

Miami Community Charter Schools

ELEMENTARY-MIDDLE-HIGH



"Transform Obstacles
into Opportunities"

EMPLOYEE HANDBOOK

2022-2023

www.mccsedu.org

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Miami Community Charter Schools

Amendment to Employee Handbook-COVID-19

August 16, 2021

The Miami Community Charter Schools' Employee Handbook is to provide a clear guideline of the expectations and responsibilities within a professional and productive work place. All other issues, including the unprecedented current situation of the pandemic are communicated to the faculty in writing.

Therefore, all other forthcoming guidelines pertaining the expectations and responsibilities from the employee serve as an amendment to Miami Community Charter Schools' Employee Handbook.

Contents

Miami Community Charter Schools	7
INTRODUCTION.....	8
OUR VISION	10
OUR MISSION.....	10
OUR FOCUS	10
SECTION 1	11
1.1 INTRODUCTION STATEMENT.....	11
1.2 EMPLOYEE RELATIONS	12
1.3 DIVERSITY.....	14
1.4 PROBATIONARY PERIOD OF EMPLOYMENT	15
1.5 PAYROLL.....	16
1.6 EMPLOYMENT AT WILL	17
1.7 EQUAL EMPLOYMENT OPPORTUNITY.....	18
1.8 ANTI-HARASSMENT POLICY AND COMPLAINT PROCEDURE	18
B. Anti-Harassment	20
C. Prohibited Conduct.....	23
D. Complaint Procedure	24
E. Discrimination/Harassment Reporting and Investigation	24
F. Retaliation	26
1.9 ADA/ADAAA Policy	27
1.10 DRUG AND ALCOHOL USE	33
1.11 MEDICAL MARIJUANA USE.....	35

1.12 HIRING OF RELATIVES, DOMESTIC PARTNERS	36
1.13 IMMIGRATION LAW COMPLIANCE.....	37
1.14 CONFLICT OF INTEREST	37
1.15 OUTSIDE EMPLOYMENT	39
1.16 SOLICITATION.....	40
1.17 NON-DISCLOSURE OF CONFIDENTIAL INFORMATION	41
1.18 ACCESS TO PERSONNEL FILES	42
1.19 EMPLOYMENT REFERENCES & RECOMMENDATIONS	43
1.20 PERSONAL DATA CHANGES	43
1.21 DRESS CODE	44
1.22 JOB POSTING AND EMPLOYEE REFERRALS	45
1.23 GIFTS AND GRATUITY	46
SECTION 2	47
2.1 EMPLOYMENT CATEGORIES	47
2.2 PERFORMANCE EVALUATION.....	49
2.3 TIMEKEEPING	50
2.3(a) Deductions from Pay/Safe Harbor Exempt Employees	51
2.4 Work Hours	52
2.5 PAYDAYS	52
2.6 HOURS AND ATTENDANCE	53
2.7 PAY ADVANCES	54
2.8 ADMINISTRATIVE PAY CORRECTIONS	54
2.9 PAY DEDUCTIONS.....	54

2.10 WORK SCHEDULES/PLANNING TIME.....	55
2.11 SALARY SCHEDULE	56
2.12 REST AND MEAL PERIODS	57
SECTION 3	57
3.1 USE OF PHONE, EMAIL, AND MAIL SYSTEMS	57
3.2 SMOKE FREE POLICY.....	58
3.3 USE OF EQUIPMENT	58
3.4 DONATIONS TO THE SCHOOL.....	59
3.5 EMERGENCY SCHOOL CLOSINGS	59
3.6 BUSINESS TRAVEL EXPENSES.....	59
3.7 VISITORS IN THE WORKPLACE	61
3.8 COMPUTER, E-MAIL, AND CELL PHONE USAGE	62
3.9 UNACCEPTABLE USE POLICY.....	64
3.10 SOCIAL MEDIA	67
SECTION 4	70
4.1 JESSICA LUNDSFORD ACT	70
4.2 EDUCATION BACKGROUND AND TEACHER CERTIFICATION	70
4.3 PROCEDURES FOR REPORTING CHILD ABUSE AND NEGLECT.....	70
4.4 SAFETY	74
4.5 SECURITY INSPECTIONS.....	76
4.6 WORKPLACE MONITORING	76
4.7 RUMORS AND GOSSIP.....	77
4.8 SELF REPORTING POLICY	77

SECTION 5 78

5.1 WORKPLACE VIOLENCE 78

5.2 WORKPLACE BULLYING 79

5.3 PERSONAL CONDUCT AND CORRECTIVE ACTION 80

5.4 PERSONAL CONDUCT – ALL EMPLOYEES 82

5.5 OBSERVE AND ADHERE TO SCHOOL POLICIES, PROCEDURES AND GUIDELINES 83

5.6 PRACTICE APPROPRIATE COMMUNICATION BEHAVIORS AND RELATIONSHIPS..... 83

5.7 CONFLICT RESOLUTION 84

5.8 RESIGNATION 85

5.9 RETURN OF PROPERTY 86

5.10 PROGRESSIVE DISCIPLINE 86

Miami Community Charter Schools

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Elementary School Principal

Dr. Raina Fiallo

Middle- High School Principal

Mrs. Stephany Papili, Ed. S

Business Manager

Mrs. Janet Velez

INTRODUCTION

Welcome to a new school year!

On behalf of the Board of Directors, we welcome you to Miami Community Charter Schools (MCCS). Thank you for joining our team of excellence. We look forward to a successful year.

Miami Community Charter Schools is founded in 2004 by an initial group of community members and consultants. With the appointment of the founding principal, Dr. Jila Rezaie, the school opened with small group of students in kindergarten thru fourth grade. Through the years, MCCS has remained mission driven and has continued providing the community with a viable educational option. The elementary school was followed by MCCS middle and eventually by MCCS high school. Currently, Miami Community Charter School runs a full spectrum of general education. In addition, the school has a Bilingual Education Program for grades K – 8, Microsoft Academy for grades 6 – 12, Digital Design Academy, Adobe Photoshop, and Web Development Academy certification for grades 9 – 12, and a strong dual enrollment and early graduation program for students in grades 9 – 12.

This Handbook is designed to acquaint you with Miami Community Charter Schools (MCCS) and provide you with information concerning what to expect from MCCS and what MCCS expects from you. MCCS believes that an honest, open relationship with each employee is vital to our mutual success.

This handbook is also prepared to provide information on school policies, benefits, programs, and procedures for school personnel. Please keep this readily available during the school year. We are certain it will answer many questions that you may have.

Any suggestions or recommendations for the improvement of this handbook will be appreciated.

The success of Miami Community Charter Schools can be attributed to a combination of a superior instructional staff, an advanced curriculum, a supportive Board of Directors, and a demand for strong parental and community involvement. We believe that each employee contributes directly to MCCS' growth and success, and we hope you will take pride in being a member of our staff.

Highly effective schools have certain characteristics. In a superior school, 99% of the staff is on task 99% of the time. Now you can see why we have high expectations.

On behalf of the Board of Directors, we are pleased to have you on our staff and hope that your experience here will be challenging, enjoyable, and rewarding.

Again, Welcome to the Home of Lions!

OUR VISION

As lifelong learners, MCCA students will take ownership to transform obstacles into opportunities for a better community.

OUR MISSION

At MCCA, our faculty is committed to empowering our students through mentorship to be held accountable by teaching them to embrace responsibility, demonstrate mutual respect, and engage in open communication. Our continuous collaboration with all stakeholders will provide a safe and nurturing environment which promotes students' social-emotional and academic growth. Students will feel secure in embracing new challenges by identifying their individual strengths, motivating them through goals, and celebrating their victories. Through our endeavors and dedication to community service, our students will achieve their full potential and become productive members of society.

OUR FOCUS

The faculty and staff of Miami Community Charter Schools will work together to provide an equitable education opportunity for all students.

SECTION 1

1.1 INTRODUCTION STATEMENT

This handbook clarifies Miami Community Charter Schools' employee relationship and provides general information on the policies and procedures. This handbook is not a contract of employment; nor does it limit Miami Community Charter Schools' discretion to discipline or terminate employment. Also, no employee, agent, or representative of Miami Community Charter Schools has the authority to authorize you to engage in any conduct or behavior that conflicts with employment policies and procedures; nor to offer an expressed or implied contract of employment unless that authorization is set forth in writing and signed by the Board of Directors and/or Executive Director of Miami Community Charter School.

MCCS at all times reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time (other than the At Will Policy which requires all changes to be in writing), as it deems appropriate, in its sole and absolute discretion. At the same time, Miami Community Charter Schools' At Will Policy dictates that employees who are in their respective probationary period or the employer, may end the relationship for any reason at any time as set forth in Florida Statute 1012.335(1) (c). All other employee's employment is dictated by MCCS' employment At Will Policy wherein the employee or Miami Community Charter School, as the employer, may end the employment relationship for cause or no cause at anytime. Employees will be notified of any changes to the handbook as they occur.

1.2 EMPLOYEE RELATIONS

Miami Community Charter Schools believe that the work conditions, wages, and benefits it offers are competitive with those offered by similar organizations. If you have concerns about work conditions or compensation, you are strongly encouraged to voice these concerns openly to your supervisor as delineated in the MCCS organizational chart. (Appendix A.)

Our experience has shown that when you communicate openly and directly with the responsible party, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that MCCS amply demonstrates its commitment to you by responding effectively to employee concerns.

Each employee is considered a valuable part of the MCCS Team. The success and continued growth of MCCS is dependent upon each employee understanding and believing in our vision. This will provide the foundation for mutual respect and consideration.

Miami Community Charter Schools' Goals:

- To provide competitive salaries and employee benefits
- To provide support for curriculum, faculty and administration needs
- To monitor and comply with applicable federal and state laws and regulations concerning employee safety
- To provide opportunities for training and professional advancement based on needs
- To accept constructive suggestions which relate to methods, procedures, working conditions, and the nature of the work performed

- To utilize effective procedures for you to discuss matters of interest or concern with your immediate supervisors and have those issues addressed
- To ensure that leadership provides a spirit of harmony and teamwork with all employees as it relates to the total work experience
- To provide an open door policy
- To comply with all applicable laws and regulations

Miami Community Charter Schools Expects You:

- To regard student safety as your first priority, whether the student(s) is (are) assigned to you or not.
- To arrive to and begin work on time.
- To adhere to your assigned work schedule.
- To demonstrate a considerate, friendly, and constructive attitude toward fellow faculty, co-workers, students and parents.
- To adhere to the policies adopted by Miami Community Charter Schools.
- To practice teamwork at all times to enhance a positive work environment.
- To adhere to Miami Community Charter School's vision and mission.
- To treat our students as our ultimate priority.
- To know that A POSITIVE ATTITUDE AND SMILE ARE A PART OF YOUR DAILY WARDROBE.

1.3 DIVERSITY

MCCS is committed to fostering, cultivating and preserving a culture of diversity and inclusion. Our human capital is the most valuable asset we have.

We embrace and encourage our employees to accept and respect differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our employees unique.

