

**Sylvan Heights Science Charter School
Personnel Policies**

TABLE OF CONTENTS

TABLE CONTENTS	i
History	1
Vision	2
Mission	2
Core Beliefs	2
Affirmative Action	3
Conflict of Interest	3
404 – Employment Status	4
408 – Employment-At-Will	4
409 – Change in Status on Promotion	4
412 – Evaluations	4
417 – Discipline	5
418 – Attendance and Punctuality	5
419 – Outside Employment	6
421 – Political Activity Statement	6
423 – Smoke Free Workplace	6
424 – Personnel File Administration	6
Medical Information	7
Employee-Generated Materials	7
425 – Professionalism and Dress Code	8
426 – Problem Solving Procedure	8
428 – Salaries	9
431 – Reimbursements	9
432 – Work Schedule.....	9
Work Week	9
Pay Periods	9
Inclement Weather	10
Holidays	10
Part-Time – Pay for Holidays	10
433 – Staff Development and Training	10
433.1 - Tuition Reimbursement for Teachers	11
433.2 - Tuition Reimbursement for Paraprofessionals	12
434 – Sick Leave	13
435 – Family and Medical Leave	13
436 – Personal Leave	15
437 – Vacation Leave	15
438 – Bereavement	15
439 – Extended Leaves	16
Military.....	16
442 – Jury Duty.....	16

445 – Medical and Disability	16
Cobra.....	16
446 – Term Life and Long Term Disability	17
449 – Retirement	17
Additional Benefits	17
Hospital and Major Medical Waiver	17
451 – Drug-Free Workplace	18
452 – Unlawful Harassment	18
Confidentiality	19
Principal	19
Letter from the Board President and Principal	20

Adopted by SHSCS Board of Trustees, July 17, 2003

History

THE STORY OF SYLVAN HEIGHTS SCIENCE CHARTER SCHOOL

A charter school is a public school chartered by the local board of education which functions with its own board of trustees. Pennsylvania passed enabling legislation in the late spring of 1997. Grants to plan charter schools were available beginning in the winter of 1997. Patricia Schwartz, CEO of the YWCA of Greater Harrisburg, submitted a charter school planning grant to the Pennsylvania Department of Education for an elementary school that would focus on math, science and related technology. When the grant was awarded, Christie, Hansen & Associates was hired to assemble a group of volunteers and to prepare the application for a charter. A group of interested educators, community activists, businesspersons, parents and YWCA staff were brought together to form a planning committee. The group included: Taja Barber, Cheryl Giles, Cheryl Harmon, Maryann Havalchak, Louise Kunkel, Brook Lenker, Fredrika McKain, Linda Moser, Bill Mosher, Jeanne Predmore, Stinson Stroup, Donna Weldon, and David Wise.

Defining the mission, vision and core beliefs for the school came first. Research on charter schools and school reform movements followed through visits and telephone calls and Internet research. By the end of June 1997, the basic philosophy for the school was established and curriculum goals set. In addition to the focus on math and science, the other distinguishing characteristics of the school included developing a family-oriented school community comprised of the school, families and the larger community. Because the Allison Hill area includes a number of Latino families, it was agreed that all the children would receive basic exposure to the Spanish language. An application was submitted to the Harrisburg School Board in September 1997.

In January 1998, the Harrisburg School Board granted the Sylvan Heights Science Charter School a provisional charter, dependent on completion of some items, which were mostly connected to the facility, the hiring of staff, and calendar items that are dependent on the Harrisburg School system calendar. An initial Board of Trustees was named, with Sheila Dow-Ford, President of the YWCA, serving also as President of the Sylvan Heights Science Charter School. Ms. Dow-Ford, an attorney and educator, was joined by five parents: Taja Barber, Julia Hoskins, Deidre Lenker, Fredrika McKain and Pamela Roberts; educators: Stinson Stroup, Cheryl Harmon, Louise Kunkel; business person: John Zarbus; and community activists: James Everett and David Wise. Articles of incorporation and bylaws were adopted, and an application was submitted to the IRS for a tax exemption called a 501(c) 3. Founding Families, a group of parents, helped organize the school lottery system and kept the office going for four months. School enrollment began with the first lottery on May 15. Parents also functioned as part of the Curriculum Committee, chaired by Louise Kunkel; the Personnel Committee, chaired by Stinson Stroup; the Finance Committee, chaired by Pamela Roberts; and other groups necessary to get the school operating. Principal/CAO Susan Spadafore, M.Ed., was hired in June 1998 and our five-year Charter was granted by Harrisburg School District's Board of Directors in July. Other staff was hired to complement the faculty soon thereafter. Parents made recommendations for the dress code, parent-school contract, and behavior code.

