or to "volunteer" for work that could be considered part of his/her regular duties.

While exempt employees are given standard working hours, they may (with or without notice) be expected to work beyond their standard working hours in order to accomplish a task or responsibility.

The employee is responsible to sign records certifying the accuracy of time worked (variations from his/ her regularly scheduled hours, PTO, and unpaid). Supervisors submit these records for payroll processing.

401 Time-Off Request (TOR)

All employees are required to notify their supervisor of any absence utilizing the Time-Off Request Form. Failure to provide notification will result in loss of pay for the day or days missed.

Employees who are absent from work without submitting a Time Off Request and/or who are absent from work when a Time Off Request has been denied may face disciplinary action in addition to not being paid for the absent days.

402 Paydays

All employees are paid semi-monthly (on the 7 and 22), resulting in 24 paychecks in a calendar year. In the event that a regularly scheduled payday falls on a weekend, employees will be paid on the closest business day.

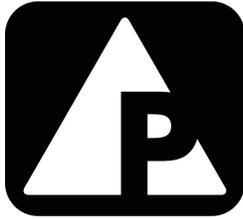
Employees are encouraged to utilize direct deposit by providing advanced written authorization to the Superintendent. "Live" checks may be picked up on your campus during the school year. During breaks, "Live" checks will be mailed to the address on file with Human Resources.

403 Pay Deductions & Setoffs

The law requires that Pointe Schools make certain deductions from every employee's compensation. Among these are applicable federal, state and local income taxes. Pointe Schools must also deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base." Pointe Schools matches the amount of Social Security taxes paid by each employee.

As a participant in the Arizona State Retirement System (ASRS), Pointe Schools must also deduct ASRS funds (percentage determined by the state) from each employee's earnings, unless the employee is hired to work fewer than 20 hours a week or fewer than 20 weeks. Pointe Schools matches the amount of ASRS funds paid by each employee. Pointe Schools offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the cost of participation in these programs.

If you have questions concerning deductions from your paycheck, or how deductions are calculated, contact the District Office.



Work Conditions & Hours

500 Work Schedules

Pointe Schools' standard workweek is 40 hours. Any variation from the normal hours of operations schedule below that are not covered by a TOR must be approved, in writing, by the principal or superintendent. The employee should consult with his/her supervisor for lunch schedules. Employees shall not leave campus during school hours without prior approval of the principal or superintendent. The superintendent or her designee may alter an employee work schedule as work conditions necessitate.

Stipend - as determined by supervisor

Staff Hourly - work as scheduled

Staff Salaried - work year round

School Days: as determined by principal

Schools Breaks: as determined by superintendent

Although some teachers may have unscheduled periods of time during their workday, that time is not considered "time off." Teachers may be required, with limited notice at times, to substitute in one or more classes as part of their scheduled work day.

Faculty Hourly - work as scheduled

Faculty Salaried - work year round

School Days: 7:30 am - 3:30 pm and additional as needed/determined by principal

Pre-service and Post-service days: as determined by principal

School Holidays (Labor Day, MLK Day, President's Day): off

School Breaks (Fall, Thanksgiving, Winter, Spring): off

School Breaks (Summer): off – with the exception of pre-service and post-service days

School/District Administrators/Directors - work year round.

School Days: as determined by superintendent

School Breaks: as determined by superintendent

Emergency School Closure: In the event it becomes necessary to close the school because of an emergency condition, the school year calendar and other aspects of the employees schedule may be changed as necessary to meet the minimum number of teaching days required by state law. General information regarding a school closure and subsequent scheduling changes will be posted on the school's web site. Specific information regarding a school closure and subsequent changes in employee schedules will be communicated in writing.

501 School/District Meetings and Events

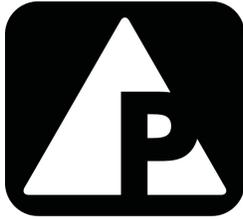
Pre-service, in-service, post service, staff meetings, and some campus events are mandatory and may be held outside of regular work hours.

502 Overtime

Non-Exempt employees are not allowed to work overtime and may not work "off the clock."

