



# **LiFT Team Member Handbook**

## **2021-2022**

## PURPOSE

LiFT Inc. is a not-for-profit educational organization dedicated to promoting the advancement of knowledge and skills in education within an inclusive setting. We assist each student to reach their potential academically and develop necessary skills for independence.

## TAX EXEMPT STATUS

Section 501(c)(3) of the Internal Revenue Code. No substantial part of the activities of this corporation shall consist of carrying on propaganda or otherwise attempting to influence legislation, and the corporation shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office.

## BOARD MEMBERS

Chairman of the Board: Keli Mondello  
Board Vice Chair: Kim Kuruzovich  
Executive Director: Shawn Naugle  
Directors: Elliad Granger, Sergio Cadavid, Kyle Maxson and Amy Maguire  
Treasurer: Matt Rich

## THE LEADERSHIP TEAM

Executive Director: Shawn Naugle  
LiFT Academy Principal: Holly Andrade  
LiFT Academy Assistant Principal: Darrin Karuzas  
LiFT University Transition Program Director: Lois Mays  
Director of Information Technology & Security: Tony Barner  
Office Manager: Yvette Perez  
Development Director: Julie Brecher

## SCHOOL LOCATION:

13400 Park Boulevard, Seminole, Florida 33776 (LiFT Academy)

13272 Park Boulevard, Seminole, Florida 33776 (LiFT University Transition Program)

## HOURS OF OPERATION: (Employee Hours May Vary)

School: Monday through Friday 8:45am to 3:15pm

Extended Care: Monday through Friday 7:30am- 8:30am and 3:30pm-6:00pm

Front Office: Monday through Friday 8:00am to 4:00pm

## CONTACT INFORMATION:

Phone: 727-258-7659  
Fax: 727-800-6995  
Email: [Info@liftfl.org](mailto:Info@liftfl.org)  
School Website: [www.liftfl.org](http://www.liftfl.org)  
Teachers and Staff: [www.Factsmgt.com](http://www.Factsmgt.com)

## The Mission of LiFT

To inspire and empower people with neurodiversity to learn, thrive and succeed.

## OUR VISION

A world where independence is possible for the neurodiverse.

## OUR VALUES

Our Values at LiFT begin with a fervent belief that each learner come to value and view their individual uniqueness and diversity as a gift that will be celebrated. Equally important is for each learner to respect the differences found in one another.

## OUR MOTTO

Change a Life, Change the World.

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39.203

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## FOREWORD

Founded January 13, 2013, LiFT is an organization that provides academics, character building, life experiences and confidence to people with neuro-diversities. The Mission of LiFT is to provide challenging academics while building character and confidence, in an accepting and inclusive environment, so traditional students and those with neuro-diversities can develop to their fullest potential. We have a passion that each student comes to value and view their diversity as a gift to be celebrated. Equally important is for each student to respect the differences found in each other. The staff at LiFT is hard working, collaborative, passionate, and committed to mission. The team is driven by a desire to serve our students, their families, and the community broadly and deeply. The organization continually strives to improve its delivery of content and services with a focus on its values. LiFT endeavors to hire individuals who are committed to LiFT's mission values, believe in the power of community, and want to help grow a dynamic organization.

Whether you are just joining our staff or have been a part of our academic family previously, we are confident that you will find our school a dynamic and rewarding place in which to work, and we look forward to a productive and successful association. We consider the teachers and staff of LiFT to be one of its most valuable resources. This handbook has been written to serve as the guide for the employer/employee relationship.

There are several things to keep in mind about this handbook. First, it contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit or the applicability of a policy or practice to you, you should address your specific questions to the Executive Director and the principal. Neither this handbook nor any other school document confers any contractual right, either express or implied, to remain in the school's employ. Nor does it guarantee any fixed terms and conditions of your employment. Your employment is not for any specific time and may be terminated at will with or without cause and without prior notice by the school. Conversely, you may resign for any reason at any time. No supervisor or other representative of the company (except the Executive Director) has the authority to enter into any agreement for employment for any specified period or to make any agreement contrary to the above.

The procedures, practices, policies, and benefits described here may be modified or discontinued from time to time. We will endeavor to inform you of any changes as they occur.

This handbook and the information in it should be treated as confidential. No portion of this handbook should be disclosed to others, except to LiFT Inc. Team members and others affiliated with the school whose knowledge of the information is required in the normal course of business.

Some subjects described in this handbook, such as the LiFT Standards for Ethical Conduct, are covered in detail in official policy documents. Refer to these documents for specific information because the handbook only briefly summarizes those guidelines and benefits. Please note that the terms of the written insurance policies are controlling and override any statements made in this or other documents.

## DIVERSITY

### ANTI-HARASSMENT

LiFT is committed to providing a work environment in which all individuals are treated with respect and dignity. Everyone has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, LiFT expects that all relationships among persons in the school will be business-like and free of bias, prejudice, and harassment.

It is the policy of LiFT to ensure equal employment opportunity without discrimination or harassment on the basis of race, ancestry, color, age, national origin, ethnicity, religious creed or belief, physical or mental disability, marital or familial status, legally protected medical condition, genetic information, military or veteran status, sex (including pregnancy, childbirth, breastfeeding, or related medical condition), gender (including gender identity and gender expression), sexual orientation, citizenship status, protected activity (such as opposition to or reporting of prohibited discrimination or harassment), or any other status or classification protected by applicable federal, state, and/or local laws. LiFT prohibits any such discrimination or harassment.

LiFT encourages reporting all perceived incidents of discrimination or harassment. It is the policy of LiFT to investigate such reports promptly and thoroughly. LiFT prohibits retaliation against any individual who reports discrimination or harassment or who participates in an investigation of such reports.

### EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

LiFT Inc. provides equal employment opportunities (EEO) to all Team members and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws. LiFT Inc. complies with applicable Federal, State, and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

LiFT Inc. expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of LiFT Inc. Team members to perform their expected job duties is not tolerated.

### AMERICANS WITH DISABILITIES ACT (ADA) AND AMENDMENTS ACT (ADAAA)

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act, known as the ADAAA, are federal laws that prohibit employers with 15 or more Team members from discriminating against applicants and individuals with disabilities and that when needed provide reasonable accommodations to applicants and Team members who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

It is the policy of LiFT Inc. to comply with all Federal and State laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is our company policy not to discriminate against qualified individuals with disabilities regarding application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions, and privileges of employment.

The company will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation and/or if the accommodation creates an undue hardship to LiFT Inc. Contact the school Executive Director and the principal with any questions or requests for accommodation.



## Employment

### NEW HIRE PRACTICES

LiFT is an equal opportunity, equal access company that embraces diversity in the workplace. We are committed to conducting thorough searches to ensure that strong candidate pools are formed, and the best candidate is selected for every single position. The welcoming of new team members is a collaborative effort that includes the human resources department, the Leadership Team, and many other individuals throughout LiFT Incorporated.

LiFT has a carefully structured recruitment plan which assures our company attracts and hires the best qualified candidates and helps to ensure an applicant pool which is diverse. The Human Resource department and the hiring directors have developed job postings for each position which accurately describes the workplace expectations and culture, the position and title, essential job functions, minimum qualifications, and the duration of the position. These job postings are located and managed through Paylocity and will be used each time as the current positions become available or as new positions are developed.

The HR department and hiring directors will screen for new applicants using various online recruitment site such as Indeed.com. Jobs will remain posted until the position is filled. The HR department will be responsible for tracking all applicants and retaining all resumes, applications, interview notes, and contingency documentation collected whether the applicant was hired or not as required by the Florida Public Records Law for up to four years.

Relating Policies: New Hire On-Boarding and Orientation Policy and Procedure

### INTERNAL TRANSFERS/PROMOTIONS

Team members may request consideration to transfer to other jobs as vacancies become available and will be considered along with other applicants. At any time, the company may initiate transfers of team members between departments and facilities to meet specified work requirements and reassignment of work requirements.

LiFT offers team members promotions to higher-level positions when appropriate. The school Leadership Team prefers to promote from within and may first consider current team members with the necessary qualifications and skills to fill vacancies above the entry level, unless outside recruitment is in the company's best interest.

To be considered, team members must have held their current position for at least 6 months, have satisfactory performance evaluations and have no disciplinary actions on record during the last 12 months. Management retains the discretion to make exceptions to the policy.

Relating Policies: School Quality Improvement Policy, Professional Performance Reviews and Merit Increase Policy

### EMPLOYEE CLASSIFICATION

#### CATEGORIES

There are federal and state laws that regulate wage and hour issues including child labor, minimum wage, overtime pay and record-keeping. LiFT Inc. is responsible for determining which job classifications are exempt and non-exempt.

The following is intended to help team members understand employment classifications and team member employment status and benefit eligibility. These classifications do not guarantee employment for any specified period. The right to terminate the employment-at-will relationship at any time is retained by both the employee and LiFT Inc.

Nonexempt Employees: are employees whose work is covered by the Fair Labor Standards Act (FLSA). They are NOT exempt from the law’s requirements concerning minimum wage and overtime.

Exempt Employees: are generally managers, professional, administrative, or teaching staff who ARE exempt from the minimum wage and overtime provisions of the FLSA. Exempt employees hold jobs that meet the standards and criteria established under the FLSA by the U.S. Department of Labor.

TYPES

LiFT employs individuals for the purpose of operating LiFT Academy a kindergarten through twelfth grade educational institution and LiFT University Transition Program a secondary program to prepare individuals to live independently and enter the workforce. The positions are exempt or nonexempt, hourly, salaried, part time, and full time. LiFT when needed will contract individuals. LiFT team members work either 10 months or 12 months of the year.

<ul style="list-style-type: none"> <li>• Leadership Team: (12 Month, Full Time, Salary)             <ul style="list-style-type: none"> <li>○ Executive Director</li> <li>○ Development Director</li> <li>○ Information Technology and Security Operations Director</li> <li>○ LiFT University Director</li> <li>○ Principal of LiFT Academy</li> <li>○ Assistant Principal</li> <li>○ Office Manager</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Development Team: (10 or 12 Month, Full or Part Time, Salary or Hourly)             <ul style="list-style-type: none"> <li>○ Grant Writer</li> <li>○ Stewardship Officer</li> <li>○ Development Specialists</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• Instructional Supports: (10 Month, Full or Part Time, Salary or Hourly)             <ul style="list-style-type: none"> <li>○ Classroom Teachers</li> <li>○ Classroom Teaching Assistants</li> <li>○ Program Managers</li> <li>○ Program Manager Assistants</li> <li>○ Vocational Job Coaches</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Non-Instructional Supports: (10 or 12 Month, Part Time, Hourly)             <ul style="list-style-type: none"> <li>○ Behavior Guidance Counselor</li> <li>○ Front Office Assistant</li> <li>○ Maintenance</li> <li>○ Enrichment Program Staff</li> <li>○ Extended Care Workers</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• Contractors (10 Month, Part Time, Hourly)             <ul style="list-style-type: none"> <li>○ Substitute Teachers</li> </ul> </li> </ul>	

**BACKGROUND AND REFERENCE CHECKS**

LiFT has the responsibility to choose the most qualified applicants and ensure the safety of LiFT community is upheld. In accordance with State law, all staff must be fingerprinted via a Level 2 Background Check prior to beginning work at LiFT. Thus, employment offers are contingent upon the initial and continued successful completion of LiFT’s background screening requirements and satisfactory proof of the employee’s right to work in the United States, as required by law.

Background screenings include but may not be limited to:

- Level 2 Background Check\*
- McKay BEC Screening
- A Professional Practices Screening
- 2 Professional Reference Checks
- I-9 Form
- Verification of the Minimum Educational Requirements
- A signed/notarized Affidavit of Good Moral Character in accordance with the Ethics in Education Act
- A signed Standards of Ethical Conduct

- Additional checks such as a driving record or credit report may be made on applicants for job categories if appropriate and job related.

Please Note: Background checks may include verification of any information on the applicant's resume or application form.

All offers of employment are contingent on receipt of background screening results that are in accordance with state and federal laws and that are acceptable to LiFT. All background checks are conducted in conformity with the Federal Fair Credit Reporting Act, the Americans with Disabilities Act, and State and Federal privacy and antidiscrimination laws. Reports are kept confidential and are only viewed by individuals certified by the Florida Department of Law Enforcement to have access to those records.

If information obtained in a background check would lead LiFT to deny employment, a copy of the report will be provided to the applicant, and the applicant will have the opportunity to dispute the report's accuracy. A criminal conviction does not automatically bar an applicant from employment.

LiFT also reserves the right to conduct continuous background screenings for current team members to determine eligibility for continued employment, promotion or reassignment in the same manner as described above. LiFT requires that team members remain up to date with their background screening requirements. Level 2 Screenings must be renewed every 5 years. The Affidavit of Good Moral Character and the Standards of Ethical Conduct must be renewed annually.

\* LiFT will reimburse a new hire for the costs incurred from the level two background screening up to sixty-five dollars and only after 90 days of employment. The new hire must have a receipt, complete the Expense Request Form, and turn those two items into the Office Manager by their 90<sup>th</sup> day.

Relating Policies: New Hire On-Boarding and Orientation Policy and Procedure

## PERSONNEL RECORDS

The Human Resources department (HR) maintains personnel records for each employee of LiFT incorporated in accordance with federal and state laws. The HR department is responsible for the control, creation, growth, and accessibility of all personnel records. Personnel records are stored in a locked file cabinet within the locked administrative office and are kept strictly confidential. All new team members should have a personnel file created and placed in the active employment file no later than close of business on their first day of employment. Access to personnel records is limited to the HR department. Team members may gain access to their personnel file by written request and may only view their record within the confines of the HR office.

## Change of Status

When an employee undergoes a change of status i.e., a change of demographic information, employment status (title, classification, wage, exempt/non-exempt, or department), or benefits the employee must submit a Change of Status Form to the Office Manager.

It is important the team members report any changes of status to accurately receive any wages due, annual tax related documentation (i.e., W-2's, 1099's. etc.), or benefits.

Please notify the Human Resource Department promptly of any changes to the information below:

- Address and telephone number
- Marital status (for insurance and withholding tax purpose)

- Name
- Beneficiary as listed with your insurance.
- Number of dependents (insurance purposes)
- Person to notify in case of accident.
- Banking information for payroll
- Change of LiFT's Employment Offer

Change of Status Form are in the staff lounge and on Paylocity.

In addition to changes of status, please let the Office Manager, know about the completion of any training or educational courses, so that there is proper consideration for job opportunities, available compensation, and for proper tracking of component points.

Relating Policies: Personnel Records Policy and Procedure, Compensation Policy, Instructional Management Plan

## SEPARATION OF EMPLOYMENT

Separation of employment within an organization can occur for several different reasons.

