

**ACCESSPOINT EDUCATIONAL HR
EMPLOYEE HANDBOOK
FOR EMPLOYEES LOCATED AT:
RICHFIELD PUBLIC SCHOOL ACADEMY**

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WELCOME STATEMENT

Welcome!

On behalf of your colleagues, I welcome you to AccessPoint Educational HR and wish you every success here.

We believe that each employee contributes directly to AccessPoint Educational HR's growth and success, and we hope you will take pride in being a member of our team.

This Handbook was developed to describe some of the expectations of our employees and to outline the policies, programs and benefits available to eligible employees. Employees should familiarize themselves with the contents of the Handbook as soon as possible, as it will answer many questions about employment with AccessPoint Educational HR at your designated school.

We hope that your experience will be challenging, enjoyable, and rewarding. Again, welcome!

Sincerely,

Greg Packer
President
AccessPoint Educational HR LLC

ABOUT ACCESSPOINT EDUCATIONAL HR

AccessPoint Educational HR is an employer of staff providing services to public school academies. You have joined a company that specializes in payroll administration, employee benefits and human resources. We strive to live up to our reputation in other industries of being the premier Professional Employer Organization in the country. AccessPoint Educational HR is associated with many of the most successful businesses in the community and takes pride in providing the best services available to our clients and our employees. Our goal is to keep it that way!

Although you will be working at Richfield Public School Academy, AccessPoint Educational HR is your employer. That means that all direction and control over your duties will be the responsibility of AccessPoint Educational HR.

INTRODUCTION AND EMPLOYMENT RELATIONSHIP

This Employee Handbook is a resource to provide employees with a general understanding of policies, procedures and rules to follow while working for the Company. This Handbook supersedes any and all prior practices and policies of the Company, oral or written, and rescinds prior policies, handbooks and manuals previously in effect.

The policies contained in this Handbook are subject to unilateral change in whole or in part at any time. The Company retains the right and sole discretion to change, modify, suspend,

interpret or cancel, in whole or in part, any of their published or unpublished personnel policies or practices, without advance notice.

This Handbook is not intended to be a contract of employment. The employment relationship is terminable at will by the employee and the Company. This means that just as any employee may terminate his or her employment with the Company at any time, for any reason or no reason, so may the Company terminate any employee at any time, with or without notice, with or without cause and for any reason or no reason at all.

Oral statements made by supervisors may not revise the terms of the employment relationship. Modifications can only be made by the Company and those modifications, to be effective, must be in writing and signed by the employee, and an officer of the Company.

There are numerous policies, procedures and guidelines listed throughout your employee handbook. Be advised that while examples and lists are often provided, any and all lists are by no means exhaustive but rather are provided as examples of behavior prohibited under the given policy. The Company reserves the right to take disciplinary action against any employee who violates or is suspected of violating handbook and Company policy. Disciplinary action can result in and/or include immediate termination, at the sole discretion of the Company.

In the event that you are a retirant under the Michigan Public School Employees Retirement System (MPSERS), working after you retire may affect your benefits. AccessPoint Educational HR advises all retirants from MPSERS to obtain information regarding working after retirement from either the Office of Retirement Services or counsel. If you are a retirant under MPSERS, the reporting unit at which you are assigned may also be responsible for paying unfunded actuarial liability on your behalf. While AccessPoint Educational HR may make payments to the District to offset this liability, AccessPoint Educational HR shall not be liable to make any payments to MPSERS on your behalf based upon your employment with AccessPoint Educational HR and/or assignment with a reporting unit. Further, AccessPoint Educational HR shall not be liable to you for any fees or charges incurred under MPSERS. You also agree to reimburse, by payroll deduction, AccessPoint Educational HR for any fees, expenses or charges (over and above the offset payment made to the District discussed above) incurred by AccessPoint Educational HR related to your employment with AccessPoint Educational HR or assignment to a reporting unit as a retirant under MPSERS. In addition, it is agreed that AccessPoint Educational HR shall not be liable to you for any loss of retirement or health benefits suffered by you as a retirant under MPSERS as a consequence of your employment with AccessPoint Educational HR or assignment with a reporting unit.

OPEN DOOR POLICY

It is the policy of the Company to assure each employee has the right to discuss freely with management any matter concerning that employee's welfare or the Company's welfare. This policy is intended to encourage and promote employee-generated ideas and to resolve any problems that may detract from a productive employment relationship. Employees should address any concerns under this policy with their supervisor, Principal and/or a representative in AccessPoint Educational HR's Human Resources Department at (866) 513-3861.

EEO POLICIES

EQUAL EMPLOYMENT OPPORTUNITY

The Company extends employment opportunities to qualified applicants and employees without regard to age, race, color, sex, religion, national origin, pregnancy, marital status, veteran status, physical or mental disability unrelated to the employee's ability to perform his/her job and/or any other characteristic protected by federal, state or local law. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, lay-off, recall, transfer, leaves of absence, compensation and training.

In accordance with applicable federal and state laws protecting qualified individuals with known disabilities, the Company will engage in an interactive process with the individual and attempt to reasonably accommodate those individuals unless doing so would create an undue hardship. Any qualified applicant or employee with a disability who requires an accommodation in order to perform the essential functions of the job should contact a representative in AccessPoint Educational HR's Human Resources Department at (866) 513-3861.

Employees in Michigan who requires an accommodation for a qualifying disability must notify the Company in writing within 182 days after they know or reasonably should know that an accommodation is needed.

SELECTION PROCESS

The Company selects employees through written applications, personal interviews and reference and background checks while the Academy Board may provide input, the Company makes the final decision.

Employee Background Check

Prior to becoming an employee of AccessPoint Educational HR, background and unprofessional conduct checks are conducted. A comprehensive background check may consist of prior employment verification, professional reference checks, and education confirmation as well as legally required criminal and unprofessional conduct checks. As appropriate, a credit, criminal, sex offender, health examination and/or driving record history may have also been obtained.

Criminal Records

Prior to AccessPoint Educational HR hiring any employee (full-time or part-time) or allows any contracted employee to continuously and regularly work in the schools, a criminal history records check is conducted in accordance with Michigan State law.

Should it be necessary to employ a person or contract for a person to maintain continuity of the program prior to receipt of the criminal records report, AccessPoint Educational HR may make an employment offer on a provisional basis until the report is received. Any such provisional hire requires that:

- The record check has been requested from the former employer or the fingerprinting appointment has taken place.
- The applicant has signed a disclosure of all convictions and acknowledges that employment may be terminated if there are discrepancies; and
- The hiring occurs during the school year or not more than thirty (30) days before the beginning of the school year.

All those employed by AccessPoint Educational HR, either directly or as a contracted employee to regularly and continuously work in an Academy must undergo a criminal history records check, regardless of whether they have previously had such a check unless it was within one calendar year prior to the start date of employment.

AccessPoint Educational HR will establish the necessary procedures for obtaining from the Criminal Records Division of the State Police any criminal history on the applicant maintained by the State Police. In addition, the Chief Personnel Officer shall request the State Police to obtain a criminal history records check from the Federal Bureau of Investigation.

AccessPoint Educational HR will not hire or continue to employ any individual who has been convicted of certain offenses outlined by law, and may rescind an offer of employment or terminate employment of an employee based on information obtained in a criminal history check.

Reported criminal history will be evaluated for relevance to the specific position responsibilities. Evaluation shall consider, but shall not necessarily be limited to, the following factors:

- Whether it is a listed offense by law or felony;
- Falsification of application material pertaining to conviction(s);
- Date of conviction(s);
- Subsequent employment record;
- Length of Academy and AccessPoint Educational HR service and performance;
- Number and gravity of crimes committed and the nature of crimes in relationship to the work to be performed;
- Potential opportunity to cause harm to finances, property, employees, students, and others.

Any arraignment should be immediately reported to your supervisor. Failure to do so can result in termination.

Driver's License and Driving Record

employees whose work requires operation of a company or school owned or leased motor vehicle must present and maintain a valid driver's license and a driving record acceptable to our insurer. Any changes in your driving record must be reported to your Principal or designated company representative immediately. Failure to do so may result in disciplinary action, up to and including termination. The same driver's license and driving records requirements are in effect when using your personal vehicle to transport employees, or students and their parents.

Immigration Law Compliance

All offers of at-will employment are contingent on verification of your right to work in the United States. Prior to an offer of employment, you will be required to provide original documents verifying your right to work and, as required by federal law, to sign Federal Form I-9, Employment Eligibility Verification Form. If you, at any time, cannot verify your right to work in the United States, AccessPoint Educational HR is obligated to terminate your employment.

Health Examinations

AccessPoint Educational HR reserves the right to require an employee's participation in a health examination to determine the employee's ability for performing his or her essential job functions. The company shall pay for all such health exams and be reimbursed by the Academy Board for required health examinations.

Child care workers are required to take a tuberculosis test on an annual basis. AccessPoint Educational HR follows Michigan Department of Health requirements concerning TB test results.

Transportation employees who drive a school bus or school owned motor vehicle are required to pass a physical examination of their health on an annual basis. School bus drivers must also be tested for alcohol and drug use as a condition of employment and are subject to periodic random alcohol and drug testing while on duty.

ANTI-HARASSMENT, NON-DISCRIMINATION AND NON-RETALIATION POLICY

This Policy applies to all applicants and employees and prohibits harassment, discrimination and retaliation whether engaged in by fellow employees, by a supervisor or manager or by someone not directly connected to the Company.

Discrimination

The Company is committed to providing a workplace free from all forms of discrimination based on ethnicity, race, sex, religion, age, pregnancy, marital status, disability and any other characteristic protected by federal, state or local law. The prohibition against discrimination applies to all terms and conditions of the employment relationship.

AccessPoint Educational HR and the Academy require each employee to be trained in sexual harassment prevention annually.

