



Charting a better course for Detroit's youth.

EMPLOYEE HANDBOOK

2017-18



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INTRODUCTION



Vision, Mission, and Values

Vision:

We see transformed lives, for good: and a new city for all.

Mission:

Our students will be prepared to succeed in a global community and in life.

Values:

- Character
(love, peace, patience, kindness goodness, gentleness, faithfulness, self-control gratitude and citizenship)
- Excellence
- Student Success
- Fiscal Responsibility
- Stakeholder Engagement

Our Culture

We value education and believe that we are a living curriculum to the children. We are centers of hope in the midst of a challenging urban setting. We are a shared community where everyone is accepted and has a critical role to play in the school family. We believe our diversity is a wonderful gift and a powerful strength.



Handbook Overview

This handbook is designed to acquaint you with our school and provide you with information about working conditions, Employee benefits, and some of the policies affecting your employment. You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as an Employee and outlines the programs developed to benefit Employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

No Employee handbook can anticipate every circumstance or question about different policies. As we continue to grow, the need may arise and we reserve the right to revise, supplement or rescind any policies from time to time as deemed appropriate. All Employees will be notified of such changes to the handbook as they occur. We will try to keep this handbook current, but there may be times when policies or programs will change before this material can be revised.

This handbook does not create any rights, contracts or guarantees of employment, benefits, or working conditions between Employees and the employer. We may change or discontinue these guidelines at any time.

Just as you have the right to leave your job here if you want to, for any or no reason at all, and with or without cause or advance notice, we have the same right to terminate your employment. In other words, you (and all of our Employees) are “at-will” Employees. Either of us can terminate this employment relationship at any time with or without notice and for any or no reason at all. The Human Resource Office and/or the Executive Management team has no authority to make a commitment of guaranteed or continuing employment to you, and no company publication should be understood to make any such guarantee.

We may change, modify, suspend, interpret, or cancel, in whole or in part, any of the published or unpublished human resource policies or procedures without advance notice and without having to give cause, justification, or consideration, at our discretion. Nothing contained in this handbook, including any policies regarding termination, performance evaluation, or discipline, will be construed to grant anything other than at-will employment.

This Handbook supersedes statements in any prior handbook/manuals and any other prior statements made to you about your employment with us, either oral or written. By issuing this to you, we are rescinding any prior policies, procedures, handbooks/manuals, or general rules previously in effect.



Cornerstone Contacts

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Director of Facilities –

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Facilities work order system: <https://cornerstonecharters.sharepoint.com/Workorders/default.aspx>

Information Systems – Macro Connect

Phone: (888) 578-7976

Email/Helpdesk: helpdesk@cornerstonecharters.org

Resource site: <http://sites.cornerstonecharters.org/helpdesk>





EMPLOYMENT



Employment Section

Introductory Period

Congratulations! We would like to take this opportunity to welcome you as part of our team. Our school programs are exciting, fast-paced and full of opportunity for self-starting, hard-working Employees like you. It is our hope and expectation that you will grow and prosper with our community.

This Handbook has been prepared to outline our rules, methods of operation and Human Resource policies so that you will know what to expect, and will know what is expected of you. It is very important that you read the materials thoroughly and direct any questions to your immediate supervisor or to the Human Resource Office.

At the time you are hired, you are classified as full-time, educational faculty and staff, part-time or temporary/seasonal Employee and are also told whether you qualify for overtime pay. Unless otherwise specified, the benefits described in this Handbook apply only to full-time and educational faculty and staff Employees. All other policies described in this Handbook apply to all Employees, with the exception of certain wage, salary and time off limitations applying only to “non-exempt” Employees.

Equal Employment Opportunity

We seek to be an equal opportunity employer. It is our policy that all Employees have a right to work in an environment that is free from unlawful discrimination. Our employment practices are based on job qualifications without regard to religion, race, color, national origin, age, sex, height, weight, marital status or disability. Our policy also prohibits unlawful harassment on the basis of all legally protected categories.

We will accommodate all Employees with disabilities as long as such accommodation does not impose an undue hardship and the accommodation would enable the Employee to perform the essential functions of the job.

If you need accommodations for a disability, please submit a written statement to the Human Resource Office of your need for accommodation. Employee must notify the employer in writing of the need for accommodation within 182 days after the Employee knew or should have known that an accommodation was needed.

Employees who believe this policy has been violated, please notify your supervisor. Employees who believe the supervisor has not or cannot address the problem adequately, contact the Chief Executive Officer. We want to resolve all Employee concerns about possible employment discrimination.

Employment Categories

Employee wages, or salary, benefits, and job duties are affected, in part, by a team member’s classification. The following are Employee classifications:



Regular Full-Time Team Member. An Employee who is hired to work at least forty (40) hours per week on a regularly scheduled basis is considered a full-time team member.

Educational Faculty & Staff. An Employee who is hired on either a full-time or part-time basis with the expectation to work predetermined dates each year, surrounding the school calendar.

Regular Part-Time Team Member. An Employee who is hired to work less than 40 hours per week.

Temporary/Seasonal Team Member. An Employee who is hired on either a full-time or part-time basis, with the expectation that he/she will be needed for a limited period of time, usually not more than six months in a calendar year.

Non-Exempt and Exempt Employees

At the time you are hired, all Employees are classified as either “exempt” or “non-exempt”. By law employees in certain types of jobs are entitled to overtime pay for hours worked in excess of forty (40) hours per work week. These Employees are referred to as “non-exempt” in this Handbook.

Exempt Employees are principals, deans, teachers, administration, supervisors, directors, professional staff, technical staff, officers and others whose duties and responsibilities allow them to be “exempt” from overtime pay provisions as provided by the Federal Fair Labor Standards Act (FLSA) and any applicable state laws.

Non-exempt Employees are considered as lunch aides, students, and other Employees who work less than 20 hours per week and are paid on an hourly basis.

Timekeeping

Federal and state laws require an accurate record of time worked be kept in order to calculate Employee pay and benefits. In accordance with the state and federal regulations, we are obligated to keep accurate records of the time worked by non-exempt Employees, including overtime. Electronic timecards in Paychex are used for this purpose. Your Paychex electronic timecard is the only way the payroll department knows how many hours you worked and how much to pay you. Your Paychex electronic timecard must indicate hours worked. (Time worked is the time actually spent on the job performing assigned duties.) Your Paychex electronic timecard must be electronically approved by your supervisor immediately after the close of each pay period. Failure to timely submit your Paychex electronic timecard may result in delayed payment of wages. Please contact Human Resources with any questions.

Altering, falsifying, tampering with time records, or recording time on another team member’s time record may result in disciplinary action, up to and including termination of employment.

Employment Eligibility Verification

All Employees shall be hired in compliance with federal and state laws and regulations.



Cornerstone Education Group, in compliance with the Immigration Reform and Control Act of 1986, will hire only those individuals who are authorized to work in the United States.

You must prove your employment eligibility within three (3) days of your hire date in order to maintain your employment status.