On August 31, 1998, Sylvan Heights Science Charter School opened its doors, becoming Harrisburg's first charter school, receiving 88 students in grades K-2. As the year progressed, the need for a new facility for our second year became apparent. In July of 1999, the new home of SHSCS, 915 South 13th

Street, was leased and necessary renovations were made. We moved into the new site in October of our second year. Expansion has continued as planned, with annual renovations and increases in student population with grade expansions. Kevin J. Moran, Ph.D. was hired in July 2001 as the new principal/CAO. Since the school has opened, the Board of Trustees has been chaired by Sheila Dow-Ford (1998-99), Fredrika McKain (2000-01), and Louise Kunkel (2002-03).

On March 17, 2003, Harrisburg School District Board of Control approved the renewal of the SHSCS charter, allowing the school to operate through June 30, 2008. The charter allows for 220 students in grades K-4th.

Vision

We envision our school to be a place where ...

- All students experience success.
- Students become proficient in the Sciences, Reading and Mathematics and become prepared for their next level of education.
- The sciences are infused throughout the curriculum.
- The curriculum, programs and services are routinely reviewed to ensure that they meet quality standards.
- Different learning styles and stages of development are recognized, and the faculty and staff help each child progress to reach his/her maximum potential.
- Students are engaged in the creative and performing arts.
- The school community reflects diversity in all of its dimensions.
- The school complements the broader educational community and works collaboratively with the community to ensure students are equipped with the necessary skills for future career opportunities.
- Learning opportunities are provided to our parents and others in the community.
- The faculty and staff are dedicated to teaching and learning in a charter school environment, which they believe in and respect.
- The school nurtures and supports the learning of faculty and staff by providing ongoing professional development opportunities.

Mission

The mission of the Sylvan Heights Science Charter School is to enhance children's lives through educational experiences that are grounded in a comprehensive, science-driven interdisciplinary program highlighting discovery and creativity.

Some Core Beliefs

We believe that ...

- All children are entitled to a quality education in a safe, nurturing environment.
- A child's education is a shared responsibility between the family and the school.
- Successful learners demonstrate self-discipline and personal responsibility through a structured and academically challenging environment.

- The learning atmosphere promotes creativity and effective approaches to problem solving.
- Inquiry-based science and hands-on learning experiences are pathways to meet the challenges of a rapidly changing, high-tech society.
- The learning atmosphere promotes and encourages diversity.
- The school community is respectful of the beliefs, ideas and values of all people.

AFFIRMATIVE ACTION

It is the intention of the School to act affirmatively to give equal opportunity for advancement of its employees, and in assignments to place all personnel where their talents and abilities can effectively support the values of diversity.

Equal employment opportunity and affirmative action will be applied in recruitment, hiring, compensation, fringe benefits, staff development and training, promotion, and any other condition of employment regardless of race, color, religion, sex, sexual preference, disability, age, national origin.

The Board of Trustees is committed to affirmative action in all areas of programs, services and use of facilities. This implementation will require the cooperation and understanding of the entire staff. If you feel that you have been treated unfairly, you should report the problem to the Principal or the Personnel Committee of the Board of Trustees.

CONFLICT OF INTEREST

Sylvan Heights Science Charter School may conduct business with any partnership, firm or company with which one or more director, or staff member, or parent or guardian of an enrolled student is associated, provided any business relationship is established and maintained on an arm's length basis and the subsequent provisions of this Section are met. Each director, staff member, or decision-making volunteer shall disclose any actual, potential or apparent conflict between the director's, staff member's, or volunteer's personal interests and duty to the school.

404 EMPLOYMENT STATUS

Administrators, administrative assistants, and teachers are exempt from Fair Labor Standards Act (FLSA) overtime provisions.

Instructional and non-instructional aides and support staff are non-exempt. They must be paid overtime at time and a half the hourly rate for all hours worked beyond forty in a week.

Substitute, part time and temporary employees may be classified as exempt or non-exempt depending on their status as professional, administrative or support workers.

Employees who voluntarily resign must submit a written resignation letter including proposed last day and reason for resignation. Administrators and teachers are expected to give at least one month's notice. Other employees are expected to give at least two weeks notice.

A physician's statement verifying illness will be required for sick leave requests submitted after a staff member has submitted a notice of resignation. Failure to provide verification will result in unpaid sick days. Sick leave and personal days are not paid at discharge or separation.

Either the principal or a member of the Personnel Committee will conduct an exit interview with each departing employee.

408 EMPLOYMENT-AT-WILL

This Personnel Policies and Handbook is strictly intended as a guide for the employees of SHSCS on procedures, general information, and benefits. It does not represent a contract of employment implied or otherwise. All employees serve "at will" and may be discharged at any time with or without cause.

Verbal notice shall suffice and be valid until written notice is prepared, as described in Section 404. From time to time, the school may add, modify, or delete any of the contents of this Personnel Policies and Handbook. Employees will be provided such changes when they occur.

INITIAL PROBATION FOR NEW EMPLOYEES

New staff shall serve an initial three-month probationary period. During that period, regular performance observations and evaluation conferences will be conducted.

Based on these observations and conferences:

- An employee may be discharged for poor performance during the initial probationary period after attempts to improve have been documented as unsuccessful,
- An employee's initial probationary period may be determined to have been successfully completed, or

- The initial probation may be extended up to an additional three (3) months, with another evaluation to be conducted.