Miami Community Charter Schools expects and monitors:

- Respectful communication and cooperation between all employees.
- Teamwork and employee participation, permitting the representation of all groups and employee perspectives.
- Understand, respect, and uphold the unique structure of school organization regardless one's specific division.
- Employer and employee contributions to the communities we serve to promote a greater understanding and respect for diversity.

All employees of MCCS have a responsibility to treat others with dignity and respect at all times. All employees are expected to exhibit conduct that reflects inclusion during work, at work functions on or off the work site, and at all other company-sponsored and participative events.

Any employee found to have exhibited any inappropriate conduct or behavior against others may be subject to disciplinary action.

Employees who believe they have been subjected to any kind of discrimination that conflicts with the company's diversity policy and initiatives should inform the principal and executive director's office to seek assistance.

1.4 PROBATIONARY PERIOD OF EMPLOYMENT

The probationary period is intended to give new employees, and the returning employees on probation an opportunity to demonstrate their ability to achieve a satisfactory level of performance. MCCS uses this periodically to evaluate an employee's capabilities, work habits, and overall performance. Either the employee or MCCS may end the employment relationship at will at any time during the probationary period, with or without cause or advance notice.

Probationary Contract for First Year Administration and Faculty: This is a probationary contract based on the employee's initial term of employment in accordance with Florida Statute 1012.335(1) (c). The probationary period is for a one (1) year period. All new employees, other than administration and faculty, work on an introductory basis for the first 120 calendar days after their date of hire. Benefits for new employees are awarded as follows:

- Benefits required by law such as workers' compensation insurance and Social Security take effect immediately
- Medical insurance, dental, vision, life, disability and/or accident insurance take effect on the 1st day of the month after sixty (60) days of employment or during the following enrollment period.
- Retirement plans take effect immediately once you enroll and begin contributing. There is no enrollment period for retirement plans.

1.5 PAYROLL

- All salary instructional staff work for a minimum of 199 days, and get paid twice a month. The payroll for the salary employees spans from August of each year to August of the following year. The employer and employee each are responsible for respective tax and deductions. This includes any and all pays including but not limited to bonuses. Each contract is signed between the employee and employer indicates the base salary. Employees that have additional duties during a school year (partial of full) receive stipends for that year. Such positions including Academic Leadership Positions are decided based on administration discretion. The assignment and stipend may change from year to year based on schools' academic, organizational and operational needs.
- All salary non-instructional staff including administration, administrative assistants, registrars, business manager and staff work for a minimum of 220 days. The payroll rotation, span and all payroll deductions as well as the stipends and bonuses are the same as the salary instructional staff. The 21 days in addition to 199 instructional days could fall anytime from June 15 to July 30 of each year. School administration reserves the right to schedule the summer work calendar accordingly, and based on school's academic, organizational and operational needs.
- All fulltime hourly/daily employees and those employees that are hired for a part time year around position, are included in regular payroll, with conditions as specified for salary instructional and non-instructional staff.
- The pay rate and specifications to all others that are contracted to perform certain assignment/task/service is determined by the individual contract.

1.6 EMPLOYMENT AT WILL

Employment with M CCS is voluntary and probationary. During the first-year of employment with M CCS, the teacher/administrator is free to resign at-will at any time, with or without cause. The probationary (first-year) position is found under Florida Statute 1012.335(1) (c). Beginning the second year at M CCS, all teachers/administrators will be on an annual contract. Employee may terminate his/her employment only with the referral of the principal to the executive director as required under Florida Statute 1012.335(3). Failure to obtain proper approval will result in the employee being subject to the jurisdiction of the Educational Practices Commission.

All other employees are subject to the Employment At-Will Doctrine. All employees resigning must give at least two (2) weeks' notice prior to their last day of employment or they will forfeit any awarded vacation time, if applicable, so long as there is no violation of applicable Federal or State law. Similarly, M CCS may terminate the employment relationship at-will at any time during the probationary period.

Policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between M CCS and any of its employees. The provisions of the handbook have been developed at the discretion of M CCS' administration, accepted by its governing board.

During the probationary period, new employees are eligible for those benefits that are required by law such as workers' compensation insurance and Social Security. They may also be eligible for other school provided benefits, subject to the terms and conditions of each benefits program. Employees should read the information for each specific benefits program for the details on eligibility requirement.

1.7 EQUAL EMPLOYMENT OPPORTUNITY

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at MCCS will be based on merit, qualifications, and abilities. MCCS does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, marital status, disability, gender, sexual preference, gender identity/expression or any other protected characteristic under Title VII of the 1964 Civil Rights Act.

1.8 ANTI-HARASSMENT POLICY AND COMPLAINT PROCEDURE

A. Discrimination/Harassment

Miami Community Charter Schools recognize its obligation to work toward a community in which diversity is valued, and affirm its commitment to ensure that every faculty, staff member and student of Miami Community Charter Schools work in an environment free from discrimination or harassment based on race, color, religion, age, disability, sex, national origin, marital status, gender, sexual preference, gender identity/expression and/or veteran status. Such discrimination and harassment is prohibited by a variety of Federal, State and local laws, including, Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, 110.1221 Florida Statutes, the Older Workers Benefits Protection Act (OWBPA), the Pregnancy Act of 1978 or any other Federal, State or local law concerning discrimination. This policy is intended to comply with these anti-discrimination laws:

1. This policy applies to all employees and students of Miami Community Charter Schools. It also covers harassment involving patrons, vendors, and other individuals with whom employees of Miami Community Charter Schools have interaction with as a condition of their employment.
2. Discrimination/harassment is defined as verbal or physical conduct that threatens, intimidates or coerces, or that impairs an employee's ability to perform his or her job.
3. Filing groundless and malicious complaints of discrimination/harassment is prohibited.
4. Disciplinary action will be taken against any employee who violates this policy. Such action may include coaching, counseling, written warnings, suspension, or termination of employment.

B. Anti-Harassment

1. It is the policy of Miami Community Charter Schools that all employees should be able to enjoy a work environment free of discrimination and harassment. Discrimination/harassment also include display or circulation of written or electronic materials or pictures degrading to either gender or to racial, ethnic, or religious groups; and verbal abuse or insults directed at or made in the presence of members of a racial, ethnic, or minority group.
2. Miami Community Charter Schools takes allegations of discrimination/harassment seriously and will respond promptly to complaints. In fulfilling their obligation to maintain a positive and productive work environment, administration and supervisors are expected to immediately halt any harassment or discrimination that comes to their attention and are expected to report such violations to the executive director. Once reported and determined that such inappropriate conduct has occurred, Miami Community Charter Schools will act promptly to eliminate the conduct.
3. Discrimination/ Harassment Training: The Supreme Court has indicated that it is highly advisable for all employers to provide training for its respective employees to ensure compliance with the requirements of discrimination/harassment laws. Furthermore, the Federal and State Law and Anti-Discrimination Policy issued by Office of Civil Rights are available in the work place.

4. In Florida, the legal definition for sexual harassment is: Sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions; or such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.
 - a. Under these definitions, direct or implied requests by a supervisor for sexual favors for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment constitutes sexual harassment.
 - b. The legal definition of sexual harassment is broad. In addition to the examples above, other sexually oriented conduct that, whether intended to be or not, is unwelcome and has the effect of creating a work place environment that is hostile, offensive, intimidating or humiliating to male or female employees and therefore may also constitute sexual harassment.
 - c. While it is not possible to list all of the circumstances that may constitute sexual harassment, the following are some examples of conduct that, if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances, including the severity of the conduct and its pervasiveness:
 - Unwelcome sexual advances – whether or not they involve physical touching.
 - Sexual epithets, jokes, written or oral references to sexual conduct; gossip regarding one's sex life; comments on an individual's body; comments about an individual's sexual activity, deficiencies or prowess.
- Displaying sexually suggestive objects, pictures, cartoons.

- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comment.
- Inquiries into one's sexual experiences.
- Discussion of one's sexual activities.

All employees should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment or who has cooperated with an investigation of a sexual harassment complaint is unlawful and will not be tolerated by Miami Community Charter School.

Sexual harassment does not include verbal expression or written material that is relevant and appropriately related to the subject matter of a course/curriculum or to an employee's duties. This policy is not intended to abridge the academic freedom of Miami Community Charter School's educational mission.

c. Prohibited Conduct.

1. The following actions are prohibited:

- a. Sexual harassment by or between any faculty member, staff member or student, including individuals of the same sex.
- b. Discrimination /harassment by any faculty member, staff member or student against any individual who is not a faculty member, staff member or student while assigned to duties or academic programs of Miami Community Charter School regardless of their worklocation.
- c. Discrimination /harassment by any vendor or individual external to Miami Community Charter School against any faculty member, staff member or student during the transaction of business with Miami Community Charter School.
- d. Retaliation by any faculty member, staff member or student against any individual who, in good faith, has made any allegation of discrimination /harassment, or who has testified, assisted, or participated in any way in any investigation, proceeding, or hearing conducted under this policy or any Federal or State law.
- e. Knowingly making false accusations or allegations of discrimination /harassment, or making false statements in any inquiry or investigation of alleged discrimination/harassment.

D. Complaint Procedure

Individuals who believe they have been subjected to harassment from either a co-worker or a supervisor should make it clear to the offender that such behavior is offensive to them and unwelcomed. If the individual does not feel comfortable approaching the offender, he/she is not required to do so. However, he/she should immediately bring the matter to the attention of the, executive director and/or the principal, or any individual board member with whom you may feel comfortable in discussing the matter. MCCS will make an independent inquiry into any allegations. All allegations of harassment will be immediately investigated. It is important for employees who feel that they have been harassed to report incidents to administration/management so they can be addressed and resolved.

Anyone found to have engaged in discrimination/harassment shall be subject to discipline, up to and including termination of employment.

E. Discrimination/Harassment Reporting and Investigation

When Miami Community Charter Schools receive notice of conduct that appears to be discrimination or sexual harassment, it will promptly investigate the allegation in a fair and expeditious manner. The investigation will be conducted in accordance with Miami Community Charter Schools' customary procedures and in such a way as to maintain confidentiality to the extent practicable under the circumstances and permissible by law. The investigation may, as appropriate, include private interviews with the person filing the complaint, with witnesses, and with the person alleged to have committed sexual harassment.

1. **Review of Complaints of Alleged Discrimination/Harassment:** Complaints of alleged discrimination/harassment shall be reviewed by the executive director and principal, or his/her designee to determine if an investigation is required. If the executive director determines to conduct an investigation, the complaint shall be investigated and resolved in accordance with appropriate procedures.

When the investigation is completed, the person filing the complaint, as well as the person alleged to have committed the conduct, will be informed that the investigation has been completed.

2. **Time deadline for filing a complaint of alleged discrimination/harassment:** A written complaint must be filed with the executive director within thirty (30) days of the alleged incident of discrimination/harassment. The executive director or his/her designee shall render a decision thirty (30) days thereafter. The executive director and/or Board's decision shall constitute agency action for purposes of further proceedings.
3. **If the employee was engaged in inappropriate conduct,** appropriate action will be taken immediately, using Miami Community Charter Schools' established procedures, to fulfill its obligations under the law to promote a workplace that is free of discrimination or sexual harassment. Such action may range from counseling to termination of employment and may include such other forms of disciplinary action as appropriate.
4. **If after the completion of the investigation,** any finding of discrimination is made, a record of the complete findings will be placed in the employee's personnel file. If no finding of discrimination on any charge or complaint is made, no record of the charge or complaint will be placed in the employee's personnel file unless the employee requests in writing that the record of the completed investigation be placed in the employee's personnel file.