All individuals are required to submit documentation proving their identity and employment authorization. You will also be required to complete and sign, a Department of Homeland Security U.S. Citizenship and Immigration Service Form I-9 Employment Eligibility Verification. Form I-9 requires you to certify that you are authorized to work in the United States and that the documents you submit are genuine.

If you are authorized to work in this country for only a limited period of time, you will be required to re-submit proof of your continued employment authorization prior to the expiration date of that period.

Anniversary Date

The first day you report to work is your “official” anniversary date. Your anniversary date may be used to compute various conditions and benefits described in this Handbook. If there is a break in your service, you must return to work within one year of your last day worked in order for your anniversary date to be recognized.

Work Schedule

Work schedules for Employees vary throughout our schools. Supervisors will advise Employees of their individual work schedules as well as department practices concerning work breaks and lunch periods. We understand that personal or family matters or medical appointments may occasionally conflict with your work commitment. You should avoid making personal appointments during business hours, and whenever possible schedule appointments late in the workday.

Confidential Information

Our students and their families entrust us with important information relating to personal lives. The nature of this relationship requires maintenance of confidentiality.

Your employment assumes an obligation to maintain confidentiality, even after you leave our employment.

Any violation of confidentiality seriously effects the school’s reputation and effectiveness. Therefore, please do not discuss school business with anyone who does not work for us, and never discuss school business with anyone who does not have a direct association with the issue.

No one is permitted to remove or make copies of any school or Employee records, student records, reports or documents without prior supervisory approval.



Disclosure of confidential information could lead to dismissal.

Media Relations

All requests for media relations, interviews and published comments or statements about this school or Employees should be forwarded to the CEO for comments.

Conflict of Interest

Employees and board members have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which this school wishes its 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. All potential conflict of interest situations should be brought to the attention of, and discussed with the Human Resource Office or a member of the Executive Management team.

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

No presumption of guilt is created by the mere existence of a relationship with outside firms. However, if an Employee has an influence on transactions involving purchases, contracts, or leases, etc., it is imperative that he or she discloses to an officer of the organization 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 a team member, board member or relative has a significant ownership in a firm with which this schools does business, but also when a team member, board member, or relative receives any kickback, bribe, substantial gift, incentive, or special consideration as a result of any transaction of business dealings involving the school.

The materials, products, designs, plans, ideas, and data of this school are the property of the **Cornerstone Education Group**, and should never be given to an outside firm or individual except through normal channels and with appropriate authorization. Any improper transfer of material or disclosure of information, even though it is not apparent that an Employee has personally gained by such action, constitutes unacceptable conduct. Any Employee who participates in such a practice shall be subject to disciplinary action, up to and including discharge.

Ethics



The purpose for this Ethics Policy is to support a culture of openness, trust, and integrity in all management and business practices. A well-understood ethics policy requires the participation and support of every Employee and volunteer.

We are dedicated to working with our Employees, volunteers, partners, vendors and customers to ensure that they refrain from illegal or damaging actions which can be caused by these individuals, either knowingly or unknowingly. We are committed to conducting all of school's affairs and activities with the highest standards of ethical conduct.

We are committed to the responsible use of assets, to provide accurate, complete and objective information, to respect the confidentiality of financial and other information, to act in good faith and exercise due care in all we do, to comply with all rules and regulations and to proactively promote ethical behavior.

This policy applies to all Employees, contractors, consultants, temporaries, and other workers, including all Employees affiliated with third parties.

Executive Commitment to Ethics:

Senior Management must set a prime example. In any business practice, honesty and integrity must be top priority for executives. Executives have an open door policy and welcome suggestions and concerns from Employees. This will allow Employees to feel comfortable discussing any issues and will alert executives to concerns within the workforce. Executives must disclose any conflict of interests in regard to their position within the organization.

Employee Commitment to Ethics:

Employees will treat everyone fairly, have mutual respect, promote a caring culture and avoid the intent and appearance of unethical or compromising practices. Every Employee needs to apply effort and intelligence in maintaining ethics value.

Employees must disclose any conflict of interests regarding their position within this school. Employees will help to increase customer and vendor satisfaction by providing quality services and timely response to inquiries.

Organizational Awareness:

Promotion of ethical conduct within interpersonal communications of Employees will be rewarded. We will promote a trustworthy and honest atmosphere to reinforce the vision of ethics within our organization.

Maintaining Ethical Practices:

We will reinforce the importance of the integrity message and the tone will start at the top. Every team member, manager, director needs to consistently maintain an ethical stance and support ethical behavior. Employees should encourage open dialogue, get honest feedback and treat everyone fairly, with honesty and objectivity.

Unethical Behavior:



We will avoid the intent and appearance of unethical or compromising practices in relationships, actions and communications. We will not tolerate harassment or discrimination. Unauthorized use of organizational trade secrets and marketing, operational, human resources, financial, source code, and technical information integral to the success of our organization will not be tolerated. We will not permit impropriety at any time and we will act ethically and responsibly in accordance with laws. Employees will not use corporate assets or business relationships for personal use or gain. Employees will not participate in or advocate harmful gossip.

Enforcement:

Any infractions of this ethics policy will not be tolerated and the organization will act quickly in correcting the issue if the ethical code is broken. Any Employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

Non-Fraternization

This community places a great deal of importance on relationships and recognizing the need for responsible behaviors. The purpose is to encourage sincere, concerned working relationships between coworkers at all levels within the organization, while minimizing the potential perception of favoritism and preventing the creation of an uncomfortable working environment for others.

This policy applies to all Employees.

It is the policy of the Cornerstone Education Group to encourage Employees to develop healthy relationships with their co-workers in order to promote a productive work environment. It is also the policy to establish an environment where Employees maintain clear boundaries between Employee personal and business interactions that are most effective for conducting business. Although this policy does not prevent the development of friendships or romantic relationships between co-workers, it does establish clear boundaries as to how relationships will progress during working hours and within the working environment. The intent is not to intrude into the private lives of Employees, however, when personal or working relationships between Employees adversely impact or have the reasonable potential to adversely impact the school by eroding morale, good order, discipline, respect for authority or departmental cohesion they become a matter of official concern. In order to avoid situations involving unlawful sexual harassment, stalking, conflicts of interest, misunderstandings or the appearance of favoritism and impropriety any relationship that impedes the school's ability to conduct business, that would create a conflict of interest or that would prevent Employees from performing their duties in an effective manner and would therefore be detrimental to a productive work environment is prohibited.

For purposes of this policy, "fraternization" is defined as a relationship of an intimate or romantic nature or conduct that creates the appearance or impression that such a relationship exists.