Unsatisfactory performance or attendance may be grounds for immediate discharge at any time with or without notice.

Employees who leave the School's employment and then return will be required to serve an initial probationary period upon their rehire.

New employee's orientation shall be the responsibility of the Principal, and shall follow a format acceptable to the Board of Trustees.

409 CHANGE IN STATUS ON PROMOTION

If an employee is hired as a temporary employee and is then hired in an exempt or non-exempt position, the date of hire for the exempt or non-exempt position becomes the anniversary date.

412 EVALUATIONS

Performance evaluations are an opportunity to recognize employee achievements as well as identify areas for necessary improvement and planning. Performance evaluations of all employees shall be conducted at least annually within one month prior to the employee's anniversary date. The evaluation shall be prepared by the principal prior to discussion with the employee. The principal and the employee both sign the evaluation. A copy of the evaluation shall become a part of the employee's personnel file. The employee may comment on the evaluation, in writing, and a copy of any such comments shall also be placed in the employees' personnel file. Comments to the evaluation will be done within ten (10) working days of the review.

417 DISCIPLINE

The school has a policy of progressive discipline. The progressive disciplinary steps include:

- Verbal reprimand
- Written reprimand
- Disciplinary probation
- Suspension without pay
- Discharge

Discipline may start at any step including discharge, depending on the severity of the misconduct. Disciplinary probation lasting from three weeks to three months may be used to offer the employee time and opportunity to overcome performance or behavior deficiencies. During disciplinary probation, the employee is not eligible for an increase in pay.

A copy of such disciplinary probation shall be provided to the president of the board or the Personnel Committee.

The policies contained in the Personnel Policies and Handbook are to be followed by employees of the school. Employees who disregard the intent of the Personnel Policies and Handbook, or any of the policies contained herein, are subject to disciplinary action, up to and including termination of employment.

418 ATTENDANCE AND PUNCTUALITY

The efficient operation of the School requires all staff to work their assigned times. Staff members who are repeatedly late or absent are subject to discipline and may be subject to discharge.

Staff must call the principal or designee as soon as possible if too ill to work. Calls must be made at least two hours before the assigned work time.

An employee absent for three consecutive days without notifying the principal or designee will be considered to have resigned without notice.

419 OUTSIDE EMPLOYMENT

Employees may not provide business services of any nature to families whose children are enrolled in the School unless granted written permission from principal. Employees may be subject to discipline for attempting to do business through personal services, sale of merchandise or any transaction, which creates an exchange of money or other consideration, which the employee would not otherwise receive. (Also see “Conflict of Interest.”)

The principal shall obtain prior approval from the Board of Trustees for any outside employment.

Outside employment may not be used as grounds for refusal to perform an assigned schedule or duty.

421 POLITICAL ACTIVITY STATEMENT

Employees should be aware that the school is governed by the Hatch Act. No school resources can be used for political activity. Employees may be disciplined for participating in political activity while on school grounds.

423 SMOKE FREE WORKPLACE

Smoking is forbidden on school premises and on the grounds within 50 feet of any area where a child could come in contact with smoke or could be seen by children. “Smoking” shall mean all use of tobacco, including cigars, cigarettes, pipes, whether lighted or unlighted, and smokeless tobacco.

424 PERSONNEL FILE ADMINISTRATION

Personnel files are the property of the School and shall be kept for each paid employee. The files will contain, at the minimum:

- Date of hire
- Evidence of the employees' qualifications for their position
- Salary information at date of hire and each change
- Commendations and disciplinary actions
- Performance evaluations
- Position change documents
- Any information determined by the School to be relevant to the employer/employee relationship both individually and generally
- Attendance records
- Discharge information
- Three (3) professional references
- Act 34 & child abuse clearances
- College transcript, if applicable
- Teaching certificate, if applicable

Personal information that must be kept current in the file includes:

- Address
- Phone numbers (including any alternate numbers for quick contact)
- Emergency contact numbers (next of kin)
- Medical conditions affecting employment, including physicals certifying that the employee is free of communicable disease, where applicable contact physician
- Social security number
- Family information pertinent to benefits administration
- Proof of employability
- Date of birth
- Education and training
- EEO related information
- Any claims against the School or its agents
- Criminal history, and child abuse clearances

Medical Information

All information obtained from medical examinations shall be kept in a separate file and treated as a confidential medical record available to only those supervisors or health care personnel who need to know about restrictions or reasonable accommodation in accordance with Americans with Disabilities Act confidentiality requirements.

Employees are responsible for notifying the employer of any changes in personal information within five working days of the change. Any adverse circumstances caused by a failure to notify the school of changes shall be the responsibility of the employee.

Access - All active employees shall be permitted to review their own personnel files at a time convenient to the principal and within regular business hours. The files may not be removed from the administrative area without permission of the principal or designee in charge during the principal's absence. File review must be done in the presence of the principal or designee.