503 Job Descriptions

Clear expectations are important in order to maintain a productive, enjoyable working environment. Although Pointe Schools understands that no job description can accurately capture all the nuances of employee responsibilities, employee job descriptions represent the minimal standard. Every employee is required to understand and fulfill his/her job description.



Work Conditions & Hours

504 Use of Phones & Mail Systems

Telephones and the mail systems (e.g. postage mail, electronic mail, fax) are provided for school and/or district use and may only be used for Pointe Schools business purposes. Employees shall not make personal calls during working hours (while on duty) except in the event of an emergency. Employees shall never make long distance telephone calls without prior authorization.

Employees will be expected to reimburse Pointe for charges incurred in violation of this policy.

505 Smoking

In keeping with Pointe Schools' intent to provide a safe and healthful work environment and in compliance with federal, state, and local laws, smoking is prohibited on any Pointe Schools property and while working in any capacity with any student of Pointe Schools. This includes any electronic nicotine delivery systems. This policy applies equally to all employees and visitors.

506 Workplace Monitoring

Workplace monitoring may be conducted to ensure improved job performance, quality control, employee safety, security, and customer satisfaction. Monitoring may take place with or without prior notice. Computers furnished to employees are the property of Pointe Schools. As such, computer usage, electronic mail, and files may be monitored or accessed. Information gathered through employee monitoring may impact employment decisions up to and including termination.

507 Safety

Pointe Schools is dedicated to complying with all federal, state, and local regulations and providing safe working conditions for all employees and establishing the safety regulations necessary to ensure that safe working conditions are maintained.

Some of the best safety improvement ideas come from employees. Please take ideas, concerns, or suggestions for improved safety in the workplace to your supervisor.

Each employee is expected to follow all safety rules, and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, who fail to report them or remedy such situations may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, the employee must immediately notify his/her supervisor and complete an incident report. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

508 School Security

It is each employee's responsibility to be aware and alert regarding school security to assist in making the workplace a secure environment for everyone. Pointe Schools keys and security codes given to employees may not be duplicated or loaned to anyone. Lost keys must be reported to your supervisor immediately. Employees will be charged for any cost incurred by Pointe Schools related to this policy. Any employee who notes any unusual condition must report the condition to his/her supervisor immediately. Employees who violate this policy will be subject to disciplinary action, up to and including immediate termination of employment.

509 Incident Report

Any employee witnessing an injury or accident on school grounds or at a school related activity is responsible to immediately complete an Incident Report.



Leaves of Absence

600 Family & Medical Leave (FMLA)

The Family and Medical Leave Act of 1993 (FMLA) requires employers with fifty (50) or more employees within a seventy-five (75) mile area to provide up to twelve weeks of unpaid, job protected leave to “eligible” employees. In compliance with FMLA, Pointe Schools’ Family and Medical Leave Policy allows eligible employees to take up to twelve (12) work weeks of unpaid leave for various family and medical reasons.

Eligibility

In order to be eligible to take family or medical leave, an employee must be employed by Pointe Schools for at least 12 months and must have worked at least 1,250 hours in the immediate past year before the date of the requested leave. Family and Medical Leave will be granted to eligible employees for the following reasons:

1. Family Leave for the birth of the employee’s child;
2. Family Leave for the placement of a child with the employee for adoption or foster care;
3. Medical Leave to care for a spouse, child, or parent with a serious health condition; or
4. Medical Leave due to the employee’s own serious health condition that make the employee unable to perform the functions of his or her job.

Pointe also allows up to 26-weeks of unpaid leave in a 12-month period to the spouse, son, daughter, or next-of-kin of a service member injured in the line of duty.

If you are the spouse, son, daughter, or parent of a military service member on active duty, or on notice of an impending call to active duty, the School will grant up to 12 weeks of unpaid leave in a 12 month period based on “any qualifying exigency.”

In order to qualify for leave pursuant to the new amendments, an employee still must comply with other provisions of the FMLA. Note, also, that if an employee requests FMLA leave to care for an injured service member and that employee has already taken FMLA leave in the past 12 months, the 26-week leave period will be reduced by the amount of leave previously taken.

Use of Leave

An eligible employee’s annual 12 week entitlement of family and medical leave will be calculated using a rolling calendar method. Employees will be required to first use any available PTO time before taking unpaid family or medical leave. All PTO time will be counted when determining 12 weeks of leave.