The following guidelines must be adhered to:



1. During working time and in working areas, Employees are expected to keep personal exchanges limited so that others are not distracted or offended by such exchanges and so that productivity is maintained.
2. Employees are strictly prohibited from engaging in physical contact that would in any way be deemed inappropriate by a reasonable person while anywhere on the school's premises.
3. Employee off-duty conduct is generally regarded as private, as long as such conduct does not create problems within the workplace. An exception to the principle, however, is romantic or sexual relationships between supervisors and subordinates.
4. Supervisors, managers, chief officers, or anyone else in sensitive or influential positions must disclose to the Executive staff the existence of any relationships with another co-worker that has progressed beyond a platonic friendship. This disclosure will enable management to determine whether any conflict of interest exists because of the relative positions of the individuals involved.
5. Employees who allow personal relationships with coworkers to affect the working environment will be subject to the appropriate provisions of the company disciplinary policy which may include counseling for minor problems. Failure to change behavior and maintain expected work responsibilities is viewed as a serious disciplinary matter.
6. Where doubts exist as to the specific meaning of the terms used above, Employees should make judgments on the basis of the overall spirit and intent of this policy.
7. Any Employee who feels he or she has been disadvantaged as a result of this policy, or who believes this policy is not being adhered to, should make feelings known to the Human Resource Office or other designated individual.
8. Employees who are in a consensual relationship which complies with this policy but allow the relationship to interfere in any way with the effective performance of their duties or the duties of their co-workers will be subject to disciplinary action up to and including termination.

Former Employees

Depending on the circumstances, this school may consider a former Employee for re-employment. Such applicants are subject to the school's usual pre-employment procedures. To be considered, an applicant must have been in good standing at the time of their termination of employment. For example, given two weeks' notice for voluntarily resignation, good attendance, and good job performance.

Employment of Relatives

Relatives of present Employees may be employed. However, no relative will be hired or transferred into a position where they are supervised directly by a relative.

Background Investigation (Pre-Employment Screening)

All new Employees hired must go through a Pre-employment Screening investigation. The background investigation shall commence prior to employment. When applying for a position of employment, the applicant will receive the Background Investigation Consent Forms to complete. If the applicant is to be hired after interviewing and reference checks are completed, then arrangements will be made by the Human Resource Office to conduct a background investigation. The cost of this process will be paid for by the employer. If you are a part-time team member, you may be required to pay for the background investigation.



All employment is contingent upon the verification of prior employment and education accomplishments as well as an acceptable comprehensive FBI background check and any other form of background investigation as may be required by Public Act 99 (1992); amended by Public Act 68 (1993). Should it be necessary to employ a person prior to receipt of the above reports, such person shall be employed on a provisional basis for up to sixty (60) days. Any information contained in said reports which does not meet Cornerstone Education Group standards will be grounds for dismissal.

Any misstatement of fact or omission material to qualifications or background shall be considered grounds for discharge. In addition, special new hire policies may be necessary due to a particular job requirement. These policies are a condition of your employment.

All information and/or records obtained from such inquiries are considered confidential and shall not be released or disseminated to those not directly involved in such background investigation or the evaluation of the applicant's qualifications.

Drug & Alcohol Testing Policy

We are committed to providing a safe, efficient, and productive environment for all Employees. To help ensure a safe and healthful working environment the School has adopted a Drug & Alcohol Testing Policy to ensure a drug-free workplace.

All potential new Employees will be required to provide a specimen for drug testing and will sign a Consent Form authorizing the test. Should the potential applicant (a) refuse to sign the form, (b) fail to appear for the sample collection at the scheduled time, (c) fail to provide satisfactory identification to the person responsible for the sample collection, (d) refuse to provide a specimen, or (e) tamper with or contaminate the sample, the applicant will not be hired.

This program was implemented because using or being under the influence of drugs and alcohol on the job may pose serious safety and health risks.

If an Employees involved in an accident, he or she may be required to take a drug test. An accident is any unplanned event that results in personal injury requiring offsite medical attention, or school property damage. Also, if an Employee has fallen ill on the job or demonstrates symptoms of being under the influence of drugs, he or she will be required to take a drug test. If the Employee tests results are positive, this may lead to immediate termination.

Types of Testing Required

Drug and alcohol tests are required for Employees covered under this policy in the following circumstances:

1. **Pre-employment.** Employees will be tested prior to being presented with a conditional offer of employment.
2. **Post-accident.** Employees will be tested if any of the following occur: An accident involving a fatality, or an accident where one or more of the individuals involved in the accident requires medical treatment away from the scene.



3. **Reasonable Suspicion.** Tests will be performed in any situation where a supervisor observes behavior or appearance, or has information related to behavior which is characteristic of drug or alcohol misuse.

Cornerstone Education Group will pay the cost of any drug and alcohol testing that it requires or requests of Employees, including retesting of confirmed positive results, if necessary. Any additional tests that the Employee requests will be paid for by the team member. Additionally, Cornerstone Education Group will provide transportation to/from its testing clinic if we feel an Employee may be under the influence of drugs and/or alcohol. Failure to comply with this protocol will be deemed as insubordination and may lead to termination of employment. All test results will be kept confidential.

Personality Assessment Test/Profile (Regular Full-Time-Exempt Level Positions Only)

A personality assessment may or may not be required depending on the level of position. The assessment is a comprehensive, non-discriminatory personality instrument, which measures an individual's characteristics, potential and motivation. The insights gleaned from this assessment help enable Cornerstone Education Group to predict his or her potential for success in a specific job.

The personality assessment is just one element of the hiring process and should be treated as such. An applicant's resume, professional and personal references, experiences, and skills will all need to be considered, as will the individual's performance in the interview.

Please keep in mind, the personality assessment is not a pass/fail test, and is by no means the sole determinant for making a hiring decision. Cornerstone Education Group will pay the cost of the assessment.

Whistleblower Policy (Sarbanes-Oxley)

This organization has implemented a "whistleblower" policy, largely in response to the atmosphere of great oversight and scrutiny that exists in the world. Should any person know of, or have a suspicion about illegal or unethical conduct in connection with the finances or other aspects of the school's operations, that person should inform the Human Resource Office or their immediate supervisor. If the alleged wrongdoing concerns the immediate supervisor, then contact the Human Resource Office immediately. Should the Human Resource Office receive information regarding alleged illegal or unethical conduct in connection with the finances or other aspects of operations, the Human Resource Office will investigate all credible allegations at all times respecting the privacy and reputation of individuals involved. These proceedings will be kept confidential.

There will be no punishment or other retaliation for the reporting of conduct pursuant to this policy. If the person providing the information requests anonymity, this request will be respected to the extent that doing so does not impede any investigation.

Suggestion Box Program (Let us hear from you!)



We want to know what you think. The suggestion box program is one of the many ways you can express yourself freely and provide insights into possible improvements we can make. (See Ideas for Improvement Form). Also, the Executive Management Team is available to discuss issues or offer constructive suggestions as to how we can help Employees be more effective.

Employee Recognition Program

Cornerstone Education Group has an Employee Recognition Program for all regular full-time Employees and educational faculty and staff to reward and recognize the excellent Employees who embody the values of the School and contribute to its overall mission.

The Character Pin Award program is for rewarding and recognizing Employees. The program facilitates timely reward and recognition. While it is believed that this structure provides an excellent foundation for today, it is anticipated that this program will be reassessed on a regular basis to ensure it remains vibrant.

Employees are encouraged to nominate one another for Character Pins in order to foster an atmosphere that supports and demonstrates Cornerstone Education Group's ten character words. An individual should be nominated when they demonstrate behavior which supports one of the character words. Pins will be distributed monthly and those Employees receiving all ten pins will be recognized at the Fall All-Team Retreat the following year.