Employee-Generated Materials

Active employees may respond to anything in their personnel file, and if requested by the employee the response shall be placed in the file. Within five days of providing said response, the employee is responsible for providing the supervisor with a copy of the response. Employees may request placement of other materials, subject to supervisory approval.

Personnel files of contractors/volunteers shall include personal information and evidence of qualifications. The file shall include a copy of the letter of agreement or contract even though the fiscal office contract files may also contain a copy or original.

Reference Checks – The school, through the principal or designee, will verify written requests for information as follows for employment or credit purposes:

- Dates of employment
- Job title(s) and general description of duties and
- Last salary

Employee must sign a waiver for releasing this information.

425 PROFESSIONALISM AND DRESS CODE

As a member of the School Community, each employee is expected to represent the school in a professional and dignified manner through words, actions, and appearance. No employee may represent himself or herself as a spokesperson for the school without prior approval of the principal.

All Sylvan Heights Science Charter School employees are expected to maintain a neat appearance appropriate to the activities expected during the day. As a member of the School Community, all employees, should model appropriate professional dress. Questions regarding this policy may be directed to the principal. Anyone attending school or a school function in inappropriate dress may be requested to change. The wearing of clothing or other fashions deemed inappropriate for the school setting is not allowed.

426 PROBLEM SOLVING PROCEDURE (PSP)

It is the policy of the school to provide staff with a procedure for bringing work-related problems to the attention of the administration, and to resolve such problems promptly and fairly.

Employees are encouraged to present the problem to the involved co-worker or administrator as soon as possible but in no event more than 15 days after the problem occurs. S/he should present objective facts and offer solutions for solving the problem. If this discussion does not resolve the issue, explanation of the problem should be presented to the principal as soon as possible but in no event more than 15 days after the failure to resolve. The principal will gather the facts and assist in identifying alternatives and in implementing a solution. If the matter concerns a disputed policy, or cannot be settled, to the satisfaction of the employee, the principal shall refer the concern to the Personnel Committee. If the dispute is not resolved at this level, the Personnel Committee will refer the matter to the Board of Trustees or its designee, which will make a final and binding decision. Concerns will be investigated in a confidential manner and should be discussed only with personnel who have a need to be apprised of the issue.

Circumstances may warrant the presentation of a concern directly to the principal, to the Personnel Committee, or to the Board of Trustees or its designee. If the principal, Personnel Committee, or board determines that special handling of the PSP is not warranted, the employee will be expected to follow the regular PSP procedure. Retaliation in the form of harassing or penalizing an employee for use of the PSP process will not be

tolerated and is cause for disciplinary action.

428 SALARIES

The Board of Trustees will review and approve salaries each year. Salaries relate directly to performance, experience, and budgets. There are no guaranteed or automatic salary increases.

431 REIMBURSEMENTS

The principal must authorize reimbursement for expenses in carrying out job duties in advance.

432 WORK SCHEDULE

Work Week

The workweek for full time staff members is a minimum of 37.5 hours. Lunch is not included in these 37.5 hours.

Non-Exempt Staff: The work schedule of non-exempt employees generally corresponds with the school's regular working hours. Overtime is kept to a minimum for non-exempt staff. Overtime must be approved in advance by the principal or designee. Approved overtime is compensated at the regular hourly rate for each hour worked up to 40 and at one and one-half times the regular hourly rate for time worked in excess of 40 in one week.

Both the employee and the supervisor are responsible for planning irregular work schedules where necessary, which permit accomplishment of all the regular duties of the job within the regular weekly hours.

Exempt Staff: The annual salary of exempt employees is full remuneration for the total responsibility of their jobs.

Pay Periods

Employees' salaries will be paid over 24 pay periods. Ten-month employees will receive pay for June 30, July 15, and July 31 at the June 30th pay date. Paydays will be the 15th and last day of each month. In cases where these days fall on a weekend or holiday, the payday would be the last workday prior to the 15th or last day of the month. All full-time employees will be salaried, and all employees will subscribe to direct deposit with the financial institution of their choice. Any exemption from this policy needs approval from the principal.

Inclement Weather

On days of extreme weather conditions employees should listen to local radio and TV stations for updates on school programs. The school will follow the Harrisburg School District's closings for inclement weather. Missed student days will most likely be made up later in the year. If however, it is a scheduled in-service day, staff should contact the school or principal for direction.

Personnel who choose not to report to work during inclement weather may request use of a personal day. Approval of this use will be at the discretion of the principal.

Holidays

Year round or 12-month employees shall receive the following paid holidays:

New Year's Day
Martin Luther King Day
President's Day
Good Friday
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Friday after Thanksgiving
Christmas

If the holiday falls on Saturday, it shall be observed on the preceding Friday. If the holiday falls on Sunday, it shall be observed on the following Monday.

Part-time - Pay for Holidays

Regular part-time employees who work 20 hours per week or more and who normally work at least four days per week will be paid for the holiday if they are normally scheduled to work on that day. The pay will be equal to the number of hours regularly scheduled for that day.