- **Resignation:** Although we hope your employment with us will be a mutually rewarding experience, we understand that varying circumstances cause employees to voluntarily resign employment. Resigning employees are encouraged to provide two weeks' notice, preferably in writing, to facilitate a smooth transition out of the school. Leadership Team reserves the right to provide an employee with two weeks' pay in lieu of notice in situations where job or business needs warrant such action. If an employee provides less notice than requested, the employer may deem the individual to be ineligible for rehire depending on the circumstances regarding the notice given.
- **Retirement:** Employees who wish to retire are required to notify their administrator and the Human Resource department in writing at least one (1) month before the planned retirement date.
- **Job abandonment:** Employees who fail to report to work or contact their direct supervisor for two (2) consecutive workdays shall be considered to have abandoned the job without notice, effective at the end of their normal shift on the second day. The front office personnel shall notify the Principal of LiFT Academy or the Director of LiFT University at the expiration of the second workday and initiate the paperwork to terminate the employee. Employees who are separated due to job abandonment are ineligible for rehire.
- **Position Elimination:** is an involuntary termination of employment because of a reduction in force, job elimination, or redundancy.
- **Termination:** Employees of Lift are employed on an at-will basis, and the company retains the right to terminate an employee at any time.
- **Non-Renewal of Employment Agreement:** The employee's status will be reviewed for renewal or dismissal annually.

## SEPARATION PAY-OUT

Separation pay-out will be delineated within a written notice of separation. This notice must be review and signed by the Executive Director and the individual for a separation pay-out to be finalized.

Payment for voluntary work separation due to resignation or retirement is paid no later than the regular pay date for the pay period during which the separation occurs.

Payment for accrued paid time off (PTO) will not exceed 80 hours. The payment of those hours will be calculated at the base hourly rate of the employee at the time of separation. Any PTO accrued beyond 80 hours at the time of separation will be nullified. Time accrued for sick leave is not eligible for separation payment and will not be calculated into your separation pay-out.

Payment for voluntary work separation due to resignation or retirement is paid no later than the regular pay date for the pay period during which the separation occurs.

Payment for work separation due to involuntary separation is paid no later than the regular pay date for the pay period during which the separation occurs, as there is no law in the state of Florida mandating payment the day of separation. LiFT may process separation pay via check, even if the employee has an established direct deposit set up.

Payment for work separation due to involuntary separation is paid no later than the regular pay date for the pay period during which the separation occurs, as there is no law in the state of Florida mandating payment the day of separation. LiFT may process separation pay via check, even if the employee has an established direct deposit set up.

Payment of wages, accrued PTO, and benefits due to a deceased employee:

- As a rule, an un-cashed paycheck issued prior to the employee's death will be cancelled, and a new check, of the same amount, with the same tax withholdings, will be issued in the name of the determined payee.
- Final wages paid within the same calendar year in which the employee died are not subject to Federal Income Tax Withholdings (FITW), but they are subject to taxes under the Federal Insurance Contributions Act (FICA). If the wages are paid in the year following the employee's death, they are not subject to FITW, FICA or SUI taxes.
- Wages and accrued PTO may be made to a spouse, and in case there is no spouse, then to the child or children, provided the child or children are over the age of 18 years, and in case there is no child or children, then to the father or mother according to Florida Statute XV.222.15.
- The designated payee must complete a W-9. The payee will be issued a 1099-MISC with "other Income" listed in Box 3 for the gross amount paid.
- The Office Manager must review the deceased employee's benefits and process pay outs accordingly.

Relating Policies: Compensation Policy, Finance and Accounting Manual

## EXITING PROCEDURES

Employees upon determination of separation be it voluntary or involuntary can meet with their Direct Supervisor or Office Manager to complete the Off-Boarding Checklist and Exit Interview.

Exiting procedures must be adhered to as they include important items involving payroll, benefits, collection of company property, etc. The separating employee must return all company property at the time of separation. Failure to return some items may result in deductions from the final paycheck.

The separating employee will undergo an exit interview prior to their departure. The interview will be on the employee's last day of work or scheduled for another day, as mutually agreed on.

## QUALIFICATIONS FOR REHIRE

Former employees who have left LiFT in good standing and were classified as, "eligible for rehire" may be considered for reemployment. Supervisors must obtain approval from the Executive Director or designee prior to rehiring a former employee.

The previous employee seeking rehire must begin the process for employment from the beginning as a New Hire. See the New Hire On-Boarding and Orientation Policy and Procedure. Rehired employees begin benefits just as any other new hire. Previous tenure will not be considered in calculating longevity, leave accruals or any other benefits.

An applicant or employee who is terminated for violating policy or who resigned in lieu of termination from employment due to a policy violation will be ineligible for rehire.

## PERFORMANCE REVIEWS AND MERIT INCREASE POLICY

Performance reviews must be a cooperative, continuing process designed to improve the quality of the individual and their provision of service. All LiFT team members will be involved in the review process and shall have the opportunity to review and sign their evaluations to ensure that all strengths, areas for improvement and job goals for the next review period have been clearly communicated. All Personnel Performance Reviews will be retained in the employee's personnel file.

Merit increases are based on LiFT's financial status and are not guaranteed. A performance review is a tool used to assess each employee and does not always result in an automatic pay rate increase. The employee's overall performance and pay grade level relative to his/her position responsibilities are evaluated to determine if a pay rate increase would be warranted.

### Performance of Administrative Staff

The Administrative staff members will meet quarterly with their direct supervisor for a review of quarterly goals. An administrative performance evaluation will be done annually. Pursuant to section 1012.34(3)(b), F.S., all personnel must be fully informed of the criteria, data sources, methodologies, and procedures associated with the evaluation process before the evaluation takes place. LiFT administrators are informed of the criteria, data sources, methodologies, and procedures associated with the evaluation process annually, upon renewal of their offer of employment, at that time their performance evaluation schedule is documented on each members Outlook calendar.

All Personnel Performance Reviews should serve three purposes:

- To raise the quality of service, instruction and educational services to families and students of LiFT Inc.
- To raise the standards of the profession of teaching.
- To aid the individual staff member or teacher in his or her professional growth.

Note: Consistency as an effective role model: academically, professionally, and socially is a vital part of the evaluation process.

### Performance of Instructional Staff

Instructional staff members will undergo an unannounced & announced classroom observation by their direct supervisor as part of their performance evaluation. Pursuant to section 1012.34(3)(a), F.S., an observation must be conducted for each employee at least once a year. LiFT chooses to evaluate its instructional staff members four times a year: twice each semester.

The Administrative Team will have the responsibility of developing, organizing, and implementing a program of evaluating the instructional process as one of many means to ensure quality control of instruction. This may be accomplished by:

- Classroom visits
- In-service training
- Conferences

- Any other means which will enable the teacher to mature in his or her profession.
- Students may also be asked to evaluate teacher performance using an approved form. All completed evaluations should be submitted directly to the appropriate school's Administrator in sealed envelopes.

Performance Reviews for the Teaching Staff will take the following into consideration:

- Discussion regarding progress of students as evaluated by Leadership Team and standardized tests.
- The teacher's ability to motivate, to teach, and to maintain classroom management.

Note: Consistency as an effective role model: academically, professionally, and socially is a vital part of the evaluation process.

## Workplace Expectations

### EXPECTATIONS FOR ALL STAFF

#### QUALITY AND ETHICS

In addition to setting high standards of academic performance, we expect all teachers and staff to serve as positive role models to our students and in our community and to maintain the highest standards of ethical conduct. All Team members will receive and must sign a copy of the **Affidavit of Good Moral Character** and the **Standards of Ethical Conduct**. Any violation to these standards will subject the employee to disciplinary action up to termination.

At LiFT Inc., we strive to provide quality in all areas by:

- Providing a safe environment, free from bullying, treating people with dignity and respect.
- Creating an atmosphere where diversity is valued and respected.
- Providing an engaging curriculum that continually challenges each student to reach beyond typical expectations.

Relating Policies: New Hire On-Boarding and Orientation Policy and Procedure, Employee Health and Safety Policy.

#### CONFIDENTIALITY

Our parents, students, and other parties with whom we do business entrust LiFT Inc. with important information. It is our policy that all information considered confidential will not be disclosed to external parties or to Team members without a "need to know." If an employee questions whether certain information is considered confidential, he/she should first check with his/her direct supervisor and/or the Principal of LiFT Academy or the Director of LiFT University.

This is intended to always alert employees to the need for discretion and is not intended to inhibit normal school communications.

All inquiries from the media must be referred to the Executive Director and the administrator.

Relating Policies: Personnel Records Policy and Procedure, Student Records Policy and Procedure.

#### HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPPA)

The Health Insurance Portability and Accountability Act (HIPPA) imposed stringent regulations on the handling of "Protected Health Information (PHI)". Protected Health Information is any health information (paper, electronic, and oral) that identifies an individual or instances where there is a reasonable belief that the information could identify an individual.

The Privacy Rule under the Act specifically addresses PHI handled by Covered Entities such as health care providers. The Privacy Rule ensures the protection of an individual's medical history and penalties for violating these regulations are severe. LiFT Inc. Team Members, in the performance of their duties may inadvertently view or be required to handle PHI. Any health information about a LiFT Inc. employee or student will be treated with strict confidentiality. Employees may not use or disclose PHI to anyone within LiFT Inc. who does not have a "need to know" or a signed Records Release Form. "Need to know" is established by a bona fide requirement to view, hear, or handle the PHI in the performance of one's job. It is strictly prohibited to discuss or disclose any PHI with anyone without a "need to know". Any employee found guilty of such behavior will face discipline up to and including termination.

Relating Policies: Personnel Records Policy and Procedure, Student Records Policy and Procedure, Finance and Accounting Manual, LiFT Academy Student Handbook, LiFT University Student Handbook.

## CONFLICTS OF INTEREST

LiFT Incorporated has the responsibility to acknowledge the potential for employees to encounter conflicts of interest and to determine what may be needed to manage such conflicts. LiFT's policy is that all potential conflicts of interest be disclosed fully and immediately to the LiFT administration for appropriate consideration and action. LiFT's desire is to create a culture of candor, where employees can express their questions and concerns of possible conflicts of interests. LiFT will have its employees review this policy annually as part of the Employee Handbook review and sign the Employee Handbook Acknowledgement.

Conflict of Interest: A circumstance where someone's personal interests, obligations or relationships may influence the performance of their position. A conflict of interest may result in an individual's independence, objectivity or impartiality being called into question. Conflicts of interest may be actual (the conflict currently exists), potential (the conflict is about to happen, or could happen) or perceived (another party may reasonably believe that a conflict exists).

Employee conflicts of interest may include but not necessarily be limited to the following:

- Being employed by, or acting as a consultant to, a competitor or potential competitor, supplier, or contractor, regardless of the nature of the employment, while employed at LiFT.
- Hiring or supervising family members or closely related persons.
- \*Serving as a board member for a competing organization.
- Owning or having a substantial interest in a competitor, supplier, or contractor.
- Accepting or soliciting monetary gifts outside of the approved time periods, in the form of cash or check, or any monetary gift of any kind and are over the nominal value of \$50.
- Accepting or soliciting gifts in the form of discounts, \*favors or services, unless equally available to all company employees.

\* Favors or service applies to those offered outside the bounds of regular school activities; standard school and parent volunteering will not be affected by this policy.

\*Employees may serve as a Board Member to other non-competing organizations so long as it does not interfere with their LiFT duties and responsibilities.

Gifts: Items of value that include, but are not limited to, cash equivalents, meals and other food items, flowers, promotional items, discounts, travel and/or lodging expenses, tickets to sporting or entertainment events, tickets to hospital sponsored events (e.g., golf outings and galas), and payment for seminars and conferences.

Cash Equivalents: is any gift certificate, gift card or voucher that allows the purchase of or redemption for a product or service as if cash were being used.

Nominal Value: A monetary value assigned to gifts, not to exceed fifty (\$50) dollars per occurrence.



Favoritism: Is a preferential treatment to a certain employee or group of employees.

Undue Influence: Influence by which a person is induced to act otherwise than by their own free will or without adequate attention to the consequences. Typically, undue influence occurs in the workplace when an individual can persuade another's decision due to the relationship between the two parties.

Nepotism: Is a form of discrimination in which family members or friends are hired for reasons that do not necessarily have anything to do with their experience, knowledge, or skills.

#### EMPLOYEES RESPONSIBILITIES

Employees must avoid any relationship or activity that might impair, or even appear to impair, their ability to make objective and fair decisions when performing their jobs. At times, an employee may be faced with situations in which business actions taken on behalf of LiFT may conflict with the employee's own personal interests. Company property, information or business opportunities may not be used for personal gain.

#### Receipt of Gifts

LiFT understands that it is customary for families to give gifts to employees during certain event types such as holidays, birthdays, and graduation to show appreciation for the services provided. Although employees are prohibited from soliciting gifts, gifts of nominal value given to an individual employee in the form of a cash equivalent during the approved time may be accepted. Gifts given in any other form that are made available to all employees during the approved time periods such as but not limited to meals, flowers, promotional items, or gift baskets may be accepted; LiFT will use its best judgment to assign a reasonable estimated value to these types of gifts. Any monetary gift that exceeds the nominal value of fifty dollars (\$50) or is given in the form of cash or check is unacceptable and must be returned.

LiFT has approved the following time periods for the receipt of gifts from our LiFT families:

- Teacher Appreciation Week
- Holidays
- Birthdays
- End of year/graduation.

#### Duty to Report

Employees who have concerns and/or grievance related to possible conflicts of interest involving favoritism, undue influence, or nepotism may report their concerns to the administration. Employees may follow LiFT's Grievance Policy and Procedure. Reports may be submitted anonymously.

#### Duty to Disclose.

Considering your position of employment, LiFT requires that an employee must disclose any conflicts of interest or potential conflicts they might have to the administration in writing. To hold employees accountable to LiFT's policies regarding conflicts of interest, employees are asked to review the Employee Handbook annually and sign the Employee Handbook Acknowledgement.

Employees with a conflict-of-interest question should seek advice from a member of the Leadership Team and/or the Executive Director, before engaging in any activity, transaction or relationship that might give rise to a conflict of interest.

#### MANAGING DISCLOSURES

Disclosures that are made will be placed on the agenda for careful review by the disinterested members of the Administration and documented within meeting minutes. The disinterested members shall decide as to whether a true conflict exists and what subsequent actions are appropriate up to termination of the interested employee(s).

Relating Policies: Employee Conflict of Interest Policy, Finance and Accounting Manual, Grievance Policy and Procedure, Nepotism Policy.