For further information please see the Recognition Procedure and Form located in Google Drive's ISO_Baldrige Cornerstone Education Group folder to be completed when nominating an Employee for this award. Please submit all nomination forms to the Human Resource Office for review – human_resources@cornerstonecharters.org.



TIMEKEEPING / PAYROLL



Timekeeping/Payroll

Employment Termination

There may be many reasons for termination. An Employee may be separated from employment voluntary or involuntarily, by resignation, retirement, lack of work or job performance.

Advance notice, usually two weeks prior to a voluntary resignation by the team member, is expected. If you resign without notice, you may forfeit your eligibility to be rehired. Cornerstone Education Group is not required to provide advanced notice prior to terminating the employment of a team member. Exit interviews will be scheduled at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as Employee benefits, or return of school property. Suggestions, complaints, and questions can also be voiced at this time or anytime.

Absence for three (3) consecutive days without permission and without proper daily notification is considered a voluntary quit.

Both the Employee and Cornerstone Education Group has the right to terminate employment at any time, at will, with or without cause, for any reason or no reason at all. Employee benefits will be affected by employment termination in the following manner. All vested benefits that are due and payable at termination will be paid. Some benefits may be continued at the team member's expense if the Employees 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.

Pay Cycle & Paycheck Distribution

Paydays are every other Friday for all Employees, unless school closings or holidays interfere with the normal payday. Paychecks are distributed by 3:00 p.m. on each payday. Our payroll work week begins on Sunday at 12:01 a.m. and ends on Saturday at 12:00 midnight.

Part-time (Hourly-non-exempt)

(26 pay periods per year) Employees are compensated for services performed (hours worked) for the two (2) week period ending the previous Saturday at 12:00 midnight.

Regular Full-time (Salaried-exempt)

(26 pay periods per year) Employees are compensated for services performed for the two (2) week period ending the previous Saturday at 12:00 midnight.

Educational Faculty and Staff (Full-time exempt)

(26 pay periods per year) Payday is normally on every other Friday for services performed for the two (2) week period ending on Saturday at 12:00 midnight of each pay week. The first pay will be on a regularly scheduled pay day after school has resumed at the start of a new school year.

Pay Advancement

It is Cornerstone Education Group's policy not to grant salary advances.



Pay Corrections

We take 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 such as under or over payment, the Employee should promptly bring the discrepancy to the attention of his/her supervisor so that corrections can be made as quickly as possible.

Pay Deductions

The law requires certain deductions be taken from every team member's compensation. Among these are applicable federal, state, Medicare tax, and local income taxes. We must also deduct Social Security taxes on each team member's earnings up to a specific limit that is called the Social Security "wage base".

We offer 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, such as the 403(b) plan.

Deductions (Other)/Direct Deposit

It may be possible for you to authorize Cornerstone Education Group to take additional deductions from your paycheck, such as for saving accounts, retirement accounts or to deposit your paycheck directly into your checking account at a participating bank.

Cornerstone Education Group has a paperless payroll system meaning we do not issue paper paychecks. As a result, your paycheck must be direct deposited into your savings or checking account. Please sign-in the payroll portal and complete the requested information to finalize direct deposit. Human Resources and/or our payroll provider is happy to answer any questions you have on this process.

Wage Garnishments

Whenever court-ordered deductions are to be taken from your paycheck, you will be notified by the Human Resource Office in a confidential manner.

Expense Reimbursement

Cornerstone Education Group may reimburse expenses that are directly related to the performance of your job. To be reimbursed for all authorized expenses, you must submit an expense report/voucher accompanied by receipts and obtain pre-approval by your immediate supervisor, as necessary. Please submit your expense report/voucher each month as you incur authorized reimbursable expenses.

If you are asked to conduct school business using your personal vehicle, you will be reimbursed at the current standard rate as published by the Accounting Department per mile. Please submit this expense monthly. (School sponsored events such as Personal Development, meetings, Annual Celebrations, etc. will not be reimbursed.)



Emergency Closings

At times, emergencies such as severe weather, fires, power failures, or earthquakes, can disrupt school operations. In extreme cases, these circumstances may require the closing of the school. In the event that such an emergency occurs during non-working hours, please tune to your local radio stations such as WWJ (950) and WJR (760) and television stations for school and/or office closings and updates on current conditions.

Employees in essential operations may be asked to work on a day when operations are officially closed. When emergency conditions exist, essential Employees who are scheduled to work but are unable to report to work must call their supervisor or manager to report their absence.

When the decision is made **AFTER** the workday has begun, Employees will receive official notification from their immediate supervisor.

Hourly Employees will not be paid when the school is closed. However, with supervisory approval, eligible Employees may use available paid leave time, such as unused All Purpose Days.

Overtime

In accordance with federal and state laws, Employees are classified as either exempt or non-exempt. Cornerstone Education Group compensates non-exempt Employees for overtime worked in accordance with federal and state law. We will make every effort to maintain the forty (40) hour work week for regularly scheduled non-exempt full-time Employees. However, business circumstance may require the scheduling of overtime work or reduced hours.

If you are a non-exempt Employee and overtime work is required and authorized by your supervisor, you will receive overtime pay at a rate 1-1/2 times your regular straight time hourly rate of pay for all hours worked in excess of forty (40) hours in a work week.

Overtime may only be worked with the prior authorization and direction of a supervisor. All supervisors are responsible for control of overtime in their departments.



EMPLOYMENT STATUS & RECORDS



Employment Status & Records

Employment Records

Cornerstone Education Group maintains a Human Resource file for each team member. The Human Resource employee file includes such information as the team member's job application, resume, documentation of performance, salary and other Employee records. Human Resource files are the property of Cornerstone Education Group, and access to the information they contain is restricted. Generally, only supervisors and the Human Resource Office have a legitimate reason to review information in a Human Resource file and are allowed to do so.

Employees who wish to review their own Human Resource file should contact Human Resource. With reasonable advance notice, Employees may review their own Human Resource files in the office in which they are maintained and in the presence of the individuals appointed by the school to maintain the files. You may request that file information be corrected if inaccurate or supplemented if incomplete.

Employment Reference Checks

Cornerstone Education Group will respond in writing only to those external reference check inquiries made by others that are submitted in writing. Responses to such inquiries will confirm only dates of employment 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. All employment verifications should be directed to the attention of the Human Resource Office.

Personal Data Changes

It is the responsibility of each Employee to promptly notify Cornerstone Education Group of any changes in personal data. Personal mailing addresses, telephone numbers, number and names of dependents, emergency contact information, educational accomplishments, and other such status reports should be accurate and current at all times. If any personal data has changed, please sign-in to the payroll portal and update your information.

Employment Applications

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

Job Descriptions

There is a job description for each position. When your duties and responsibilities are changed, that job description will be updated. Flexibility is the key as we work to deliver the best service in all of our jobs. If you wish to see your job description, please contact the Human Resource Office.