433 STAFF DEVELOPMENT AND TRAINING

Staff development is considered an integral part of work for all staff. Employees may be required to participate in staff development activities beyond their regular work hours. Staff development will range from first-aid/CPR to instructional strategies within the classroom setting. It will be developed to help the school implement its mission, achieve its vision and move the school's strategic plan forward. All staff members are expected to attend professional development opportunities as assigned by the principal. Any fees associated with such assignments will be paid by the school. Employees may request to

attend other relevant training offered by organizations. The availability of staff time and financial assistance shall be determined by program needs and budget availability and must be approved by the principal. All staff members will be expected to participate in the required number of professional development hours identified in Chapter 49 of the 22 Pa Code and Act 48 of 1999.

All employees must attend regularly scheduled staff meetings.

SHSCS will reimburse expenses incurred by instructional staff fulfilling requirements of an emergency certificate. The amount of the reimbursement will be limited to the Penn State University—Main Campus tuition rate. Reimbursement will be paid upon completion of the course with a “B” or better grade. A grade transcript and copy of paid bill will be required for reimbursement.

433.1 TUITION REIMBURSEMENT FOR TEACHERS

SHSCS will reimburse each full-time teacher for graduate or approved undergraduate courses for up to six (6) credits per year as provided below:

1. The teacher will need to notify the principal in writing of the request before college classes begin.
2. The principal may deny approval for reimbursement based on the quality or relevance of the course to the teacher's assignment.
3. The credit will have to be earned at a fully accredited institution, the credits of which are acceptable for Pennsylvania teaching certification.
4. No reimbursement will be made for video course, correspondence course, Internet course, course by computer or travel course, unless approved by the principal on an individual basis at his or her discretion.
5. Evidence of completing the course with a grade of at least a "B" or "Pass" shall be submitted within one month of the date of receiving the grade.
6. Tuition will be reimbursed at the lesser of actual tuition cost paid or the prevailing Pennsylvania State University-Main Campus rate per graduate or undergraduate credit
7. SHSCS will not provide reimbursement for courses which are funded by a fellowship, grant or other non-reimbursable financial assistance program.
8. In order to be eligible for tuition reimbursement, the employee shall agree to teach one (1) school year immediately following the tuition reimbursement at SHSCS.

An employee who does not return will be required to repay SHSCS for the tuition expenses that were reimbursed.

433.2 TUITION REIMBURSEMENT FOR PARAPROFESSIONALS

SHSCS will reimburse each paraprofessional employee who provides instructional support for courses or workshops toward an associate's, bachelor's, or other advanced degree as provided below.

1. The employee shall have received written approval from SHSCS prior to commencing work on the course.
2. The credit shall be earned at a fully accredited institution of higher education.
3. Unless otherwise agreed in writing by the Principal, the credit shall be toward an associate degree, or toward a bachelor or advanced degree in the field of education. Determination of what constitutes the field of education shall be at the discretion of the principal/CAO.
4. SHSCS will not reimburse employees for additional associate degrees after the employee has earned one.
5. No reimbursement will be made for any video course, correspondence course, Internet course, course by computer, or travel course, with the exception of total immersion courses, except that such courses may be approved by the Principal on an individual basis at his or her sole discretion.
6. While pursuing an associate degree, the employee must submit evidence of completing the course with a grade of at least "C" or "Pass" within one month of the date of receipt of the grade. Reimbursement will only be made after receipt of grade.
7. While pursuing a bachelor or advanced degree, the employee must submit evidence of completing the course with a grade of at least "B" or "Pass" within one month of the date of receipt of the grade. Reimbursement will only be made after receipt of grade.
8. Tuition will be reimbursed at the lesser of actual tuition cost paid or the prevailing Harrisburg Area Community College rate per undergraduate credit toward an associate degree or at the Pennsylvania State University-Main Campus rate for a bachelor or advanced degree.
9. The aggregate reimbursement for texts, registration fees, activity fees, laboratory fees and materials fees shall be \$15.00 per credit per course while pursuing an associate degree. Reimbursement for texts shall be paid up to the established limit upon presentation of a course number and the texts required for the course. Employees will not receive reimbursement for texts, registration fees, activity fees, laboratory fees, and materials fees after earning an associate degree or 48 credits while pursuing a bachelor or advanced degree.
10. Employees will not be reimbursed for more than fifteen (15) credits during a school year.
11. Employees may only continue to be reimbursed for college credits after receiving an associate's degree if they pursue a degree in an education related field.
12. After earning an associate degree or 48 credits, employees will not be reimbursed if they enroll in a program outside of the field of education

13. SHSCS will not provide reimbursement for courses which are funded by a fellowship, scholarship, grant or other non-reimbursable financial assistance program.
14. In order to be eligible for tuition reimbursement, the employee shall agree to work for SHSCS for one (1) school year immediately following the tuition reimbursement. An employee who does not return will be required to repay SHSCS for the tuition credit and related expenses that were reimbursed in the previous twelve months (12). At separation, the employee and SHSCS will discuss repayment terms which may include withholding monies from the last paycheck, at the school's discretion.
15. Availability of tuition reimbursement is contingent on SHSCS's receipt of professional development grants or other funding for tuition reimbursement. If grants are not received, reimbursement will not be provided.