## NEPOTISM

LiFT Incorporated welcomes the opportunity to hire and retain qualified employees who are related to one another by blood or marriage. However, since such relationships sometimes can create problems in the workplace, including suspicions of favoritism if the related employees are in a supervisor-subordinate relationship, it is the policy of LiFT that:

1. Any employee of LiFT who has or acquires a familial relationship (as defined below) with another employee shall not have any direct or indirect administrative or operational authority over the other person. This prohibition means not only that a person cannot supervise a family member but also that the family member cannot be in that person's chain of command; for example, a family member cannot work in a department in which a family member is the Vice President.
2. An employee of LiFT cannot use his/her authority or position with LiFT to benefit or to disadvantage another employee in a familial relationship. Although all such potential misuses of authority cannot be listed here, examples include an employee signing an evaluation for a family member or signing/approving a check payable to a family member.
3. Employees are required to notify the company's Human Resources Department of (a) any existing familial relationships; (b) any familial relationships that are created among employees (for example, by the marriage of two employees); and (c) the potential employment by LiFT of a family member.
4. LiFT will refuse to hire a job applicant who is in a familial relationship with a current employee if the applicant would be in a supervisory or subordinate position to the existing employee. LiFT employees who marry one another during their employment will be allowed to remain with the company unless they are in a superior-subordinate relationship and there is no open position to which one of them may be moved.

Note: "Familial relationship" within the meaning of this policy means two employees (or an employee and a job applicant) in the relationship of husband, wife, father, mother, brother, sister, son, daughter, uncle, aunt, nephew, niece, grandfather, grandmother, grandson, or granddaughter, or any of those relationships arising because of marriage (for example, brother-in-law).

## EMPLOYEE REPORTING OF ARREST PROCEDURE

Employee Reporting:

Any licensed or non-licensed employee of LiFT who is arrested for the following alleged offenses shall, within 48 hours of the arrest, report the arrest to the principal or his/her designee:

- Any matters involving arrests for alleged sex offenses.
- Any matters involving arrests for alleged drug-related offenses.
- Any matters involving arrests for alleged alcohol-related offenses; and
- Any matters involving arrests for alleged offenses against the person listed in the Standards of Ethics Act and the Affidavit of Good Moral Character.

LiFT employees will report convictions, including pleas in abeyance and diversion agreements within 48 hours upon receipt of notice of the conviction, plea in abeyance or diversion agreement. Failure to report within the required timeframe will result in discipline including administrative leave up to termination, under the direction of the LiFT legal team.

#### Administrative Action:

The Principal of LiFT Academy or Director of LiFT University or his/her designee will report conviction, arrest or offense information received from licensed educators to the Florida Department of Education within 48 hours of receipt. LiFT will cooperate fully with the Florida Department of Education in investigation of licensed educators.

The principal or his/her designee will report conviction, arrest or offense information received from any (licensed or non-licensed) LiFT employee to the Executive Director.

LiFT requires immediate suspension from student supervision responsibilities for any alleged offenses listed on the Standards of Ethics Act or Affidavit of Good Moral Character in accordance with the Ethics in Education Act, as well as for other alleged offenses which may endanger students during the period of investigation. LiFT will require immediate suspension from transporting students for alleged offenses involving alcohol or drugs during the period of investigation.

The Principal of LiFT Academy or Director of LiFT University may place the employee on administrative leave following the arrest notification. The Executive Director and Leadership Team will review arrest information and make employment decisions that protect the safety of students, the status of LiFT as an at-will employer, and the confidentiality and due process rights of employees. The employee may initiate due process proceedings by requesting, in writing, a meeting with the Executive Director and the Principal of LiFT Academy or Director of LiFT University.

Records of arrests and convictions of LiFT employees will include actions following notification, during investigation if applicable, and final administrative determinations. Records will be protected as confidential employment information and will only be disclosed as allowable by law. These records will be maintained in the confidential Background Screening Binder in the administrative office in the locked file cabinet and will be retained/destroyed according to the schedule of retention policy.

#### OUTSIDE EMPLOYMENT

Any additional employment held by a LiFT Inc. employee should not impede the expectations of and performance for LiFT.

Furthermore, no staff member at LiFT Academy and/or University may babysit any student who is attending LiFT and tutoring for payment cannot be done during school hours. See your direct supervisor and/or the Principal or LiFT Academy or the Director of LiFT University with any questions/clarifications. LiFT does not assume any liability for tutoring conducted by a LiFT Staff Members for payment outside of the umbrella of LiFT's terms of employment. Staff who tutor for payment outside of work hours take their own risk when tutoring LiFT students, or any other student. Staff who run summer camps and/or any activities outside of LiFT or a LiFT sponsored event are required to have all families whose students are attending their camp and/or activity fill out a liability form that holds LiFT harmless and relieves LiFT of all accountabilities of students, staff, and all persons associated with the camp and/or event.

#### ATTENDANCE AND PUNCTUALITY

Timely and regular attendance is an expectation of performance for all LiFT Team Members. To ensure adequate staffing, positive employee morale, and to meet expected productivity standards throughout the organization; Team members will be held accountable for adhering to their workplace schedule. In the event an employee is unable to meet this expectation, s(he) must, if possible, obtain approval from their administrator in advance of any requested schedule changes. Sick or emergency leave may be used without prior scheduling in the case of emergency, sudden illness, or is experiencing qualifying reasons for leave related to COVID-19. Further reasons for why requests must be obtained is they are used to track paid time off (PTO) accrual usage as well as late arrivals to or early departures from work. Patterns of absenteeism or tardiness may result in discipline even if the employee has not yet exhausted available paid time off.

LiFT Inc. will ensure that all reasonable adjustments or supportive measures are considered to allow equality of access and opportunity regardless of race, color, religion, gender, sexual orientation, gender identity, national origin, age,

disability, genetic information, marital status, amnesty, status as a covered veteran or those taking paid sick leave or expanded family or medical leave under the FFCRA.

The aims of this policy:

- Provide employees and relevant staff a standard process and consistent approach for managing, reporting, and recording absences and tardiness.
- Promote a positive culture of attendance.
- Manage attendance levels.
- Provide adequate coverage for absent staff.
- Ensure that leave entitlements are logged accurately and reported to the HR department.
- Ensure LiFT acts in a fair, reasonable and consistent manner when dealing with absence issues related to sickness, disability, injury, emergency, or COVID-19 related situations.
- Establish the roles and responsibilities of all parties involved, including Team Members, directors, the administrative staff, and Human Resources in relation to absences and tardiness.

Being absent or tardy shall be defined as:

Absent: An employee is deemed absent when s(he) is unavailable for work as assigned.

Categories for Absences Include:

- Sick, Injury or Emergency Leave
- COVID-19 Leave
- Personal Leave
- Bereavement Leave
- Military Leave
- Disability Leave
- Jury Duty
- Any other time away from work, when expected to be working.

Tardy: An employee is deemed to be tardy when s(he) fails to report for work at the assigned work time within a 5-minute window, leaves work prior to the end of assigned work time without prior supervisory approval, takes an extended meal or break period without approval, or arrives to work past his/her scheduled start time.

Accountability

Direct Supervisors are responsible for monitoring attendance and are expected to intervene early to attempt to secure an improvement in employee attendance where it does not reach the standards expected. Employee planned and unplanned absences must be approved via the use of a Staff Absence Request Form.

Not reporting to work and not calling to report the absence is a no-call/no-show and is a serious matter. The first instance of a no call/no show will result in a written warning. The second separate offense may result in termination of employment with no additional disciplinary steps. **A no call/no show lasting two days may be considered job abandonment and may be deemed an employee's voluntary resignation of employment.**

Patterns of absenteeism or tardiness may result in discipline even if the employee has not yet exhausted available paid time off.

Notification of Absence or Tardiness

Employees must call 727-258-7659 or text their supervisor if they will be late for work or will not be at work due to immediate emergency circumstances. Those who are requesting planned time away from work must request in advance to their supervisor by filling out a Staff Leave of Absence Request to be approved by their administrator to ensure appropriate tracking of leave utilization and absenteeism.

Relating Policies: Attendance and Leave of Absence Management Policy and Procedure

## ATTIRE AND GROOMING

It is important for all staff to project a professional image while at work by being appropriately attired. LiFT employees are expected to be neat, clean, and well-groomed while on the job. Clothing must be consistent with the standards for a professional school environment and must be appropriate to the type of work being performed.

General Standards for Employee Attire:

- Clothing should fit properly, be clean, neat, modest, and free from holes or rips.
- Shorts or Skirts: Hemline should be no shorter than two (2) inches above the knee.
- Hair: Moderate and reasonable hairstyle and length, clean and groomed neatly. No unnatural hair coloring, extreme cuts, nor shaved-in designs are allowed.

LiFT is confident that employees will use their best judgment regarding attire and appearance. Administrator reserves the right to determine appropriateness. Any employee who is improperly dressed will receive a verbal warning and in severe cases may be sent home to change clothes. Continued disregard of this policy may be cause for disciplinary action up to termination.

## INTERPERSONAL RELATIONSHIPS

Employees are required to always treat others as professionals. Verbal and nonverbal communication should be kept on a professional level. Old and New relationships within LiFT's community must be acknowledged by filing with the Leadership Team the Consensual Romance in the Workplace Agreement i.e., Love Contract.

## PHYSICAL CONTACT

LiFT asks that staff members keep to themselves regarding physical contact. A hug may be considered appropriate in moderation and by abiding by the requirement to use only one hand and a give side hugs. Students should not be touching any staff member in any way. All LiFT staff members are mandatory reporters of abuse, neglect, and exploitation, if an individual is found to have made any inappropriate physical contact with a student an abuse report will be filed, and disciplinary action will be taken up to termination.

## COMMUNICATION

Communicating with Students

- All conversation with and around LiFT students must be appropriate. If you hear students having an inappropriate conversation, you must tell them to stop, and then document the event through FACTS SIS.
- Do not discuss your personal life with or around LiFT students.

Communicating with Parents/Guardians

- Responses to emails from parents should be done within 24 hours of receiving the communication.
- Any time you have a significant conversation or parent/teacher conference; this should be documented in FACTS SIS.
  - Please follow these steps:
    - Login to FACTS SIS

- Go to Student Data
- Then go to P/T Conference
- Document the conversation here. There is no box to check for text, so if a parent texted you, you would put either phone or email, but in your message, write that it began with a text.
- To download a document/picture of the email/text you can go to Portfolio on the student dashboard and then click the type of (general, progress report, etc. then click on the + next to the word Portfolio. A document window will appear, and you can upload a document/picture. Title the Portfolio Entry as “In Reference to 00/00/0000 P/T Conference Entry”

### Communicating with Leadership Team

- Responses to emails received from Leadership Team should be answered within 1 business day of receiving the communication. Leadership Team handles many calls throughout the day, and they often require insight or information from teachers for them to respond. Therefore, it is important to get into a routine of checking the LiFT email twice daily.
- Tip: the easiest way to be sure you are being attentive to this job requirement is to open your email first thing in the morning and then leave that tab open all day, so it is simple to go back to it later.

### Relating Policies: Instructional Management Plan

#### TECHNOLOGY ACCEPTABLE USE

#### Communication, Technology, and Internet Use

The following guidelines have been established for using the Internet and e-mail in an appropriate, ethical, and professional manner. (See the Internet and Technology Acceptable Use Policy for exhaustive list of guidelines)

- Internet, company-provided equipment (e.g., cell phone, laptops, and computers) and services may not be used for transmitting, retrieving, or storing any non-work-related information, communications of a defamatory, discriminatory, harassing, or pornographic nature.
- The following actions are forbidden using disparaging, abusive, profane, or offensive language; creating, viewing, or displaying materials that might adversely or negatively reflect upon LiFT or be contrary to the school’s best interests; and engaging in any illegal activities, including piracy, cracking, extortion, blackmail, copyright infringement, and unauthorized access of any computers and company-provided equipment such as cell phones and computers.
- Employees may not copy, retrieve, modify or forward copyrighted materials, except with permission or as a single copy to reference only.
- Employees must not use the system in a way that disrupts its use by others. Employees must not send or receive large files that could be saved/transferred via thumb drives. Employees are prohibited from sending or receiving files that are not related to work.
- Employees should not open suspicious emails, pop-ups, or downloads. Contact IT with any questions or concerns to reduce the release of viruses or to contain viruses immediately.
- Internal and external e-mails are considered business records and may be subject to discovery in the event of litigation. Be aware of this possibility when sending e-mail within and outside the company.

#### Right to Monitor

All school-supplied technology and company-related work records belong to the school and not to the employee. Individuals who choose to conduct their work on personal machines must still observe this policy, as any work completed on one’s personal device during working hours is considered proprietary information and belongs to LiFT; it is subject to collection and inspection. LiFT reserves the right to audit use of company-supplied technology and any form of technology

connecting to its networks. Inappropriate or illegal use or communications may be subject to disciplinary action up to termination.

#### Expectation of Privacy

Individuals should not have an expectation of privacy in the use of LiFT's email, equipment, or Internet access points.

Related Policies: Internet and Technology Acceptable Use Policy, Technology Management and Maintenance Procedures

#### SOCIAL MEDIA-ACCEPTABLE USE

Below are guidelines for social media use:

- Team members prior to taking photos or form of media must ensure that students are on the approved list.
- Team members may not post financial, confidential, sensitive, or proprietary information about the school, students, team members or applicants.
- Team members may not post obscenities, slurs or personal attacks that can damage the reputation of the school, students, team members or applicants.
- No staff member at LiFT may friend, like or follow on their social network any student, parent, or family member of LiFT Academy and/or University. If you currently have any students, parents, or family members of LiFT Academy and/or University on any of your social networks please delete and/or unfriend them. We advise all staff members to set all social media to private. Social media includes, but is not limited to Facebook, Snap Chat, Instagram, Twitter, and Kik.
- Do not post any comments or pictures to any LiFT student, parent and/or family members or to your personal social media accounts. Social media includes, but is not limited to, Facebook, Snapchat, Instagram, Twitter, and Kik.

LiFT Inc. reserves the right to access your friends on any social media at any given time to ensure you are not friends with LiFT students, parents and/or family members as this would be a direct violation of our policy and reason for dismissal from employment at LiFT.

LiFT Inc. may monitor content out on the Internet. Policy violations may result in discipline up to termination.

Relating Policies: Student Records Policy and Procedure, Admissions Policy, Internet, and Technology Acceptable Use Policy

#### NO SOLICITATION / NO DISTRIBUTION

Solicitation and distribution of literature by non-employees on company property is prohibited. Solicitation by employees is prohibited when the person soliciting, or the person being solicited is on working time. Working time is the time employees are expected to be working and does not include rest, meal, or other authorized breaks.

Examples of non-employees distributing literature include putting restaurant flyers on car windshields in the employee parking lot, a non-employee union organizer handing out union leaflets on company property, and the like. Examples of non-employees soliciting employees include selling Girl Scout cookies in the parking lot, insurance salesmen trying to sell insurance in a breakroom, and similar activities.

The company has strict rules prohibiting improper solicitation and distribution of literature by employees and non-employees. The company has enacted these rules to keep employees' working time free from non-work-related interference, to ensure that working areas are kept free from litter, and to ensure that non-employees attempting to solicit company employees or distribute literature to them respect applicable trespass laws.

#### TRANSPORTATION DRIVING POLICY

All Team members and volunteers of LiFT will have a motor vehicle report run through our insurance company, who ensures Team members who drive for LiFT, to ensure all Team members or volunteers who drive for business pertaining to LiFT are eligible to be insured. If the insurance company finds an employee or volunteer is ineligible for coverage, the Leadership Team will notify that person that they may not drive for any business relating to LiFT.