BENEFITS – PAID & UNPAID



Benefits Paid and Non-Paid

Employee Benefits

Eligible Employees are provided a wide range of benefits. A number of the programs (such as Workers' Compensation, Social Security, Medicare, State Disability and Unemployment Insurance) cover all Employees in the manner prescribed by law.

Benefit eligibility is dependent upon a variety of factors, including Employee classification. Some benefit programs require contributions from the team member; others are fully paid by the employer.

If you are a full-time team member, you will enjoy all of the benefits described in this Handbook as soon as you meet the eligibility requirements for each particular benefit. This is usually the first of the month following thirty days of employment.

If you are a part-time Employee or temporary team member, you will enjoy only those benefits which are required by law to be afforded to you, provided that you meet the minimum requirements set forth by law and in the benefit plan(s).

Workers' Compensation Insurance

Cornerstone Education Group provides a comprehensive Workers' Compensation Insurance program at no cost to Employees. This program covers any job-related injury or illness sustained in the course of employment that requires medical, surgical or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the Employees hospitalized, immediately.

Employees who sustain work-related injuries or illnesses should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported to your supervisor and the Human Resource Office. This will enable an eligible Employee to qualify for coverage as quickly as possible.

Who Is Covered?

Every Employees protected by Workers' Compensation.

When Am I Covered?

Coverage begins the first minute you're on the job and continues anytime you are working for this organization. You do not have to work a certain length of time, and there is no need to earn any minimum amount of wages before you're protected.

Social Security & Medicare

The United States Government operates a system of contributory insurance known as Social Security and Medicare. As a wage earner, you are required by law to contribute a set amount of your weekly wages to the trust fund from which benefits are paid. As your employer, we are required to deduct this amount from each paycheck you receive. In addition, Cornerstone



Education Group matches your contribution dollar for dollar, thereby paying one-half of the cost of your Social Security and Medicare benefits.

Disability Insurance

If you are a Regular Full-Time Employee or an Educational Faculty and Staff Team Member, you are protected through a short-term and long-term disability insurance policy from financial hardship if you are totally disabled because of illness or accident that is not job related. This coverage is defined in the literature provided by the insurance company.

Total disability means that you cannot perform any position that is available, that you are qualified for and normally able to perform. (Workers' Compensation benefits protect you if you are involved in a job-related sickness or accident.)

You must contact Human Resources to coordinate this benefit including providing documentation regarding your disability and your ability to return to work.

Group Health Insurance

Today many health insurance plans and options can be confusing and complicated. That is why we have taken the time to carefully review the coverage and plans available. We have selected the plans we feel provide the best coverage for our Employees. Refer to the literature provided by our insurance company for details on your health, dental and vision coverage. You will be advised of the particulars of these programs during Employee orientation and again when you become eligible to participate in the program. The program provides the basic hospitalization, surgical and major medical coverage for the Employee and his/her eligible dependents as set out in the program.

In the event of termination of employment you can remain covered under our group health insurance program. You and your eligible dependents may have the right to continue coverage under our health insurance program for a limited period of time at your own expense (under COBRA). Contact the Human Resource Office for further details.

Life Insurance

If you are a regular full-time team member, you are covered by our Group Life Insurance. This insurance is payable in the event of your death from any cause, at any time or place, while you are insured. Refer to the literature provided by our insurance company for details on your life insurance coverage.

Retirement Plan/403(b)

Cornerstone Education Group sponsors a 403(b) plan to assist Employees in their savings and retirement planning. You may request to have a payroll deduction for your contribution to a 403(b) plan in order to provide for your own retirement. This benefit is available immediately to all Employees over the age of 18 who regularly work more than 20 hours per week. Additional information on this benefit is available from our provider.



All Employees become eligible for contributions to your account by Cornerstone Education Group immediately. You will be advised of the details of this program during Employee orientation. Employer contributions are a perk of the job and they may be suspended based on the financial condition of the organization.

Termination of Insurance

Your insurance will terminate when you cease to be eligible for coverage under the terms of our group insurance program, or when you cease to be employed as a regular full-time Employee eligible for the insurance. (Please see Benefit Continuation (COBRA))

Benefit Continuation (COBRA)

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives Employees and their qualified beneficiaries the opportunity to continue health insurance coverage when a “qualifying event” would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of a team member; a reduction in a team member’s hours or a leave of absence; a team member’s divorce or legal separation; and a dependent child no longer meeting eligibility requirements. Each eligible Employees provided with a written notice describing rights granted under COBRA when the Employee becomes eligible for coverage under this health insurance plan. The notice contains important information about the team member’s rights and obligations. Employees will be required to pay their monthly Employee expenses such as medical, dental, and vision, (plus an administrative fee) at their own expense.

Eligible Employees and dependents can extend their health insurance coverage for up to 18 months in most cases (36 months of coverage allowed for spouses and minor children in the event of death, disability or divorce).

Insurance can be cancelled if the Employee fails to pay the premiums by the end of the grace period, or when the Employee gets insurance coverage from another employer without pre-existing conditions exclusions, or if the organization stops offering any health insurance plans to any of its Employees, or if the Employee uses up all COBRA benefits available.

Holiday Schedule

Regular Full-Time Employees

Only regular full-time Employees are eligible for holiday pay in accordance with the Holiday Schedule published and distributed by Human Resource Office at the beginning of each school year. Holiday schedules will vary from year to year due to the days in a week on which a holiday may fall.

Part-time Employees or temporary Employees are not eligible to receive holiday pay.

Educational Faculty and Staff

The educational faculty and staff must follow the annual school calendar published at the beginning of each school year. Employment Categories for further details



Recognized Holidays

The following holidays are currently recognized as paid holidays:

New Year's Eve	Independence Day (4 th of July)
New Year's Day	Friday before Labor Day and Labor Day
Dr. Martin Luther King, Jr. Day	Wednesday before Thanksgiving
Good Friday	Thanksgiving Day
Easter Monday	Day after Thanksgiving
Memorial Day	Christmas Eve
	Christmas Day

Holiday Pay

We schedule all national holidays on the day designated by common business practice. In order to qualify for holiday pay, you must work the scheduled workday immediately before and after the holiday. Only excused absences will be considered exceptions to this policy.

You are not eligible to receive holiday pay when you are on a leave of absence.

All Purpose Days (Regular Full-Time Employees)

Cornerstone Education Group provides each regular full-time Employee with an annual allotment of paid time off (called All Purpose Days) to facilitate vacations, personal business, and to cover short-term illness. You are not eligible for All Purpose Days if you are a part-time or temporary team member.

All Purpose Days should be planned, when appropriate, in advance by asking for approval from your immediate supervisor. The approval of scheduled time off is at the discretion of your immediate supervisor; however, every effort will be made to accommodate the reasonable needs of Employees. Requests will be approved based on adequate coverage.

Unscheduled All Purpose Days are unacceptable other than in uncontrollable situations related to health, family emergencies and similar causes.

When using an unscheduled All Purpose Day Employees must, to the extent possible, call their supervisor or the Human Resource Office of the uncontrollable situation. Failure to directly notify your supervisor or the Human Resource Office will be grounds for disciplinary action, up to and including possible dismissal.