Harassment

It is the goal of the Company to provide a work environment free from harassment. The Company condemns any form of harassment in the workplace based on one's race, religion, sex, national origin, age, disability, or other protected characteristic. Actions or verbal remarks involving discrimination, or conduct of an offensive nature will not be tolerated. This includes actions and remarks of a sexual nature.

Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. For example: submission to such requests is made either explicitly or implicitly a term or condition of an individual's employment (i.e.,

sexual favors in exchange for benefits on the job or to avoid an adverse employment action, such as demotion, discipline or termination); or such conduct that creates an intimidating, hostile, or offensive environment and unreasonably interferes with an individual's work.

The Company will not tolerate any form of sexual harassment. An employee who sexually harasses others will be disciplined. Additionally, any employee who believes he or she has been sexually harassed, or observes harassment should report this behavior following the complaint procedure below.

Non-Retaliation

The Company strictly prohibits any retaliation against an employee who, in good faith, has made a complaint of discrimination or harassment. Any supervisor, agent or other employee of the Company who, after investigation, has been determined to have retaliated against any employee under this Policy will be subject to disciplinary action.

Complaint Procedure

The Company takes complaints of discrimination, harassment and retaliation seriously and strongly encourages employees to report any behavior prohibited under this Policy. If you believe you have been the subject of discrimination, harassment or retaliation, you should immediately report the act, either verbally or in writing, to your supervisor and/or a representative in AccessPoint Educational HR's Human Resources Department at (866) 513-3861. Upon receipt of the complaint, AccessPoint Educational HR will conduct an investigation. AccessPoint Educational HR will do its best to protect the confidentiality of those who make complaints, and disclosures will only be made to the extent necessary to conduct the investigation.

Resolution of Complaints

Conduct in violation of this Policy will be dealt with promptly and appropriately. The Company will take reasonable steps to stop the conduct immediately and prevent its recurrence. The Company may also reverse any adverse actions taken against the victim of harassment if the alleged harasser is a manager or supervisor, and has attempted to discipline, demote, terminate or deny employment opportunities to the victim because of the alleged harassment.

Any employee who has harassed, discriminated or retaliated against another employee will be subject to disciplinary action.

WORKTIME & COMPENSATION POLICIES

EMPLOYMENT CLASSIFICATIONS

Full-Time Employees

Full-time employees are employees regularly scheduled to work a minimum of 30 hours per week. Full-time employees are generally eligible for all Company benefits, subject to the terms, conditions, and limitations of each benefit program and plan.

Part-Time Employees

Part-time employees are employees regularly scheduled to work less than 30 hours per week. Unless otherwise agreed in writing, part-time employees are not eligible to participate in or receive Company provided benefits.

Regular Employees

Employees hired to work on a regular basis for an indefinite period of time are classified as "regular" employees. Such employees may be either full or part-time.

Regular employees' work schedule is typically based on the academic year calendar approved by each Academy Board of Directors. The Academy determines additional work days based on the Board- approved school operating budget.

Temporary/Substitute Employees

Temporary employees are those employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project. This includes employees hired on a seasonal basis. Employment assignments in this category are of a limited duration. Temporary employees retain their status as temporary employees unless and until notified otherwise. Employment beyond any initially stated period does not in any way imply a change in employment status. Unless otherwise agreed in writing, temporary employees are not eligible to participate in or receive Company provided benefits.

Minors

There may be special circumstances and opportunities for minors to work on a special assignment at an Academy location. AccessPoint Educational HR follows all applicable laws related to minors in the workplace including the issuance of work permits, limiting the number of hours worked per day & the timeframe they are worked, following the recommended minimum wage for minors, and receiving parental consent for the minor to work. The employment of minors must be approved by AccessPoint Educational HR prior to their first day of work.

Non-Exempt and Exempt Employees

Upon hire, you will be classified as either an "exempt" or "non-exempt" employee. By law, employees in certain types of jobs are entitled to overtime pay for hours worked in excess of forty (40) hours per workweek. These employees are referred to as "non-exempt" employees in this Employee Manual. This means that they are not exempt from (and therefore should receive) overtime pay.

Non-exempt employees include such employee groups as secretaries, aides (all groups including instructional), custodians, cafeteria workers, child care workers, and bus drivers. An employee is encouraged to seek clarification in the event of any doubt.

Exempt employees are School Administrators, managers, executives, professional staff including teachers, technical staff, officers, directors, Chief Executive Officers and others whose duties and responsibilities allow them to be "exempt" from overtime pay provisions as provided by the Federal Fair Labor Standards Act (FLSA) and any applicable state laws. If you are an exempt employee, you will be advised that you are in this classification at the time you are hired, transferred or promoted.

ANNIVERSARY DATE

The first day an employee reports to work as an AccessPoint Educational HR employee becomes his or her “official” anniversary date. In the event an employee is hired on a temporary basis and converts to full-time or part-time status, the employee’s anniversary date is the first day that he or she converts to full-time or part-time status. Anniversary dates are used to compute various benefits described in this Employee Handbook.

INITIAL HIRE PERIOD

Your first thirty (30) days of employment with AccessPoint Educational HR are considered to be an initial hire period. An employment application, signed offer of at-will employment, signed receipt of the current edition of the employee handbook form must be on file prior to reporting to work. Electronic fingerprinting results must be received prior to your first day of work with children or your offer of employment may be rescinded. The initial hire period will be automatically extended beyond thirty (30) days if employment reports, such as the unprofessional conduct report, have not been received by AccessPoint Educational HR.

On the first of the month following the initial hire period, you will be eligible for benefits described in this Employee Manual. The initial hire period is a time for completing follow-up employment paperwork and getting to know your fellow employees, your supervisor and the tasks involved in your job position, as well as becoming familiar with AccessPoint Educational HR’s programs and services. The Principal or designated company representative will work closely with you to help you understand the needs, processes, and expected results of your job.

This initial hire period is a "getting acquainted" time for both you, as an employee, and AccessPoint Educational HR, as an employer. During this initial hire period, AccessPoint Educational HR and the Academy will be monitoring your performance to determine if it correctly identified you during the employment application process as an individual who can promptly meet the standards expected from AccessPoint Educational HR employees. If the Principal or designated company representative does not recommend you for continued employment at the end of the initial hire period, your at-will employment may be terminated.

Please understand, however, that completion of the initial hire period does not guarantee continued employment, as employment is always at-will.

A former employee who has been rehired after a separation from AccessPoint Educational HR is considered a probationary employee during his or her first thirty (30) days following rehire, and thus subject to the initial hire period.

ATTENDANCE POLICY

Regular attendance and punctuality is expected and is considered an important factor in overall employee performance. When employees cannot avoid being tardy or are unable to work as scheduled, they must notify the Principal, or person designated by the Principal, as soon as possible. Students should never be left unsupervised. A responsible adult, approved by the Principal, must be in attendance at all times.

If you are arriving late, please let the Principal, or person designated by the Principal, know two hours before your scheduled starting time each and every day you are going to be absent or late. It is each employee’s responsibility to insure that proper notification is given. Asking another employee, friend or relative to give this notification is not proper, except under emergency conditions.

When reporting an absence, employees must provide the reason for absence and, if known, expected date of return. Employees who are absent for more than one scheduled work day are expected to contact the Principal, or person designated by the Principal, prior to each scheduled workday regarding their status, unless the employee has received prior authorization to be absent for more than one day or is on an approved leave of absence.

Employees who are absent because of an illness for three (3) or more consecutive days must submit written documentation from their doctor stating they are able to resume normal work duties before being allowed to return to work.

Unsatisfactory attendance or punctuality may result in disciplinary action, up to and including immediate termination, at the sole discretion of the Company. Employees absent for three (3) consecutive days without proper notification are considered to have voluntarily terminated their employment with the Company.

TIMEKEEPING PROCEDURES

Hourly employees are required to record all hours they work. Employees must record their entry/exit at the beginning/end of each workday and the beginning/end of every meal period. In addition, employees who leave the premises for any non-business reason must record their entry/exit upon their departure/return.

Falsifying their own or another employee's hours worked is strictly prohibited. Tampering, altering or falsifying time records, or recording time on another employee's time record is a serious infraction of policy and may result in disciplinary action up to and including immediate termination of employment.

OVERTIME

When operating requirements or other needs are not met during regular working hours, employees may be scheduled to work overtime. When possible, advance notification of mandatory overtime will be provided.

Hourly employees must receive approval from their supervisor prior to working overtime. Failure to work assigned overtime or overtime worked without prior authorization from the supervisor may result in disciplinary action.

Hourly employees are compensated at 1.5 times their hourly rate for all hours worked over 40 hours in a given week. Overtime pay is based on actual hours worked. Any time off, paid or otherwise, is not considered hours worked for purposes of calculating overtime.

WORK SCHEDULES

The normal work schedule for full-time employees is 7 hours a day, 5 days a week. Operating hours at each school site and days off for holidays are determined in cooperation with each respective Academy Board of Directors.

At each school site, the Principal will advise employees of the times their schedules will normally begin and end. Most employees are assigned to work a thirty-five (35) hour workweek.

MEAL AND BREAK PERIODS

Non-teaching employees are entitled to two (2) fifteen (15) minute paid breaks each workday. Normally these breaks will be scheduled at two different intervals, one prior to the meal period and one after the meal period. Breaks should be scheduled with the Principal, or person designated by your Principal. If you work in a department where breaks are not directly assigned, please coordinate breaks with your co-workers to maintain adequate coverage at all times.

If you work more than four (4) hours daily, a thirty (30) minute unpaid meal period is scheduled and required. The time when meal periods are scheduled varies among grade levels and responsibilities. You are not expected to perform any work during your regularly scheduled meal period. You are not compensated for your meal period. It is important to return to work on time at the end of your meal period. In case of an emergency situation, you will be asked to interrupt your meal period if necessary to facilitate the safe and orderly operation of the school.