F. Retaliation

It is the policy of Miami Community Charter Schools that no one will be retaliated against for making a complaint of harassment or discrimination based upon an honest perception of the events or for cooperating in the investigation of a complaint.

In addition to prohibiting discrimination and harassment in the workplace, state and federal law also prohibits retaliation. MCCC will not take adverse action against an employee who complains, makes or supports a claim about harassment or discrimination/harassment and discrimination may be based on a protected status as outlined in MCCC Equal Employment Opportunity policy as well as protected activities such as testifying at or providing information related to a labor investigation, filing or having filed a workers' compensation claim, or whistleblower status. Examples of adverse action may include, depending on the circumstances: demotion, failure to promote, termination, change of work hours or change of job duties. Another type of retaliation occurs when co-workers ostracize, employ derogatory epithets (verbal, written, or gestural) against or otherwise harass an employee because he or she has complained about discrimination or harassment.

It is illegal to retaliate against an employee because they complained about harassment or discrimination, even if no harassment or discrimination ever happened. MCCC policy **STRICTLY PROHIBITS** any form of retaliation against an employee because they complained about harassment or discrimination. If you feel you have been retaliated against based on a complaint, please notify management immediately.

1. No hardship, no loss of benefit, and no penalty may be imposed on you as punishment for:
 - a. Filing or responding to a bona fide complaint of discrimination or harassment or discrimination;
 - b. Appearing as a witness in the investigation of a complaint or;
 - c. Serving as an investigator.

Retaliation or attempted retaliation is a violation of this policy and anyone who does so will be subject to severe sanctions up to and including termination.

1.9 ADA/ADAAA Policy

1. POLICY PURPOSE

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act, known as the ADAAA, are federal laws that require employers with 15 or more employees to not discriminate against applicants and individuals with disabilities and, when needed, to provide reasonable accommodations to applicants and employees so that they may participate in the application process and/or perform the essential job duties of the position.

II. POLICY STATEMENT

It is the policy of Miami Community Charter Schools to comply with all federal and state laws concerning the employment of persons with disabilities and act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, MCCA is committed to not discriminate against qualified individual with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment

When an individual with a disability is requesting accommodation and can be reasonably accommodated without creating an undue hardship or causing a direct threat to workplace safety, he or she will be given the same consideration for employment as any other applicant. MCCA will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a significant risk to the health, safety or well-being of 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 MCCA.

All departments at MCCA are expected to provide access to their programs and services. Employees and applicants are responsible for requesting an accommodation under this policy.

Definitions

As used in this ADA policy, the following terms have the indicated meaning:

Disability is defined under the ADA as:

- A physical or mental impairment that substantially limits one or more major life activities.

- A record of such an impairment.
- Being regarded as having such an impairment.

Under the ADAAA final regulations, disability is defined using a three-pronged approach:

- A physical or mental impairment that substantially limits one or more major life activity of the individual, or
- A record of a physical or mental impairment that substantially limits a major life activity, or
- When a covered entity takes an action prohibited by the ADA because of an actual or perceived impairment that is not both transitory and minor

Major life activities include the following, but are not limited to: caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working.

The ADAAA also includes the term “**major bodily functions**,” which may include physical or mental impairment such as any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more body systems, such as neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, immune, circulatory, hemic, lymphatic, skin and endocrine. Also covered are any mental or psychological disorders, such as intellectual disability (formerly termed mental retardation), organic brain syndrome, emotional or mental illness, and specific learning disabilities.

Substantially limiting: In accordance with the ADAAA final regulations, the determination of whether an impairment substantially limits a major life activity requires an individualized assessment, and an impairment that is episodic or in remission may also meet the definition of disability if it would substantially limit a major life activity when active. Some examples of these types of impairments may include, but are not limited to: epilepsy, hypertension, asthma, diabetes, major depressive disorder, bipolar disorder and schizophrenia. An impairment such as cancer that is in remission but that may possibly return in a substantially limiting form also is considered a disability under EEOC final ADAAA regulations.

Direct threat means a significant risk to the health, safety or wellbeing of individuals with disabilities or others when this risk cannot be eliminated by reasonable accommodation.

Qualified individual means an individual who, with or without reasonable accommodation, can perform the essential functions of the employment position that such individual holds or desires.

Essential functions of the job refer to those job activities that are determined by MCCS to be basic or fundamental to performing the job; these functions cannot be modified.

Reasonable accommodation includes any changes to the work environment and may include making existing facilities readily accessible to and usable by individuals with disabilities, job restructuring, part-time or modified work schedules, telecommuting, reassignment to a vacant position, acquisition or modification of equipment or devices, appropriate adjustment or modifications of examinations, training materials or policies, the provision of qualified readers or interpreters, and other similar accommodations for individuals with disabilities.

Undue hardship means an action requiring significant difficulty or expense by M CCS. In determining whether an accommodation would impose an undue hardship on a covered entity, factors to be considered include, but are not limited to:

- The nature and cost of the accommodation.
- The overall financial resources of M CCS or location involved in the provision of the reasonable accommodation.
- The number of persons employed at M CCS location.
- The effect on expenses and resources.
- The impact of such accommodation upon the operation of M CCS location.

III. The impact of the accommodation on the operation M CCS PROCEDURE TO REQUEST ACCOMMODATION

As stated in Section II, employees and applicants are responsible for requesting an accommodation under this policy.

- A. The completed Request for Reasonable Accommodations form should be sent to the executive director's designee at M CCS.

Phone: (786) 601-8001

- B. The executive director or his/her designee will contact the employee/applicant to clarify the request and get additional information. If additional medical information is needed, the executive director or designee will furnish the individual with the ADA Authorization for Release of Medical Information form.

- C. For employees requesting reasonable accommodations, the executive director or his/her designee will review the position description for the essential functions. When necessary, the supervisor will be contacted for additional information/clarification on the essential functions.

- D. The executive director or his/her designee will evaluate all of the information gathered to determine whether there is an effective, reasonable accommodation that will enable the individual to participate in the applicant process and/or perform the essential functions of the position. The executive director will provide the employee/applicant with a written decision concerning the ADA/ADAAA request.

- E. Reasonable accommodation(s) under the ADA and ADAAA may be an ongoing process. At any point in time, the individual receiving the reasonable accommodation may request a re-evaluation from the executive director designee.

Information regarding requests for accommodations will be kept confidential and shared with others only if they have a legitimate business reason to know. Supervisors will be informed of the functional limitations of an employee.

1.10 DRUG AND ALCOHOL USE

It is MCCS's desire to provide a drug-free, healthy, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on MCCS premises and while conducting business-related activities off MCCS premises, no employee may use, possess distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively, and in a safe manner, or that does not endanger other individuals in the workplace.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

Employees with questions or concerns about substance dependency or abuse are encouraged to discuss these matters with their supervisor or the executive director to receive assistance or referrals to appropriate resources in the community.

Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of disciplinary action, may participate in a rehabilitation or treatment program through MCCS' health insurance benefit coverage, if they employee has enrolled in school sponsored health care plan.

All employees of Miami Community Charter Schools must take and pass drug screening test upon receiving the initial offer from MCCS. Furthermore, the employer reserves the right of requesting additional drug test, if the employer has reasons to suspect possible drug abuse. Refusal to submit to drug and alcohol testing will be considered a resignation of employment.

Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with their supervisor or the executive director designee without fear of reprisal.

1.11 MEDICAL MARIJUANA USE

The Florida Medical Marijuana Bill signed by into law in 2017, allows residents of the state with “debilitating medical conditions” to use medical marijuana. It is available in Florida, however, remains illegal under federal law. “Debilitating medical conditions” as defined by the state include:

- Cancer, Epilepsy, and Glaucoma
- HIV+ or Acquired Immune Deficiency Syndrome (AIDS)
- Post-traumatic Stress Disorder (PTSD)
- Amyotrophic Lateral Sclerosis (ALS) and Crohn’s Disease
- Parkinson’s disease, Multiple Sclerosis, or other debilitating medical conditions of the same kind or class

WHAT DOES THIS MEAN FOR MCCS EMPLOYEES? MCCS still has the right to have a drug-free workplace policy, as well as the ability to enforce it. An important item that the bill also explains is that the definition of “medical use” excludes the administration or use of marijuana in a patient’s workplace — except when there have been accommodations by his or her employer to allow it.

“This section does not require an employer to accommodate the medical use of marijuana in any workplace or any employee working while under the influence of marijuana.

This means that under MCCS employee drug testing policy, due to having drug testing or testing spurred by a safety/Injury violation, an employee can be terminated for not adhering to MCCS policy. Whether at the workplace or away from it, MCCS can prohibit employees from smoking or consuming marijuana, or being under the influence, of marijuana in the workplace. If you test positive, the employer can terminate your employment.

1.12 HIRING OF RELATIVES, DOMESTIC PARTNERS

Miami Community Charter Schools is a community based organization and several members of the student and faculty are family members. The school takes pride in creating opportunities for professional jobs within the community, including school alumni. In order to prevent possible conflicts and problems, school has put in place practices and safe guards, which may include but is not limited to the following:

- Where one of the parties would have authority (or practical power) to supervise, appoint, remove, or discipline the other
- Where one party would be responsible for auditing the work of the other
- Where both parties would report to the same immediate supervisor.
- Where other circumstances might lead to potential conflict among the parties or conflict between the interest of one or both parties and the best interests of the School
- Where one of the parties is an employee of the school, the principal of the school must inform the chair of the Governing Board of Directors and executive director, and verify that no potential problem or conflict of interest detrimental to the school exists.

All employees of Miami Community Charter Schools receive a work offer based on the organizational need and financial stability. All employees' performance is subject to assessment as delineated in school performance assessment document.

1.13 IMMIGRATION LAW COMPLIANCE

MCCS is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin. In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with MCCS within the past three years, or if their previous I-9 is no longer retained or valid.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the executive director. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

1.14 CONFLICT OF INTEREST

The Board of Directors, executive director and principals of Miami Community Charter School are prohibited of employing their immediate relatives or grant them a contract. Also, access to information that is protected by law and/ or privileges granted to MCCS and employees is also prohibited. These guidelines are in place to prevent potential conflicts of interest and favoritism.

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which MCCS wishes the business to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the executive director for more information or questions about conflicts of interest.

Transactions with outside firms must be conducted within a framework established and controlled by the executive level of M CCS. Business dealings with outside firms should not result in unusual gains for those firms. Unusual gain refers to bribes, product bonuses, special fringe benefits, unusual price breaks, and other windfalls designed to ultimately benefit the employer, the employee, or both. Promotional plans that could be interpreted to involve unusual gain require specific executive level approval.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of M CCS' business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage.

If employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to an officer of M CCS as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which M CCS does business, but also when an employee or relative receives any kickback, bribe, gift, or special consideration as a result of any transaction or business dealings involving M CCS. The receipts of such benefit are strictly prohibited.

1.15 OUTSIDE EMPLOYMENT

Employees may hold outside jobs as long as they meet the performance standards of their job with MCCS. All employees will be judged by the same performance standards and will be subject to MCCS' scheduling demands, regardless of any existing outside work requirements. It is highly suggested to discuss any outside employment prior to accepting a position that may conflict with MCCS' daily schedule and commitment. As the primary employer, and if the primary job suffers, MCCS has the right to approve or deny the outside employment.

If MCCS determines that an employee's outside work interferes with performance or the ability to meet the requirements of MCCS as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with MCCS.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals outside MCCS for materials produced or services rendered while performing their jobs unless authorized by the Board of Directors such as recruiting currently enrolled students for off-site tutoring.

1.16 SOLICITATION

In an effort to assure a productive and harmonious work environment, persons not employed by MCCS may not solicit or distribute literature in the workplace at any time for any purpose such as; Mary Kay, Avon or similar items. If the employee wishes to encourage the co-workers to participate in a fair cause, school's prior permission must be granted from the principal's office.

MCCS recognizes that employees may have interests in events and organizations outside the workplace. However, employees may not solicit or distribute literature concerning these activities during working time. (Working time does not include lunch periods, work breaks, or any other periods in which employees are not on duty.)

In addition, the posting of written solicitations on company bulletin boards is restricted. These bulletin boards display important information, and employees should consult them frequently for:

- Legal notices
- Employee announcements, internal memoranda, job openings
- Organization announcements
- Payday notice
- Workers' compensation insurance information
- State disability insurance/unemployment insurance information

If employees have a message of interest to the workplace, they may submit it to the executive director designee for approval. All approved messages will be posted by the human resources, service, principal, executive director, and board chair.

1.17 NON-DISCLOSURE OF CONFIDENTIAL INFORMATION

The protection of confidential business information and trade secrets is vital to the interests and the success of MCCS. All stakeholders put their trust in MCCS to ensure personal information is properly safeguarded and is only used for legitimate purposes and only when absolutely necessary. Such confidential information protected by Family Educational Rights and Privacy Act (FERPA) includes, but is not limited to, the following examples:

- Compensation Data
- Student Lists
- Student Demographics
- Financial Information
- Labor Relations Strategies
- Pending Projects and Proposals
- Technological Prototypes
- Curriculum Development
- Student Health Records
- Student Records
- Student Addresses

Employees who have access to or are exposed to confidential information may be required to sign a non-disclosure agreement as a condition of employment. Employees who improperly use or disclose trade secrets or confidential business information will be subject to disciplinary action, up to and including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

1.18 ACCESS TO PERSONNEL FILES

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

Personnel files are the property of MCCS, and access to the information they contain is restricted. Generally, only executive director, principal, human resources and management personnel of MCCS who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact the principal or the executive director. With reasonable advance notice, employees may review their own personnel files located in the MCCS office and in the presence of an individual appointed by MCCS to maintain the files.

Access to the personnel files of MCCS employees by persons other than those covered above shall be governed by the Florida Public Records Law, Chapter 119, Florida Statutes, and 1012.81, Florida Statutes. Others wishing to review the files of MCCS employees may do so during normal business hours. Copies of any document or file will be provided in accordance with the law. Any material not covered by the public records law will be removed prior to inspection or copying unless otherwise approved for same. MCCS shall have the authority to establish additional requirements as is administratively necessary to carry out this policy and to insure the orderly transaction of MCCS business. Files shall be reviewed in the presence of a representative of MCCS who will answer questions or offer other assistance as necessary.

1.19 EMPLOYMENT REFERENCES & RECOMMENDATIONS

MCCS / MCCS designee will respond in writing only to reference/recommendation inquiries that are submitted in writing. Responses to such references will confirm only dates of employment, wage rates, and position(s) held. No employment data will be released without a written authorization and release signed by the individual who is the subject of the inquiry.

Prior to hiring of any position, MCCS may require employee verification forms that will include but not be limited to verification of employment for up to the last three (3) employers.

1.20 PERSONAL DATA CHANGES

It is the responsibility of each employee to promptly notify MCCS of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishment, and other such status reports should be accurate and current at all times. If any personnel data has changed notify the supervisor, or the executive director designee.

1.21 DRESS CODE

A higher standard of dress often encourages greater respect for yourself and others and results in a higher standard of behavior. All faculty and staff are expected and are required to dress in a business manner. Though because of the nature of the job and Florida climate “business formal” is not expected at all times, “business casual” is expected all the time. The dress code guidelines indicate the appropriate school dress for normal school days. Faculty and Staff are expected to follow the letter and spirit of guidelines for a professional environment. School administration reserves the right to take verbal and written corrective actions to address appropriate dress code individually and collectively. This may include asking the faculty member to go home and return to school after wearing proper attire. The time spent to do so, may be deducted from the “personal days”.

Faculty and staff may not wear clothing, jewelry, buttons, haircuts, or other items or markings that are offensive, suggestive or indecent, associated with gangs, encourage use of alcohol, tobacco, and other drugs, violence, attire/accessories, and body art that support discrimination on the basis of age, color, handicap, national origin, marital status, race, religion, or sex.

“Casual Days” (jeans & t-shirt) may be announced by school administration in advance. Faculty is usually informed by announcements or via chain text.

1.22 JOB POSTING AND EMPLOYEE REFERRALS

MCCS often provides employees an opportunity to indicate their interest in open positions and advance within the organization according to their skills and experience.

In general, notices of all regular, full-time job openings are posted, although MCCS reserves its discretionary right to not post a particular opening. Job openings will be posted on the employee bulletin board / website and/or school email.

Each job posting notice will include the dates of the posting period, job title, department, location, grade level, job summary, essential duties, and qualifications (required skills and abilities).

To be eligible to apply for a posted job, employees must have performed competently for at least one school year in their current position. Employees who have a written warning on file or are on probation or suspension are not eligible to apply for posted jobs. Eligible employees can only apply for those posted jobs for which they possess the required skills, competencies, and qualifications.

To apply for an open position, employees should submit a job posting application to the executive director or the principal listing job-related skills and accomplishments. It should also describe how their current experience with MCCS and prior work experience and/or education qualifies them for the position.

MCCS recognizes the benefit of developmental experiences and encourages employees to talk with their administration about their career plans. School administration is encouraged to support employees' efforts to gain experience and advance within the organization.

An applicant's supervisor may be contacted to verify performance, skills, and attendance. Any staffing limitations or their circumstances that might affect a prospective transfer may also be discussed. Job posting is a way to inform employees of openings and to identify qualified and interested applicants. Other recruiting sources may also be used to fill open positions in the best interest of the organization.

MCCS also encourages employees to identify friends or acquaintances that are interested in employment opportunities and refer qualified outside applicants for posted jobs. Employees should obtain permission from the individual before making a referral, share their knowledge of the organization, and not make commitments or oral promises of employment.

An employee should submit the referral's resume and/or completed application form as directed for a posted job. If the referral is interviewed, the referring employee will be notified of the initial interview and the final selection decision.

1.23 GIFTS AND GRATUITY

MCCS employees may not accept gifts, entertainment, favors or other types of gratuities from competitors, parents, students, clients, or suppliers other than promotional or other items of any value. Employees may, however, accept items of insignificant value, and within the norm as holiday gifts and end-of- year gifts from students and parents.

Employees may not use their position to obtain favorable pricing on personal purchases. Any offers of gifts or special favors of a personal nature are to be reported to the employee's supervisor.

SECTION 2

2.1 EMPLOYMENT CATEGORIES

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

Each employee is designated as either non-exempt or exempt from federal and state wage and hour laws. Non-exempt employees are entitled to overtime pay under the specific provisions of federal and state laws. Exempt employees are excluded from specific provisions of federal and state wage and hour laws. An employee's exempt or non-exempt classification may be changed only upon written notification and approval by MCCC board of directors.

In addition to the above categories, each employee will belong to one other employment category:

REGULAR FULL-TIME employees are those who are not in a temporary or introductory status and who are regularly scheduled to work MCCC's full-time schedule. A full-time schedule is five (5) or more hours a day, five days a week. Generally, they are eligible for MCCC's benefit package, subject to the terms, conditions, and limitations of each benefit program.

INTRODUCTORY employees are those whose performance is being evaluated to determine whether further employment in a specific position or with MCCS is appropriate. Employees who satisfactorily complete their probationary period will be notified of their new employment classification and will be eligible for each benefit program.

TEMPORARY employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. While temporary employees receive all legally mandated benefits (such as workers' compensation insurance and Social Security), they are ineligible for all of MCCS' other benefit programs.

MCCS relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in MCCS' exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment, regardless of when discovered.

2.2 PERFORMANCE EVALUATION

All employees of Miami Community Charter Schools, regardless the position, category, employment status, and/or the length of employment with MCCS are subject to performance assessment. The frequency of performance assessment may vary depending on job description, but essentially everyone is assessed minimum of one time a year (July 1st – June 30th). Miami Community Charter School may use different assessment instruments. Such changes may be made based on school academic, operational or financial needs and demands.

Regardless of the kind of performance assessment instrument used, at the end of each year, the MCCS employee is categorized as either:

- Highly Effective
- Effective
- Satisfactory
- Unsatisfactory/Needs Improvement

The performance status impacts the level of raise, bounces, and eligibility for change of position.

MCCS policy states that if an employee receives a less than effective overall year-end evaluation, he/she may not receive a salary increase the following school year and will not be eligible for a merit bonus. If an evaluator gives an administrator an overall score of Needs Improvement or Unsatisfactory, he/she must tell him/her there will be no pay increase for the following school year.

The instruments and structure of MCCS' current performance assessment is included in this handbook.

2.3 TIMEKEEPING

Accurately recording time worked is the responsibility of every employee. Federal and state laws require MCCS to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Employees are required to use the time card system to record time on a daily basis. Employees will be responsible to accurately record the time they begin and end their work. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Before and after school hours' work must always be approved before it is performed.

- All employees should report to work no later than 5 minutes prior to their scheduled starting time. The start time of any schedule marks the beginning of the assigned task, and therefore, everyone should be at the workstation prior to the start time.
- It is the employees' responsibility to review their time records and to certify the accuracy of all time recorded. It is the direct supervisor's responsibility to monitor the team members' attendance, take corrective measures, and inform the administration if the poor attendance is an ongoing problem.
- Any errors or accidental omissions on the time card that require correction must be signed by the supervisor and human resources.
- Tardiness, and this includes returning to work after lunch, will be considered on the same basis as absenteeism and will result in disciplinary action.
- Employees leaving the premises during working hours for reasons other than company business (e.g., intermittent FMLA leave) must enter time when leaving and enter time when returning.
- Employees who violate the time card rules are subject to discipline up to and including termination.