Employees or Volunteers who drive for LiFT must have the following:

- Team members or volunteers must be 21 years of age or older to drive for LiFT Inc.
- Team members or volunteers must have a current driver's license and a copy kept on file.
- A driving record that does not have a DUI (driving under the influence) violation nor have a license suspended during the last three years.
- The employee or volunteer must certify that their car is current in its maintenance according to manufacturer guidelines, that the car is in safe working condition, and that all safety related features of the care are operable.
- Proof of insurance and current vehicle registration must be in the automobile, including this policy number, expiration date, and name of insurance company.
- Minimum liability required: \$300,000 bodily injury per occurrence, \$100,000 property damage per occurrence. Private coverage will be primary. A copy must be kept in the Team members or volunteer's file.
- Seat Belts must be worn by each passenger.
- Employee must remain free from distractions while driving by not making phone calls or texting while driving.
- Car Seats (CHP). "Children must be secured in an appropriate child passenger restraint (safety or booster seat) in the back seat of a vehicle until they are at least 8 years old or 4'9" in height.

Relating Policies: New Hire Background Screening Policy and Procedure, New Hire On-Boarding and Orientation Policy and Procedure, Fueling Procedures.

#### CARPOOLING

No staff member at LiFT may drive any student and/or family member to or from school unless a carpool permission form has been filled out by the family and the staff member and the form has been notarized and returned to the Leadership Team before beginning to carpool. Furthermore, the staff member is not eligible to engage in this activity unless they meet the requirements of the LiFT Inc. Driving Policy.

#### PHYSICAL CAMPUS CONSIDERATIONS

LiFT Academy is located within Oakhurst United Methodist Church towards the back of the complex. The address is 13400 Park Boulevard North Seminole, Florida 33776. LiFT University Transition Program is located within First Christian Church of Seminole towards the rear of the property in the Adult Education Building. The address is 13272 Park Boulevard North, Seminole Florida 33776.

Oakhurst asks for our LiFT staff members to park in the front of the complex closest to Park Boulevard towards the west side of the grass lot. LiFT University Transition Program has grass lot for parking right in front of the Adult Education Building.

We strive to keep our campus secure, thus we have one entry point for all those coming on to our LiFT Campus. Once you park, walk around to the back of the building, following the orange cones, where you will see the second LiFT Academy sign. Walk past the LiFT sign through the green gate and immediately on your right will be two glass doors. You have now arrived at the LiFT Academy Front Office. Here you will sign in and an HR representative will be there to help you start your day.

#### PROGRESSIVE DISCIPLINE FOR ALL TEAM MEMBERS

Every employee has the duty and the responsibility to be aware of and abide by existing rules, policies, and procedures. Team members also have the responsibility to perform his/her duties to the best of his/her ability and to the standards as agreed to in the handbooks and set forth in his/her job description or as otherwise established.



LiFT supports the use of progressive discipline to address issues such as poor work performance or misconduct. Our progressive discipline policy is designed to provide a corrective action process to improve and prevent a recurrence of undesirable behavior and/or performance issues.

Outlined below are the steps of our progressive discipline policy and procedure. LiFT reserves the right to combine or skip steps in this process depending on the facts of each situation and the nature of the offense. The level of disciplinary intervention may also vary. Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling and/or training; the employee's work record; and the impact the conduct and performance issues have on our school.

The following outlines LiFT's progressive discipline process:

**Verbal Warning:** A supervisor verbally counsels an employee about an issue of concern, and a written record of the discussion is placed in the employee's file for future reference.

**Written Warning:** Written warnings are used for behavior or violations that a supervisor considers serious or in situations when a verbal warning has not helped change unacceptable behavior. Written warnings are placed in an employee's personnel file. Team members should recognize the grave nature of the written warning.

**Performance Improvement Plan:** Whenever an employee has been involved in a disciplinary situation that has not been readily resolved or when he/she has demonstrated an inability to perform assigned work responsibilities efficiently, the employee may be given a written warning or placed on a performance improvement plan (PIP). PIP status will last for a predetermined amount of time not to exceed 90 days. Within this period, the employee must demonstrate a willingness and ability to meet and maintain the conduct and/or work requirements as specified by the supervisor and the organization. At the end of the performance improvement period, the performance improvement plan may be closed or, if established goals are not met, dismissal may occur.

NOTE: The administrator will take notes detailing the discussion had during any disciplinary action. The administrator will ask the employee to sign the document indicating that the document was reviewed with the employee. It should be noted that signing does not indicate that the employee agrees with the administrator, but simply acknowledges that the discussion took place. The administrator will provide a copy for the employee, but the original must be filed in the employee's personnel file. It should also be noted that by the employee not signing the document does not cause the document to be null or void. It will be noted the employee would not sign the document.

LiFT reserves the right to determine the appropriate level of discipline for any inappropriate conduct, including verbal and written warnings, suspension with or without pay, demotion and discharge.

## GRIEVANCE POLICY

LiFT has established a Grievance Policy to ensure that all communication channels are open and that all Team members have an adequate opportunity to express their grievances. It further aims to ensure that grievances are resolved fairly and in a timely manner by adopting a problem-solving approach and implementing any appropriate corrective action necessary. By taking this structured approach the policy aims to promote a positive climate and labor relations. This policy may be used freely without fear of retaliation, and the Leadership Team is available to assist throughout the procedure.

### Requirements

The grievance process should be used if an employee(s) wishes to raise a grievance against a fellow employee(s) or the Leadership Team. Any such grievance will be dealt with in a very serious light and as an urgent manner.

The Grievance Procedure is a series of procedural steps which must be adhered to by all relevant parties to bring the grievance to a speedy and appropriate conclusion.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed. Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately up to and including dismissal.

False and malicious complaints of harassment, discrimination or retaliation may be the subject of appropriate disciplinary action.

## GREIVANCE PROCEDURE

### Step One:

Discuss complaint with the individual parties involved to try resolve the issue together.

LiFT Inc. encourages informal resolution of complaints. Employees should first discuss the complaint with the parties involved within three (3) business days of the situation whenever possible. If the complaint is not resolved because of this discussion, or such a discussion is not appropriate under the circumstances, proceed to Step Two. If the action in dispute involves suspension or termination of employment, Steps One and Two should be bypassed.

### Step Two:

Prepare and submit the Grievance Form to the direct supervisor of the person filing the grievance (First Level Management) for review. If the employee feels the complaint was not resolved in discussions with parties involved, they may prepare and submit a formal written complaint for review by the person to the second-level supervisor within seven (7) business days of the Step One discussion. The second-level supervisor will then review the complaint, send a notice to all parties involved and schedule a meeting for to discuss the complaint. The meeting will ordinarily be held within five (5) business days of the receipt of the Grievance Form. The second-level supervisor will issue a written decision, generally within five (5) business days of the meeting. If the complaint is not resolved to the employee's satisfaction, they may proceed to Step Three.

### Step Three:

Submit the Grievance Form to the Leadership Team (Second-Level Management) for review.

If the employee is not satisfied with the Step Two decision, they may proceed with the complaint within five (5) business days of receipt of the Step Two decision by submitting it to second-level management for review. A meeting between the parties involved and supervisor will generally be held within five (5) business days. The supervisor will issue a written decision, generally within five (5) business days of the meeting.

### Step Four:

Submit The Grievance Form to the Executive Director (Third-Level Management) for Final Appeal.

If the employee is not satisfied with the Step Three decision, they may submit the complaint to the third-level management, within seven (7) business days of receipt of the Step Three decision. The Executive Director will provide LiFT Incorporated's final written response, generally within fourteen (14) business days. The employee's administrator will be notified as well. If the Executive Director is also the direct supervisor and/or First Level Management of the employee, then step four would escalate to the Chairman of the Board of Directors.

The time limits above are subject to modification on a case-by-case basis due to operational requirements, travel away from campus, in-depth investigations, etc. The Executive Director shall have final authority to resolve any disputes

regarding the implementation of this Complaint Procedure, including determination of the appropriate decision makers. If the Executive Director is also the direct supervisory and/or First Level Management of the employee, then the Chairman of the Board of Directors would have the final authority as stated above.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately Relating Policies: Grievance Policy and Procedure, Nepotism Policy

## EXPECTATIONS FOR INSTRUCTIONAL STAFF

### LESSON PLANNING

Lesson Plans must be posted on FACTS SIS for the following week no later than 8:00 am Sunday morning, or before. Two substitute lesson plans should be prepared and turned in at the start of each year. Lesson plans will be reviewed no less than quarterly by the Principal of LiFT Academy. The Lesson Plans should remain accessible in FACTS SIS for no less than one year to allow the Leadership Team the opportunity to assess and evaluate whether there are gaps in the curriculum. Teachers will be provided duty free instructional planning times, with the goal of providing an average of at least five hours of planning time per week.

Lesson planning is essential to the process of teaching and learning. Teachers while planning should be chunking the materials they are seeking to include in their lessons. A teacher who is prepared is well on their way to successful instructional experiences. The development of interesting and multisensory lessons takes a great deal of time and effort. Teachers must be committed to spending the necessary time in each lesson's development.

It is also important to realize that the best planned lesson is worthless if interesting delivery procedures, along with good classroom management techniques are not in evidence. Lesson development, delivery, and classroom management are essential factors involved in the planning process that must be researched, structured to your individual style, implemented in a teacher/learning situation, and periodically evaluated and revamped. The mission, values and vision of LiFT should be the guiding force behind what takes place in the classroom.

#### Required Building Blocks for Every Lesson:

- **Standards:** LiFT Academy: Taken from Florida state standards/objectives and listed under Standards on FACTS SIS  
LiFT University Transition Program: Taken from the Adult Education Basic Skills Assessment and the PAEs
- **Materials:** The material and media for the lesson are listed, with an explanation of use if necessary. Listed under Documents on FACTS SIS.
- **Activities:** Specific step by step instructions of the activities used to teach the objective. Listed under Lesson Plans on FACTS SIS.
- **Assessment:** Ongoing within lesson, at the end of the lesson, at the end of the section/unit. Listed under Lesson Plans on FACTS SIS.

#### Required Components of Every Lesson:

- Identification of mastery levels for individual students/clients
- Identification of multi-modal opportunities for learning – visual, auditory, kinesthetic, tactile – as appropriate to the population and the content

- Plans for the use of technology to support (not replace) instruction.
- Plans for the use of differential instruction, including a statement of modifications and accommodations for individuals, as appropriate.
- Plans for appropriate grouping.
- Plans for pacing of the lesson so that students/clients remain engaged.

## LESSON DELIVERY

LiFT has established a master class schedule, chunking hours of the day into units that are dedicated to the study of a certain subject or discipline in alignment with the Florida State Standards and graduation requirements.

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Lesson Delivery: Required Components (No less than half of these should be implemented in each lesson's delivery)

- Instructor uses simple, precise, direct language appropriate to the age, grade, and developmental level of the student.
- Instructors use appropriate modeling techniques (Visual and Verbal).
- Instructors differentiate instruction as described in lesson plan.
- Instructors group students to maximize instruction and learning: 1-1 and small group.
- Instructors use high interest materials and examples to support student engagement.
- Instructors use appropriate assistance for those needing additional support, including individual assistance by the instructor or by another staff member qualified to provide the assistance.
- Instructors provide homework only as appropriate to the developmental and behavioral level of the student.
- Instructors adapt, accommodate, and modify instructional methods, assignments, and tests to different learning styles and paces.
- Instructors connects to prior lessons and to future levels of content instruction.
- Instructors match teaching and testing activities to instructional objectives to promote optimal levels of achievement.
- Appropriate remediation is provided for those needing additional assistance, including individual assistance by the instructor or by another staff member qualified to provide remedial assistance.
- Homework is assigned to support and reinforce learning, and appropriate and timely feedback is provided.

### Instructor Should Provide:

- Introductory overview of the day's lesson
- Clear written and verbal directions
- Appropriate repetition of key points and directions
- Appropriate questioning techniques
- Appropriate use of technological supports
- Ongoing check of students understanding.
- Smooth transitions among instructional activities
- Appropriate summary of the lesson
- Adequate and varied forms of positive reinforcement of student effort

### Lesson Delivery: Best Practices

When transitioning from one course to another, one subject to another, we need to prepare students for the “food” (lesson) they are about to receive. Without a proper transition, students get lost and show signs of disengagement. At the beginning of each class, we should set the stage for the lesson: review previous lesson, share the purpose for the lesson, make connections to real life application, give them a teaser...throw out a hook and watch them bite. Things “taste better” when we are given an “appetizer”.

Lesson Development = State Purpose + Review Prior Knowledge + Build an Interest + Serve Content + Assess Learning

- State Purpose...  
“Students, who can tell me why it is important to study Health and Nutrition? (Students answer)  
The last time we came together to study H&N, we learned what a carbohydrate is. Who can tell me what we learned about carbohydrates?” (Students answer)
- Review prior knowledge...  
“Today’s lesson looks at the impact Carbohydrates have on the body: good and bad. What do you think: are carbs good or bad? Can they be both?” (Students answer)
- Build an Interest...\*Hook!  
“What would you do if your doctor said you had to stop eating all carbs: pasta, bread, etc.? Would it be difficult? Could you survive?” (Students answer)
- Serve Content...  
“Carbohydrates are the sugars, starches and fibers found in fruits, grains, vegetables and milk products. Though often maligned in trendy diets, carbohydrates — one of the basic food groups — are important to a healthy life, but...” (continue with valid content)
- Assess Learning...  
“In your group, I want you to make a list of 8 things you’ve learned about carbohydrates today. You have 10 minutes to create the list. One member of your group will share your answers.”

#### Keep in mind:

- Create high interest lessons, ones that keep students engaged and moving
- Create lessons that allow for every student to speak and be seen
- Start lesson on time and end on time

#### HOMEWORK

LiFT desires excellence for our students both on campus and off. Homework allows the student to learn how to become a self-motivated individual. LiFT provides at home assignments to be completed according to the instructions given by each teacher. Teachers may assign an average of, at most, one and a half hours of homework per week. Not all classes will have the same amount of homework. Teachers must ensure homework assignments are purposeful, appropriate, informational, and flexible.

- Purposeful Homework Assignments: Students understand why they are completing homework. Homework is grounded in and expands upon skills and knowledge students have learned in the classroom.
- Appropriate Homework Assignments: Homework should be designed so that all students can experience success in independent completion of assignments. Accommodations on homework are provided as outlined in student’s LiFT Support Plans and if applicable Individual Service Plans.
- Informational Homework Assignments: Homework allows parents to be included in their child’s day to day school experiences.
- Flexible Homework Assignments: Assignments can be successfully completed within timeframes that have flexible deadlines when possible.

These assignments should be complete by the student to develop academically, promote responsibility and lastly to help reinforce what they have learned in the classroom. All homework is posted on FACTS SIS by Sunday at 8:00am for the upcoming week.