If your work assignment requires you to eat your meal with children and your Principal has approved this arrangement in advance, you will be compensated for your meal period provided no other thirty-minute time is provided for eating.

EMERGENCY CLOSINGS

At times, emergencies such as severe weather, fires, power failures or earthquakes can disrupt Company operations. In extreme cases, these circumstances may require the closing of a work facility.

When operations are officially closed due to emergency conditions, the Principal or person designated by the Principal will notify all employees as soon as possible. In emergency situations, the Principal may request you to remain at work to assist with the emergency. Every effort will be made to ensure safe travel conditions. If you are unable to report to work due to unsafe travel conditions, please notify the Principal immediately.

- Teachers & Instructional Aides – No loss of pay will occur as a result of early dismissal for this reason.
- Office Professionals & Hourly Support Staff – Are expected to remain at work until the conclusion of the day or report to work for the full day on a day such as a snow day unless specifically directed by the Principal of the Academy or person designated by the Principal. If an office professional or hourly support staff does not report to work, a loss in pay will occur.
- Principals – Shall report to work as soon as driving conditions all for safe travel.

PAY CYCLE & PAY DAY

AccessPoint Educational HR will pay employees on a biweekly schedule, with a Friday check date. The Board of Directors for each Academy determines the pay cycle for employees assigned to work that that Academy. The typical biweekly pay schedule is made up of twenty-six (26) pay periods per year. The academic school year typically covers ten (10) months per year and may include opportunities for additional summer employment.

Failing to properly record your time may result in a delay in pay.

Changes will be made and announced in advance whenever AccessPoint Educational HR's or the Academy's holidays or closings interfere with the normal pay schedule.

PAYCHECK DISTRIBUTION

All payroll funds are paid to the account indicated on the Direct Deposit enrollment form on each pay date unless you are enrolled in the Debit Card Payroll Program. If you need a copy of your paystub, you may obtain a copy from AccessPoint Educational HR's online payroll system. Only day to day substitute teachers and coaches can elect to have a "live" check distributed to them.

ON-CALL PAY

Non-exempt employees may be asked to return to work after leaving the premises for the day or even asked to work on weekends or holidays. If this occurs, you will be guaranteed a minimum of four (4) hours of pay at the regular rate or pay for the actual time worked at the appropriate rate, whichever is greater.

MANDATORY DEDUCTIONS FROM PAY

AccessPoint Educational HR is required by law to make certain deductions from your paycheck each time one is prepared. Among these are your federal, state and local income taxes and your contribution to Social Security as required by law. The amount of the deductions will depend on your earnings and on the information you furnish on your W-4 and MI-4 forms regarding the number of exemptions you claim. If you wish to modify this number, please request a new W-4 and MI-4 forms from your Principal immediately. Only you may modify your W-4 and MI-4 forms. Verbal or written instructions are not sufficient to modify withholding allowances. We advise you to check your pay to ensure that it reflects the proper number of withholdings.

The W-2 form you receive annually reflects how much of your earnings were deducted for these purposes.

Any other mandatory deductions to be made from your paycheck, such as court-ordered garnishments, will be explained whenever AccessPoint Educational HR is ordered to make such deductions.

ERROR IN PAY

Every effort is made to avoid errors in your paycheck. If you believe an error has been made, inform your Principal, or person designated by the Principal, immediately. He/she will work with AccessPoint Educational HR to research the problem and to assure any necessary corrections are made promptly.

PAY ADVANCES

The Company does not provide pay advances on unearned wages to employees.

POLICY AGAINST IMPROPER DEDUCTIONS FROM EMPLOYEE SALARY

It is the policy of AccessPoint Educational HR to comply with all state and federal wage and hour laws, including the Fair Labor Standards Act. Thus, AccessPoint Educational HR strictly prohibits the making of improper deductions from an exempt employee's salary. If you believe an improper deduction has been made from your salary, report it immediately to a representative in AccessPoint Educational HR's Human Resources Department at (866) 513-3861. All complaints regarding improper deductions will be promptly and thoroughly investigated. If it is determined that an improper deduction has been made, you will be reimbursed as promptly as possible, but no later than two pay periods after the improper deduction has been confirmed.

The Company strictly prohibits retaliation against any employee who makes a good faith complaint under this policy. Employees who believe they have been retaliated against under this policy should report it immediately to a representative in AccessPoint Educational HR's Resources Department. Employees who violate this policy by making or authorizing improper deductions, or retaliating against employees who complain, will be subject to discipline up to and including termination.

BONUSES

All staff may be eligible for a bonus. Bonuses are a prerogative of AccessPoint Educational HR. In order to be eligible for any bonuses, an employee must be employed at RPSA through the month of September.

RULES & REGULATIONS

STANDARDS OF CONDUCT

All disciplinary rules contained in this section are meant to give a general outline to employees of what conduct will not be tolerated by the Company. The Company retains the right to evaluate what employee conduct is disruptive and not tolerated. Any violation of the disciplinary rules contained in this policy, in other sections of this Handbook or other behavior that the Company determines to be unacceptable will result in disciplinary action. This listing of disciplinary rules does not change the fact that the employment relationship is terminable at-will. The following conduct is strictly prohibited:

- Failure to satisfy certification and/or highly qualified requirements for employment as a teacher or teacher's aide;
- Failure to provide instructional and other services that result in meeting adequate yearly progress requirements as related to your role and responsibilities;
- Failure to report an absence from work, or late arrival prior to scheduled start time.
- Leaving work before the end of the workday, or not being ready to work at the start of a workday without prior written approval from the Principal or company designated representative;
- Violation of any company rule or policy of the Board of Directors; any action that is detrimental to AccessPoint Educational HR's efforts to achieve its operational and educational goals;
- Abuse, mistreatment, or threatening of another employee, student, parent/guardian either physical, verbal, or psychological;
- Falsification of employment application, resume, business expense reports, time records or other employee records;
- Failing to properly supervise students, including leaving or allowing students to be unsupervised by the assigned adult at any time;
- Personal use of the Company or school credit/gas card;
- Insubordination; refusing to obey instructions properly issued by your Principal pertinent to your work; refusal to help out on a special assignment.
- Using foul and/or abusive language;
- Gambling on Company or school premises;
- Smoking on Company or school premises;
- Loafing, sleeping on the job, neglect or failure to perform assigned duties;
- Improper dress attire;
- Dishonesty;
- Excessive absenteeism and/or tardiness as determined by the Company;
- Absence without notification or permission;
- Immoral, indecent or disorderly conduct of any nature on Company or school premises;
- Possessing, distributing, selling, using or being under the influence of alcoholic beverages or illegal drugs on Company or school property or while performing Company or school business;
- Threatening, intimidating, coercing, fighting, obscene or abusive language toward any Principal, student, parent/guardian, fellow employees or customers;
- Any discourtesy, unkindness or impatience with a student, parent/guardian, vendor, customer or with any member of the public visiting the Company or school;

- Possessing or carrying firearms, pistols, knives, explosives and other dangerous or hazardous devices or substances, including but not limited to concealed weapons otherwise authorized or permitted by law, on Company or school property or while performing Company or school business;
- Creating or contributing to unsafe or unsanitary condition by act or omission or engaging in “horseplay” while on Company or school property;
- Theft, unauthorized removal of Company or school property, or the property of fellow employees; misappropriation of Company funds or the funds of any client of the Company;
- Negligent or deliberate destruction of or misuse of property belonging to the Company, school, student, parent/guardian, customer, suppliers, or visitors;
- Failure to immediately report damage to, or an accident involving company or school equipment;
- Failure to follow the rules concerning solicitation and/or distribution of literature;
- Unauthorized possession, use, copying or reading of Company or schools records, or disclosure of information contained in such records to unauthorized persons;
- Unauthorized disclosure of confidential information belonging to the Company or school;
- Posting, removing or altering notices on any bulletin board on company or school property without the permission of the Principal;
- Poor attitude or disrespect to Principal, management or fellow workers;
- Poor work performance;
- Walking off the job;
- Excessive use of company or school telephone for personal calls.
- Violation of the Company’s Anti-Harassment, Non-Discrimination and Non-Retaliation Policy;
- Causing hazardous or unsafe working conditions;
- Restricting or interfering with Company or school business or attempting to induce others to do so;
- Conducting personal business on work time and/or property;
- Use of Company or school property or equipment for personal business or for profit;
- Engaging in obnoxious or abusive behavior, including gossip, rumors and statements of a defamatory nature regarding students, parents/guardians, or fellow employees;
- Working unauthorized overtime; and
- Any act of misconduct, incompetence, or any violation of this Handbook which may, in the Company or school’s sole discretion, be grounds for disciplinary action and/or termination of employment.
- Failure to report any criminal arraignment or conviction to the principal immediately.

TERMINATION OF EMPLOYMENT

AccessPoint Educational HR and the Academy will consider you to have voluntarily terminated your employment if you do any of the following:

- Resign from AccessPoint Educational HR and the Academy,
- Fail to return from an approved leave of absence on the date specified by AccessPoint Educational HR, or;
- Fail to report to work or call in for three (3) or more consecutive workdays.

As an at-will employee, AccessPoint Educational HR has the right to terminate your employment for any or no reason, with or without notice. Poor performance, misconduct, excessive absences, tardiness, discrimination, harassment, or other violations of AccessPoint Educational HR's policies are examples of reasons that may result in termination of your employment.

INTERACTION WITH FELLOW EMPLOYEES

Employees are expected to be courteous and considerate of one another. Personal feelings should not interfere with an employee's performance. Problems should be discussed in a professional manner. If differences arise, employees should discuss them with their supervisor or a representative from AccessPoint Educational HR's Human Resources Department at (866) 513-3861.