434 SICK LEAVE

Permanent full-time Sylvan Heights Science Charter School employees shall be awarded one (1) day sick leave per month of employment. (For 10-month employees, 10 days; for 12-month employees, 12 days.) Up to 50 days unused sick leave may be carried forward.

SHSCS provides employees paid time off due to illness or injury, or the illness of an immediate family member. These days are not to be used as vacation days. A physician's excuse may be required. Should an employee use all sick leave and quit or be terminated prior to the school year's end, a reconciliation of wages will be made to compensate for sick leave not "earned." This reconciliation will be based on one (1) earned sick day for each month worked.

Sick leave is not a paid benefit at discharge or separation.

435 FAMILY AND MEDICAL LEAVE

The Sylvan Heights Science Charter School will comply with the Family and Medical Leave Act (FMLA) of 1993 (PL 103-3) enacted on February 5, 1993, whether or not it meets or is covered by the definition of "employer" set forth in the act. FMLA leave includes paid leave time to be used first, as well as unpaid leave time. The employee will be notified of the designation of paid leave as FMLA leave within two business days of when SHSCS learns that leave is being taken for an FMLA qualifying reason.

A leave of absence may be granted for employees who, at the time leave is requested, have been employed for at least 12 months and/or have completed at least 1,250 hours of service during the current or preceding calendar year. Employees who meet the minimum service requirements are entitled to a total of 12 workweeks leave during any 12 month calendar year if:

- A child is born, adopted or taken into the employee's immediate family for foster care and leave is needed for the employee to care for the child; or
- A spouse, child or parent of the employee has a serious health condition requiring the employee to care for the person; or
- The employee becomes unable to perform his or her job functions due to a "serious health condition".

Notice of leave - Employees must provide the SHSCS with at least 30 days' notice if practicable. In addition, employees requesting leave for treatment of a serious health condition must make a reasonable effort to schedule the treatment so the SHSCS' operations will not be unduly disrupted.

Notice of intended return - Staff on family leave of absence must contact the principal or

designee and report plans to return to work. This report must occur within thirty (30) calendar days of the health situation necessitating the leave. A medical certification to return to work must be provided to the school, regarding the specific health condition, upon return to work.

Benefits during leave - Individual medical benefits will continue to be paid by the school during an approved FMLA leave. An employee enrolled in family coverage will be responsible for that additional cost during an unpaid FMLA leave, payable to the school.

Serious health condition - A serious health condition may be defined as an illness, injury, impairment, or physical or mental condition which involves at least one of the following:

- A period of incapacity or treatment requiring inpatient care in a hospital, hospice or residential care facility;
- A period of incapacity requiring an absence from work or other daily activities for more than three days which involves continuing treatment by a health care provider; and,
- Continuing treatment by a health care provider for a health condition which, if not treated, would likely result in a period of incapacity.

Intermittent Leave – Leave may be taken intermittently or on a reduced leave schedule under certain circumstances. The term “intermittent leave” refers to leave taken in separate blocks of time due to a single illness or injury rather than for one continuous period of time. Moreover, it may include leave of periods from an hour or more to several weeks. Examples of intermittent leave include leave taken on an occasional basis for medical appointments or leave taken several days at a time spread over a period of six months. The term “reduced leave schedule” refers to a leave schedule that reduces an employee’s usual number of working hours per work week or hours per work day. In other words, a reduced leave schedule is a change in the employee’s schedule for a period of time, normally from full-time to part-time.

Certification – The employee's health or ill family member’s care provider may be required to certify the medical necessity for any medical or family care leave requested on U.S. Department of Labor Form WH-230. SHSCS may require, at the expense of the school, that the eligible employee obtain the opinion of a second health provider designated by the school. In the event the physician of an employee shall be of a contrary opinion to that of the physician selected by SHSCS, then the employee and SHSCS shall mutually agree to obtain the opinion of an impartial third physician, at the employer’s expense, whose medical opinion shall be conclusive and binding.

Reinstatement Rights - An employee returning from FMLA leave is entitled to the same position or a similar position with "equivalent benefits, pay, and other terms and conditions of employment. Under very limited circumstances, the SHSCS may deny restoration rights to highly salaried "key employees." A "key employee" is defined in the regulations as a salaried employee who is among the highest paid 10 percent of all the employees employed by the employer. However, the employer must notify the employee of his or her status as a "key employee" and the consequences of being a key employee at the time

leave is requested. A written notice must be delivered to the "key employee" in person or by certified mail, and must provide the employee an opportunity to return to work within a "reasonable time."

436 PERSONAL LEAVE

Full-time staff shall be awarded three (3) days per school year for personal leave. This leave is to be made available on the first day of each school year. The number of days considered earned on the first day of employment is determined by that employee's start-date and will be pro-rated based on weeks remaining in the school year. Only one (1) day of personal leave may be taken during the first 90 days of employment. Personal leave should be scheduled at least 24 hours in advance with the Principal. Every effort will be made to grant personal leave requests. Unused personal leave is not a paid benefit at discharge or separation. Personal leave may not be carried into the next anniversary year. Personnel are discouraged from requesting personal leave for days prior to holidays.