A husband and wife both working for Pointe Schools may be limited to 12 weeks of leave for the birth of a child or the placement of a child for adoption or foster care and to care for an employee’s parent.

Medical leave can be taken in a continuous period or when medically necessary, can be taken in single day or partial-day increments or by reducing the daily work schedule.

Medical Certification

A request to take medical leave for the employee’s own serious health condition must be accompanied by a statement from a physician or Registered Nurse Practitioner certifying that the employee is, or will be, unable to work and the beginning and expected ending dates of the disability. Pointe Schools reserves the right to, at its own expense, obtain a second or third opinion regarding the need for medical leave.

The need for reduced work schedule and incremental leaves must be supported by documentation from a health care provider (physician or Registered Nurse Practitioner) certifying the schedule and duration of the treatment and that the leave schedule is medically necessary.



Leaves of Absence

An employee requesting FMLA leave to care for a spouse, child or parent or due to his or her own serious health condition must provide Pointe Schools with a medical certification completed by a health care provider verifying the need for medical leave and the probable duration of the leave. The medical certification form may be obtained from your principal. Pointe Schools will not determine if a leave falls under the FMLA guidelines until the medical certification form is received. Pointe Schools may require an employee on FMLA leave to report periodically on his or her status or intent to return while on leave.

Instructional Employees

If the intermittent or reduced time leave is for an instructional employee, one whose principle responsibility is to instruct students in the classroom, small setting or individually, Pointe Schools can require the employee to take the leave for a specific duration not greater than the planned duration of treatment, or Pointe Schools can temporarily transfer an employee to an alternate position or worksite with the comparable pay and benefits, which better accommodates the recurring periods of leave. However, the leave must be requested to care for a qualifying family member or as a result of the employee's serious health condition; must be based upon planned, foreseeable medical treatment; and must be for more than twenty percent of the working days in the leave period.

If an instructional employee needs to take family and medical leave near the end of the semester, the instructional employee might be required to continue leave through the end of the semester under the following circumstances:

- If the employee leave begins more than five weeks before the end of the semester, the leave is scheduled to last longer than three weeks, and the employee will return during the last three weeks of the semester.
- If the employee leave begins less than five weeks before the end of the semester, the leave is scheduled to last longer than two weeks, and the employee will return during the last two weeks of the semester.
- If the employee leave begins less than three weeks before the end of the semester and the scheduled leave is longer than five days.

Benefits During Leave

An employee may elect to continue coverage under the Pointe Schools' group health plan for the duration of the FMLA leave at the same level and under the same terms and conditions as if he or she were not on leave. An employee who elects coverage is required to continue making contributions toward the cost of his or her own premium. Payment arrangements can be made with the Superintendent to maintain health and dental insurance benefits while the employee is on leave. Failure to make premium payments when they are due may result in a loss of coverage. Whether or not the employee elects to continue medical coverage during the FMLA leave, when the employee returns to employment, the employee will be reinstated to the same coverage as he or she had before the leave.

Return to Work

Upon returning from FMLA leave, an employee will be restored to his/her original position or be placed in an equivalent position with equivalent employment benefits and pay. If an employee takes FMLA leave due to his or her own serious health condition, the employee must present Pointe Schools with a fitness-for-duty certification completed by the employee's health care provider prior to returning to work. If it is discovered the employee worked for another employer while on FMLA leave, Pointe Schools maintains the right to terminate employment with the employee.



Leaves of Absence

601 Military Leave

An employee who is called to temporary active duty or required to participate in training as a member of a military reserve organization will be granted a leave of absence in accordance with applicable state and federal laws. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services.

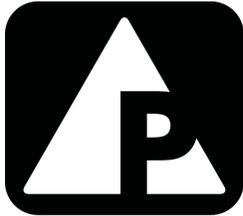
Reemployment Rights

An employee is entitled to be restored to the job and benefits he/she would have attained if he/she had not been absent due to military service if:

- Pointe Schools received advance written or verbal notice of the service;
- The employee has five years or less of cumulative service in the uniformed services while with Pointe Schools;
- The employee returns to work or applies for reemployment in a timely manner after the conclusion of the service; and
- The employee had not been separated from service with a disqualifying discharge or under other than honorable conditions.