SOCIAL SECURITY NUMBER PRIVACY POLICY

The Company is committed to keeping the social security numbers of employees private and confidential. Accordingly, the following provisions have been adopted to secure and protect the privacy of social security numbers:

Purpose

Consistent with Michigan Law, the purpose and intent of this policy is to:

- Ensure to the extent practicable the confidentiality of social security numbers belonging to the Company's employees;
- Prohibit unlawful disclosure of employees' social security numbers;
- Limit who has access to information or documents that contain employees' social security numbers;
- Describe how to properly dispose of documents and other media that contain employees' social security numbers; and
- Establish penalties for violation of this policy.

Prohibited Actions

The Company and any employees who have access to a social security number belonging to the Company's employees are expressly prohibited from doing any of the following:

- Publicly displaying all or more than four sequential digits of the social security number. "Public display" means to post, or make visible in a public manner.
- Using all or more than four sequential digits of the social security number as an individual's identification or account number.
- Requiring an employee to use or transmit all or more than four sequential digits of his or her social security number to gain access to an Internet, Intranet, a computer system or network unless the connection is secure, the transmission is encrypted, or a password or other unique personal identification number or other authentication device is also required to gain access.
- Including all or more than four sequential digits of the social security number in or on any document sent to an individual if the social security number is visible on or outside envelope packaging, without manipulation.

- Including all or more than four sequential digits of the social security number in any document or information mailed to a person, organization or entity, unless the document is mailed with consent or is transmitted in accordance with state law.

Authorized Actions

It is not a violation of this Policy to use all or more than four sequential digits of an individual's social security number for administrative purposes in the course of business to:

- Verify an individual's identity;
- Investigate an individual's claim, or their credit, criminal or driving history;
- Detect, prevent or deter identity theft or another crime;
- Lawfully pursue or enforce the Company's legal rights, including, but not limited to an audit, collection, investigation, or transfer or a tax, employee benefit, debt, claim, receivable or account, or an interest in a receivable or account; or
- Provide or administer employee or health insurance or membership benefits, claims, or retirement programs, or to administer the ownership of other investments.

Limited Access

If an employee improperly comes into contact with a document(s) and/or information containing an individual's social security number, the employee must report this immediately to a representative from AccessPoint Educational HR's Human Resources Department at (866) 513-3861. Failure to make such a report may result in disciplinary action.

If an employee has questions as to whether he or she should have access to documents and/or information containing social security numbers, the employee should contact a representative from AccessPoint Educational HR's Human Resources Department at (866) 513-3861.

Proper Disposal

Employees, agents and vendors of the Company who have access to paper documents containing social security numbers must either shred those documents when discarding them, or place the documents in a locked trash bin. Employees, agents and vendors of the Company who have access to electronic documents containing social security numbers shall promptly permanently delete those documents when discarding them. Prior to disposing of any computer or other equipment that contains employee's social security numbers the social security numbers must be rendered irretrievable.

Any employee who violates the privacy provisions of this policy shall be subject to disciplinary action.

PRIVACY STATEMENT

The Company is committed to protecting the privacy of employees, including protected health information. It is the policy of the Company to comply with applicable privacy regulations including, but not limited to, the Health Insurance Portability and Accountability Act (HIPAA). Protected personally identifiable health information that is received, maintained or transmitted in connection with flexible spending accounts and/or health insurance benefits is reasonably and appropriately protected through various standards and safeguards. Access to this information is limited to those employees who have a business reason to know this information. Unlawful disclosure is prohibited. Disposal of such protected information is undertaken according to current secure business standards and safeguards. Employees who violate this policy will be subject to discipline up to and including termination.

DRESS CODE

Dress, grooming and personal cleanliness standards contribute to the morale of all employees and affect the business image of the Company and the school.

During business hours or when representing the Company or school, employees are expected to present a clean, neat and tasteful appearance. Employees should dress and groom themselves according to the requirements of their position. All staff is expected to wear business attire daily. Business attire is defined as shirts, ties, sport coats and/or suits for men and suits, dresses, blouses and appropriate length skirts and slacks for women.

On dress down days, staff members are allowed to wear casual attire including blue jeans. The blue jeans must not be too tight. Items such as jogging suits, shorts, skorts, halter or low cut tops are considered inappropriate dress at work.

Without unduly restricting individual tastes, the following personal appearance guidelines should be followed:

- Shoes must provide safe, secure footing and offer protection against hazards.
- Tank tops, sleeveless T-shirts, tube or halter-tops, shirts with offensive pictures or language, or shorts may not be worn under any circumstances.
- Mustaches and beards must be clean, well-trimmed and neat.
- Hairstyles are expected to be in good taste.
- Unnaturally colored hair and extreme hairstyles, such as spiked hair and shaved heads, do not present an appropriate professional appearance.
- Offensive body odor and poor personal hygiene is not professionally acceptable.
- Perfume, cologne and aftershave lotion should be used moderately or avoided altogether, as some individuals may be sensitive to strong fragrances.
- Jewelry should not be functionally restrictive, dangerous to job performance, or excessive.
- Facial jewelry, such as eyebrow rings, nose rings, lip rings and tongue studs, is not professionally appropriate and must not be worn during business hours.
- Torso body piercing with visible jewelry or jewelry that can be seen through or under clothing must not be worn during business hours.
- Visible excessive tattoos and similar body art must be covered during business hours.

Employees carrying out duties that call for outdoor and physical activities, appropriate dress may include jeans, athletic wear, tennis shoes or other more casual clothing. Safety and activity are two special considerations in determining appropriate dress. Jeans and other work related attire are considered appropriate for janitors and maintenance workers.

Employees who violate this Policy may be asked to leave the workplace and return with proper attire. Under such circumstance, hourly employees will not be compensated for the time away from work. Employees who violate personal appearance guidelines may be subject to appropriate disciplinary action. Employees should consult with the Principal or person designated by the Principal if they have questions as to what constitutes appropriate attire.

SUBSTANCE ABUSE POLICY

The Company is committed to providing a safe work environment and fostering the well-being of its employees. This commitment is jeopardized when any employee uses drugs on or off the job, comes to work under the influence, possesses, distributes or sells drugs in the

workplace, or abuses alcohol on the job. Therefore, it is the policy of the Company to provide a workplace free of alcohol and drugs and to take reasonable and appropriate measures to maintain a safe and productive work environment for employees.

In conjunction with the foregoing policy and the requirements of law, the Company has established as a condition of employment the following rules of conduct for all employees:

- The possession, use, sale, purchase (or attempted use, sale, or purchase) of alcohol on Company premises is strictly prohibited.
- The possession, use, sale, purchase (or attempted) of an illegal drug while on Company premises or while conducting Company business off Company premises is strictly prohibited.
- Being under the influence of or subject to the effects of alcohol, an illegal drug, or the misuse of a legal drug is strictly prohibited while on Company premises or when conducting Company business off Company premises.
- Failing a drug test, failing or refusing to take a drug test when requested, tampering or attempting to tamper with a sample or failing to provide a proper or sufficient sample is strictly prohibited.
- Employees must report any conviction under a criminal drug statute within five (5) days after such conviction.

To implement this policy and assure compliance with the foregoing rules, the Company reserves the right to inspect the property and person of all individuals while on Company property (including but not limited to vehicles, packages, purses, lunch boxes, briefcases, lockers, workstations, and desks). Subject to state law, the Company further reserves the right, in its sole discretion, to require employees to submit to drug and/or alcohol testing by a qualified independent laboratory.

If the Company has a Drug Free Workplace Program, or if an employee is in a position which requires drug testing under state or federal law, the employee will be subject to drug testing under certain circumstances, in accordance with applicable laws. In this event, the employee will either have the opportunity to review or will receive a copy of the policy. This policy applies to all employees of the Company as well as all consultants, vendors and other individuals providing services to the Company at any time on the premises or while engaged in business for the Company.

The Company may serve alcohol at Company functions. During these instances, only attendees of legal drinking age may consume alcohol. Likewise, all employees, relatives and friends at the function that partake in the consumption of alcohol do so at their own risk. Unauthorized use or consumption of alcoholic beverages on Company premises is strictly prohibited. Violation of any of the above rules will result in disciplinary action.

NON-SMOKING POLICY

In keeping with the Company and school's intent to provide a safe and healthy work environment, smoking is prohibited throughout the workplace and all Company and school property. This policy applies equally to all employees, students, parents/guardians, clients, vendors and visitors. Violation of this policy will result in disciplinary action, up to and including immediate termination of employment.

WORKPLACE VIOLENCE POLICY

The Company has a zero tolerance policy towards any violent act in the workplace. No threatening or violent behavior is acceptable and all complaints of violence in the workplace will be investigated. The Company will take appropriate disciplinary action against any employee who is found to have engaged in a violation of this policy.

DEFINITIONS

Workplace violence is any action or word that endangers or harms another employee or results in other employees having a reasonable belief that they are in danger. Such actions include:

Physical, verbal or written harassment including:

- Harassment prohibited by the Anti-Harassment, Non-Discrimination and Non-Retaliation Policy.
 - Bullying or harassing an employee because of physical, mental or other personal characteristics, such as speech, accent, education, or name; or
 - Cartoons, images, such as nooses, or other writings that violate the Anti-Harassment, Non-Discrimination and Non-Retaliation Policy.

Physical, verbal or written threats including:

- Aggressive or hostile behavior that creates a reasonable fear of injury to another person;
- Making threatening remarks;
- Aggressive or hostile behavior that creates a reasonable fear of injury to another person;
- Cartoons, images, such as nooses, or other writings that threaten the Company, its employees or customers.

Assaults or other violence including:

- Hitting another employee;
- Causing or threatening physical injury to another person;
- Physical horseplay;
- Intentionally damaging Company property or property of another employee.