437 VACATION LEAVE

All SHSCS staff works according to the school calendar. Designated staff (i.e., principal/CAO, assistant principal, dean of students, administrative assistant) is expected to work 12 months and accrue 15 days of vacation per year from the date of employment. Vacation days are in addition to the holidays listed in section 432 Work Week. Vacation may be used with the approval of the principal during the year. Principal's vacation needs approval of board or designee.

Administrators who provide one month's written notice of resignation will be eligible for vacation leave based on the number of months of completed service in the current service year:

1 month	2 months	3 months	4 months	5 months	6 months or more
10%	20%	40%	60%	80%	100%

When administrators terminate and have used more vacation hours than would have otherwise been paid at termination (under the above schedule), a deduction will be made from their pay. In no event will vacation pay at termination exceed the number of days eligible to be paid in the current calendar year according to the vacation eligibility schedule.

Administrators who do not provide the appropriate notice will not be eligible to receive any unused vacation time.

438 BEREAVEMENT

Staff shall be entitled to three (3) working days' leave in the event of a death in the immediate family or stepfamily. Members of the immediate or stepfamily shall be defined as father, mother, brother, sister, husband, wife, son, daughter, parent-in-law, or individual who resides in the same household. Request for leave shall be made to the principal or

designee. Unused personal days may be added to bereavement leave.

439 EXTENDED LEAVES

Extended leaves without pay may be granted at the discretion of the Board of Trustees on recommendation of the principal. In no case will the leave extend beyond one calendar year.

Military

A regular full-time employee who is a member of any reserve component of the United States Army, Navy, Air Force, Marine Corps or PA National Guard shall be entitled to a leave of absence, without loss of pay or benefits, for the duration of verifiable reserve duties. The SHSCS will compensate the employee the difference between the regular rate of pay and the military pay including any per diem or housing or subsistence allowances.

442 JURY DUTY

Staff shall receive leave for jury duty for the duration of service without loss of pay or benefits. Sylvan Heights Science Charter School will compensate the staff person the difference between the regular rate of pay and jury pay. Employee shall present copy of subpoena to principal or designee.

445 MEDICAL AND DISABILITY

Health Insurance benefits will be the same as those offered by the Harrisburg School District.

Changes in enrollment of benefits can be made **ONLY** during open enrollment.

IMPORTANT: To make a change in coverage during the plan year due to a change in family status, contact the principal or designee immediately, as changes must be made within 30 days of the change in family status. Otherwise, this status change may not be made until the next open enrollment period. Changes in family status are defined as:

- Marriage
- Divorce
- Birth or adoption of a child
- Change in your spouse's employment status, resulting in loss or gain of coverage through his or her employer's plan
- Death of a spouse or child
- Loss of coverage under another Health Plan

COBRA

COBRA (Consolidated Omnibus Budget Reconciliation Act) is a program for departing employees to continue health care coverage at group rates at their own expense. The school complies with all COBRA regulations. Extension of health benefits to employees

who separate or are discharged is available through COBRA.

Hospital and Major Medical Waiver

SHSCS agrees to pay \$1,500.00 to any full-time, benefits-eligible personnel who voluntarily terminates her/his hospital and major medical coverage with the school for one year. This payment will be made in twenty-four (24) parts, with each regularly scheduled payday. To be eligible for this payment, the employee must give notice in writing to the principal or designee no later than December 1 of the year preceding the year in which disenrollment is desired.

This option will be offered up to 25% of the full-time personnel, based on seniority.

Employees wishing to terminate coverage with the school must show proof of coverage with another entity.

If employees wish to reenroll in the hospital and major medical plan, they may do so, subject to limitations imposed by the medical insurance plan or carrier. Future employees will be given the opportunity to decline insurance coverage subject to the above limitations and shall be paid a pro rata portion of the stipend indicated based upon the number of months remaining in the fiscal year.

446 TERM LIFE AND LONG TERM DISABILITY

Term life insurance is automatically included with an employee's healthcare plan. Long term disability may be purchased by the employee if s/he is a member of the school's healthcare plan. For those employees who choose not to participate in the school's healthcare program, the school shall provide disability and term life insurance in accordance with the contract (or summary plan descriptions).

449 RETIREMENT

The School participates in the Pennsylvania Public School Employees' Retirement System (PSERS).

Additional Benefits

The school shall pay contributions to Social Security for all employees as required by federal law.

The school shall maintain Workers' Compensation coverage for all employees as required by state law.

The school as required by state law shall pay Unemployment Compensation costs.

The Board of Trustees may add additional benefits from time to time, or existing benefits not mandated by law may be discontinued.