ALTERING, FALSIFYING, TAMPERING WITH TIME RECORDS, OR RECORDING TIME ON ANOTHER EMPLOYEE'S TIME RECORD MAY RESULT IN DISCIPLINARY ACTION, UP TO AND INCLUDING TERMINATION OF EMPLOYMENT.

2.3(a) Deductions from Pay/Safe Harbor Exempt Employees

- MCCS does not make improper deductions from the salaries of exempt employees and complies with the salary basis requirements of the Fair Labor Standards Act (FLSA). Employees classified as exempt from the overtime pay requirements of the FLSA will be notified of this classification at the time of hire or change in position.
- **Permitted deductions.** MCCS provides the employees with paid sick days and maternity/paternity leave. In addition, MCCS adheres to FLSA guidelines. The FLSA limits the types of deductions that may be made from the pay of an exempt employee. Deductions that are permitted include:
 - Deductions that are required by law, e.g., income taxes; child support, etc.
 - Deductions for employee benefits when authorized by the employee;
 - Absence from work for one or more full days for personal reasons other than sickness or disability;
 - Absence from work for one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness;
 - Offset for amounts received as witness or jury fees, or for military pay; or
 - Unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions.

During the week an exempt employee begins work for the company or during the last week of employment, the employee will only be paid for actual hours worked. In addition, an employee may be paid only for hours worked during a period when the employee is using unpaid leave under the Family and Medical Leave Act (FMLA).

Improper deductions. If an employee classified as exempt believes that an improper deduction has been taken from his or her pay, the employee should immediately report the deduction to the Business Manager's office. The report will be promptly investigated and if it is found that an improper deduction has been made, the company will reimburse the employee for the improper deduction.

2.4 Work Hours

An employees' work hours may vary based on each person's assigned task and job description. Employees that choose to work on any additional program not included in school day activates, sign a separate agreement with the aforementioned program (s). Such programs may include but not limited to before school program, after school program, athletics program, 21st CCLC, winter/ spring/ summer school tutoring, etc. All additional pays are subject to proper deductions.

2.5 PAYDAYS

All employees are paid bi-monthly on the 15th and 30th, or last day of the month. Each paycheck will include earnings for all work performed through the end of the previous payroll period as long as the employee continues to be employed by MCCC.

In the event that a regularly scheduled payday falls on a day off such as a weekend or holiday, employees will receive pay on the last day of work before the regularly scheduled payday.

If a regular payday falls during an employee's vacation, the employee's paycheck will be available, unless it's direct deposit, upon his or her return from vacation or may be picked up at the Administration Office.

2.6 HOURS AND ATTENDANCE

Your work schedule is arranged to give you the best possible schedule while meeting Miami Community Charter Schools' requirements of providing students with an outstanding education. You should notify the immediate supervisor if there is a question concerning the work schedule. You are responsible for reviewing your individual schedule.

In accepting this job, you are obligated to be on the job each and every day or night as scheduled. Failure to report to the job as scheduled for two (2) consecutive days without properly notifying your supervisor shall be considered an immediate resignation of employment.

- You are expected to be in the school ready to report for work exactly on time. Tardiness may result in disciplinary action, up to and including termination.
- You are expected to work for the full amount of time assigned. Leaving the assigned work area earlier than the assigned time may result in disciplinary action, up to and including termination. Request for time off may only be approved properly. Inform the executive director and principal of special circumstances, if any. Excessive absenteeism and/or tardiness may lead to disciplinary action, up to and including termination.
- Follow the set procedure to inform your absence.

Absences and Tardiness

Prescheduled times away from work using accrued vacation, holiday, flex or PTO (where available) days are not considered occurrences for the purpose of this policy.

An absence occurs when an employee misses more than three hours of work within a normal workday.

A tardy arrival, early departure or other shift interruption without supervisory permission is considered an occurrence.

Arrival and departure times will be determined by the time on the time recording system in each department. An employee is considered late if he or she reports to work more than five minutes after the scheduled arrival time; an early departure is one in which the employee leaves before the scheduled end of his or her shift.

If an employee is scheduled to work non-school day/time and either fails to report or reports after the scheduled start time, an occurrence will be charged as noted above.

Employee's attendance is included in each position's Performance Assessment Instrument. Miami Community Charter School's may take any necessary action to resolve poor attendance situation. Such actions may include pay deduction and termination.

2.7 PAY ADVANCES

MCCS does not provide pay advances to any employees.

2.8 ADMINISTRATIVE PAY CORRECTIONS

MCCS takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the executive director designee so that corrections can be made as quickly as possible.

2.9 PAY DEDUCTIONS

The law requires that MCCS make certain deductions from every employee's compensation. Among these is applicable federal, state, and local income taxes and the state mandated FRS

deduction. MCCS also must deduct Social Security and Medicare taxes on each employee's earnings up to a specified limit that is called the Social Security and Medicare "wage base." MCCS matches the amount of Social Security and Medicare taxes paid by each employee.

MCCS offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs.

If you have questions concerning why deductions were made from your check or how they were calculated, the business manager can assist in having your questions answered.

2.10 WORK SCHEDULES/PLANNING TIME

Work schedules for employees vary throughout our organization. The supervisor, executive director designee will advise employees of their individual work schedules. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week. At times of early release, non-exempt hourly employees will not be permitted to leave their duties early and are expected to work his/her regular shift.

Planning time will be scheduled only for teachers that require the time to plan activities and curriculum for their students.

Planning for Breastfeeding: For up to one year after a child's birth, any employee who is breastfeeding her child will be provided reasonable break times as needed to pump. Nursing mothers requesting a time to pump should contact their respective administrator.

The administrator will help the nursing mother plan times when she may take breaks for the purpose of pumping. Employees will be accommodated with a private area as necessary. Breaks of more than 20 minutes in length will be unpaid and the employee should indicate this break period on her time record.

2.11 SALARY SCHEDULE

Salaries are determined by the Board of Directors based on various factors including degree, experiences, and subject to individual negotiations. Charter schools are prohibited from using advanced degrees in setting a salary schedule for instructional personnel or school administrators hired on or after July 1, 2011; unless the degree is held in the individual's area of certification and is only a salary supplement. In addition, districts are required to establish a grandfathered salary schedule for school employees hired before July 1, 2014, that is partially based upon an employee's performance and includes differentiated pay based upon district-determined factors such as additional responsibilities, school demographics, critical shortage areas, and level of job-performance difficulty.

Effective July 1, 2014, all charter schools shall adopt a salary schedule or schedules to be used as the basis for paying instructional school employees. Instructional personnel shall be placed on a performance salary schedule. The base salary for instructional personnel or administrators shall be the salary paid in the previous year. Salary adjustments may be established for personnel who receive effective or highly effective on the annual performance assessment. Salary supplements may be established for years of experience or other supplemental responsibilities as determined by the executive director. There are not guarantees of equal salary. Teachers are responsible for acquiring employment verification in order for years of experience to be considered by the executive director designee regarding salary. Teachers will ONLY be fully compensated for the years of experience which they held a valid certificate in the subject area taught. Instructional staff is responsible to maintain a valid Florida teaching certificate. Initial hire and reappointment is contingent upon providing to the executive director's office with valid documents and certificate. Instructional support staff including the 3100 position, and paraprofessionals, must meet the credential of the assigned job/ principal's instruction.

A salary schedule will also be adopted for employees, other than instructional personnel, to be used as the basis for pay. Salary adjustments may be established for employees in this category who exceed standards in all areas on the end of year competency based evaluation.

2.12 REST AND MEAL PERIODS

All full-time employees are provided with one meal period not to exceed 30 minutes in length each workday. The supervisor, executive director designee will schedule meal periods to accommodate operating requirements.

Errands and appointments must be scheduled outside of scheduled work hours, unless the employee uses his/her 30 minutes' meal period.

SECTION 3

3.1 USE OF PHONE, EMAIL, AND MAIL SYSTEMS

Miami Community Charter Schools' digital and land line means of communications are exclusively for school related use. All employees are obligated to not make school communication means and work time for personal matters. In case of extreme emergency, employee must inform the principal/assistant principal of the matter.

Miami Community Charter Schools do not accept any delivery of personal items from the outside to the individual employees. Any flower/balloon/other gift items delivery to an individual employee is limited by building administrator's case by case approval.

Cell phones: Faculty is prohibited from using their cell phone in the classroom during active teaching hours. Personal cell phone calls can be made during mealtime or during planning time, if applicable. Any case related to Safe School Plan and procedures, which requires the usage of personal cell phone is an exception to this policy.

Returning Business Calls & Emails: Miami Community Charter School practices the policy of returning work related calls/replying emails promptly and no later than 24 hours.

3.2 SMOKE FREE POLICY

Miami Community Charter Schools is committed to the improvement of human health and well-being. MCCS is particularly conscious of the health issues raised by the use of tobacco. It is the policy of MCCS to prohibit smoking on all school premises in order to provide and maintain a safe and healthy environment for all employees, students, and parents. Smoking or other use of tobacco or tobacco-like products, including "vaping" with E-cigarettes (or any electronic smoking device designed to resemble a cigarette, cigar, cigarillo or pipe) on school property or in school vehicles at any time is strictly prohibited. This policy applies to all employees, parents, contractors, and visitors.

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 (parents and vendors) to the school premises.
- All contractors and consultants and/or their employees working on the school premises.
- All employees

Employees who violate the smoking policy will be subject to disciplinary action up to and including immediate discharge.

3.3 USE OF EQUIPMENT

Equipment essential in accomplishing job duties is often expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Please notify the principal if any equipment, machines, or tools appear to be damaged, defective, or in need for repairs. Doing so could prevent deterioration of equipment and possible injury to employees or others. The principal can answer any questions about an employee's responsibility for maintenance and care of equipment used on the job.

The improper, careless, negligent, destructive, or unsafe use of operation of equipment can result in disciplinary action, up to and including termination of employment.

3.4 DONATIONS TO THE SCHOOL

All donations to the school become property of the school. This includes books, equipment or contributions; including food and toy drive. Gift cards can only be for classroom supplies such as Office Depot or ACE Educational Supply and submitted to the office. The donation will be properly recorded through the business manager's office.

3.5 EMERGENCY SCHOOL CLOSINGS

At times, emergencies such as severe weather emergencies, fires, power failures, or hurricanes, can disrupt school operations. In extreme cases, these circumstances may require the closing of a work facility. In the event that such an emergency occurs during non-working hours, Miami Community Charter Schools follows the decisions and guidelines issued by Miami Dade County Public Schools. Additional information is to be sent via text messaging when the system is available and operational. When operations are officially closed due to emergency conditions, the time off from scheduled work may be paid. Employees in essential operations may be asked to work on a day when operations are officially closed. In these circumstances, employees who work will receive regular pay.

3.6 BUSINESS TRAVEL EXPENSES

MCCS will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must be approved in advance by the executive director or the designee.

Employees whose travel plans have been approved are responsible for making their own travel arrangements. It is also the employee's responsibility to provide all invoices and receipts to the business manager office for proper filing/reimbursement.

When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by MCCS. Employees are expected to limit expenses to reasonable amounts and follow the Travel Policy as detailed below:

TRAVEL POLICY AND PROCEDURES

The purpose of this policy is to regulate expenses and to standardize reimbursement rates and procedures for employees authorized to travel.