The Company defines company property as all property facilities, land, building structures, fixtures, installations, and motor vehicles whether owned, leased, or used by the Company. The term “Company Property” applies to all work locations, job sites and methods of transportation between such locations while in the course and scope of employment.

Weapons Prohibited on Company Property

The Company strictly prohibits the possession of any weapon while on Company property or while on Company business. Weapon is defined as any object capable of causing serious bodily harm or death to another person, including, but not limited to all firearms, stun guns, knives with blades three (3) inches or longer in length, brass knuckles, and explosives.

Right to Inspect Property

The Company reserves the right to search any areas on Company premises for weapons, including, but not limited to lockers, furniture, containers, drawers, equipment or other facilities, lunch boxes, briefcases, personal bags, personal toolboxes or tool kits, parking lots, Company vehicles and personal vehicles parked on Company premises. Authorized personnel or law enforcement personnel may conduct searches without warning. Employees who refuse

to submit to a search or examination may be subject to disciplinary action, up to and including termination of employment.

Reporting Requirements

Employees are to report all violence. Employees should report violence to the Principal. If the Principal is unavailable, employees should report the violence to the person designated by the Principal or a representative of AccessPoint Educational HR's Human Resources Department at (866) 513-3861. The Company will investigate all reported incidents of violence. To the extent possible, the complaint and its investigation will be kept confidential. In determining whether the alleged conduct violates this policy, the Company will look at the totality of the circumstances.

Penalty

An act found by the Company to violate this policy will result in disciplinary action.

Non-Retaliation

It is every employee's obligation to report violent incidents and cooperate in any investigation. The Company will not retaliate against an employee for complaining or cooperating in an investigation under this policy. Employees who believe they have been retaliated against should report the retaliation to a representative of AccessPoint Educational HR's Human Resources Department at (866) 513-3861.

ABUSE/ENDANGERMENT OF STUDENTS

AccessPoint Educational HR forbids any form of verbal or physical abuse, including unnecessary or unwanted physical contact with students. Additionally, no staff member may permit a parent or guardian to physically abuse or discipline a child on school premises. This type of conduct will result in immediate termination of the employee, regardless of position.

Endangering the well-being or safety of students, including leaving a classroom unsupervised, will result in termination.

Social Workers, School Counselors, School Nurses, Teachers and School Administrators are considered mandatory reporters and are required by law to make an oral report within twenty-four (24) hours of suspected child abuse or neglect to the Department of Human Services. The verbal report can be completed by calling toll free (800) 942-4357 or calling the local county DHS office's child protected services unit. Within seventy-two (72) hours of the oral report being made to the Department of Human Services, the reporting person shall file a written report using form DHS-3200 to the Department of Human Services using the Report of Actual or Suspected Child Abuse or Neglect Form. If the reporting person is not the School Administrator, the reporter is required by law to make the School Administrator aware and provide a copy of the report but is ultimately personally responsible for the report being made. If a mandated reporter is dissatisfied with the response by the CPS intake worker, he or she may contact the Mandated Reporter Hotline at (877) 277-2585.

Any school employee who is not a social worker, school counselor, school nurse, teacher or School Administrator may make a report directly to DHS but must make their School Administrator aware.

The Child Protection Law protects the identity of the person who makes the complaint unless the individual waives that right or the court orders the name to be released. Likewise, a person making a good faith report is protected from civil and criminal prosecution and cannot be penalized for making the report or cooperating with a CPS investigation.

No staff member is to clean a soiled child if he/she is not the same sex as the child. The school Administrator/Principal shall determine whether or when to apply any exception.

COMPUTER/INTERNET USAGE, ELECTRONIC MAIL AND VOICEMAIL

The computers, computer files, e-mails and voicemail are property of the Company and school. The Company and the Principal reserves the right to look at or listen to any electronic file, e-mail or voicemail on the Company's information systems.

General Computer Usage Guidelines

The installation of unauthorized software on Company or school computers is prohibited. The installation of unauthorized software or the willful or intentional destruction of computer software or hardware may subject the employee to disciplinary action.

Licenses

The Company and school purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, the Company does not have the right to reproduce such software for use on more than one computer. Employees are required to use software according to the software license agreement. Installation of software without prior supervisor approval and illegal duplication or use of software and its related documentation is strictly prohibited and may result in disciplinary action.

Internet Usage

Internet access is an instrument to be used to conduct Company and school business. Any unauthorized use of the internet is prohibited. The unauthorized use, installation, copying or distribution of copyrighted, trademarked or patented material on the internet is expressly prohibited. As a general rule, if an employee did not create material, does not own the rights to it or has not gotten authorization for its use, it should not be put on the internet. Employees are responsible for ensuring that the person sending any material over the internet has the appropriate distribution rights. Any non-company usage of the internet or other violation of the internet usage policy may result in disciplinary action.

Electronic Mail and Voicemail Policies

Email and Voicemail systems are provided by the school to assist in the conduct of business within the school. As with other forms of business communication at the Company and school, email and voicemail should always be professional in content and format.

General Electronic Mail and Voicemail Usage Guidelines

Use of e-mail is limited to employees. Employees are responsible to maintain the security of their account and take precautions to prevent unauthorized access to their mailbox. Unauthorized entry to an individual's account or mailbox is prohibited. Computer passwords and security codes are unique to the individual and should not be shared, transferred, or disclosed. The Company reserves the right to know all such passwords and security codes and

retains ownership of and access to all Company and school systems and information on those systems.

Email and voicemail systems are Company and school property. All messages are and remain property of the Company, not private property of any employee, and should not be assumed confidential. The Company and school reserves the right to retrieve, review, audit and disclose all messages created, received or sent on the e-mail and v-mail systems. The Company and school may view, listen to, copy or delete e-mail and v-mail messages, without your permission. Do not put anything on e-mail or v-mail that you would not put in a formal or public memo.

Unacceptable Usage

The Company and school strictly prohibits the use of computers, the e-mail and v-mail systems in ways that are disruptive, offensive or harassing of others or harmful to morale. Prohibited use of e-mail or v-mail may result in disciplinary action, up to and including termination. Examples of misuse include the following:

- Transmitting offensive or disruptive messages, and messages that are prohibited under the Anti-Harassment, Non-discrimination and Non-retaliation Policy.
- Use of Company e-mail for personal business, competing businesses or chain letters.
- Distributing confidential messages to parties outside the Company.
- Using the e-mail system to send or receive copyrighted materials, trade secrets, proprietary financial information or similar materials without authorization.
- Breaking into the system or unauthorized use of a password/mailbox.
- Soliciting for commercial ventures, religious or political causes, outside organizations or other non-job related solicitations. However, employees are permitted to solicit for charitable organizations, such as school fundraisers, Girl and Boy Scouts and the American Red Cross.
- Making personal purchases using your Company e-mail address.
- Sending or posting messages or material that could damage the organization's image or reputation.
- Jeopardizing the security of the Company's electronic communications system.
- Sending anonymous e-mail messages.

Policy Administration

Prudent use of the school e-mail and v-mail systems is each employee's responsibility. Violations of this policy or use of e-mail or v-mail for improper purposes may be grounds for disciplinary action, up to and including termination at the sole discretion of AccessPoint Educational HR and the Principal.

SOCIAL MEDIA POLICY

The Company encourages employees to share information with co-workers and the general public for the purposes of promoting the company, gathering information, and engaging in public conversation. Social media is an informal and real time way to exchange ideas and information. However, it is the right and duty of the company to protect itself from unauthorized disclosure of information. The Company's social networking policy applies to all executive officers, board members, management and staff.

General Provisions

For all extensive purposes of this policy, refers to blogs, forums, and social networking sites, such as Twitter, Facebook, LinkedIn, Instagram, YouTube, and MySpace, other similar online platforms not associated or affiliated with the Company. This includes all future social media technologies not yet contemplated.

Personal use of Social Media

Employees have the right to maintain personal websites and social media sites on their own time using their own networks, facilities, and equipment. Employees may not allow social media interaction to interfere with their work. As a general guideline, the company considers social media engagement a personal activity, but acknowledges employees right to express their thoughts or promote their ideas as long as they do not conflict with company policies or business.

Work Related use of Social Media

Employees may engage in social media activities during work hours, given it is directly related to their work, approved by the supervisor, and does not reference or identify company clients, customers, or vendors without prior permission. The company reserves the right to monitor employee use of company computers and the Internet, including all employee social networking activity.

Rules and Guidelines

Unless specifically instructed, employees are not authorized to speak on behalf of the Company. Employees are required to protect the privacy of the Company and its employee and customers, and are prohibited from disclosing personal employee and nonemployee information and any other proprietary and nonpublic information to which employees have access.

Demonstrate respect for the dignity of the company, its owners, its customers, and its employees. A social media site is a public place, and employees should avoid inappropriate comments. For example, do not use ethnic slurs, engage in harassment, or use inappropriate language. Independent and personal pages may be maintained, but any inappropriate actions or remarks reflecting poorly on the company will not be tolerated.

Employees should not use a social media to criticize the company's competition and similarly should not use social media to compete with the company.

Do not identify or reference company clients, customers, or vendors without express permission. Employees may write about their jobs in general but may not disclose any confidential or proprietary information. Likewise, ideas related to work or the company's business belong to the company. Do not post them on a social media site without the company's permission. When in doubt, ask before posting any information.

Discipline of Violations

The Company investigates and responds to all reports of violations of the social networking policy. Violation of the company's social networking policy will result in disciplinary action. Discipline or termination will be determined based on the nature and factors of any social

networking post. The Company reserves the right to take legal action where necessary against employees who engage in prohibited or unlawful conduct.

Legal Disclaimer

Employees must comply with all applicable laws, including but not limited to, Federal Trade Commission (FTC) guidelines, copyright, trademark, and harassment laws. Do not use the company's or others' trademarks on a social media site, or reproduce the company's or others' material without first obtaining permission. Nothing in this policy is meant to limit an individual's rights under any applicable federal, state or local laws, including rights under the National Labor Relations Act to engage in protected concerted activities with other employees to improve the terms and conditions of employment.