451 DRUG-FREE WORKPLACE

It is the policy of the SHSCS to provide a drug-free workplace for our employees. The unlawful manufacture, distribution, dispensation, sale, possession, or use of a controlled substance is grounds for disciplinary action up to and including discharge. In addition, mishandling or abusing legal drugs or alcohol is grounds for disciplinary action up to and including discharge. Any employee reasonably suspected of such activities may be required to submit to a test or examination. Failure to do so may result in disciplinary action, up to and including discharge.

In addition, employees convicted of a drug related charge are subject to termination.

The SHSCS will establish or obtain a drug-free awareness program to inform our employees of the dangers of drug abuse in the workplace, our policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

452 UNLAWFUL HARASSMENT

It is the policy of the school to maintain a workplace that is free from harassment because of an individual's race, color, sex, religion, national origin, age, disability, or because the employee opposed job discrimination or participated in an investigation or complaint proceeding under the EEO statutes. The school prohibits any and all forms of harassment because of race, color, sex, religion, national origin, age, or disability.

For purposes of this policy, sexual harassment consists of unwelcome and unsolicited advances, propositions; graphic verbal commentaries about an individual's body; sexually degrading statements to describe an individual; displaying sexually suggestive objects or pictures in the workplace; or engaging in any other unwelcome verbal or physical conduct of a sexual nature where:

- Submission to such conduct is made either explicitly or implicitly a term or condition of the employee's employment, including receipt or maintenance of an employee benefit, promotion, performance evaluation, pay adjustment, discipline or work assignment;
- Submission to or rejection of such conduct by an individual is used as the basis for tangible employment decisions affecting the individual; or,
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

For purposes of this policy, harassment because of race, color, religion, national

origin, race, or disability consists of unwelcome verbal or physical conduct relating to an individual's race, color, religion, national origin, age, or disability, where:

- Submission to or rejection of such conduct by an individual is used as the basis for tangible employment decisions affecting the individual; or,
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Employees subjected to or observing such acts of harassment should inform the principal, board president or Personnel Committee chair, regarding the situation as soon as possible. All complaints will be investigated promptly and discreetly. Should it be determined that unlawful harassment has taken place, appropriate corrective action shall be taken immediately. The complainant shall be notified of the results of the investigation. Complaint forms shall be available in the administrative assistant's office. This policy prohibiting unlawful harassment shall be posted in a conspicuous place in the school. It shall be a violation of this policy for any employee to retaliate against complainants or against persons who testify, assist or participate in the investigation. Retaliation includes any form of intimidation, reprisal or harassment. The school shall discipline any employee who retaliates.

PRIVACY AND CONFIDENTIALITY OF STUDENT RECORDS

The staff and faculty must be committed to respecting the privacy and integrity of students and their families. All student records will be maintained in accordance with the PA and Federal Law, specifically THE Family Educational Rights and Privacy Act of 1974 (FERPA) and 22 PA Code Sec.1233. The school complies with the Individuals with Disabilities Education Act (IDEA).

Non-directory information about students and their families will not be shared unless authorized by parent. Faculty and staff have a duty to report suspected child abuse and student abuse to appropriate officials. Failure to comply with this policy may result in disciplinary action, up to and including discharge.

Employees are also prohibited from providing school enrollees or staff lists to others.

PRINCIPAL

The principal is hired, compensated and evaluated by the Board of Trustees. The principal works under a specific contract negotiated with the board. For circumstances, policies, and procedures not specifically covered in the contract, the SHSCS personnel policies shall govern.

Sylvan Heights Science Charter School
915 South 13th Street
Harrisburg, PA 17104

Tel: 717-232-9220

Fax: 717-232-9221

July 16, 2003

TO: All Sylvan Heights Science Charter School families, volunteers, vendors, employees and prospective employees

We want to take this opportunity to reaffirm our policy to offer fair and equal employment opportunity for everyone, regardless of race, color, religion, sex, age, national origin, physical or mental disability, sexual preference, or veteran status.

This policy will continue to apply to hiring, placement, promotion, reclassification, transfer, recruitment, layoff and return from layoff, compensation, and any other aspects of employment. In addition, placement within the school, purchasing and other activities of the school shall also be governed by the principles of equal opportunity.

We assume specific responsibility for implementing and monitoring affirmative action and other equal opportunity programs. However, all of us are responsible to see that equal opportunity becomes a reality at the Sylvan Heights Science Charter School. Furthermore, we know you will help us in this important effort.

The statement concerning the Drug-Free Workplace Policy is included in the Employment Personnel Policies and is also posted in conspicuous places throughout our facilities. Any employee who finds any illegal substance is to make a formal report in writing to the principal or designee immediately upon discovery. The employee shall report circumstances and location where the substance was found. Non-reporting will be treated as a disciplinary issue. The employee is to turn the substance over to the principal. The police will be contacted in this event.

Any employee who has direct knowledge of drug abuse by a fellow employee must make a full and formal report in writing of same to the principal or designee immediately upon discovery. Non-reporting will be treated as a disciplinary issue.

Sincerely,

Louise Kunkel
President

Kevin J. Moran, Ph.D.
Principal/CAO