The following policy and procedures must be followed:

- All staff must be authorized to travel prior to registering for any off site event or conference and prior to making any travel arrangements. Any unauthorized travel expenses will be incurred by the employee. Only the Executive director/ designee may authorize the travel request.
- Only authorized and actual travel expenses will be reimbursed to the employee.
- A travel day consists of 24 hours.
- The travel period is the time between the time of departure and the time of return.
- Continuous travel consists of 24 hours or more away from official headquarters.
- A continuous traveler's meal allowance shall be based on the following:
 - Breakfast – When travel begins before 6 a.m. and extends beyond 8 a.m.
 - Lunch – When travel begins before 12 noon and extends beyond 2 p.m.
 - Dinner – When travel begins before 6 p.m. and extends beyond 8 p.m., or when travel occurs during nighttime hours due to special assignment.
- A continuous traveler is allowed the following amounts:
 - Breakfast - \$8
 - Lunch - \$12

- Dinner - \$20
- A continuous traveler may be granted rates of per diem and subsistence allowance as follows:
 - Eighty dollars per diem; or
 - If actual expenses exceed \$60, the amounts permitted for meals, plus actual expenses for lodging at a single-occupancy rate to be substantiated by paid bills therefor.
- Transportation is defined as the direct route. In the case where a person travels by an indirect route for his or her convenience, any extra costs shall be borne by the traveler; and reimbursement for expenses shall be based only on such charges as would have been incurred by a usually traveled route.
- Mileage shall be shown from point of origin to point of destination and, when possible, shall be computed on the basis of the current map of the Department of Transportation or approved internet mapping source.
- Approved transportation expenses include:
 - Taxi/Uber/Lyft fare
 - Mileage
 - Ferry fares; and bridge, road, and tunnel tolls
 - Storage or parking fees
- Travel authorization and expenses must be reported in a log for approval. A copy of the program or agenda of the convention or conference, itemizing registration fees and any meals or lodging included in the registration fee, shall be attached to, and filed with the initial approval.
- The executive director may authorize an increase in the amount paid for a specific meal, provided that the total daily cost of meals does not exceed the total amount authorized for meals each day.
- The executive director may grant prior approval to make direct payments of travel expenses in other situations that result in cost savings to MCCS.
- During a business trip/training, an employee represents Miami Community Charter School. Such representation is governed by the general guidelines and expectations delineated in this manual.

3.7 VISITORS IN THE WORKPLACE

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

Because of safety and security reasons, family and friends of employees are not allowed without authorization from the principal. In cases of emergency, employees will be called to meet any visitor outside their work area.

All visitors must enter MCCC through the Administration Office. Authorized visitors will receive directions or be escorted to their destination. Employees are responsible for the conduct and safety of their visitors.

If an unauthorized individual is observed on MCCC's premises, employees should immediately notify the principal or, if necessary, direct the individual to the reception area.

3.8 COMPUTER, E-MAIL, AND CELL PHONE USAGE

Computers (PC's, Laptops, I-Pads, computer files, the E-mail system, and software) furnished to employees are MCCC property intended for business use only. Employees should not use a password, access a file, or retrieve and store communication without authorization. To ensure compliance with this policy, computer and E-mail usage may be monitored. These electronic communications systems are provided for employee use solely for MCCC business purposes. **Employees should have no expectation of privacy** in connection with the use of these systems, or the transmission, receipt, or storage of information in such systems. Therefore, employees should not use the electronic communications systems to store or transmit any information that they do not want anyone else to see, hear, or read. Nothing should be communicated through the electronic communications systems that would be inappropriate to communicate in any other manner in the workplace or that would violate any MCCC policy. MCCC retains the right to monitor electronic communications to ensure compliance

Cellular telephones are for school business purposes only, unless otherwise authorized by the department head. They are not to be used for non-work-related communications unless when circumstances arise as described below.

Employees in possession of company cellular phones are required to take appropriate precautions to prevent theft and vandalism of all company equipment.

Usage of company-owned cellular telephones for long distance calls is prohibited unless permission is granted from the supervisor.

School E-mail **may not** be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters.

MCCS purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software nor its related documentation. Unless authorized by the software developer, MCCS does not have the right to reproduce such software for use on more than one computer. Employees may only use software on local area networks or on multiple machines according to the software license agreement. MCCS prohibits the illegal duplication of software and its related documentation.

Employees should notify the Principal, the Executive director designee or any member of management upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including, termination of employment.

MCCS may conduct video surveillance of non-private workplace areas. Video monitoring is used to identify safety concerns, maintain quality control, detect theft and misconduct, and discourage or prevent acts of harassment and workplace violence.

3.9 UNACCEPTABLE USE POLICY

GOVERNMENT LAWS:

I will use computers in conformity with laws of the United States and the State of Florida. Violations include, but are not limited to, the following:

- Criminal Acts – These include, but are not limited to, “hacking” or attempting to access computer systems without authorization, harassing email, cyberstalking, and/or unauthorized tampering with computer systems. Libel Laws - Publicly defaming people through the published material on the internet, email, etc.
- Copyright Violations - Copying, selling, or distributing copyrighted material without the express written permission of the author or publisher.

COMPUTER AND ELECTRONIC DEVICES ETTIQUITE and ACCEPTABLE USE:

1. Employees will use MCCS’ computer resources responsibly. They will not retrieve, save, or display hate-based, offensive or sexually explicit material using any of MCCS computer resources. Employees will use MCCS technology resources productively and responsibly for school-related purposes.
2. Employees will not attempt to bypass security settings or internet filters, or interfere with the operation of the network by installing illegal software, shareware, or freeware on school computers.
3. Employees understand that vandalism is prohibited. This includes, but is not limited to, modifying or destroying equipment, programs, files, or settings on any computer or other technology resource.
4. Employees understand that passwords are private. Employee will not allow others to use their account name and password, or try to use that of others.

5. Employees will be polite and use appropriate language in email messages, online postings, and other digital communications with others. Employee will not use profanity or any other inappropriate language as determined by school administrators.
6. Employees will use email and other means of communications responsibly. Employee will not use computers, cell phones, personal digital devices or the internet to send or post hate or harassing mail, make discriminatory or derogatory remarks about others, or engage in bullying, harassment, or other antisocial behaviors either at school or at home.
7. Employees understand that they represent MCCS in all online activities. Employees understand that what they do on social networking websites such as Instagram and Facebook should not have any negative effects on their fellow teachers or on Miami Community Charter Schools. Employees understand that they will be held responsible for how they represent themselves and their school on the internet.
8. Employees understand that masquerading, spoofing, or pretending to be someone else is forbidden. This includes, but is not limited to, sending out an e-mail, creating accounts, or posting messages or other online content (e.g. text, images, audio or video) in someone else's name as a joke.
9. Employees will follow all guidelines set forth by MCCS when publishing schoolwork online. Employee understands the internet is a source for information that is both true and false; and that MCCS is not responsible for inaccurate information obtained from the Internet.
10. Employees understand that school senior leadership will deem what conduct is inappropriate use if such conduct is not specified in this agreement.
11. Employees understand that they will not disclose their full name or any other personal contact information for any purpose. Personal contact information includes address, telephone, or school address.

12. Employees will not share or post personal contact information about other people. Personal contact information includes address, telephone, school address, or work address.
13. Employees will not share or post privacy-revealing personal information about themselves or other people. Employees will immediately tell the MCCS administrator if their password is lost, stolen, or if they think someone has gained unauthorized access to their account.
14. Users connecting to a MCCS'S network shall release MCCS from any and all liability for any damage to devices that may or is alleged to have resulted from use of the school's network. MCCS shall not be responsible for a personally owned device becoming infected when connected to MCCS network or for a student's exposure to inappropriate material when using a personally purchased broadband connection.

Employees understand and will abide by the above Acceptable Use Agreement. Should an employee commit a violation, they understand that consequences of their actions may lead to disciplinary action, up to and including, discharge from employment.

3.10 SOCIAL MEDIA

At Miami Community Charter Schools, we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media.

This policy applies to all employees who work for MCCA. Administration and managers should use the supplemental Social Media Management Guidelines for additional guidance in administering the policy.

GUIDELINES

In the rapidly expanding world of electronic communication, *social media* can mean many things. *Social media* includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with MCCA, as well as any other form of electronic communication. The same principles and guidelines found in MCCA policies apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your reputation, job performance, the performance of fellow associates or otherwise adversely affects members, customers, suppliers, people who work on behalf of MCCA or MCCA's reputation or legitimate business interests may result in disciplinary action up to and including termination.

Know and follow the rules

Carefully read these guidelines, the MCCA Statement of Ethics Policy, the MCCA Information Policy and the Discrimination & Harassment Prevention Policy, and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct, will not be tolerated and may subject you to disciplinary action up to and including termination.

Be respectful

Always be fair and courteous to fellow employees, clientele, volunteers, members, suppliers or people who work on behalf of MCCA. Also, keep in mind that you are more likely to resolve work related complaints by speaking directly with your co-workers or by utilizing our Open Door Policy than by posting complaints on a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage customers, members, associates or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or company policy.

Be honest and accurate

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about MCCA, fellow associates, members, customers, suppliers, and people working on behalf of MCCA or competitors

Post only appropriate and respectful content

- Maintain the confidentiality of MCCA trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how and technology. Do not post internal reports, policies, procedures or other internal business-related confidential communications.
- Do not create a link from your blog, website or other social networking site to a MCCA website without identifying yourself as an MCCA employee.
- Express only your personal opinions. Never represent yourself as a spokesperson for MCCA. If MCCA is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of MCCA

fellow employees, members, clientele, suppliers or people working on behalf of MCCA. If you do publish a blog or post online related to the work you do or subjects associated with MCCA, make it clear that you are not speaking on behalf of MCCA. It is best to include a disclaimer such as “The postings on this site are my own and do not necessarily reflect the views of MCCA.”

Refrain from using social media while on work time or on equipment we provide, unless it is work-related as authorized by your manager or consistent with the company policy. Do not use MCCA email addresses to register on social networks, blogs, or other online tools utilized for personal use.

Retaliation is prohibited

MCCA prohibits taking negative action against any employee for reporting a possible deviation from this policy or for MCCA operating in an investigation. Any employee who retaliates against another associate for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Media contacts

Associates should not speak to the media on MCCA’ behalf without contacting the executive director and the principal. All media inquiries should be directed to the executive director.

SECTION 4

4.1 JESSICA LUNDSFORD ACT

This law went into effect on September 1, 2005. All employees of Miami Community Charter School, instructional and non-instructional must complete the back ground check and drug screen as determined by the Miami Dade County Public School's Board. In addition, all vendors and individuals that need to enter the campus during school hours/extended school hours must have clearance from MDCPS Board. Furthermore, volunteers must be cleared by the local police department.

4.2 EDUCATION BACKGROUND AND TEACHER CERTIFICATION

It is the employee's responsibility to provide the educational/training/ credential support document upon MCCS' request. Additionally, all teaching positions will require documentation to support either a valid Statement of Eligibility or Certification in the state of Florida. All affected employees are expected to maintain their respective certification ensuring that it is up to date and issued by the Florida Department of Education.