PERSONAL TELEPHONE CALLS AND CELL PHONE USAGE

Employees must exercise restraint when placing or receiving personal calls during the work day. Personal calls should be kept as brief as possible and, in no event, should any personal call interfere with an employee's job duties or customer service. Employees who make long distance personal calls on the Company or school telephone may be required to reimburse the Company or school for the charges associated with such calls.

Employees who are provided with a cell phone by the Company or school must limit their use of the cell phone for personal reasons both while working and during non-working hours. The Company, at its sole discretion, may require employees to reimburse the Company or school for charges associated with personal cell phone usage, including roaming fees and text message charges.

COMPANY MAIL

Employees are prohibited from using the Company or school's paid postage for personal correspondence.

VISITORS

Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare and avoids potential distractions and disturbances. Accordingly, only authorized visitors are allowed in the workplace.

All visitors must enter the Company and school at the main entrance. Authorized visitors will receive directions or be escorted to their destination. Employees are responsible for the conduct and safety of their visitors. It is the responsibility of the employee to limit the duration of the visit to a reasonable amount of time to adequately conduct business. Employees who observe an unauthorized individual on Company premises must immediately notify their supervisor or, if necessary, direct the individual to the main entrance.

The school may exercise the right to inspect all packages and parcels entering and leaving the school grounds.

Employees who observe an unauthorized individual on school premises must immediately notify the Principal or, if necessary, direct the individual to the main entrance.

SAFETY

To assist in providing a safe and healthful work environment for employees, students, parents/guardians, customers, and visitors, AccessPoint Educational HR has established a workplace safety program. Workplace safety is a top priority for AccessPoint Educational HR. The Safety Coordinator has responsibility for implementing, administering, monitoring and evaluating the safety program, however, its success depends on the alertness and personal commitment of all.

AccessPoint Educational HR provides information to employees about workplace safety and health issues through regular internal communication channels such as staff meetings, bulletin board postings, memos or other written communications.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must comply with all company and school safety policies, as well as any occupational safety and health standards and regulations established by the Occupational Safety and Health Act and state and local regulations. Employees must immediately report any unsafe condition to the Principal, person designated by the Principal, and/or an AccessPoint Educational HR Human Resource Professional at (866) 513-3861. Employees who violate safety standards, cause hazardous or dangerous situations, fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

Safety is a vital concern to the Company and school. The ultimate responsibility for safety, however, lies with the employee. The Company and school need your help in promoting safety and the prevention of accidents by observing the following fundamental safety rules:

Employees should:

- Learn their job and how to be safe in the workplace.
- Know the location of fire alarm boxes, extinguishers and their duties in case of fire.
- Promptly report all unsafe or potentially hazardous conditions, such as, but not limited to:
 - Wet or slippery floors
 - Cluttered or unsafe areas
 - Equipment left in aisles, walkways or blocking exits
 - Exposed or unsafe electrical wiring
 - Careless handling of equipment
 - Defective or unguarded equipment
- Follow all manufacturer recommendations when operating electrical equipment.
- Immediately report all accidents to your supervisor.
- Use proper lifting procedures and get help when needed.
- Wear safety glasses and protective clothing when necessary.
- Handle hazardous chemicals with care.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees must immediately notify the Safety Coordinator at AccessPoint Educational HR or the Principal. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures. The injured employee will be directed to the company's designated occupational health center.

EXPOSURE CONTROL PLAN – BLOODBORNE PATHOGENS

AccessPoint Educational HR Bloodborne Pathogens Exposure Control Plan was developed to minimize or eliminate employee occupational exposure to blood or certain other bodily fluids. The plan is located in the school office. The plan provides information regarding the following:

- The plan defines Bloodborne pathogens, mainly Hepatitis B (HBV) and Human Immunodeficiency Virus (HIV), including information regarding symptoms and how such diseases can be transmitted in the workplace.
- An exposure to Bloodborne pathogens is defined as a specific skin, eye, mucous membrane or parenteral contact with blood or other potentially infectious materials resulting from the performance of any employee's duties.

Specific procedures should be used in order to reduce exposure to Bloodborne pathogens. These include using protective items such as puncture proof containers for disposing of sharp items, cleaning, etc., and using disinfecting solution for cleaning contaminated areas. Work practices that can prevent transmission of disease such as effective hand washing should be used. Finally, disposal procedures for contaminated materials should be followed for example, contaminated first aid items should be sealed in a zip lock bag before disposal.

Any exposure incident must be documented as described in the Health and Safety Manual. In addition, the Hepatitis B vaccine is available at no cost to the employee if there is an exposure.

AccessPoint Educational HR requires that all employees certify their training in Bloodborne Pathogens annually.

USE OF COMPANY EQUIPMENT AND VEHICLES

Personal use of Company property is strictly prohibited without the expressed prior approval from the Principal.

When using Company property, employees are expected to exercise care, perform required maintenance and follow all operating instructions, safety standards and guidelines. Prompt reporting of damage, defect and the need for repairs can prevent deterioration of equipment and possible injury to employees or others. Thus, employees must notify the Principal if any equipment, machines, tools or vehicles appear to be damaged, defective or in need of repair. Employees with questions regarding their responsibility for maintenance and care of Company or school equipment or vehicles should consult with the Principal or person designated by the Principal.

Improper, careless, negligent, destructive or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment.

CONFLICTS OF INTEREST

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. Employees should contact a representative of AccessPoint Educational HR's Human Resources Department at (866) 513-3861 if they have any questions regarding this policy.

“Conflicts of Interest” include an obligation to, or relationship with, any person or organization with whom the Company competes or does business that could affect an employee's judgment in fulfilling his/her responsibilities to the Company or school.

An actual or potential conflict of interest can occur when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of the Company or school's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

Personal gain may result when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving the Company or school. These types of transactions should be avoided. No “presumption of guilt” is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to the Principal or AccessPoint Educational HR's Human Resources Department as soon as possible.

Employees should avoid transactions with outside firms that result in unusual gains for those firms. Unusual gains include bribes, product bonuses, special fringe benefits, unusual price breaks and other windfalls designed to ultimately benefit the employer, the employee, or both. Promotional plans that could be interpreted to involve unusual gain require specific executive-level approval.

OUTSIDE EMPLOYMENT

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

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals outside the Company for materials produced or services rendered while performing their jobs.

ACCESS TO PERSONNEL FILES

AccessPoint Educational HR maintains a personnel file on each employee. The personnel file includes information such as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases and other employment records.

Personnel files are the property of AccessPoint Educational HR and access to the information they contain is restricted. Generally, only supervisors and management personnel of the Company who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact a representative from AccessPoint Educational HR's Human Resources Department at (866) 513-3861. With reasonable advance notice, employees may review their own personnel files in AccessPoint Educational HR's offices and in the presence of an individual appointed by AccessPoint Educational HR to maintain the files.

STATE REQUIREMENTS

All employees must comply with state requirements for employment, such as but not limited to, fingerprinting, licensure and certification, child abuse, criminal record, tuberculin tests, first aid/CPR and physician's reports. Employees are also required to provide transcripts to verify units earned and in-service hours. Applicable requirements must be submitted to the Principal prior to beginning employment for each school year. Costs are the responsibility of the employee. The only exception to the cost being the responsibility for the employee is when the Academy sponsors a school wide training.

PERSONNEL DATA CHANGES

It is the responsibility of each employee to promptly notify AccessPoint Educational HR of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishment, and other such status reports should be accurate and current at all times. If any personnel data has changed, employees must notify a representative from AccessPoint Educational HR's Human Resources Department. Certain changes may require appropriate documentation. Some benefit providers require that changes be reported within contained time frames (such as within 30 days) after the change has taken place. Failure to notify AccessPoint Educational HR of any changes may result in the loss of certain benefits.

EXPENSE REIMBURSEMENT

Employees must obtain the Principal's advance authorization (by way of a purchase order) prior to incurring an expense on behalf of AccessPoint Educational HR. To be reimbursed for all authorized expenses, an expense report accompanied by receipts must be submitted to the Principal for approval. Please submit the expense report each month, as you incur authorized reimbursable expenses. In order for Choice Schools to keep records and accounting accurate and current, expense reports older than three (3) months old may not be honored.

If you are asked to conduct company business using your personal vehicle, you will be reimbursed at the rate of reimbursement per mile set by the Internal Revenue Service for its employees. Please submit this expense, to the Principal, on your monthly expense report.

CREDIT CARDS

If you are provided with a credit card, it must be used with discretion. It can be used to purchase only those items specifically designated by AccessPoint Educational HR. The purchases are to be approved in advance by your supervisor, must clearly be for business purposes, and must be able to be proven (i.e.: receipt, signed purchase order). Any item purchased with a Company or Richfield Public School Academy credit card for personal use may subject that person to immediate termination of employment.

TIME OFF & LEAVES OF ABSENCE

HOLIDAYS

Full Time Staff are eligible for holiday pay.

Approved and additional holidays will be outlined in the Board approved Academy calendar.

Holidays falling on a Saturday will normally be observed the preceding Friday. Holidays falling on a Sunday will normally be observed on the following Monday. The Company reserves the right to change the number of paid holidays at any time.

To be eligible for holiday pay, eligible employees must work the last scheduled day immediately preceding the holiday and the first scheduled day immediately following the holiday, unless the employee is on an approved day off in accordance with Company policy.

To qualify for Winter Break or Spring Break pay, eligible employees must be in paid status the ten (10) scheduled working days immediately preceding the applicable break.

If a recognized holiday falls during an eligible employee's paid absence (such as vacation or sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied. If eligible, non-exempt full-time employees work on a recognized holiday, they will receive holiday pay plus wages at their straight-time rate for the hours worked on the holiday. Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday).