Employees and supervisors should work together to ensure that All Purpose Days are scheduled and used throughout the year to avoid large portions of All Purpose Days being used in the later portion of the year.



All uses of All Purpose Days shall be immediately reported to your immediate supervisor and the Human Resource Office.

Educational Faculty & Staff

Educational faculty and staff follow the annual school calendar and agree to work for the school year only.

Full-Time Teachers

1. Full time teachers: **8** All Purpose Days (not including legally required days off such as jury duty, military service, etc.) per school year that are paid.
2. 8 days are prorated based on hire date (Sept - June) and rounded.
August – 8 days, September – 7 days, October – 6 days, November – 5.5 days,
December – 5 days, January – 4 days, February – 3 days, March – 2 days,
April – 1.5 days, May – 0.5 days, June/July – 0 days
3. Anything greater than **8** days is unpaid
4. End of the year bonus available for full-year Employees:
 - o \$50/day for each unused All Purpose Day
 - o \$800 total for perfect attendance (i.e. 0 of 8 days used)
 - o Subject to availability of funds and money would be pulled from “bonus funds” within budget

Regular Full-Time Employees

All full time Employees who work 12 months a year.

Calculation and Accumulation of All Purpose Days

Regular full-time Employees are eligible for All Purpose Days based on years of service as follows:

Years of Service	# All Purpose Days
0-1 Year of Service	10 days total
<i>1st year will be prorated based on start date</i>	
<i>July/August – 10 days, September – 9 days, October – 8 days, November – 7 days, December – 6 days, January – 5 days, February – 4 days, March – 3 days, April – 2 days, May – 1 day, June- 0 days</i>	
1 year to 2 years of service	15 days total
2 years to 3 years of service	16 days total
3 years to 4 years of service	17 days total
4 years to 5 years of service	18 days total



5 years to 6 years of service	19 days total
6 years to 7 years of service	20 days total
7 years to 8 years of service	21 days total
8 years to 9 years of service	22 days total
9 years to 10 years of service	23 days total
10 years to 11 years of service	24 days total
11 years to 12 years of service	25 days total
12+ years of service	25 days is the maximum # of days to receive for years of service

All Purpose Days are not accrued nor can they carry over from one year to the next. The carryover of unused All Purpose Days from the fiscal calendar year to the next will not be permitted unless it is not possible for an Employee to use All Purpose Days and the team member's supervisor has approved the carryover in writing.

Religious Holidays

Employees may be excused from work duties for religious holidays without utilization of one of their All-Purpose Days. This approval can only be granted by the building administrator or the team member's direct supervisor. Employees may be denied this request if abuse of this privilege is suspected.

Employee Separation

an Employee whose employment is terminated, either voluntarily or involuntarily, is not entitled to All Purpose Day pay for any remaining number of days.

Recordkeeping

Supervisors shall maintain records during the fiscal calendar year as to the All Purpose Days utilization activity for each Employee they are responsible for. They must maintain a record of eligibility and days taken for each team member. However, Employees cannot take more days than they are entitled to in any fiscal calendar year. All Purpose Days will be scheduled on the basis of an approved electronic Request Form, submitted to the team member's immediate supervisor through the payroll system. The Electronic Request Form must be submitted at least two weeks in advance of the time to be taken, when possible. It is within management's discretion to deny a request if permitting the time-off will cause a scheduling conflict



Family and Medical Leave Act (FMLA)

We recognize Employees occasionally need time away from work to participate in early child-rearing, to care for family members who have serious health conditions, or to care for their own serious health conditions. We therefore provide Employees with time off in such circumstances, in accordance with the federal Family and Medical Leave Act (“FMLA”).

If you have been employed for at least one year, and have worked a minimum of 1,250 hours during the 12 months prior to your request of leave of absence, you are eligible for FMLA leave. Eligible Employees should make a request for family leave to their immediate supervisors and the Human Resource Office at least 30 days in advance for foreseeable events and as soon as possible for unforeseeable events. If you are eligible, you will be allowed up to 12 work weeks of unpaid leave within any 12-month period for the following circumstances:

- your birth or adoption of a child
- the placement with you of a child for foster care
- when you are needed to care for a child, spouse, or parent who has a serious health condition
- when you are unable to perform at least one of the essential functions of your job because of your own serious health condition

Spouses who are both employed with this organization are entitled to a joint total of 12 weeks leave (rather than 12 weeks each) for the birth or adoption or placement for foster care of a child, or the care of a sick parent. For any other qualifying FMLA reason, each spouse will be entitled to the full 12 weeks of FMLA leave, or that portion of leave remaining in the relevant 12-month period.

Subject to terms, conditions, and limitations of the applicable plans, Cornerstone Education Group will continue to provide health insurance benefits for the full period of the approved family leave. However, Employees will be required to continue paying their monthly Employee contribution expenses such as medical, dental, vision contributions at their own expense.

Benefits, such as vacation, sick leave, or holiday benefits will be suspended during the leave and will resume upon return to active employment.

So that a team member’s return to work can be properly scheduled, an Employee on family leave is requested to provide us with at least two weeks advance notice of the date the Employee intends to return to work. When a family leaves ends, the Employee will be reinstated to the same position, if it is available, or to an equivalent position for which the Employees qualified.

If an Employee fails to return to work on the agreed upon return date, Cornerstone Education Group will assume that the Employee has resigned.



Election Day

We encourage you to exercise your voting privileges in local, state, and national elections. However, since the polls are open for long periods you are encouraged to vote before or after regular working hours.

Bereavement Leave

You are entitled to take up to three (3) workdays with pay to attend the funeral and take care of personal matters related to the death of a member of your immediate family. (A parent, spouse, spouse's parent, child, spouse's child by a former marriage, brother or sister.) One (1) day of paid funeral leave will be granted in the case of the death of a grandparent, your spouse's grandparent, or any member of your extended family. Only regular full-time Employees are eligible for paid funeral leave.

Pay for a bereavement leave will be made for actual time lost from work. If the death occurs at a time when work is not scheduled, payment will not be made. If a holiday or part of your vacation occurs on any of the days of absence, you may not receive holiday or vacation pay in addition to paid bereavement leave.

In the event of the death of an immediate family member you should contact your immediate supervisor and the Human Resource Office to inform Employees of the funeral arrangements.

Educational Leave

Educational Employees of Cornerstone Education Group may be granted a leave of absence for continuing education. The leave will be unpaid. The leave approval will be at the discretion of the Chief Academic Officer and Campus Principal based upon the availability to cover the educational staff members position while on leave, and based upon the needs of the school during the requested leave duration. You will be responsible for paying the total premiums for your coverage and that of your dependents while on leave. When an educational leave ends, the Employee will be reinstated to the same position, if it is available, or to an equivalent position for which the Employees qualified. Educational Employee requesting leave must submit a completed HR 3.025 Sec. I, IV and V to the Campus Principal with back-up documentation attached substantiating the educational leave purpose. Advance notice of four (4) weeks is required.

If an Employee fails to return to work on the agreed upon return date, Cornerstone Education Group will assume that the Employee has resigned.