4.3 PROCEDURES FOR REPORTING CHILD ABUSE AND NEGLECT

All staff is mandated by Florida Statute 39 to directly report any suspicion of child abuse, child neglect, child sexual abuse, and/or exploitation of children, elderly, or adults. In all cases the state of Florida law on reporting child abuse and neglect should be followed by calling the State Abuse Registry at 1-800-962-2873. The principal and executive director are notified on the same day.

MAJOR TYPES OF *CHILD ABUSE* AND NEGLECT

1. Physical Abuse
2. Neglect
3. Abandonment
4. Sexual Abuse
5. Emotional Maltreatment

B. PARENTS SUSPECTED OF CHILD ABUSE AND/OR NEGLECT

1. Any staff member who suspects an incident of abuse or neglect, is responsible for calling the abuse registry on the same day. The principal and executive director are informed immediately and assists in calling in the report. In the absence of the principal and executive director, the school counselor must be informed.
2. DO NOT CALL OR CONTACT THE PARENT. The Police Department contacts the parent.
3. DO NOT INTERVIEW THE CHILD. Child Protective Services staff conducts interviews with the child.
4. The reporting of suspected child abuse and neglect is completed by the staff member who received the information and writes the report as dictated.
5. The name and badge number of the Child Abuse Registry representative is included on the form. The staff member who makes the report signs the report form.
6. The principal or designee notifies and sends a copy of the report to the school counselor the same day.
7. All information regarding the report of suspected abuse is kept confidential and discussed away from other staff, children, and/or parents.

c. RECORD KEEPING

A copy of the Suspected Child Abuse and Neglect is filed appropriately with the principal and school counselor. This document is treated confidentially. DO NOT FILE THE REPORT IN THE CHILD'S FAMILY SERVICES FILE.

d. EMPLOYEES SUSPECTED OF CHILD ABUSE

Any employee who is observed or alleged to engage in child abuse or neglect is reported in the same manner as outlined above. The employee will be suspended or reassigned until an investigation can be completed.

e. REPORTING PROCEDURE

1. If an employee is suspected to have or is accused of abusing a child by a parent, family member, another employee or other, the principal is contacted immediately. The principal informs the executive director and encourages the reporter to call the abuse registry to report the incident. In the absence of the principal, the counselor must take these steps.
2. The principal or designee assists the parent, staff or other in completing a report of the suspected child abuse and neglect.
3. The name and badge number of the Child Abuse Registry representative is included on the form. The person who makes the report signs the report form.
4. The principal or designee notifies and sends a copy of the report to the counselor and executive director the same day.
5. The principal notifies the Department of Children and Families Licensing Representative that a report has been filed the same day.
6. All information regarding the report of suspected abuse is kept confidential and discussed away from other staff, children, and/or parents.
7. Information regarding the outcome of the investigation is used to determine the employee's continued employment with the program and is treated confidentially.

F. RECORD KEEPING

A copy of the suspected Child Abuse and Neglect Report is filed appropriately with the principal, counselor and executive director. This document is treated confidentially. The Report of Suspected Child Abuse and Neglect is filed separately from the employee's master personnel file and with Human Resources.

G. COMPLETING THE REPORT OF SUSPECTED CHILD ABUSE AND NEGLECT

1. Complete the form in its entirety.
2. Questions regarding the description of "how" and "action" may require the attachment of an additional sheet of paper. The reporter signs the additional sheet and it is attached to the report.
3. Notifications are made as outlined in the body of the policy.
4. The Report is signed by the person making the call to the abuse registry. If applicable, the site supervisor may assist in completing the report.
5. The title of the person making and completing the report form is included on the form.
6. The name and badge number of the representative from the abuse registry is documented on the form.

Notifications are made according to terms of the policy and the legend at the bottom of the form.

PROFESSIONAL ETHICS

An effective educational program requires the services of personnel of integrity, high ideals, and human understanding. All employees shall be expected to maintain and promote these qualities. The Board shall also expect all administrative, instructional, and support staff members to adhere to the *Code of Ethics of the Education Profession in Florida* and the *Principles of Professional Conduct for the Education Profession in Florida*.

It is the duty of all employees to report to the principal or designee alleged misconduct by any MCCS employee that affects the health, safety or welfare of a student. Failure of an employee to report such misconduct shall result in disciplinary action.

4.4 SAFETY

The primary responsibility for the coordination, implementation and maintenance of our workplace safety program will be assigned by the administration at each campus.

Miami Community Charter Schools has a Threat Assessment Team. Members of the Threat Assessment Team include a law enforcement officer, safe school officer/school guardian, executive director, principals, school counselors, technology coordinator, and ESE program coordinator. The team meets regularly to assess the areas of need and plan accordingly. All employees are required to report any suspicious situation to the executive director and principal immediately.

To assist in providing a safe and healthful work environment for employees, students, parents and, and visitors, MCCS has established a workplace safety program. This program is a top priority for MCCS, and in full compliance with MSDHS law. Its success depends on the alertness and personal commitment of all.

MCCS provides information and training to employees about workplace safety and health issues through regular internal communication channel such as supervisor-employee meetings, bulletin board postings, memos, or other written communications.

Employees and supervisors receive periodic and need base workplace safety training. The training covers potential safety and health hazards and safe work practices and procedures to eliminate or minimize hazards.

Some of the best safety improvement ideas come from employees. Those with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with their supervisor, or with another supervisor or manager, or bring them to the attention of the executive director and principal. Reports and concerns about workplace safety issues may be made anonymously if the employee wishes. All reports can be made without fear of reprisal.

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

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the principal or the appropriate supervisor. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

EMERGENCY PHONE NUMBERS:

Poison Control: 911

First Aid Response: 911

Fire Department: 911

Ambulance: 911

Police: 911

School principal is responsible to inform the district and file proper report (s) about any and all incidents that may endanger anyone's safety.

OSHA CENTRAL TELEPHONE NUMBER: 1-800-321-6742

Weapon Free Campus

Miami Community Charter School is a weapon free campus. No employee/visitor/student of Miami Community Charter School may enter the campus armed with any weapon/fire arm. This includes everyone that is legally licensed and permitted to carry concealed weapon. The Board of Directors of Miami Community Charter School has passed a resolution on October 2018 to declare that the members of the Law Enforcement and official members of School Guardian Team (must meet all requirements set forth in the Law) are the only individuals that may be armed while in the campus.

4.5 SECURITY INSPECTIONS

MCCS wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, MCCS prohibits the possession, transfer, sale, or use of such materials on its premises. MCCS requires the cooperation of all employees in administering this policy.

Desks, lockers, and other storage devices may be provided for the convenience of employees, but remain the sole property of MCCS. Accordingly, any agent or representative of MCCS can inspect them, as well as any articles found within them, at any time, either with or without prior notice.

MCCS likewise wishes to discourage theft or unauthorized possession of the property of employees, MCCS, visitors, and customers. To facilitate enforcement of this policy, MCCS or its representative may inspect not only desks and lockers but also persons entering and/or leaving the premises and any packages or other belongings. Any employee who wishes to avoid inspection of any articles or materials should not bring such items onto MCCS' premises.

4.6 WORKPLACE MONITORING

Workplace monitoring may be conducted by MCCS to ensure quality control, employee safety, security, and customer satisfaction.

Computers furnished to employees are the property of MCCS. As such, computer usage and files may be monitored or accessed.

MCCS may conduct video surveillance of non-private workplace areas. Video monitoring is used to identify safety concerns, maintain quality control, detect theft and misconduct, and discourage or prevent acts of harassment and workplace violence.

4.7 RUMORS AND GOSSIP

A rumor is a piece of information or a story that has not been verified, meaning that the person telling it doesn't know if it's true or false. Rumors spread from person to person and can change slightly each time they're told, so they get more exaggerated over time. Gossip is talk that is somehow "juicy" meaning it deals with subjects that are shocking or personal. Gossip is usually about things like love and relationships, or private things that people don't talk openly about. Gossip and rumors can be a form of exclusion, they can destroy trust, and believing rumors can lead to bad choices. True or not, private is private! Employees who spread gossip or rumors will be subject to disciplinary action up to and including termination.

Employees are required to report any unconfirmed reports of rumors, gossip, or violation of the Code of Ethics Policy or Moral Turpitude Policy. Employees reported will be subject to investigation and disciplinary action up to and including termination. Knowledge of a rumor, gossip, or violation of the Code of Ethics Policy or Moral Turpitude Policy and failure to report, may result in investigation and disciplinary action up to and including termination.

Because MCCS is sensitive to the legitimate privacy rights of employees, every effort will be made to guarantee that workplace monitoring is done in an ethical and respectful manner

4.8 SELF REPORTING POLICY

According to Florida Statute 231.26, employees are required to self-report any criminal charges or motor vehicle violations that involve alcohol or drugs to their immediate supervisor the next working day after the charge. Employees also have to report what happens once they go to court. They must report any conviction or plea the next business day. The executive director /board of director will evaluate the charge and determine how it will affect continued employment with MCCS.

SECTION 5

5.1 WORKPLACE VIOLENCE

Workplace violence is acts or threats of physical violence, including intimidation, harassment, and/or coercion, that involve or affect MCCC, or that occur on any of MCCC properties. This prohibition against threats and acts of violence applies to all persons involved in MCCC operations, including, but not limited to, MCCC personnel, casual workers, temporary employees, and anyone else on MCCC property or conducting MCCC business off MCCC property. Violations of this policy, by any individual, may lead to disciplinary and/or legal action as appropriate including, without limitation, termination of employment.

This policy is intended to bring MCCC into compliance with existing legal provisions requiring employers to provide a safe workplace; it is not intended to create any obligations beyond those required by existing law. Workplace violence is any intentional conduct that is sufficiently severe, offensive, or intimidating to cause an individual to reasonably fear for his or her personal safety or the safety of his or her family, friends, and/or property such that employment conditions are altered or a hostile, abusive, or intimidating work environment is created for one or more MCCC employees. Workplace violence may involve any threats or acts of violence occurring on MCCC premises, regardless of the relationship between MCCC and the parties involved in the incident. It also includes threats or acts of violence that affect the business interests of MCCC or that may lead to an incident of violence on MCCC premises. Threats or acts of violence occurring off MCCC premises that involve employees, agents, or individuals acting as a representative of MCCC may also constitute as workplace violence. Specific examples of conduct that may constitute threats or acts of violence under this policy include, but are not limited to, the following:

1. Threats or acts of physical or aggressive contact directed toward another individual;
2. Threats or acts of physical harm directed toward an individual or his/her family, friends, associates, or property;
3. The intentional destruction or threat of destruction of MCCC' property or another employee's property;
4. Harassing or threatening phone calls;
5. Surveillance;
6. Stalking;
7. Veiled threats of physical harm or similar intimidation; and

8. Any conduct resulting in the conviction under any criminal code provision relating to violence or threats of violence that adversely affects MCCA's legitimate business interests.