PAID TIME OFF

Paid Time Off (PTO) may be taken at the employee's discretion. PTO may also be used during an employee's own illness, to care for an ill child, or for medical, legal or other personal business reasons which can only be scheduled during business hours. Included in paid time off are bereavement, and religious holidays. The employee is to designate the reason for time off on the employee attendance record.

Religious leave is available as paid time off provided the employee has days available. The Principal should be given at least two weeks advance notice for religious leave. If a PTO day is not available, you will not be paid for religious leave.

The Principal should be notified of PTO requests as far in advance as possible.

Regular full-time employees are eligible to accrue PTO. PTO hours begin accruing on your hire date. Regular full-time employees earn 0.0385 hours per eligible hour worked, accruing from your hire date.

Part time, temporary, and contract employees are not eligible for to earn personal or vacation days. These employees may request to take time off without pay. All requests must be

submitted at least two (2) weeks in advance, except in the case of illness. AEHR reserves the right to approve or deny the leave request, based on the needs of the school.

Except in the instance of illness or emergencies, all PTO must be scheduled in advance with your Principal. Every effort will be made to grant your request for PTO at the time you desire. However, PTO cannot interfere with the Academy’s operation and therefore must be approved by your Principal in advance. If any conflicts arise in requests for PTO, preference will be given to the first employee who requests the time off.

PTO will not be granted on the last workday preceding a scheduled school holiday and on the first workday immediately following the last day of a holiday. Exceptions must be requested in writing and must be recommended for approval by the Principal, who is the final decision maker on such requests for exception.

PTO will not be granted during the first two (2) weeks of the school year, the last two (2) weeks of the school year, or during required Pre-Service Weeks except for personal or family illness and personal emergencies. All exceptions must be requested in writing and must be approved by the Principal.

Normally, only accrued PTO may be taken. You may not receive advance PTO pay (for time off taken in excess of your PTO accrual balance) without written authorization from your Principal. Such authorization is at the discretion of your Principal and must be granted in advance of your time off. Any amount of advance PTO paid, but not yet accrued at the time of termination of employment, will be deducted from your final paycheck.

Unauthorized absences may result in disciplinary action, up to and including termination of employment.

If your employment with AccessPoint Educational HR ends, and you have accrued PTO days, you will not be “paid out” or compensated for unused, accrued PTO days.

UNUSED PTO

Employees are allowed to rollover unused PTO days into the next calendar year (January), for a maximum number of 16 PTO days (112 hours) within any given year.

VACATION

Vacation is a time for you to rest, relax, and pursue special interests. Only regular full-time employees who work for twelve (12) consecutive months are eligible for vacation. Those who only work on-site during the school year, do not receive this benefit.

Full Time Staff Members who work twelve (12) months out of the year, are eligible awarded vacation time at the following rate:

Length of Employment	Total Vacation Days Available
More than One, Less than Three Years	5 Days (35 hours)
More than Three, Less than Five Years	10 Days (70 hours)
More than Five, Less than Seven	15 Days (105 hours)

More than Seven Years	20 Days (140 hours)
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All eligible staff will be awarded Vacation on January 1 of each year.

The Principal will always try to let you use your vacation time as desired, but vacations cannot interfere with the Academy’s operation. Therefore, your Principal must approve your vacation at least two (2) weeks in advance. If any conflicts arise in vacation requests, preference will be given to the employee with the longest length of continuous service.

All vacation time must be taken in half-day increments, unless otherwise authorized in writing. Your Principal must approve specific vacation dates. Your Principal has the responsibility to maintain adequate staffing levels and has the authority to limit the approval of vacation requests in order to meet operational needs. Requests will normally be granted as long as your absence will not seriously affect the school’s operations. Usually, only one employee may be out on a vacation day in a department at any one time.

Employees who provide direct services to students will not be permitted to take vacation days on the immediate workday preceding or following a student school calendar scheduled holiday unless prior approval has been received from the Principal.

Exceptions to this policy may be made in unusual circumstances. Each case will be viewed on an individual basis by the Principal and AccessPoint Educational HR.

Any unused vacation days on January 1 of each year will be considered null and void, and will not rollover into the next year.

If employment ends with AccessPoint Educational HR, and you have accrued vacation days, you will not be “paid out” or compensated for unused, accrued vacation days.

BEREAVEMENT

Bereavement is leave granted due to the death of a family member and may be paid as follows:

- AccessPoint Educational HR will grant all staff members up to five (5) consecutive days off with pay when a death occurs in their immediate family. Immediate family is defined as mother, father, sister, brother, husband, wife, son, daughter, grandparent, mother-in-law, father-in-law, sister-in-law, and brother-in-law.
- AccessPoint Educational HR will grant all staff members up to three (3) consecutive days off with pay when death occurs to a relative living within their household. Relatives are defined as aunt, uncle, nieces, nephews, and cousins.
- AccessPoint Educational HR will grant all staff members one (1) excused day when death occurs to a relative not living within their household. Staff members may use a personal day. Relatives are defined as aunt, uncle, nieces, nephews, and cousins.
- Staff members may request Bereavement leave from their supervisor upon notification of the death of a family member.
- Staff members must submit a copy of the obituary to their Administrator upon return to work.

JURY DUTY

All Regular Full-Time Employees reporting for jury duty will be paid the difference between the fees received for such jury duty and the employee’s regular rate of pay up to a maximum of two weeks. Exceptions to this two-week period may be considered if extenuating circumstances exist. Any other

non-travel allowance received by the employee is to be included in the fees paid for jury duty. If such allowance is received by the employee after receiving compensation from AEHR, employee shall reimburse AEHR for such allowance. In order to be eligible to receive jury duty pay from the Employer, an employee must:

- Notify the Principal within forty-eight hours of receipt of the jury summons so that arrangements can be made to accommodate the employee's absence;
- Provide the Principal with a copy of the jury summons or subpoena;
- Return to work promptly after being excused from jury duty service.
- Provide the Employer with substantiation regarding the amount of jury duty pay, travel expenses and meal expenses received from the court for the jury duty service.

WITNESS DUTY

Employees who have been subpoenaed or otherwise requested to testify as a witness by the Company or school will receive paid time off for the entire period of witness duty. Full-time employees will be granted a maximum of 14 hours (2 days) of paid time off to appear in court as a witness at the request of a party other than the Company. Employees will be paid at their base rate and may use any available paid time off for periods of absence that would otherwise be unpaid under this Policy.

To receive compensation under this Policy, employees must provide the subpoena to their supervisor immediately after it is received so that arrangements can be made to accommodate the employee's absence. Employees are expected to report to work whenever the court schedule permits, and must contact their supervisor on a daily basis to discuss work issues.

FAMILY AND MEDICAL LEAVE ACT POLICY

Purpose

The Company will provide eligible employees with leave for family and medical reasons as required by the Family and Medical Leave Act of 1993, 29 U.S.C. 2601 et. seq. The rights granted and obligations imposed in this policy are limited to those created by the Family and Medical Act of 1993, 29 USC. 2601 et. seq. Other than those contained in this Handbook, all previous policies governing leaves of absence for medical, family or parental reasons are rescinded. Any questions concerning this policy should be directed to an AccessPoint Human Resources representative at (866) 513-3861.

Eligible Employees

An employee is eligible for family, medical or injured service member family leave if all of the following criteria are met:

- The employee has been employed by the Company for at least 12 months;
- The employee has worked for the Company at least 1,250 hours during the 12 months immediately preceding the commencement of the leave; and
- The employee is employed at a work site where 50 or more employees are employed by AccessPoint within 75 miles of the work site.

Reasons for Leave

Leave will be granted for any one or more of the following reasons:

- Birth of a child and to care for the newborn child;

- Placement with the employee of a son or daughter for adoption or foster care;
- To care for the employee's spouse, son, daughter or parent with a serious health condition; or
- Because of a serious health condition of the employee that makes the employee unable to perform the functions of his/her position. A "serious health condition" means an illness, injury, impairment, or physical or mental condition that involves:
 - Inpatient care in a hospital, hospice or residential medical care facility including any period of incapacity or any subsequent treatment in connection with inpatient care; or,
 - Continuing treatment by a health care provider.
- Because of a qualifying exigency when a qualified family member is on covered active duty or has been called to active duty in the Armed Forces in support of a contingency operation.
 - A "qualifying exigency" may include leave that is necessary as a result of the family member's call to active duty including short notice deployment (seven days or less), attending certain military functions and related activities, arranging for alternative childcare and school issues, addressing certain financial and legal arrangements, attending, counseling, rest and recuperation, post-deployment activities, and additional activities agreed to between the Company and employee.
- To care for a covered service member if the employee is the spouse, son, daughter, parent, or next of kin of the service member.
 - The term "covered service member" means a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.
 - The term "outpatient status," with respect to a covered service member, means the service member is assigned to:
 - i) a military medical treatment facility as an outpatient; or
 - ii) a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.
 - The term "next of kin" means the nearest blood relative of that individual.
 - The term "serious injury or illness," in the case of a member of the Armed Forces, means an injury or illness incurred by the member in the line of duty on active duty in the Armed Forces that may render the member medically unfit to perform the duties of the member's office, grade, rank or rating.

Leave entitlement under this policy will run concurrently with a [personal/disability] leave or a workers' compensation absence, provided the leave or absence is due to a qualifying serious health condition.

Allowed Leave

An eligible employee is entitled to 12 work weeks of unpaid leave during any 12-month period for any one, or more, of the following reasons:

- Birth of a child and to care for the newborn child;
- Placement with the employee of a son or daughter for adoption or foster care;

- To care for the employee's spouse, son, daughter or parent with a serious health condition;
- Because of a serious health condition of the employee that makes the employee unable to perform the functions of his/her position; or
- Because of a qualifying exigency when a qualified family member is on covered active duty or has been called to active duty in the Armed Forces in support of a contingency operation.