Military Leave of Absence

If you are a full-time Employee and are inducted into the U.S. Armed Forces, you will be eligible for re-employment after completing military service, provided:

1. You show your orders to your principal or immediate supervisor as soon as you receive them.
2. You satisfactorily complete your active duty service.



3. You enter the military service directly from your employment with Cornerstone Education Group.
4. You apply for and are available for re-employment within ninety (90) days after discharge from active duty.

Military Reserves or National Guard Leave of Absence

Employees who serve in U. S. military organizations may take the necessary time off without pay to fulfill this obligation, and will retain all of their legal rights for continued employment under existing laws. You are expected to notify your principal or immediate supervisor as soon as you are aware of the dates you will be on duty so that arrangements can be made for replacement during this absence.

Jury Duty

It is your civic duty as a citizen to report for jury duty whenever called. If you are called for jury duty, and are a full-time team member, we will permit you to take the necessary time off and we wish to help you avoid any financial loss because of such service. Cornerstone Education Group will reimburse you for the difference between your jury pay and your regular pay, not to exceed eight (8) hours per day, for a maximum of ten (10) business days. Jury trials which are expected to last longer will necessitate the Employee to be given an unpaid leave of absence. You must notify your immediate supervisor within forty-eight (48) hours of receipt of the jury summons.

On any day or half-day you are not required to serve, you will be expected to return to work. In order to receive jury duty pay, you must present a statement of jury service and pay to your immediate supervisor. This document is issued by the court.

Part-time Employees will be permitted to take the necessary time off for jury duty and will not be eligible to receive paid time off.

Accepting Other Employment or Going into Business while on Leave of Absence

If you accept any employment or go into business while on a leave of absence, you will be considered to have voluntarily resigned from employment with Cornerstone Education Group as of the day on which you began your leave of absence.

Insurance Premium Payment during Leaves of Absence

Cornerstone Education Group will continue to pay its share of insurance premiums for Employee coverage and dependent coverage for a maximum of six (6) months while Employees are on a disability leave of absence. Employees are expected to continue to pay their portion of insurance premiums if dependents are covered. While you are on any other type of unpaid leave of absence, you will be responsible for paying the total premiums for your coverage and that of your dependents while on leave. Failure to do so may result in loss of coverage and possible refusal by the insurance carrier to allow your coverage to be reinstated. Employees are not eligible for the opt-out pay while they are on a disability leave of absence or any other type of leave.



This Procedure establishes the method by which the yearly incentive compensation program is awarded.

Incentive Plan

Incentive Compensation Program Objectives

- Share with all staff in the success of Cornerstone Education Group
- Encourage performance consistent with the mission and goals of Cornerstone Education Group

Incentive Award Eligibility

- All staff employed for at least one school year with Cornerstone Education Group,
- Must be employed at time of award payout
- Must be assessed to be performing competently (i.e., meeting expectations) at last review

Incentive Award Threshold Requirement

- Cornerstone Education Group must achieve targeted operating surplus and/or fund balance level and meet minimum overall student performance target (i.e., exceed test results from prior year) for any incentive award to be granted.

Steps:

1. Awards will be determined after compilation of achievement data related to performance.
2. Incentive awards to be calculated as follows:
 - i. $\text{Base Salary} \times \text{Award Goal} \times \text{Budget Factor} \times \frac{\text{Incentive Points Earned}}{\text{Potential Incentive Points}}$
3. Incentive points will be awarded based on organization-wide performance:
4. Budget Factor: A budget factor may be applied to the above calculation which is determined from the available funds in the budget approved by the academy board.
5. Employees will be contacted regarding their school's score and resulting award by the appropriate administrator.



WORK CONDITIONS & HOURS



Work Conditions & Hours

Safety

Cornerstone Education Group provides information to Employees about workplace safety and health issues through regular internal communication channels such as supervisor-Employee meetings, bulletin board postings, e-mail, memos or other written communication.

Each Employees expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, 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 to an Employee or student, regardless how insignificant the injury may appear, you should immediately notify the appropriate supervisor so that a determination can be made as to whether the injured individual should be transported or if paramedics should be called to the scene. If there is any doubt, call 911. Do not put yourself or other Employees in jeopardy by transporting a person who perhaps should not be moved.

Attendance

To maintain a safe and productive work environment, we expect Employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other Employees and to the school. In the rare instances when Employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence. Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

Absence or Lateness

From time to time, it may be necessary for you to be absent from work. We are aware that emergencies, illnesses, or pressing personal business that cannot be scheduled outside your work hours may arise.

If, unexpectedly, you are unable to report to work, or if you will arrive late, please advise your principal or immediate supervisor. Give him or her as much time as possible to arrange for someone else to cover your position until you arrive. If you know in advance that you will need to be absent, you are required to request this time off directly from your principal or supervisor.

When you call in to inform the school of an unexpected absence or late arrival, speak with your principal or supervisor directly. For late arrivals, please indicate when you expect to arrive for work. Notifying a fellow-Employees not sufficient. If you are unable to call in yourself because of an illness, emergency or for some other reason, be sure to have someone call on your behalf.

Absence from work for three (3) consecutive days without notifying your immediate supervisor or the Human Resource Office will be considered a voluntary resignation.



Excessive Absenteeism or Lateness

In general, five (5) unscheduled absences in a 90-day period, or a consistent pattern of absence, will be considered excessive, and the reasons for the absences may come under question.

Tardiness or leaving early is as detrimental as an absence. Three (3) such incidents in a 90-day period will be considered a “tardiness pattern” and will carry the same weight as an absence.

Other factors, like the degree of lateness, may be considered.

Be aware that excessive absenteeism, lateness or leaving early may lead to disciplinary action, including dismissal.

Record of Absence or Lateness

If you are absent three (3) or more days because of illness, you may be required to provide written documentation from a doctor that you are able to resume normal work duties before you will be allowed to return to work. You will be responsible for any charges made by your doctor for this documentation. Your principal or immediate supervisor will make a note of any absence or lateness, and the reason, in your Human Resource file. Your attendance record will be considered when evaluating your performance.

Visitors

To provide for the safety and security of Employees and the facilities, 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 limited from visiting. In case of emergency, Employees will be called to meet any visitors outside their work area.

If an unauthorized individual is observed on the premises, Employees should immediately notify security.



EMPLOYEE CONDUCT



Employee Conduct

Standards of Conduct

We are committed to establishing and maintaining supervisory practices and procedures that support effective, reliable, high-quality and service-oriented operations in the interest of the organization, our Employees, students, parents and visitors.

To ensure orderly operations and provide the best possible environment, Cornerstone Education Group expect Employees to follow rules of conduct that will protect the interests and safety of all Employees and the schools.