## ATTENDANCE REPORTING

Elementary teachers take attendance immediately at the start of each day.

Middle School and High School teachers take attendance immediately at the start of each of their classes throughout the day. However, the homeroom attendance is crucial for establishing that a student has, in fact, arrived at school that day. Students are considered tardy if they are not in their first period class by 8:45am. Students arriving on campus late are required to report to the main office where they will receive a tardy slip and the office assistant will change the “absent” marked by their homeroom teacher in our system to “tardy”. By 9:00am she prints an attendance summary from our portal system and radios our ITSO that attendance is complete. He reviews the report, verifying that all students indicated “absent” are absent. Once confirmed, a parent alert is sent to the parents of all absent students indicating that their student has been marked absent for the day.

A designated university program manager takes attendance at 9:00am each morning. If a student is tardy, it is documented in FACTS/SIS. If a student is more than 30 minutes late, his/her parent/guardian is notified via email. Absences are documented in FACTS/SIS.

## GRADE REPORTING

Prompt feedback is essential for maximizing student understanding. The grading and returning of student work should occur within three weeks of the student’s submission, in FACTS SIS and if appropriate in class.

Instructional staff members must enter grades into FACTS SIS for each class on a weekly basis, with at least one grade per class. Grades should be posted at the end of each week. Grades for tests/quizzes should be entered into FACTS SIS every other week at the very least. If any circumstances arise where you will have a week where no grades are entered, please let an administrator know so that we do not become concerned. An example: One year, the 5th and 6th grade classes went to Enterprise Village. The preparation for this experience was extensive and thus the teacher chose to suspend their history lessons for several weeks. Parents expect to see grades up to date in FACTS SIS, and the Leadership Team does as well.

LiFT grade reporting deadlines are established on a quarterly basis. Students will receive a report card each quarter. Report card grades will not be changed unless there are extenuating circumstances, and the change is approved by the Principal of LiFT Academy or Director of LiFT University Transition Program. Families may monitor their student’s progress throughout the marking period and view report cards via FACTS SIS through their assigned Parent Web Portal. Furthermore, LiFT will hold the LiFT Support Plan meetings annually to report student progress and determine the goals, objectives, and accommodations needed to promote success with parents/guardians/students over 18.

Teachers will also make time for reporting progress directly to the parent/guardians via parent teacher conferences no less than twice per year. Parent teacher conferences are arranged using a third-party website called signup genius. Invites will be sent out by the Front Office Secretary; these conferences are not mandatory thus parents are responsible to attend.

NOTE: If an employee does not have his/her lesson plans, grades, or attendance updated three times s(he) must meet with an administrator and will be written up.

## CLASSROOM MAINTENANCE

Daily: empty trash, erase boards, wipe down tables/desks/chairs with antibacterial wipes, pick up things on the floor and vacuum, if necessary, straighten up your desk, empty pencil sharpeners, and do any other general tidying up, etc.

Weekly: Thoroughly vacuum the entire room, use wipe board cleaner on the boards, empty sharpeners, Windex, and wipe with a paper towel any glass surfaces, dust classroom, and return all classroom materials to the proper places, etc.

## PROFESSIONAL DEVELOPMENT (LIFT ACADEMY)

Florida State Standards dictate that all teachers must complete 6 credit hours or 125 component points within 5 years. In support of the ability to acquire Component Points, we have taken the necessary steps for our teachers to be included in the Title II teacher trainings available through Pinellas County Schools. Step Up for Students also provides free staff development. FDLRS also does Professional Development Alternative, and you can access their offering through [www.fl-pda.org](http://www.fl-pda.org). Additionally, at times teachers may discover a conference or workshop for which LiFT Leadership Team, upon prior approval, will give component points. These opportunities will be shared with LiFT Inc. staff regularly.

Component points are monitored by the Assistant Principal. Whenever a teacher completes a training or class, he/she must submit the official certificate from the awarding entity verifying that the component points have been earned. The Assistant Principal adds the component points to the spread sheet and maintains a file of all submitted certificates.

## PROFESSIONAL DEVELOPMENT (LIFT UNIVERSITY TRANSITION PROGRAM)

**PD training in best practices for engagement, retention, and development.**

**PD will take place on Monday afternoons, twice a month, @ 3:15 pm.**

### Topics:

*FACTS SIS training	August/September*
*Grade reporting/attendance/comments	September*
*Processes and Procedures and Purpose of LiFT University Transition Program	September*
*Time Management/Bell to Bell instruction/Downtime is lost time	October*
*PAEs/Job Talk/TAP refresher	October*
*Project based learning vs worksheets	November*
*Resources for teaching life skills/adult prep/independence	November*
*Entrepreneurship: Business plan for LYH and LYF	December*
*Model how to use student performance data to plan lessons	January*
*Accreditation	January*
*Explain the difference between Mastery/Practice/Exposure	February
*What does a failing grade mean? Who failed?	March
*Reporting student progress to families	April
*Student led conferences	May

Related Policies: Instructional Management Plan

## OUTDOOR PLAYTIME RESPONSIBILITY

## OUTDOOR SUPERVISION AND SAFETY

- First thing in the morning cones are placed appropriately to optimize safety. However, you cannot depend fully on cones to protect our students, as cars still can drive through.
- Never let students (especially younger ones) cross the road without an adult present.
- Students needing a restroom should go to Building 3. A staff member will need to supervise students as they cross the road and make their way to the front door where they are buzzed in.
- The swings are loved by many, and we must help them learn to take turns. A good strategy is to set a time limit and have 1 staff member supervise the swings and the timing.
- Students are NOT allowed to walk inside the swings framework if they are not using the swings. (No cutting through that area to get to the basketball hoops, etc.). If a student does this, they should be asked to sit out for the remainder of recess.
- Back right corner where there is a storm drain is off bounds.
- Back left corner off bounds (students should not go further than the last basketball hoop).

#### USE OF WALKIE TALKIES/WIRELESS PHONE SYSTEM WHEN OUTSIDE

- For safety purposes, please stop by the office to pick up a device to ensure communication is available in the event of an emergency.

#### SOCIAL GUIDANCE

- Many of our students struggle with social skills. They have a hard time joining in or would rather talk with the adults than interact with peers. At LiFT we are VERY INTENTIONAL about guiding our students to develop age-appropriate social skills and outdoor free time is one of the best places to do this. It is our expectation that all teachers will be focused on assisting students with this process. Outdoor free time is not a time for staff to socialize together. Rather, your focus should be on the students.
- Staff should feel free to speak with any administrator about questions you may have in supervising outdoor free time and guiding our students in their personal growth. We can also gain insight from each other by discussing this at staff meetings.

#### FIELD TRIP POLICY

LiFT seeks to give students a wide and rich education; field trips are beneficial towards this end as they provide opportunities for students to connect the theory of what they have learned in the classroom and to put it into practice in the community.

Field Trip: is defined as a trip away from the school property that is facilitated by the school to permit the opportunity for students to engage in first-hand experiences.

##### Types of Field Trips Include:

- Curriculum Based
  - A trip scheduled within the allocated instructional time for the purpose of reinforcing the subject material for that class/grade.
- Enrichment Based
  - An optional trip scheduled during instructional time or after school hours for the purpose of exposing the student body to cultural, artistic, stem, or other extra-curricular activities.

##### Accountability

The Principal of LiFT Academy & the Director of LiFT University Transition Program is responsible for approving all field trips. Requests for approval must be made at least 3 weeks prior to the desired date for the field trip. See Field Trip Procedures for further instruction.



Related Policies: Field Trip Policy and Procedures

## DISCIPLINE PROCEDURES FOR STUDENTS

### PROGRESSIVE DISCIPLINE

The following discipline plan should be used school wide by employees:

- 1st offense-name on the board
- 2nd offense-check mark next to name
- 3rd offense-sent to the Behavioral Guidance Counselor

Note: If a teacher has a student who consistently gets a check mark next to his or her name, teachers should send an e-mail home letting parents/guardians know, include the administrators and the behavioral guidance counselor on the email.

For students exhibiting severe behavior call the Behavioral Guidance Counselor and of Principal of LiFT Academy or Director of LiFT University Transition Program immediately using the in-room phone system or walkie talkies if outside to request that assistance arrive to your classes location immediately.

## Workplace Health and Safety

LiFT acknowledges that the health and safety of its staff members is of primary importance. LiFT strives to ensure that it provides a healthy and safe environment for all individuals receiving services through or working for LiFT. LiFT complies with all local, state, and federal laws regarding health and safety and undergoes the required inspections annually or as designated. LiFT understands that health and safety is not only part of its operational mandate as a business but is a requirement and responsibility of each staff member. LiFT expects each staff member to conduct all tasks in a safe and healthy manner in accordance with state and federal laws and the standards established by LiFT. LiFT provides written literature, posters, and trainings annually to ensure staff members can abide by LiFT's health and safety requirement. Policies, procedures, posters, and inspection results are available for review on the LiFT Information Center's Digital Blue Binder.

Although most safety regulations are consistent throughout each department and program, each employee has the responsibility to identify and familiarize her/himself with the emergency plan for his/her working area. Each facility must have a posted emergency plan detailing procedures in handling emergencies such as fire, weather-related events, and medical crises.

Furthermore, management requires that every person in the organization assumes the responsibility of individual and organizational safety. Failure to follow school safety and health guidelines or engaging in conduct that places the employee, students or school property at risk can lead to employee disciplinary action and/or termination.

## AUTHORITY

The Principal of LiFT Academy and the Director of LiFT University Transition Program under the direction of the Executive Director and in coordination with the ITSO is responsible for ensuring LiFT remains in compliance with all state and federal laws regarding health and safety and that the material are effectively implemented and communicated to the customers and staff members.

## HEALTH REQUIREMENTS

### Inspections

LiFT will undergo a Health Inspection annually; this is done in accordance with the requirements of state and federal laws as well as for LiFT's participation in federally funded scholarship programs. LiFT will post the results of each Health Inspection in plain sight within the staff lounge. A copy will also be sent to the Department of Education as part of our Schools Annual Survey.

### Trainings

LiFT will ensure that staff members receive the following trainings as applicable:

- Employee Handbook
- HIPPA
- Medication Administration
- First Aid for Mental Health
- First Aid
- CPR

### HEALTH RELATED POLICIES

#### Drug-Free Workplace

LiFT is committed to providing a safe and productive work environment. Alcohol and drug abuse pose a threat to the health and safety of employees, patrons and to the security of our equipment and facilities. For these reasons, LiFT is committed to the elimination of drug and/or alcohol use and abuse in the workplace.

Employees should report to work fit for duty and free of any adverse effects of illegal drugs or alcohol. This policy does not prohibit employees from the lawful use and possession of prescribed medications including Medical Marijuana. Employees must, however, abide by the laws around the possession/use/location of use as well as consult with their doctors about the medications' effect on their fitness for duty and ability to work safely and promptly disclose any work restrictions to their supervisors. To possess Medical Marijuana on any LiFT property, in any form, a copy of a valid medical marijuana card and prescription must be given to the Human Resource Department. Employees should not, however, disclose underlying medical conditions unless directed to do so.

(Florida Statute 381.986)

#### Consequences

Employees who report to work under the influence and are deemed by a member of the Leadership Team as unfit for duty, will be asked to leave and return only when sober. The severity of the offense as well as repeat offenses will subject the employee to disciplinary action. Any employee found to use, possess, buy, sell, manufacture, or dispense an illegal drug will be terminated.

#### Confidentiality

Information and records relating to positive test results, drug and alcohol dependencies and legitimate medical explanations shall be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files.

#### Inspections

LiFT reserves the right to inspect all portions of its premises for drugs, alcohol, or other contraband. All employees, contract employees and visitors may be asked to cooperate in inspections of their persons, work areas and property that

might conceal drugs, alcohol, or other contraband. Employees who possess such contraband or refuse to cooperate in such inspections are subject to appropriate discipline up to and including termination.

### Crimes Involving Drugs

LiFT prohibits all employees from manufacturing, distributing, dispensing, possessing, or using an illegal drug in or on company premises or while conducting company business. Law enforcement personnel shall be notified, as appropriate, when criminal activity is suspected.

Related Policies: New Hire On-Boarding and Orientation Policy and Procedure, New Hire Background Screening Policy and Procedure, Employee Health and Safety Policy, Employee Report of Arrest Procedure, Personnel Records Policy and Procedure,

### Smoke Free Workplace

It is the policy of LiFT to prohibit the use of tobacco, including smoking and vaping, on all school premises to provide and maintain a safe and healthy work environment for all employees. The law defines smoking as the "act of lighting, smoking or carrying a lighted or smoldering cigar, cigarette or pipe of any kind as well as electronically or manually dispensing tobacco laced vapors."

The smoke-free workplace policy applies to:

- All areas of school buildings.
- All school-sponsored off-site conferences and meetings.
- All vehicles owned or leased by the school.
- All visitors (customers, contractors, and vendors) to the school premises.
- All employees, temporary employees, and student interns.

Smoking is permitted in private vehicles only.

### Communicable Diseases

LiFT Inc. desires to maintain a healthful school environment by instituting controls designed to prevent the spread of communicable diseases. This policy covers, but is not limited to, such diseases as head lice, chickenpox, and pinworms. LiFT asks that team members contact the school immediately if they have or notice that another LiFT Inc. member has contracted a communicable disease. Any teachers or staff who reasonably suspects that a student or employee has a communicable disease will notify a member of the Leadership Team and the student or employee will be sent home. It is school policy to notify families when students have been exposed.

Any student or employee with a communicable disease, for which immunization is required by law or is available, shall be temporarily excluded from school while ill. If the nature of the disease and circumstances warrant, LiFT Inc. may require an independent physician's examination of the student or employee be done to verify the diagnosis of communicable disease. LiFT Inc. requires that a release be signed for the student or employee to return to school. LiFT Inc. reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school.

### Allergy List

In the beginning of the year each staff member receives a student allergy list. Please make sure this is in a prominent place where you can easily refer to it. It is all staff members' responsibility to know who is always on the list. If you need another copy, please see the front office secretary. This list will be updated throughout the year as needed.

### Medications

## Student Medication

LiFT's policy on medication administration states that administration of medication will occur during school hours only when a medication schedule cannot be adjusted to provide for administration at home and is done for the best interest of the child or on an emergency basis. Unlicensed school personnel, who are both authorized by the principal and trained in Assisting with Medication Administration, may assist students in taking over the counter and prescribed medications during school hours as per Florida Statute 1006.062.

Faculty and staff who have not been authorized and trained should NEVER give students over the counter or prescription medications.

No student should have medication (prescription or over the counter) on their person or in their personal belongings. If a staff member becomes aware of this occurring, please walk the student to the office immediately, along with the medication.

## Employee Medication

Employees may self-carry legal over the counter or prescribed medications that are necessary for personal use only.