Health Insurance Coverage

If an employee leaves Pointe Schools to perform military service, the employee has the right to elect to continue the existing employer-based health plan coverage for up to twenty-four months. If the employee elects to not continue coverage, the employee is entitled to be reinstated to Pointe Schools' health plan upon reemployment without waiting periods or exclusions.



Employee Conduct & Disciplinary Action

700 Personal Appearance

Employee dress, grooming, and personal cleanliness effects the image Pointe Schools presents to the community and contribute to the morale of all employees.

During business hours and during any Pointe sponsored event, employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions. Consult your supervisor if you have questions as to what constitutes appropriate attire.

701 Attendance & Punctuality

You have been employed because Pointe Schools is in need of the services you provide. Excessive absenteeism hurts the mission of the district and places burdens on your colleagues. Absenteeism will be considered as any instance of missed work time, full or partial days, without an approved TOR.

Occurrence

An Occurrence of absence under this policy is considered any of the following:

1. The failure to report to work as scheduled for one or more consecutive workdays. An absence of more than one day will be considered one occurrence if the days missed are consecutive.
2. The failure to be present for work at the assigned time.
3. The failure to complete a scheduled workday.

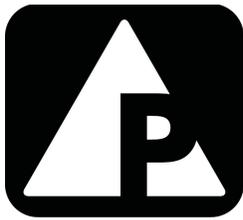
Time missed due to doctor's appointments, the employee's illness or to care for an ill family member, whether paid or unpaid, shall be considered an occurrence of absence unless it falls under ADA or an approved FMLA leave.

Unacceptable Attendance

Three occurrences of absence within a 30-day period or four occurrences of absence within a 60-day period are considered unacceptable.

Employees with unacceptable attendance records will be subject to disciplinary action up to and including termination of employment.

It is not intended that discipline be administered with employees who are experiencing temporary absences/tardiness/early departures due to good cause and who otherwise have good attendance records. Employees experiencing such temporary circumstances should discuss their situation with their supervisor. The supervisor will notify the employee if their situation will fall under the scope of this policy.



Employee Conduct & Disciplinary Action

702 Employee Conduct

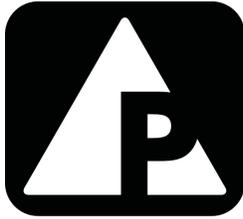
The successful business operation and reputation of Pointe Schools is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and integrity.

In general, 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 your immediate supervisor. Pointe employees accept the duty to report employee conduct violations to the principal, the superintendent, or the Governing School Board as soon as possible after becoming aware a violation has occurred.

To ensure orderly operations and provide the best possible work environment, Pointe Schools expects employees to follow rules of conduct that will protect the interests and safety of all employees, students, and the organization. Employees are expected to model the values and philosophy of Pointe Schools.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following list gives examples of the types of behaviors that are not acceptable and that may result in disciplinary action up to and including termination of employment.

1. Violation of federal, state or local laws.
2. Theft or inappropriate removal or possession of property.
3. Falsification or omissions of records.
4. Dishonesty.
5. Working under the influence of alcohol or illegal drugs.
6. Possession, distribution, sale or use of alcohol or illegal drugs in the workplace or while performing work-related tasks away from the school.
7. Tobacco use on campus, in a school owned or leased vehicle, or at school activities.
8. Fighting, threatening violence, intimidating or coercing fellow employees, students, parents (on or off Pointe Schools premises).
9. Insubordination or other disrespectful conduct.
10. Harassment of others based upon sex, race, age, disability, color, national origin, religion, and orientation.
11. Excessive absenteeism or tardiness.
12. Disruptive activity in the workplace.
13. Negligence or improper conduct leading to damage of property.
14. Violation of safety or health policies.
15. Failure to complete assigned duties/responsibilities.
16. Possession of dangerous weapons or materials.
17. Unauthorized use of equipment owned by Pointe Schools.
18. Unauthorized disclosure of business information.
19. Violation of personnel policies.
20. Unauthorized absence from the work-station during the school day.
21. Inappropriate contact or communication with a minor and/or student.
22. Making medical or psychological diagnoses or recommending treatment of a medical or psychological nature.
23. Failure to follow Special Education Policies
24. Deliberately delaying or restricting productivity or inciting others to delay or restrict productivity.
25. Use of workplace or influence to promote personal and/or other business enterprises.
26. Unprofessional language (including sexually derived expletives) on school/district property or at/during school/ district events regardless of whether students are present.
27. Statements, comments, or conversations that could be characterized and/or categorized as gossip or slander about another person or persons (including but not limited to students, parents, co-workers, supervisors, Pointe Schools employees).
28. Negative comments about Pointe Schools and employees.
29. Violating policies in the Employee Handbook, individual campus policies and procedures handbooks, and individual school student handbooks.