Workplace violence does not refer to occasional comments of a socially acceptable nature. These comments may include references to legitimate sporting activities, popular entertainment, or current events. Rather, it refers to behavior that is personally offensive, threatening, or intimidating. Any person who engages in a threat or violent action on MCCA property may be removed from the premises as quickly as safety permits and may be required, at MCCA's discretion, to remain off MCCA premises pending the outcome of an investigation of the incident.

When threats are made, or acts of violence are committed by an employee, a judgment will be made by MCCA as to what actions are appropriate with respect to that employee, including potential medical evaluation and/or disciplinary action up to and including discharge.

Important Note: MCCA will make the sole determination of whether, and to what extent, MCCA will act upon threats or acts of violence. In making this determination, MCCA may undertake a case-by case analysis in order to ascertain whether there is a reasonable basis to believe that workplace violence has occurred.

5.2 WORKPLACE BULLYING

MCCA 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 Code of Ethics, which clearly states that all employees will be treated with dignity and respect.

The purpose of this policy is to communicate to all employees, including supervisors, managers and executives, that the company 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. MCCS considers the following types of behavior examples of bullying:

1. **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.
2. **Physical bullying:** Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault; damage to a person's work area or property.
3. **Gesture bullying:** Nonverbal threatening gestures or glances that convey threatening messages.
4. **Exclusion:** Socially or physically excluding or disregarding a person in work-related activities.

5.3 PERSONAL CONDUCT AND CORRECTIVE ACTION

Guidelines for the acceptable conduct of employees are necessary for the benefit, protection and safety of all employees. From time to time, corrective action may be necessary for the efficient operation of Miami Community Charter Schools. Forms of improvement action shall include, but are not limited to, coach and counseling, Performance Action Plans, written warnings, suspensions, terminations, and/or reinstatements. The following list of Class A and B offenses is to serve as personal conduct guidelines for the benefit of Miami Community Charter School and its employees in order to enhance a safe, orderly, and productive work environment. This list is not intended to be all-inclusive, and does not include all possible violations of proper workplace conduct.

Class A: The following offenses constitute grounds for immediate suspension with either a subsequent reinstatement or termination:

1. Theft, including, but not limited to, the removal of Miami Community Charter School property for the property of another employee from Miami Community Charter School or office premises without prior authorization.

2. Carrying any weapon on Miami Community Charter School property or while engaged in Miami Community Charter School work off of Miami Community Charter School premises, except as allowed by Florida Statute.
3. Fighting or provoking a fight on Miami Community Charter School premises.
4. Using threatening language against any supervisor, co-worker, student or parents that can be construed to be harassing and/or intimidating.
5. Physically assaulting (hitting, pushing, etc.) a student, co-faculty, co-worker, or parent.
6. Violating Miami Community Charter School's Drug-Free Workplace Policy.
7. Sabotaging or willfully damaging Miami Community Charter School equipment or property or the property of other Miami Community Charter School's employees or visitors.
8. Falsifying or altering Miami Community Charter School records (such as student records, employment records, Payroll, etc.).
9. Making entries on time records of another employee or soliciting such conduct from another employee.
10. Walking off the job without prior supervisory permission.
11. Insubordination, including, but not limited to, defaming, assaulting or threatening to assault a supervisor, or refusing to follow an instruction of a supervisor.
12. Non-compliance with written or oral requests or orders (insubordination) of authorized MCCA personnel in the performance of official duties.
13. Absence for two (2) consecutive working days without notice to the Miami Community Charter School, in which event the offending employee will be deemed to have abandoned his or her employment.
14. Conviction of a crime that in any way relates to the employee's employment or adversely affects the Charter Schools of Excellence's reputation.
15. Willfully violating any of Miami Community Charter School rules, regulations or policies.
16. Engaging in any conduct which, in management's judgment, is adverse or prejudicial to the best interests of Miami Community Charter School.
17. Violating Miami Community Charter Schools' anti-harassment policy.
18. Sleeping on the job, unless illness related that is verified by a physician.
19. Any violation of the "Florida Department of Education Code of Ethics.
20. Dishonesty of any kind, including theft of MCCA property or the property of other employees, students, or anyone on the premises.

Class B: *The following offenses constitute grounds for appropriate discipline up to and including termination.*

1. Unexcused or excessive absenteeism or tardiness.
2. Avoidance of acceptable policy to report an absence; texting is not acceptable. Employees must make contact with the principal or designated supervisor to report an absence.
3. Negligently destroying or damaging Miami Community Charter School property or the property of other employees or visitors.
4. Failing to report work-related injuries to a supervisor or business manager as soon as possible.
5. Gambling on Miami Community Charter School premises.
6. Failing to adhere to Miami Community Charter School safety rules and procedures.
7. Creating or contributing to unsanitary, hazardous, or poor working conditions.
8. Intentionally violating any of Miami Community Charter School's rules, regulations, or policies.
9. Disclosing privileged or confidential information to unauthorized persons.
10. Failing to satisfactorily perform the duties of one's job.

5.4 PERSONAL CONDUCT – ALL EMPLOYEES

Miami Community Charter School is a unique learning community that strives to integrate students, teachers and parents in a successful collaboration to deliver quality education to our students. The school's program reflects our philosophy of racial and ethnic diversity, respect for all citizens, and the commitment to healthy and civil social interactions

All employees are required to read, observe, learn and adhere to the rules and guidelines governing school professional code of conduct. This code shall be the guide for all employee conduct. All employees shall be referred in the case that any breach of policy guidelines occur.

5.5 OBSERVE AND ADHERE TO SCHOOL POLICIES, PROCEDURES AND GUIDELINES

Miami Community Charter School is a learning community and as such all employees should take all reasonable steps in relation to the care of students under their supervision, so as to ensure students' safety and welfare

All employees should observe and comply with all policies, procedures and guidelines set forth by The Charter Schools of Excellence.

5.6 PRACTICE APPROPRIATE COMMUNICATION BEHAVIORS AND RELATIONSHIPS

All employees should communicate carefully and effectively with students, colleagues, parents, school leadership and others in the school community in a manner that is professional and supportive, and based on integrity, trust and respect.

All employees should ensure that they do not knowingly access, download, or otherwise have in their possession, inappropriate materials/images in electronic or other format, while engaged in school activities (see Technology Policy).

All employees must ensure that, at all times, relationships with colleagues and students are professional and in keeping with the codes of conduct.

At no time should any employee be on the school campus while under the influence of any substance that impairs their fitness to teach or work otherwise.

All employees should, in a context of mutual respect, be open and responsive to constructive feedback regarding their practice and, if necessary, seek appropriate support, advice and guidance through professional conduct.

5.7 CONFLICT RESOLUTION

MCCS is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from MCCS supervisors and management.

MCCS strives to ensure fair and honest treatment of all employees. Administrators, supervisors, managers, and employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism.

If employees disagree with established rules of conduct, policies, or practices, they can express their concern through the conflict resolution procedure. No employee will be penalized, formally or informally, for voicing a complaint against MCCS in a reasonable, business-like manner, or for using the conflict resolution procedure.

If a situation occurs when employees believe that a condition of employment or a decision affecting them is unjust or inequitable, they are encouraged to make use of the following steps: (The employee may discontinue the procedure at any step).

1. Employee presents problem to the principal within 15 calendar days, after incident occurs.
2. If the principal is unavailable, or the employee believes it would be inappropriate to contact that principal, the employee may present the problem directly to the executive director. If the executive director and the principal have a direct involvement with the issue at hand, the employee may contact the board of directors.
3. When the principal is informed, she/he must respond to the problem during discussion or within 15 calendar days, after consulting with executive director. The principal documents the discussion.

4. If the issue is not resolved in step 3, or when the issue is referred directly to the executive director. The executive director must take appropriate action.
5. The executive director reviews and considers the problem. The executive director will then inform the employee of the decision made within 15 calendar days. A copy of the written response will be forwarded to the principal and thus placed in the employee's file. The executive director has full authority to make any adjustment deemed appropriate to resolve the problem. Note that not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of mutual problems can employees and management develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment, and helps to ensure everyone's job security.
6. The employee may refer the concern/complaint to the board of directors, if the principal/executive director's resolution is not up to his/her satisfaction. The board will include the complaint in the agenda of the next scheduled board meeting.
7. If the employee is not satisfied with the board of director's decision and action, the employee may contact to the designated conflict resolution person, and seek resolution.

5.8 RESIGNATION

Resignation is a voluntary act initiated by the employee to terminate employment with MCCC. Although advance notice is not required, MCCC requests at least two weeks written resignation notice from all employees.

Beginning the second year at MCCC, all teachers/administrators will be on an annual contract. An employee may terminate his/her employment only with the approval of the executive director and principal as required under Florida Statute 1012.335(3). Failure to obtain proper approval will result in the employee being subject to the jurisdiction of the Educational Practices Commission.

Prior to an employee's departure, an exit interview will be scheduled to discuss the reasons for resignation and the effect of the resignation on benefits.

If an employee does not provide advance notice as requested, the employee will be considered ineligible for rehire.

5.9 RETURN OF PROPERTY

Employees are responsible for all property, materials, or written information issued to them or in their possession or control. All MCCS property must be returned by employees on or before their last day of work. Where permitted by applicable laws, MCCS may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. MCCS may also take all action deemed appropriate to recover or protect its property.

5.10 PROGRESSIVE DISCIPLINE

The purpose of this policy is to state MCCS' position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. The best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels.

MCCS' own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Although employment with MCCS is based on mutual consent and both the employee and MCCS have the right to terminate employment at will, with or without cause or advance notice, MCCS may use progressive discipline at its discretion.

Disciplinary action may call for any of the four steps- coach and counsel, written warning, suspension with or without pay, or termination of employment - depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed.

Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for a coach and counsel; a next offense may be followed by a written warning; another offense may then lead to termination of employment.

MCCS recognizes that there are certain types of employee problems that are serious enough to justify either a suspension, or in extreme situations, termination of employment, without going through the usual progressive discipline steps.

While it is impossible to list every type of behavior that may be deemed a serious offense, the EMPLOYEE CONDUCT AND WORK RULES policy includes examples of problems that may result in immediate suspension or termination of employment. However, the problems listed are not all necessarily serious offenses, but may be examples of unsatisfactory conduct that will trigger progressive discipline.

By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefitting both the employee and MCCS.

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

RESIGNATION - voluntary employment termination initiated by an employee.

DISCHARGE/NOT REHIRED - involuntary employment termination initiated by the organization.

LAYOFF - involuntary employment termination initiated by the organization for non-disciplinary reasons.

RETIREMENT - voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.

MCCS will generally schedule exit interviews at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debts to MCCS, or return of MCCS owned property. Suggestions, complaints, and questions can also be voiced.

Since employment with MCCS is based on mutual consent, both the employee and MCCS have the right to terminate employment at will, with or without cause, at any time. Employees will receive their final pay in accordance with applicable state law.

Employee benefits will be affected by employment termination in the following manner. All awarded, vested benefits that are due, and payable at termination will be paid. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

If an employee indicates they will be returning to MCCS the next school year, but during the course of summer resigns, Cobra will begin July 1st of the new fiscal year.