An eligible employee, who is the spouse, son, daughter, parent, or next of kin of a covered service member, is entitled to a total of 26 workweeks of leave during a 12-month period to care for the service member. Service member family leave is only available during a single 12-month period.

During any single 12-month period, an eligible employee is entitled to a combined total of 26 workweeks of leave for service member family leave and any other type of leave for which the employee may be eligible under the FMLA. The 12-month period for allowable leave is measured backward from the date an employee uses any leave under this policy. All leave taken within that 12-month period will be counted against an employee's annual leave entitlement under the FMLA.

Employment of Spouses.

A husband and wife who are eligible for FMLA leave and are both employed by the Company shall be limited to a combined total of 12 weeks of leave during any 12-month period if leave is taken for:

- The birth of a child and to care for the newborn child;
- Placement with the employee of a son or daughter for adoption or foster care, and to care for the child after placement; or,
- To care for the employee's parent with a serious health condition.

An employee's entitlement to leave for the birth or placement for adoption or foster care expires at the end of the 12-month period beginning on the date of the child's birth or placement. All leave must be concluded within this 12-month period.

The total number of workweeks of leave to which a husband and wife may be entitled is limited to 26 workweeks during a single 12-month period if the leave is:

- For service member family leave; or
- combination of service member family leave and leave for the birth and care of a newborn child, placement of the child with the employee for adoption or foster care, and to care for a family member (spouse, parent or child) with a serious health condition or for the employee's own serious health condition.

Leave Taken Intermittently or On a Reduced Leave Schedule

An employee may take leave on a reduced or intermittent schedule when medically necessary, if the leave is to care for the employee's spouse, son, daughter or parent with a serious health condition, the employee's own serious health condition, or for service member family leave. Intermittent or reduced leave schedules are only available for leave taken for the birth or placement of a child for adoption or foster care if the Company expressly agrees to provide the employee with such leave.

When the employee is taking leave for planned medical treatment for a family member or the employee's own serious health condition, or for service member family leave, the employee must make a reasonable effort to schedule the treatment so as not to disrupt unduly COMPANY NAME's operations, subject to the approval of the health care provider.

Relation to Paid Leave/Substitution/Runs Concurrently

Employees with accrued [PTO/vacation] must substitute their [PTO/paid vacation] for all or a part of any unpaid leave relating to the birth of a child or placement of a child for adoption or foster care.

Employees with accrued [PTO/vacation/sick leave benefits] must substitute their [PTO/paid vacation/sick leave benefits] for all or a part of any unpaid leave needed to care for a family member or the employee's own serious health condition.

Notice of Leave

An employee is required to give at least 30 days advance notice before the leave is to commence if the need for the leave is foreseeable. When the need for leave is not foreseeable or 30 days notice is not practicable, the employee is required to give notice as soon as practicable. An employee's leave may be delayed due to lack of required notice where it is clear that the employee had actual notice of these requirements.

Medical Certification

An employee is required, at his/her expense, to provide a medical certification to support a request for leave to care for the employee's seriously ill family member, the employee's own serious health condition, or for service member family leave. Medical certification is required for any period of incapacity due to pregnancy or for prenatal care. A representative from AccessPoint's Human Resources Department will provide the employee with the appropriate medical certification form. The employee must have his or her health care provider complete the medical certification and return it to a representative from AccessPoint's Human Resources Department.

Similarly, an employee requesting qualifying exigency leave must provide, at his/her expense, a completed Certification of Qualifying Exigency For Military Family Leave form. A representative from AccessPoint's Human Resources Department will provide the employee with the Certification. The employee must have the appropriate individual complete the Certification and return it to a representative from AccessPoint's Human Resources Department

When leave is foreseeable and at least 30 days notice has been provided, the employee should provide the medical certification before the leave begins. If this is not possible, the employee must provide medical certification no later than 15 calendar days after the employee's request for leave, unless it is not practicable to do so under the circumstances.

If an employee fails to provide medical certification in a timely manner for foreseeable leave, leave may be delayed until the required certification is provided. Similarly, if an employee fails to provide medical certification as soon as is reasonably possible when the need for leave is not foreseeable, or in the case of re-certification, the continuation of leave may be delayed.

If the Company has reason to doubt the validity of the employee's medical certification, it has the right to require the employee or family member to be examined by a health care provider of its choosing at its expense. If the opinions of the employee's and the Company's designated health care providers differ, the Company may require the employee to obtain medical certification from a third health care provider at its expense. The third health care provider's opinion shall be final and binding and will be designated or approved jointly by the employee and the Company. Pending receipt of the second or third medical opinions, the employee is provisionally entitled to FMLA benefits.

The Company may from time to time, and at reasonable intervals, require an employee to obtain re-certification as permitted by the Family and Medical Leave Act.

Health Insurance Benefits

During a leave under this policy, an employee's coverage under the Company group health insurance plan will be maintained on the same conditions as coverage would have been provided if the employee had not taken the leave. The employee must continue to pay his/her share of health insurance plan premiums during the leave period.

If the Company provides a new health plan or benefits, or changes health benefits or plans, while an employee is on leave, the employee is entitled to the new or changed plan/benefit to the same extent as if the employee were not on leave. This also means that if premiums are increased or lowered, the employee will be required to pay the new premium rates.

Employees who are required to pay a share of the health insurance plan premiums must arrange for payment of the premiums with a representative from COMPANY NAME.

AccessPoint's obligation to maintain health insurance coverage ceases if:

- The employee's premium payment is more than 30 days late;
- The employee informs the Company of his/her intent not to return from leave;
- The employment relationship would have terminated if the employee had not taken leave; or,
- The employee fails to return from leave or continues on leave after exhausting his/her leave entitlement.

AccessPoint may recover the health insurance premiums if paid during an employee's leave if the employee fails to return to work after the employee's leave under this policy is exhausted or expires, unless the reason the employee does not return is due to:

- The continuation, recurrence or onset of a serious health condition of the employee or the employee's family member or for service member family leave; or
- Other circumstances beyond the employee's control.

Benefits Other Than Health Insurance

The taking of leave will not result in the loss of any employment benefit accrued prior to the date on which leave commenced, but an employee is not entitled to the accrual of any seniority or employment benefits during the period of leave except as required by the Family and Medical Leave Act.

Notice Regarding An Employee's Intent to Return to Work

An employee on leave is required to report periodically on the employee's status and intent to return to work. If an employee gives unequivocal notice of intent not to return to work, the employment relationship will terminate and all rights and obligations under the Family and Medical Leave Act cease.

Reinstatement & Fitness for Duty

On return from leave, an employee will be returned to the same position he/she held when leave commenced, if the position remains available, or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment.

Unless on intermittent leave, as a condition of restoring an employee whose leave was occasioned by the employee's own serious health condition, AccessPoint will require the employee, at his/her expense, to obtain and present a certification from his/her health care provider that the employee is able to resume work. Restoration to employment may be delayed until the employee submits a fitness-for-duty certification.

Upon restoration to employment, an employee has no entitlement to any greater right, benefit, or position of employment other than any right, benefit or position to which the employee would have been entitled had he/she not taken leave.

Key employees (defined as a salaried FMLA-eligible employee who is among the highest paid 10 percent of all employees) may not be entitled to reinstatement. Key employees will be informed of their status and rights and obligations under the Family and Medical Leave Act upon request for a leave of absence under the policy.

An employee who fraudulently obtains leave under this policy is not protected by the Family and Medical Leave Act's job restoration or maintenance of health benefits provisions.

Circumstances Under Which Leave May Be Delayed

An eligible employee's leave may be delayed for lack of required notice under this policy. If an eligible employee fails to provide, in a timely manner, a requested medical certification to substantiate the need for leave due to a serious health condition or for service member family leave, the Company may delay leave until the employee submits the certification.

MILITARY LEAVE

Military leaves of absence will be granted in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and applicable state law. Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.

Employees may use any available paid time off for periods of unpaid military leave.

Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible.

Benefit accruals, such as PTO, vacation, sick leave or holiday benefits, will be suspended during the leave and will resume upon the employee's return to active employment.

Employees on military leave for 30 days or less are required to return to work on the first regularly scheduled shift after the end of service, allowing reasonable travel time. Employees on military leave for more than 30 days must apply for reinstatement in accordance with USERRA and all applicable state laws.

Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. Employees will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

For more information or questions about military leave employees should contact the Human Resources Department at Access Point at (866) 513-3861.

DONATE PERSONAL TIME POLICY

AccessPoint Educational HR understands that employees may have a family emergency or personal crisis that may cause a severe impact, resulting in a need for additional time off in excess of the PTO available to them. All eligible employees may choose to donate PTO time from their unused balance to their co-workers in need, in accordance with the below:

- In order for an employee to be eligible to receive donated time, the following qualifications must be met:
 - **Family Health Related Emergency:** Critical or catastrophic illness or injury to the employee or an immediate family member. An immediate family member is defined as a spouse, child, parent, or other relationship in which the employee is the legal guardian or sole caretaker.
 - **Other Personal Crisis:** A personal crisis of a severe nature that directly impacts the employee.
- Employees who receive donated time may not receive more than 480 hours (12 weeks) within a rolling 12 month period.
- Employees who donate time must meet the following qualification
 - Must be employed for at least 1 year
 - May not donate time if it causes employee to go into the negative. Employees may not borrow against future personal time to donate.
 - Must donate a minimum of 4 hours and may not donate over 40 hours

Employees who wish to donate or ask for donated time, must submit an official request to school leadership by completing a Donation of Personal Time Form. All requests must be approved by the school Superintendent.

If an employee has any available personal or vacation time, this will be used prior to any donated personal time. Any personal time that is donated in excess of the time off needed will be returned to the donor.