Employee Conduct & Disciplinary Action

703 Drug & Alcohol Use

Pointe Schools is dedicated to maintaining a safe educational environment. Thus, Pointe Schools has implemented a drug and alcohol free work environment policy.

No employee shall report to work while under the influence of drugs and/or alcohol. The use, sale, transfer, or possession of alcohol, illegal drugs, hallucinogens, stimulants, sedatives or controlled substances on Pointe Schools property is prohibited. This includes the misuse of prescription drugs or any mood altering substance while on Pointe Schools property, Pointe Schools paid time (i.e. conferences, training sessions), or in circumstances Pointe Schools believes will adversely affect the Pointe Schools' operations or safety. Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment and/or notification of law enforcement authorities.

The transferring, offering, selling, or arranging for sale of any alcohol, narcotic, hallucinogen, stimulant, sedative, drug or any other mood altering substance while on Pointe Schools property or Pointe Schools time will lead to immediate termination.

Employees of Pointe Schools shall not be under the influence of prescription or non-prescription drugs during the school day or at other times when acting as a representative of Pointe Schools if such medication impairs the employee's ability to perform their job.

Pointe Schools reserves the right at any time to require and conduct substance testing to determine the presence of drugs or alcohol. Circumstances include, but are not limited to, reasonable suspicion based on impaired or irrational behavior, appearance, speech, continual absenteeism, or tardiness. Testing may be required if your supervisor suspects or has been informed that an employee has a drug or alcohol abuse problem or if an employee's ability to fulfill his work-related duties appears impaired due to possible drug or alcohol abuse. Testing may also be required if an employee is injured or involved in an accident while acting in his capacity as an employee of Pointe Schools.

An employee agrees to participate in drug or alcohol screening at a site of Pointe Schools' choice. Drug testing may require an employee to submit to breath, blood, or urine tests, which the employee agrees to provide. Failure to submit to such testing or provide the required samples is just cause for immediate termination. A positive result will be grounds for immediate termination.

On request, an employee has the right to receive a copy of the results of any drug or alcohol testing performed on the employee at the request of Pointe Schools. The employee also has the right to explain in a confidential setting a positive test result. Pointe Schools will keep all test results as confidential as reasonable.

Any illegal activity will be reported to appropriate law enforcement officials. Pointe Schools will cooperate fully with law enforcement agencies in the detection, arrest, and prosecution of any employee or other person engaged in such activity.

704 Security Inspections

Pointe Schools wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, Pointe Schools prohibits the possession, transfer, sale, or use of such materials on its premises. Pointe Schools requires the cooperation of all employees in administering this policy. Desks, lockers, and other storage devices may be provided for the convenience of employees but remain the sole property of Pointe Schools. Accordingly, they can be inspected by any agent or representative of the Pointe Schools at any time, with or without prior notice.



Employee Conduct & Disciplinary Action

705 Return of Property

Employees are responsible for all Pointe Schools property, materials, or written information issued to them or in their possession or control. Employees must return all Pointe Schools property immediately upon request or upon termination of employment. Where permitted by applicable laws, Pointe Schools may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. Pointe Schools may also take all action deemed appropriate to recover or protect its property.

706 Harassment

Pointe Schools is committed to providing a work environment that is free from discrimination and harassment.

Harassment is defined as verbal or physical conduct that denigrates or shows hostility or aversion towards an individual because of race, color, religion, sex, national origin, age, disability, or pregnancy. Harassment may include various conduct relating to an individual's protected class such as: epithets, slurs, negative stereotyping, threats, intimidation, hostile acts, unwelcome jokes, or hostile written, or graphic material in the workplace.