Employees are prohibited from misusing legally prescribed or over the counter drugs. Employees may not leave their medications unattended or dispense them to any other person. LiFT does not recognize medical marijuana as a legal prescribed medication, and it is not permitted at LiFT. Law enforcement personnel shall be notified, as appropriate, when criminal activity is suspected.

Relating Policies: Medication Administration Manual, Admissions Policy, Registration Procedures, LiFT Academy and LiFT University Transition Program Student Handbooks.

## SAFETY REQUIREMENTS

### Inspection

LiFT will undergo a Fire Inspection annually; this is done in accordance with the requirements of state and federal laws as well as for LiFT's participation in federally funded scholarship programs. LiFT will post the results of each Fire Inspection in plain sight within the staff lounge. Furthermore, LiFT, in accordance with the above mentions laws and regulations has completed a Radon Inspection and will renew as required. A copy of both inspections will be sent to the Department of Education as part of our Schools Annual Survey.

### Trainings

LiFT will ensure that staff members receive the following trainings at minimum:

- Employee Handbook Review
- Safe Environment Training  
A Safe Environment is defined as safe surroundings or conditions created by a person's behavior, actions, and level of awareness. This is facilitated by creating a variety of boundaries for children and being aware of what to look for as signs of abuse. Staff Members of LiFT Inc. are trained on How to Maintain a Safe Environment through our annual training and video presentation.

Every LiFT Staff Member is considered a mandatory reporter and are required by law to report any suspicion of child abuse to the Abuse Hotline 1-800-96-ABUSE.

LiFT strives to ensure that all personnel who have regular contact with minors are committed to providing a safe environment and can identify and preventing the abuse of children and have no personal history of behavior that would be a threat to children.

LiFT seeks to maintain a safe environment by training every staff member in safety courses not only like the Safe Environment Training and Video Presentation but also in CPR.

Safe Environment: Training is conducted annually; Employee's signed acknowledgement of trainings are kept on file.

- Security Campus Walk  
Training is conducted annually; Employee's signed acknowledgement of trainings are kept on file.
- Active Shooter  
Training is conducted annually; Employee's signed acknowledgement of trainings are kept on file.

#### Safety Drills:

- Tornado Drills: Will be conducted periodically; Unannounced.
- Fire Drills: Will be conducted at least once a month; Unannounced.
- Security Drills: Will be conducted periodically; Unannounced.
- Active Shooter Drills: Will be conducted periodically; Unannounced.
- Bomb Threats: Will be conducted periodically; Unannounced.
- Lockdowns: Will be conducted periodically; Unannounced.
  - In the event of an actual lockdown, parents will receive notification via text alert as soon as students and staff are safely secured. Students will not be released from the Lift Academy until the "all clear" has been given by appropriate authorities. Parents are asked not to come to the school office during this time; faculty and staff will be occupied doing all possible to ensure the safety of our students.

Remember, it is against the law to give a false alarm. Any person giving a false fire alarm or bomb warning will be answerable to civil authority in addition to school discipline.

All members of Lift Academy/University Transition Program (Students, Faculty and Staff) will be required to practice these drills throughout the school year.

#### SAFETY RELATED POLICIES

##### Emergency Reporting Procedure

The safety of our students is a top priority, if any emergency were to arise, we utilize the Emergency Alert system on RenWeb.com. The Emergency Alert System allows us to notify all the students' parents via text message within minutes of an emergency or incident occurring.

Messages sent may be used to alert parents and other emergency contacts of a situation occurring as well as to give emergency instructions to parents on their response procedures. Messages may also be used to send important non-emergency messages to parents, such as early closing due to weather conditions.

The successful delivery of messages is dependent upon accurate contact information for each student, so please make certain that the most current contact information is on file with the school. If this information changes during the school year, please inform the school immediately.

PLEASE NOTE: LiFT Inc. does not follow the Pinellas County School system for emergency school closure. Pinellas County Schools' assessment of conditions will be heavily considered; however, a large school district has concerns and logistical problems that do not necessarily apply to a single campus.

### Weapons and Firearms

LiFT has established a Weapons Ban on every LiFT Campus, which construes anything considered and used as a weapon.

LiFT does not permit open and/or concealed carry of firearms on LiFT school premises.

### Anti-harassment Policy and Procedure

LiFT is committed to providing a work environment in which all individuals are treated with respect and dignity. Everyone has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, LiFT expects that all relationships among persons in the school will be business-like and free of bias, prejudice, and harassment.

It is the policy of LiFT to ensure equal employment opportunity without discrimination or harassment on the basis of race, ancestry, color, age, national origin, ethnicity, religious creed or belief, physical or mental disability, marital or familial status, legally protected medical condition, genetic information, military or veteran status, sex (including pregnancy, childbirth, breastfeeding, or related medical condition), gender (including gender identity and gender expression), sexual orientation, citizenship status, protected activity (such as opposition to or reporting of prohibited discrimination or harassment), or any other status or classification protected by applicable federal, state, and/or local laws. LiFT prohibits any such discrimination or harassment.

LiFT encourages reporting all perceived incidents of discrimination or harassment. It is the policy of LiFT to investigate such reports promptly and thoroughly. LiFT prohibits retaliation against any individual who reports discrimination or harassment or who participates in an investigation of such reports.

### Sexual Harassment

LiFT is committed to maintaining an environment where our school community and affiliates are treated with dignity and respect. This commitment includes keeping our campus free of sexual harassment. The responsibility for doing so rests with each member of our school community. Any form of sexual harassment is absolutely prohibited and is subject to discipline, including dismissal.

Sexual harassment includes any inappropriate or unwanted sexual comment, display or conduct.

This includes, but is not limited to, the following: student to student; staff to staff; staff to student; student to staff; staff/student to outsiders (including student families); and outsiders (including student families) to staff/students.

Conduct/activities considered to be sexual harassment include but are not limited to the following: Spreading sexual gossip; Inappropriate sexual comments; gestures or displays; Sexual or dirty jokes; Pressure for sexual activity/favors; Sexually suggestive telephone calls or other communication (including but not limited to e-mail and instant messages on computer); Any offers of or requests for sexual favors or advances to secure favorable academic conditions or other reward; Any physical contact of a romantic or sexual nature occurring between an adult and a student; Touching of a sexual nature; Sexual "cat calls" or name-calling; Graffiti of a sexual nature; Clothing that depicts sexual subject matter; Talking about sexual activity in front of others; and Spreading rumors about or rating others as to sexual activity or performance.

### Bullying Policy

LiFT defines bullying as “repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment.” Such behavior violates the company's Quality and Ethics Policy, which clearly states that all employees will be treated with dignity and respect.

The purpose of this policy is to communicate to all employees that the school will not tolerate bullying behavior. Employees found in violation of this policy will be disciplined up to and including termination.

Bullying may be intentional or unintentional. However, it must be noted that where an allegation of bullying is made, the intention of the alleged bully is irrelevant and will not be given consideration when meting out discipline. As in sexual harassment, it is the effect of the behavior upon the individual that is important. LiFT considers the following types of behavior examples of bullying:

- Verbal bullying: Slandering, ridiculing, or maligning a person or his/her family; persistent name calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks.
- Physical bullying: Pushing, shoving, kicking, poking, tripping, assault, or threat of physical assault; damage to a person’s work area or property.
- Gesture bullying: Non-Verbal threatening gestures or glances that convey threatening messages.
- Exclusion: Socially or physically excluding or disregarding a person in work-related activities.

#### Violence in the Workplace

All employees, customers, vendors, and business associates must be always treated with courtesy and respect. Employees are expected to refrain from conduct that may be dangerous to others.

Indirect or direct threats of violence, incidents of actual violence and suspicious individuals or activities should be reported as soon as possible to a supervisor, the Executive Director and the principal, or any member of the board of directors. When reporting a threat or incident of violence, the employee should be as specific and detailed as possible. Employees should not place themselves in peril, nor should they attempt to intercede during an incident.

Employees should promptly inform the Executive Director and their administrator of any protective or restraining order that they have obtained that lists the workplace as a protected area.

LiFT will promptly and thoroughly investigate all reports of threats of violence or incidents of actual violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as possible. LiFT will not retaliate against employees making good-faith reports of violence, threats or suspicious individuals or activities. To maintain workplace safety and the integrity of its investigation, LiFT may suspend employees suspected of workplace violence or threats of violence, either with or without pay, pending investigation.

Anyone found to be responsible for threats of or actual violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

#### Reporting Abuse, Neglect and Exploitation

Employees of LiFT are mandatory reporters of abuse, neglect, and exploitation. LiFT requires it staff who see, hear, or believe a student might be abused, neglected, or exploited immediately. Staff must then inform a member of the Leadership Team of the report. LiFT will abide by the staff members right to keep their report anonymous from those outsiders of the Leadership Team. If the report is against someone on the Leadership Team, LiFT encourages staff members to inform the Board of Directors of their report.

Abuse: means any willful act or threatened act that results in any physical, mental, or sexual injury or harm that causes or is likely to cause the child's physical, mental, or emotional health to be significantly impaired. Abuse of a child

includes acts or omissions. Corporal discipline of a child by a parent or legal custodian for disciplinary purposes does not in itself constitute abuse when it does not result in harm to the child. (www.myflfamilies.com)

#### Signs of Abuse

Bruises (old and new, clustered on one part of body, or on both upper arms), Burns, Cuts or scars, Marks left by a gag (or some form of restraint), Imprint injuries (e.g., marks shaped like fingers, thumbs, hands, belts or sticks), Missing teeth, Spotty balding (from pulled hair), Eye injuries (black eyes or detached retinas), Broken bones, Sprains, Abrasions or scrapes, Vaginal or rectal pain, Bleeding from the ears, nose or mouth, Frequent urinary tract infections or yeast infections, Painful urination, Abrasions, bleeding, or bruising in the genital area, Incontinence in someone who was previously toilet-trained, Frequent sore throats, Sudden onset of psychosomatic complaints (males most frequently complain of stomach aches while females most frequently report headaches), Sudden difficulty walking or sitting (apd.myflorida.com)

Neglect: occurs when a child is deprived of, or is allowed to be deprived of, necessary food, clothing, shelter, or medical treatment or a child is permitted to live in an environment when such deprivation or environment causes the child's physical, mental, or emotional health to be significantly impaired or to be in danger of being significantly impaired. (www.myflfamilies.com)

#### Signs of Neglect

Deprivation of food, clothing, shelter, or necessary medical treatments, Dehydration, Poor or improper hygiene, Poor grooming (e.g., overgrown fingernails and toenails; uncut, matted, or unclean hair; unshaven facial hair, body crevices caked with dirt), Malnourishment/weight loss, A smell of urine or feces on the person, Clutter, filth, or bad smell in the home, Improper sleeping, cooking, or bathing arrangements, Infestations (e.g., fleas, lice, roaches, rodents), Poor skin condition or skin breakdown (such as rashes, bedsores, or open wounds), Lack of necessary adaptive aids such as glasses, hearing aids, leg braces walkers etc. or improper medication management, Needed medical and dental care (including the administration of prescribed drugs) not provided, Lack of adequate or appropriate supervision (apd.myflorida.com)

Exploitation: means a person who: Stands in a position of trust and confidence with a vulnerable adult or child and knowingly, by deception or intimidation, obtains or uses, or endeavors to obtain or use, a vulnerable adult's or child's funds, assets, or property with the intent to temporarily or permanently deprive a vulnerable adult or child of the use, benefit, or possession of the funds, assets, or property for the benefit of someone other than the vulnerable adult or child. (www.myflfamilies.com)

#### Signs of Exploitation

Sudden change in financial practices (such as making several large withdrawals from a bank account or ATM over a period of several days), Sudden problems paying bills or buying food or other necessities, Sudden changes in wills or other financial documents, the person begins to act very secretly. Unexplained disappearance of money or valuable possessions, Concerns expressed by a person with a developmental disability or child that he or she is being exploited financially, physically, or sexually. (apd.myflorida.com)

#### HOW TO REPORT ABUSE, NEGLECT, OR EXPLOITATION

If you know or suspect that a person is being abused, neglected, or exploited by a relative, caregiver, or household member then you should do the following immediately:

Call the Florida Abuse Hotline, which is a nationwide, toll-free telephone number, at 1-800-96-ABUSE (1-800-962-2873), or send a faxed statement to the Abuse Hotline's statewide toll-free fax number, 24 hours a day, 7 days a week, at 1-800-914-0004, or e-mail <http://www.dcf.state.fl.us/abuse/report/> or report online at <https://reportabuse.dcf.state.fl.us/>



Note: If you know about a situation in which the life of a child or person with a developmental disability is in immediate danger due to abuse, neglect, or exploitation, you should call 911 before calling anyone else. (apd.myflorida.com)

#### INFORMATION THAT MAY BE REQUESTED BY THE FLORIDA ABUSE HOTLINE

Hotline operators may request the following information:

Name, age, sex, physical description, and location of each victim alleged to have been abused, neglected, or exploited.

Names, addresses, and telephone numbers of each alleged perpetrator

Name, address, and telephone number of the person reporting the alleged abuse, neglect, or exploitation.

Description of the physical or psychological injuries sustained.

Actions taken by the reporter, if any, such as notification of the police

NOTE: It is important that you do not delay calling the Hotline until you have all the above information. Instead, call the Hotline with whatever information you may have to protect persons from continued abuse, neglect, or exploitation. (apd.myflorida.com)

#### HEALTH AND SAFETY REPORTING REQUIREMENTS

Abuse, Neglect and Exploitation Reporting: LiFT states that every employee is a mandatory reporter.

LiFT Accident/Injury/Medical Event Reporting: Staff members must report student injuries immediately to the Front Office as well as to the parent/guardian of the student via FACTS SIS Medical Events Reporting. Staff members who are injured on the job must contact the Human Resource Department to complete an OSHA form 300.

OSHA Reporting: LiFT is considered partially exempt from OSHA reporting requirements and must only report employee injuries involving fatality, inpatient hospitalization, amputation, or loss of an eye within 8 hours of the incident.

COVID-19 Leave Reporting: In order stay in compliance with the FCCRA LiFT must prove that the absences taken for COVID-19 meet the eligibility requirements. LiFT must secure and maintain the proper documentation and submit it upon request to the funding agency.

Workers Compensation Claims: Must be reported to the Human Resource Department within 30 of the incident occurring.

Grievance Forms: LiFT encourages every employee who has a grievance, especially those relating feeling discriminated against, sexually harassed, bullied, etc. to file a grievance form with the Human Resource department.

Relating Policies: LiFT Academy and University Transition Program Student Handbooks, LiFT Employee Insurance Program, Grievance Policy and Procedure, Employee Health and Safety Policy, Human Resource Posting Policy, Personnel Records Policy and Procedure

#### **Compensation Policy**

It is the policy of LiFT Inc. to compensate all employees in accordance with all state and federal laws and regulations, applicable documentation, and LiFT's internal budget.

All employees will be compensated regardless of race, color, religion, sex, sexual orientation, national origin, age, disability, veteran status, or marital status.