Sexual harassment is defined as follows: unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature, such as uninvited touching or sexually-related comments, when (1) submission to the conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct is used as the basis for employment decisions affecting the person involved; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

No employee may be required to submit to sexual advances in order to retain or improve his or her job. No one has the right to make the work environment intolerable because of unwanted touching, insults, unwelcome jokes, etc.

If you feel you or another employee is being subjected to harassment by any employee, customer, vendor, or supplier, you must report it at once to your supervisor and/or the superintendent. If the complaint involves someone in the employee's direct line of supervision, then the employee must immediately inform another supervisor or the superintendent of the complaint. Sexual harassment can occur between members of opposite sexes or between members of the same sex. Each incident of harassment will be investigated according to its own unique circumstances. To the extent possible, investigations will be conducted in confidence; however, please be advised that Pointe Schools is required by law to conduct a thorough investigation, and absolute confidentiality is not always possible. An employee found to have harassed another individual will be subject to discipline, up to and including termination.

No employee who in good faith reports harassment or participates in an investigation of such a report will be subjected to any discipline or retaliation for lodging the report or participating in the investigation.

The Superintendent is the designated "Human Rights Officer" for the Pointe Schools. All complaints, questions, inquiries, etc. related to the school's harassment policy should be directed to the Human Rights Officer.



Employee Conduct & Disciplinary Action

707 Abuse Reporting

School personnel who reasonably believe that a minor is or has been the victim of physical injury, abuse, child abuse, sexual abuse, sexual conduct with a minor, sexual assault, molestation, sexual exploitation of a minor, incest, child prostitution or neglect that appears to have been inflicted on the minor by other than accidental means have a legal obligation to report this information. Abuse can be inflicted on a child by a parent, a relative, another adult, a school employee, and even another child. Pointe Schools' employees are not to investigate or attempt to verify the allegations of misconduct prior to making this report.

Pointe Schools' procedures for reporting are as follows:

1. Immediately upon obtaining information that creates a reasonable belief that a minor is or has been the victim of child abuse, employee will report the information to law enforcement or Department of Child Safety. If you believe the perpetrator is the child's parent or guardian, report suspected child abuse to the Department of Child Safety (1-888-SOS-CHILD) or the online non-emergency reporting. All other reports should be made to the police. If you suspect that an adult is being abused (e.g., an 18 year old student or an adult student on an IEP), report the suspected abuse to Adult Protective Services (1-877-SOS-ADULT).
2. Employees are required to submit a follow up written report to law enforcement or the Department of Child Safety within seventy-two hours (a form is available on the DCS website) This report shall contain:
 - a. The names and addresses of the minor and the minor's parents or the person or persons having custody of the minor, if known.
 - b. The minor's age and the nature and extent of the minor's abuse, child abuse, physical injury or neglect, including any evidence of previous abuse, child abuse, physical injury or neglect.
 - c. Any other information that the person believes might be helpful in establishing the cause of the abuse, child abuse, physical injury or neglect.
3. After a report is made to the appropriate agency, complete a State Agency Contact Report and submit it to the principal.

School personnel are required to report allegations of child abuse under two Arizona laws: A.R.S. § 13- 3620 and A.R.S. § 15-514. Please refer to the statute for a complete list of offenses that must be reported.

708 Compliance With All Appropriate Laws

Employees are required to comply with all Federal, State, and Local laws regarding health, safety, and civil rights and all other statutes relevant to Charter School employees.

709 Staff Participation in Political Activities

An employee acting on behalf of Pointe Schools may not use Pointe Schools' personnel, equipment, materials, buildings or other resources for the purpose of influencing the outcome of an election. Further, Pointe employees are prohibited from using their authority to influence the outcome of an election.

An employee acting on behalf of Pointe Schools may not provide pupils written materials to influence the outcome of an election.



Employee Conduct & Disciplinary Action

710 Computer and Internet Usage

Pointe Schools provides computers and internet access for its employees. Computer and internet access at the school is not to be used for any illegal or inappropriate use, recreational 'surfing' or personal communicating. To maintain system integrity and ensure responsible use of systems for academic purposes, Pointe Schools uses internet filters. Pointe's administrators may review files and request search histories of websites visited. Information and files stored on school computers and servers are not private. Pointe Schools is not responsible for the appropriateness or accuracy of information retrieved.