Employees should not be compensated for any work, unless appropriate and prior authorizations are obtained. All compensation provided to employees must translate to a legitimate documented work activity.

LiFT will place employees in the job classification that accurately reflects his/her responsibilities and will offer the compensation plan that is within the established range for his/her position. The compensation plan is initially determined by factors such as required education and experience relative to the job's minimum qualifications and rates paid to other job incumbents. Hiring Directors will also utilize the professional performance reviews and merit increase methods when determining pay increases or decreases.

Furthermore, the Leadership Team will use comparative data from similar private schools, public school beginning salaries, as well as evaluate the annual budget. Upon proper review of all applicable sources a compensation plan will be determined. The compensation plan must receive the approval of the LiFT Board of Directors before job offers can be extended.

## PAYMENT OF WAGES

There are federal and state laws that regulate wage and hour issues including child labor, minimum wage, overtime pay and record-keeping. LiFT Inc. is responsible for determining which job classifications are exempt and non-exempt.

- Exempt status is based on the duties and responsibilities of an individual position, the required educational level and the salary received. Exempt employees are not entitled to overtime pay or compensatory time.
- Nonexempt employees are entitled to overtime pay at one and one-half times their "regular hourly rate" for any hours they work more than 40 during the workweek. The Executive Director must be consulted for all overtime calculation needs that require manual calculation outside the payroll system.

## PAYMENT METHODS

**DIRECT DEPOSIT:** As a condition of new or continued employment, all 10 month and 12-month full time, part time, hourly employees and contractors will be paid through LiFT Incorporated's SunTrust Online Payroll System and participate in the organizations Direct Deposit Program. Employees and Contractors will enroll for direct deposit prior to their initial start date, typically on the first day of employment or service. Individuals may designate up to 2 accounts which may be at one or more financial institutions for direct deposit. The direct deposit form must be completed and turned into the Office Manager of LiFT Inc. or their designee.

**Note:** If an error is caught by the Office Manager or the employee after a pay period is processed, corrections will be made in the next payroll run.

**CHECKS:** Checks may be issued to contractors who submit invoices to [Liftacademy@bill.com](mailto:Liftacademy@bill.com). Invoices will be processed every Thursday morning and payments will be sent out every Friday afternoon. (It is the responsibility of the contractor to keep their vendor records up to date (See Change of Status for more details). If the contractor wishes their check by turned over to a third party, the request must be made in writing prior to distribution.

## WORKPLACE SCHEDULE

LiFT's work week begins 12:01 A.M. Saturday and runs through 12:00 A.M. on Friday. This is the standard work week of LiFT as of January 1, 2013. An educator's workday starts at 8:00 am and ends at 4:00 pm. Leadership Team, administrators, support staff and contractors have varied schedules set by their direct supervisor with the default schedule being 8:00 am to 4:00 pm with a half hour for lunch.

## PAYROLL FREQUENCY

LiFT has established one payroll periods geared to salaried and hourly paid individuals.

#### Bi-Weekly Payroll:

The bi-weekly payroll period begins 12:01 A.M. Saturday and runs fourteen consecutive days. Payroll is paid out on alternate Thursdays by 12:00 A.M. via direct deposit.

#### PAYROLL ADVANCES

It is the policy of LiFT to disallow salary advances for any reason.

#### EMPLOYEE DEDUCTIONS

Benefits: Deductions for voluntary health Insurance, ancillary insurance, life insurance, and a 401 K retirement plan for salaried 10 month and 12month employees who work 25 hours or more will be withheld, where applicable.

Taxes: Deductions for Federal and State taxes, Social Security, and Medicare taxes will be withheld from payroll checks as required by law. (Based on an individual's W-4 filing status)

Federal Tax Levy: If an employee neglects or refuses to pay his or her federal tax liability within ten days they may receive a notice from the Federal Government. Upon receipt of a Notice of Levy, the Department of Human Resources will contact the employee and make every effort to assist in settlement of the obligation. If the employee has not made proper arrangements by "payday," the required remittal will be forwarded to the Internal Revenue Service. Should accrued salary or wage be insufficient to cover the tax obligation, the employee should realize that said levy will continue until obligations are completely settled.

Leaves of Absence: 10 and 12 month, full and part time, salaried employees will accrue paid time off throughout the year. An employee, who requests time off prior to earning that time, will have it deducted from their paycheck. (Special circumstances may apply, see LiFT's Attendance and Leave of Absence Management Policy)

Note: Employees are urged to review their deductions each month to make certain they are accurate. Any discrepancies or questions regarding payroll deductions should be addressed to the Office Manager.

#### PAY RATE ADJUSTMENTS

Pay rate adjustments may occur whenever there is a new scale approved by the LiFT Board of Directors. Appropriate adjustments regarding pay grade scale, cost of living increases, and equity adjustments are made according to the funds available in the annual budget. These are reviewed at the beginning of each fiscal year. This action should not be confused with pay rate increases.

Pay rate increases are normally made based on merit at the beginning of each fiscal year, providing funds are made available within the budget. The decision to increase a person's pay rate is made after considering his or her record for the previous year as reflected in the performance evaluation and the prevailing pay grade scale within his or her job classification. Pay rate adjustments must be approved by the Executive Director and the LiFT Board of Directors. It should be stressed that pay rate increases are not automatic.

#### Types of Pay Rate Increases:

Merit: Merit increases are based on LiFT's financial status and are not guaranteed. A performance review is a tool used to assess each employee and does not always result in an automatic pay rate increase. The employee's overall performance and pay grade level relative to his/her position responsibilities are evaluated to determine if a pay rate increase would be warranted.

Cost of Living: Cost of living is a set figure on all classifications. When authorized these are administered at and under the direction of the LiFT Board of Directors, Executive Director and Human Resource department and become effective at the authorized adjustment date.

Promotion: The opportunity for a promotion becomes available with:

- An existing position with a higher pay grade becomes available allowing an employee to apply,
- When duties with greater responsibilities are added to a department and a reclassification request for the existing position is approved with an associated higher pay grade, or
- A new position with a higher pay grade is added to a department and an employee within the department is hired into the position.

#### TIME REPORTING AND APPROVALS

Full-Time 12- and 10-month employees who are classified as salaried exempt are paid on a salary basis and their attendance is not required to be record on Paylocity.

Full-Time and Part-Time 12- and 10-month employees who are classified as salaried non-exempt are paid on a salary basis but must record their hours in accordance with the requirements from the Department of Labor. Hourly employees are paid according to the hours worked. Both salaried non-exempt and hourly employees must punch in and out on Paylocity for their hours worked and meal breaks taken. A Time Report will be pulled every two weeks for payroll processing. Reported time must be rounded to the nearest quarter hour. Minutes from one (1) to seven (7) past a quarter hour are rounded down, and minutes from eight (8) to fourteen (14) are rounded up to the nearest quarter hour.

Direct supervisors must review everyone's time report for accuracy. If errors are found the direct supervisor should review each entry in question with the individual. Any corrections to time report are to be made within Paylocity and denoting the error in the note section. Once all time reports have been reviewed for accuracy and each report is correct the direct supervisor must select approved and submit their approvals in Paylocity. The Office Manager will pull the final report for payroll processing.

#### TIME SHEET PREPARATIONS AND APPROVAL

Contractors must submit an invoice for services rendered to [Liftacademy@bill.com](mailto:Liftacademy@bill.com) and accept the e-payment invite. However, in the case of substitute teachers, they may complete and submit a paper timesheet to the Principal of LiFT Academy or Director of LiFT University Transition Program. The forms are in the team member lounge next to the mailboxes. Substitute teachers must complete a timesheet to record the actual time worked. Timesheets are to be kept daily and completed in ink. The individual should carefully review all entries made before submitting it for approval.

The individuals Direct Supervisor must review everyone's timesheet for accuracy. If errors are found they should review each entry in question with the individual. Any corrections to timesheets are to be made by making a single line through the error and have the error initialed by the individual. Once all timesheets have been reviewed for accuracy and each sheet is correct the form must be submitted to the Office Manager by Thursday morning the week before payroll.

#### OVERTIME

Non-exempt employees who exceed 40 hours of work time in a work week will be paid time and one half. Employees who anticipate the need for overtime to complete the week's work must notify their director supervisor in advance and obtain approval before working hours that extend beyond their normal schedule.

#### HOLIDAY PAY

Salaried and salaried non-exempt employees who are paid on a salary basis will be compensated for holidays reflected on the published LiFT Benefit Summary received upon employment. Non-exempt employees who are paid on an hourly basis will receive the days off but are not eligible to receive holiday pay.

#### EMPLOYEE EXPENSE REIMBURSEMENTS

Employees may be reimbursed for expenses related to reasonable trainings, travel, screenings, and other expenses approved in advance in connection with an employee's job. Approval must be obtained by one's direct supervisor prior to any expenditures being made. An Expense Request Form or a Mileage Reimbursement Form must be completed with accompanying documentation attached and signed by the employee and the approver. The forms and documentation must be submitted to [Liftacademy@bill.com](mailto:Liftacademy@bill.com).

## Travel Expenses

Travel must be pre-approved by the Leadership Team in advance. Employees will be reimbursed for reasonable expenses incurred in connection with approved travel on behalf of the company. Upon completion of the trip, and within 30 days, the traveler must submit an Expense Request Form and supporting documentation to obtain reimbursement of expenses.

Exempt employees will be paid their regular salary for weeks in which they travel on behalf of LiFT. Nonexempt employees will be paid for travel time in accordance with federal and state wage payment laws.

Travelers are to choose the most practical and economical mode of transportation, and generally are to travel the most direct route. All travelers are to comply with the following guidelines for actual and reasonable transportation expenditures.

**Purchase of Tickets:** LiFT Inc. reimburses for commercial air, rail, and bus transportation fares for economy/coach accommodations. LiFT Inc. does not reimburse for first-class. If a traveler submits a Check Request Form with any upgrades (i.e., extra leg room, preferred seating, etc.) justification is to be provided on all pertinent travel forms to obtain approval for payment. Discounted or reduced round-trip rates should be taken when available. To secure reimbursement, the traveler must retain all transportation ticket receipts (including e-ticket or passenger receipt) for purposes of documenting travel expense claims.

**Personal Owned Vehicle:** When travel by personal owned vehicle (POV) is chosen over commercial transportation to save time, to transport equipment or to reduce costs when several people are traveling together to the same destination, reimbursement to the traveler is made based on mileage traveled. When, primarily for the convenience of the traveler, a POV is used for official travel, reimbursement is not to exceed the cost of round-trip air travel between the nearest commercial airports serving the cities of origin and destination. The mileage allowance covers all operating costs of the vehicle including gas. Repair costs are not reimbursable, whether they result from the traveler's acts or the acts of others. However, ferry, bridge, tunnel, toll road, and parking charges are reimbursable in addition to the mileage allowance. An accurate daily record of miles traveled is to be maintained. Internet maps should be used for documentation. Upon completion of travel, mileage and expenses are to be submitted on the Check Request Form.

**Car Rental:** The use of rental cars is authorized when their use results in savings of cost or time or when other modes of transportation are not available. All additional charges must have a documented business purpose and are subject to approval. To secure reimbursement following completion of travel, the itemized rental car bill must accompany a properly completed Check Request Form.

**Miscellaneous Transportation-Related Expenses:** Tolls- Necessary, reasonable tolls are reimbursed. Parking- Necessary charges for parking are reimbursed, including airport parking fees that do not exceed normal taxi fares to and from the airport. Traffic Violations- NO traffic and parking violations received while driving rental, personal, or LiFT-owned vehicles are reimbursed. Public Transportation- As the preferred mode of transportation, public transportation is to be used whenever possible and practical. Public transportation costs are to be itemized on the Check Request Form. Shuttle Service- The cost of shuttle service to and from airports and railroad stations, plus reasonable tips, is reimbursed to the extent that such service is not covered elsewhere. Taxi Service- Taxi fares, including reasonable tips, are reimbursed when public transportation or shuttle service is not practical.

Lodging, Meals, and Related Expenses: Expenses for lodging and meals are reimbursed, either on an actual, reasonable expense basis or on a per diem basis. Please see below for more detailed guidelines. Personal expenses, such as guest accommodations and other non-business charges, are the responsibility of the traveler.

Lodging: The traveler is to pay the lodging bill immediately upon receipt and is reimbursed for the actual expense of his or her lodging. To secure reimbursement following completion of travel, the final itemized hotel bill with proof of payment must accompany a properly completed Check Request Form. Please note, a hotel confirmation is not acceptable documentation as proof of payment.

Meals: The traveler is reimbursed for the actual, reasonable cost, including tax and gratuity, of his or her meals during the travel period. To secure reimbursement following completion of travel, appropriate receipts for all meals must accompany a properly completed and signed Check Request Form. Credit card and itemized restaurant receipts are required for amounts greater than \$75.00. Under \$75.00 only proof of payment is required. If reimbursement is for persons other than the traveler, IRS regulations require that the name of the individuals involved, and the purpose of the expense be provided.

Registration Fees: should be paid directly to the vendor and submitted as part of your final expense reimbursement using the Check Request Form.

## Personal Expenses

Reimbursement for school related expenses such as screenings and trainings must be approved ahead of time by the Leadership Team. Upon approval a Check Request Form must be submitted for reimbursement.

Relating Policies: Finance and Accounting Manual

## PAID TIME OFF / LEAVES OF ABSENCE

### PAID TIME OFF (PTO)

Paid Time Off must be approved by one's direct supervisor via Paylocity. 10-month full-time employees will receive 4 days of sick PTO, **for every 53.75 hours worked the employee will earn 1 hour** totaling 4 days each academic year. 10-month part-time employees will receive 2 days of sick PTO, **for every 53.75 hours worked the employee will earn 1 hour** totaling 2 days each academic year. 12-month full-time employees will receive 4 days of sick PTO, **earning 1.231 hrs. each pay period**. 12-month, full-time employees will also accrue 10 days of vacation PTO, at an **earning rate of 3.077 hrs. each pay period** totaling 10 days each fiscal year. Sick PTO days and Vacation PTO days cannot be used interchangeably. All employees will be required to use or lose all their PTO by the end of the fiscal year. New employees may not use any PTO until after 30 full days of employment, any days taken by a new employee within those first 30 days of employment will be unpaid.

Any questions should be directed to the Office Manager.

### STAFF TIME OFF REQUEST PROCEDURES

In the event an employee is unable to meet their given work schedule expectation, s(he) must submit a Time Off Request via Paylocity. Submitting a request does not guarantee approval. Unplanned time off may be taken in the case of emergency, sudden illness, injury, bereavement, or COVID-19 related leave without prior scheduling. LiFT asks that as soon as is possible a Time Off Request be submitted to ensure proper usage of COVID-19 leave, PTO entitlements as well as to ensure that our entitlement accrual records are accurate and up to date. Payroll impacts due to planned or unplanned absences will always be drawn out of an employee's accrued PTO prior to LiFT deducting any used unearned time off, except in the case of those leaves of absence due to COVID-19 qualifying reasons those absences will be evaluated in the light of the FFRCA requirements and supporting documentation provided, then any payroll impacts will be administered as required.

## Jury Duty

In compliance with the federal, state, and district laws regarding jury duty, the following is the procedure when an employee has jury duty. Upon receipt of notification from the state or federal courts of an obligation to serve on a jury or to act as a court witness, the employee should complete a time off request via Paylocity and submit to HR a copy of the jury duty summons. The Office Manager will complete the top right section of the form indicating whether the employee will receive compensation for up to one week while serving. The Office Manager will return a copy of that form to the employee.

Employees appearing in their own case as a plaintiff or defendant or for a non-subpoenaed court appearance will not receive paid time off. Accrued vacation or unpaid time should be used for such instances.

## Military Leave

In compliance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), the following is the procedure when an employee must take a leave of absence from their civilian jobs for active military service. The employee must give notice of impending military service by submitting a time off request via Paylocity as well as submit to the Office Manager copies of the service notification. The Office Manager will return a copy of that form to the employee. LiFT, in accordance with USERRA, does not pay employees while on military leave.

## COVID-19 Related Leave

In general, employees of LiFT, a not-for-profit 501c(3) with fewer than 500 employees, who have been employed for at least 30 days prior to their COVID-19 related leave request are eligible for leave entitlements covered under the Families First Coronavirus Response Act.

Employees who must be absent due to COVID-19 qualifying reasons and are not able to continue working via telework, are asked to notify their direct supervisor as soon as is possible to ensure LiFT is able to secure coverage and keep with business operations. We ask that a time off request be submitted via Paylocity in a timely manner along with the required statements and documentation, indicating that the absence is due to COVID-19 and verifying which qualifying reason applies. LiFT will follow the FFCRA leave entitlement requirements and allow for paid sick leave up to the allotted amounts for each eligible employee according to their classification. If an employee can telework, they should do so.

Qualifying reasons for leave related to COVID-19.

An eligible employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework. COVID-19 related leave policies and procedures will usurp LiFT's regularly enforced attendance and leave of absence management policies and procedures if the employee meets the eligibility requirements above and their request for leave is due to the following qualifying reasons below:

- #1 Is subject to a Federal, State, or local quarantine or isolation order related to COVID-19.
- #2 Has been advised by a health care provider to self-quarantine related to COVID-19.
- #3 Is experiencing COVID-19 symptoms and is seeking a medical diagnosis.
- #4 Is caring for an individual subject to an order described in (1) or self-quarantine as described in (2).
- #5 Is caring for his or her child whose school or place of care is closed (or childcare provider is unavailable) due to COVID-19 related reasons; or
- #6 Is experiencing any other substantially similar condition specified by the U.S. Department of Health and Human Services.

## COVID-19 Leave Entitlements

Up to two weeks (80 hours, or part-time\* employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state of Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 above, up to \$511 daily and \$5,110 total.
- 2/3 for qualifying reasons #4 and #6 above, up to \$200 daily and \$2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at 2/3 for qualifying reason #5 above for up to \$200 daily and \$12,000 total.

\*A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

#### Sick, Injury or Emergency Leave

Employees who must be absent due to illness or injury must notify, via telephone, their direct supervisor by 2:00pm the day prior to the anticipated absence but no later than 6:30am on the day of absence to ensure an adequate amount of time is available to arrange for coverage. For an immediate emergency, illness, or injury situation please notify your direct supervisor as soon as possible. A time off request must be submitted via Paylocity as soon as possible.

#### Bereavement Leave

An employee who wishes to take time off due to the death of an immediate family member should notify his or her supervisor immediately. Employees will not be paid bereavement leave for days or hours not scheduled to work.

Employees are allowed 3 days of paid leave in the event of the death of the employee's spouse, child, father, father-in-law, mother, mother-in-law, brother, sister, stepfather, stepmother, stepbrother, stepsister, stepson or stepdaughter, brother-in-law, sister-in-law, son-in-law, daughter-in-law, aunt, uncle, grandparent, grandchild, or spouse's grandparent. The employee will need to submit for approval prior to their departure a time off request via Paylocity and indicate that the time being requested is for bereavement purposes. However, if the situation does not allow time for the submission to be completed prior to the requested days, a verbal request may be accepted, and a submission must be completed upon return.

#### Disability Leave

LiFT complies with the ADA requirements for employers to consider reasonable accommodations for employees with disabilities. Leave from work may be a form of accommodation if it is reasonable and does not create an undue hardship for the employer. A time off request indicating that the request is for disability leave must be submitted via Paylocity. Further documentation may also be necessary.

#### August and May Time Off

LiFT Academy and University Transition Program are school environments and the majority of LiFT's student body attend for 10 months of the year. Due to the needs of our students, as well as the expectations of parents paying for our service, LiFT has imposed a soft black out period in which our instructional and leadership team members may not request time off during the first month of school or the last three weeks of May.

Relating Policies: Attendance and Leave of Absence Management Policy and Procedure

#### **LiFT Employee Insurance Program**

LiFT has established a voluntary employee insurance program, the current agents on record is Brown and Brown Insurance and Stahl and Associate Insurance. Brown and Brown Insurance has furnished LiFT with an Employeenavigator.com portal to manage all of LiFT's employee insurance needs. The Office Manager will manage records and notifications through this portal. Eligible employees are required to make their selection to receive or decline each insurance offering. Salary exempt and salaried non-exempt employees who work 25 hours or more per



week along with their qualifying dependents, are eligible to enroll in LiFT's voluntary medical, dental, and vision insurance program after thirty days of employment and after ninety days of employment these employees will be further eligible to enroll in LiFT's life insurance program and 401k Retirement Plan. These insurance offerings are voluntary and must be purchased by the eligible employee, LiFT will however, makes a generous contribution towards selected medical insurance plans and the primary life insurance policy. The contributed amount will be determined within the annual budget each year and announced annually. Worker Compensation is a different type of employee insurance offering that LiFT is required to carry, and it will be available to all employees as required. LiFT will abide by all state and federal reporting laws and ensure its employees receive required notices and insurance coverage options as applicable.

## AUTHORITY

The Office Manager under the direction of the Executive Director and the governance of the Board of Directors will manage the employee insurance program.

## ELIGIBILITY TIMELINE:

Upon Employment:

- Workers Compensation: State mandated; through Stahl and Associate Insurance.

After 30 days:

- Medical: Voluntary Insurance, through United Healthcare; Partial Employer Contribution.
- Dental: Voluntary Insurance, through Principal.
- Vision: Voluntary Insurance, through Principal

After 90 days

- Life and AD&D: Voluntary Insurance; 100% Employer Paid.
- 401K Retirement Plan: Voluntary Option, through Dyatech; Up to a 3% maximum salary match.
- Additional Life and AD&D: Voluntary Insurance, through Principal
- Long Term Disability: Voluntary Insurance, through Principal
- Short Term Disability: Voluntary Insurance, through Principal
- Critical Illness: Voluntary Insurance, through Principal
- Accident: Voluntary Insurance, through Principal

Upon Termination:

- COBRA: Voluntary Insurance, through WageWorks

## GENERAL PROGRAM REQUIREMENTS

### Workers Compensation

Workers' compensation is a state-mandated benefit for employees with work-related injuries and diseases. In most cases, benefits are awarded without regard to fault. The benefits provided under workers' compensation vary depending on the nature of the claim.

Employee Rights:

- To file a claim for a work-related injury/disease.
- To receive medical treatment from an approved workers' compensation provider.

- To receive temporary total disability benefits.
- To receive limited travel reimbursement for expenses directly related to treatment.
- To receive vocational rehabilitation services if found eligible by the Third-Party Administrator.
- To be evaluated for permanent partial disability if there is an indication of a permanent impairment.
- To re-open your claim in some circumstances.
- To appeal a written determination of claim eligibility or benefits.

Eligibility: Regular full time and part time exempt and non-exempt employees who receive a regular wage with applicable tax deductions are eligible.

Human Resource Posting Requirement: LiFT is required to post the “Workers Comp Works for You” poster in plain sight of its employees. Poster is in the staff lounge and on Paylocity.

#### Claim Procedures:

There are four elements necessary to have a covered claim. They are:

**Time:** The accident must occur during assigned work hours. Assigned work hours begin when the employee arrives at work. Workers’ compensation generally does not cover accidents that occur while coming and going to work or lunch.

**Place:** The accident must occur on the employer’s premises, or a location required by the employment.

**Circumstance:** The accident must occur while performing a work-related activity. A work-related activity is often defined as one that benefits the employer, even if it may not be an assigned duty. For this reason, injuries that occur on authorized breaks are generally covered by workers’ compensation insurance.

**Cause:** The injury or disease must result from a peril that is peculiar to your work. For this reason, common ailments such as a cold or the flu are not covered under workers’ compensation.

#### Employee responsibilities:

- Inform supervisor of injuries or occupational diseases immediately.
- Complete a notice of Injury or Occupational Disease Incident Report/C-1 within seven (7) calendar days of date of injury or within seven (7) calendar days after knowledge of an occupational disease and its relationship to employment.
- Seek medical attention with an approved workers’ compensation provider or the nearest medical facility in case of an emergency.
- Complete a Claim for Compensation (C-4) if medical treatment was provided or off work because of the work-related injury/occupational disease.
- Inform doctor that modified duty will be provided.
- Immediately provide the Office Manager with a medical report after each doctor’s visit which outlines any work restrictions.
- Work within the restrictions set forth by an approved workers’ compensation provider while on modified duty.
- Notify supervisor in advance of doctor or therapy appointments.
- Contact supervisor at least once every two (2) weeks if off work.
- Report any unsafe working conditions or hazards to supervisor.

#### Health, Dental and Vision Insurance

LiFT offers these as voluntary insurance options.

#### Plan Options:

- Medical (UHC)
  - HMO17 OA Opt 26
  - HMO17 OA Opt 16
  - NPOS17 OA Copay Opt 5
- Dental (Principal Financial Group)
  - Voluntary Low PPO
  - Voluntary High PPO
- Vision (Principal Financial Group)
  - Voluntary Vision VSP Network

Eligibility Requirements: Health insurance eligibility is available to employees working 25 + hours a week. Regular full-time employees will become eligible for these insurance options July 1<sup>st</sup> or upon employment on the first of the month after 30 days.

Open Enrollment: Open enrollment will be July 1st each year. The employee upon selection of a plan will then have 30 days to make any changes.

Enrollment Procedures: Eligible employees Annually, prior to open enrollment, must complete an insurance survey. The survey is used by the agent on record to complete the Insurance Census, which indicates how many employees and dependents might take part in the program as well as help to inform the agent on record on what types of plans to include in the proposal. Census numbers also determine what type of plans options and rates will be available. LiFT's partial contribution towards the medical plan will be determined annually considering the annual budget as well as the current insurance rates available. Eligible employees must make their selection to receive or decline this benefit through their Employeenavigator.com portal.

Payment Options: The plan option payment cycles will be divided into a 22 week pay cycle and a 26 week pay cycle. Deductions from the employee's paycheck will be based on selected benefits in accordance with the appropriate pay cycle.

#### Life Insurance and Accidental Death and Dismemberment

LiFT offers a 100% contribution for a \$50,000 Voluntary Basic Life /AD&D Policy through Principal Financial Group.

Eligibility Requirements: This benefit is available to regular full-time employees. These employees will become eligible for this benefit option July 1<sup>st</sup> or upon employment after 90 days.

Open Enrollment: Open enrollment will be July 1st each year.

Enrollment Procedures: Eligible employees must make their selection to receive or decline this benefit through their Employeenavigator.com portal. If chosen, the eligible employee must select the beneficiaries at a designated percentage for each beneficiary.

#### 401k Retirement Plan

LiFT Inc. offers a voluntary 401k Retirement Plan through Dyatech. LiFT offers this with a 3% match if the employee contributes 6% with a vesting schedule of 25% per year of employment with a full vestment after completion of 4 year of employment.

Eligibility Requirements: This benefit is available to salaried and salaried non-exempt employees working 25 hours or more per week. These employees will become eligible for this benefit option July 1<sup>st</sup> or upon employment after 90 days.

Open Enrollment: Eligible employees may choose to enroll anytime throughout the year. The Office Manager, for operational convenience and the employees' benefit will arrange for a financial representative to visit the school annually to present plan options and allow time for staff to enroll.

Enrollment Procedures: Eligible employees must make their selection to receive or decline this benefit. See the Office Manager for an application.

Payment Options: The plan option payment cycles will be divided into a 22 week pay cycle and a 26 week pay cycle. Deductions from the employee's paycheck will be based on selected benefits in accordance with the appropriate pay cycle.

Reporting Requirements: The Executive Director must ensure the completion of Form 5500 and that the Third-Party Administrator files the return with the Internal Revenue Service no later than the last day of the seventh month after the plan year ends.

### Ancillary Insurance Options

Ancillary Insurance offerings are all voluntary insurance options.

Eligibility Requirements: This benefit is available to regular full-time employees. These employees will become eligible for this benefit option July 1<sup>st</sup> or upon employment after 90 days.

Open Enrollment: Open enrollment will be July 1st each year.

Enrollment Procedures: Eligible employees must make their selection to receive or decline this benefit through their [EmployeeNavigator.com](http://EmployeeNavigator.com) portal.

Payment Options: The plan option payment cycles will be divided into a 22 week pay cycle and a 26 week pay cycle. Deductions from the employee's paycheck will be based on selected benefits in accordance with the appropriate pay cycle.

Ancillary Insurance Options Include:

- Additional Life Insurance and AD&D
- Long Term Disability
- Short Term Disability
- Critical Illness
- Accident

### COBRA

COBRA is a voluntary insurance option for eligible employees which is triggered upon voluntary or involuntary termination. A COBRA Notice must be sent out within 44 days of termination of employment, employee death, reduction of hours: within 14 days of notification of divorce or child aging out. The account is managed through WAGWORKS. The Office Manager upon the termination of an employee is required to inform Brown and Brown through the [EmployeeNavigator.com](http://EmployeeNavigator.com) portal. Once the termination has been indicated, a brown and brown representative will begin the process of either ending the past employees benefits or transferring the benefits into COBRA. It is the past employees' responsibility to register and make the monthly payments for the COBRA policy.

Relating Policies: Employee Insurance Program

### **Florida Statutes**

Florida Statute 39.203 states that in cases where employees have made an abuse, abandonment or neglect report have immunity from liability.

Florida Statute 768.095 states that employers have immunity from liability; disclosure of information regarding former or current employees.—An employer who discloses information about a former or current employee to a prospective employer of the former or current employee upon request of the prospective employer or of the former or current employee is immune from civil liability for such disclosure or its consequences unless it is shown by clear and convincing evidence that the information disclosed by the former or current employer was knowingly false or violated any civil right of the former or current employee protected under chapter 760.