The following are not permitted:

1. Inappropriate use of a Pointe Schools computer, programs or networks.
2. Unauthorized group e-mailing (in any form).
3. Sending, accessing, downloading or displaying offensive messages or pictures.
4. Accessing and/or viewing pornography.
5. Using obscene language.
6. Blogging, accessing and/or inputting information into user-groups, social media, etc.
7. Harassing, insulting or attacking others.
8. Violating copyright laws or regulations.
9. Hacking or other disruptive activities including accessing files or work of others (unless authorized to do so).
10. Sharing passwords with others.
11. Damaging computers, system or networks.
12. Loading any files or programs into any computer (unless authorized to do so).
13. Employing the network for commercial purposes.
14. Allowing students to access a computer designated for an employee.
15. Allowing students to access a computer that is already logged in with an employee login.
16. Disclosing confidential or proprietary information

711 Solicitation

To avoid disruption of business operations or disturbance of faculty, staff, students, and parents the following rules apply to solicitation and distribution of literature on Pointe Schools property.

Persons not employed by Pointe may not solicit or distribute literature on Pointe Schools' property at any time for any purpose.

Both the solicitation of coworkers, students, parents, vendors, or visitors and the distribution of literature to coworkers, students, parents, vendors, or visitors by Pointe employees are strictly prohibited in student occupied areas (such as classrooms, front offices, Cafés, gym, theatre, etc) on Pointe Schools' property.

Employees may not solicit or distribute literature during working time for any purpose. In addition, employees may not distribute literature at any time in a working area.

Working time does not include break periods and meal-times, or other periods during the work day when employees are not engaged in performing their work tasks. Working time includes the working time of both the employee doing the soliciting or distributing and the employee to whom the soliciting and distributing are directed.

Working areas are all areas at Pointe Schools where employees are performing work.



Employee Conduct & Disciplinary Action

712 Discipline

Pointe Schools' own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The purpose of any disciplinary action is to correct the problem, prevent recurrence, and to be clear of expectations moving forward.

The following consequences are listed in order of severity, low to high. Due to the complex nature of discipline problems, however, the steps may not be administered in sequence and may not begin with step one. The formalities of each step may be altered at the discretion of administration. Disciplinary action may be immediate termination.

- Verbal Warning
- Incident Presentation Record
- Suspension (with or without pay)
- Termination

713 Termination of Employment

Termination of employment is an inevitable part of personnel activity within organizations and many of the reasons for termination are routine.

Below are examples of some of the most common circumstances under which employment is terminated:

- Resignation – voluntary employment termination initiated by an employee;
- Discharge – involuntary employment termination initiated by Pointe Schools;
- Layoff – involuntary employment termination initiated by Pointe Schools for non-disciplinary reason;
- Retirement – voluntary employment termination initiated by the employee meeting length of service and any other criteria for retirement from Pointe Schools.

Pointe Schools requests at least 2 weeks written notice from all employees who are resigning. If an employee does not provide advance written notice and work the notice period, the employee will be considered ineligible for rehire. Resigning employees will receive their final paycheck on the next regularly scheduled payday, unless otherwise required by law.

714 Non-Competition

Pointe Schools has a substantial investment in the work and operations of its non-profit educational enterprise. This investment and proprietary interest in the commercial enterprise includes curriculum, organizational structure, school protocol, teaching methods, policies and procedures, student lists, teacher lists, parent lists, and any other educational lists found at the school dealing with the students and their educational process and all other relevant organizational tools used in the education of Pointe Schools target student population being serviced by the school where employee is operating.

To protect that educational investment, the employee hereby agrees that in the event of the termination of the employment relationship, the employee shall not attempt to solicit any students or teachers from any Pointe Schools' school. The employee also agrees to not use any instructional and/or administrative materials developed while a Pointe Schools without written authorization from the superintendent.

This provision may be enforced by equitable measures, including an injunction preventing the conduct or for liquidated damages in the amount of double the employee's salary.