It is not possible to list all forms of behavior that are considered unacceptable in the school. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

1. Intentional falsification of any records or documents, such as an employment application, time card, or accident or injury reports.
2. Theft, actual or attempted, embezzlement or unauthorized removal of property belonging to Cornerstone Education Group, its guest, or fellow Employees, irrespective of value.
3. Insubordination, failure or refusal to perform reasonably assigned work or to comply with proper instructions given by an immediate supervisor, others in a position of authority, and other disrespectful conduct.
4. Working under the influence of alcohol or illegal drugs and/or possession, distribution, sale, transfer, or use of alcohol or illegal drugs on school property, while on duty or while operating employer and/or school vehicles or equipment.
5. Willful interference with school operations; misuse, negligence, destruction or abandonment of property or equipment of the school or guest. Employees guilty of damages to the schools or guest's property may be sued for recovery of damages.
6. Failure to adhere to safety and health rules and procedures or to follow common safety practices jeopardizing the well-being of yourself, others, or guest property, including traffic and parking restrictions.
7. Failure to report any accidents or injury immediately in accordance with school policy.
8. Tardiness or absence above acceptable standards.
9. Failure to personally inform your immediate supervisor promptly in the event of absence or tardiness prior to the start of work.
10. Inefficient or careless performance or assigned work or poor quality of work.
11. Failure to comply with rules regarding personal appearance and conduct. See dress code for more information.
12. Making false or malicious statements concerning any team member, member of management or the school.
13. Possession of concealed, deadly or lethal weapons including firearms while on school property.
14. Conducting personal business on school premises.
15. Failure or refusal to perform assigned work, including walking off the job.
16. Leaving your place of work during working hours without permission.



17. Causing bodily injury to another Employee or yourself due to violation of school safety rules or normal safety procedures.
18. Conviction of a felony.
19. Involving the school in any action that damages the school's reputation or public goodwill.
20. Negligent or deliberate destruction or abuse of school property, or property of other Employees, including tools, equipment, documents and the like.

Notwithstanding anything contained in this Section, Cornerstone Education Group may terminate the employment relationship at-will at any time, with or without advanced notice, with or without cause, for any reason or no reason at all.

Reporting Suspected Child Abuse/Neglect

Michigan law requires that certain persons report any case of suspected child-abuse or child neglect to the Michigan Department of Human Services (DHS). School administrators, counselors, and teachers are mandated reporters. If you fail to file a report, you may be subject to both criminal and civil liability. More importantly failure to report suspected child abuse may allow continued damage to occur to the child.

In the event of suspected child abuse and/or neglect, you must:

- Notify the School Social Worker Immediately.
- Document all evidence of the suspected abuse and/or neglect.
- Notify Protective Services
- Notify the Chief Executive Officer

Your failure to follow the above procedure is considered a serious matter and will result in disciplinary action up to and including immediate discharge.

Any Employee who, in the judgment of Cornerstone Education Group has engaged in abusive or inappropriate conduct directed at a student will be subject to disciplinary action up to and including immediate termination AND will be reported to the authorities.



Performance Reviews

Your immediate supervisor is continuously evaluating your job performance. Day-to-day interaction between you and your immediate supervisor should give you a sense of how your performance is perceived. Cornerstone Education Group conducts a formal review at least once a year for each team member. New Employees may be reviewed more frequently. A review may also be conducted in the event of a promotion or change in duties and responsibilities.

Cornerstone Education Group has developed specific evaluation criteria for job responsibilities, and will evaluate performance in connection with those criteria.

The primary reason for performance review is to evaluate your performance, to identify your strengths and weaknesses in order to reinforce your good habits and develop ways to improve in your challenges. This review also serves to make you aware of and to document how your job performance compares to the goals and description of your job.

In addition to individual job performance reviews, we periodically conduct a review of job descriptions to insure that we are fully aware of any changes in the duties and responsibilities of each position and those changes are recognized and adequately compensated.

Wage/salary increases, and discretionary bonuses, are based on merit alone, not length-of-service or cost-of-living. Having your performance reviewed does not necessarily mean that you will be given an increase in compensation or a discretionary bonus. Employees are not eligible for wage increases until they have been with Cornerstone Education Group for a minimum of 9 months.



Sexual and Other Unlawful Harassment Policy

Cornerstone Education Group is committed to providing a work environment that is free of discrimination and unlawful harassment. Federal and State laws prohibit harassment of any Employee or applicant based on the individual's sex, race, ethnicity, age, religion, or any other legally protected characteristics.

Harassment includes such conduct as slurs, jokes, intimidation, or any other verbal or physical attack directed at an individual's race, national origin, religion, age, gender or disability. Any Employee who violates the policy against harassment will be subject to appropriate disciplinary action, up to and including termination.

Harassment: Our policy is to maintain a working atmosphere free from harassment or intimidation. Reported verbal or physical conduct of a sexual nature that violates this policy will be investigated. Perpetrators of such harassment will be subject to discipline, up to and including termination. Incidents of sexual harassment may include, but are not limited to:

- Sexual-oriented verbal kidding or abuse
- Unwelcome sexual advances or subtle pressure for sexual activity
- Physical conduct such as patting, pinching suggestively brushing against another body
- Implied or overt promises of preferred treatment in exchange for sexual favors
- Any uninvited attention that focuses on a worker's sex rather than on his/her status as a team member
- Any uninvited e-mails, voicemails and pictures

Reporting Harassment: Our Employees have the right to raise an issue of harassment without concern of retaliation. If you believe that you have been subject to any form of harassment, you should file a formal complaint by doing the following:

1. Document, in writing, the occurrence of harassment. The document should be signed and dated.
2. To the extent possible, record the dates and times of harassment, and the names of all witnesses to the harassing incidents.
3. Report the harassment to your immediate supervisor (if applicable) and the Human Resource Office.

Any immediate supervisor who becomes aware of possible sexual or other unlawful harassment should promptly advise the Human Resource Office who will handle the matter in a timely and



confidential manner. To the greatest extent possible complaints will be treated in a confidential manner. Limited disclosure may be necessary in order to complete a thorough investigation. No Employee will be subject to any form of reprisal or discipline for pursuing a harassment case.

Security Checks

Cornerstone Education Group wishes to maintain an environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, the organization prohibits the possession, transfer, sale, or use of such materials on its premises. Also, we may exercise the right to inspect all packages and parcels entering and leaving our premises at any time.

Non-Smoking Policy

Cornerstone Education Group has a policy providing a non-smoking work environment. This policy applies to all Employees, contractors and visitors. With the health and safety of all its Employees in mind, we maintain a policy that smoking is prohibited in all schools including on school grounds.

Smoking is strictly prohibited within all school offices, hallways, restrooms, lunch rooms, stairwells, meeting rooms, etc. While we cannot regulate Employee conduct off the job or outside of work hours, we feel it is our responsibility to provide our students and Employees buildings that are free of exposure to hazardous substances, and we have therefore established our facilities and offices as smoke-free. All Employees are expected to abide by this policy while at work.

Disciplinary Action

The purpose of this policy is to state the Cornerstone Education Group position on administering 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 levels.

Our 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 and prevent recurrence.

The goal of any disciplinary action is to help correct performance, attendance and other problems by constructive counseling and positive solutions. The process may entail verbal and/or written warnings, suspension, or termination.

Cornerstone Education Group reserves the right to apply, modify or vary discipline; skip or repeat steps as necessary, including the right not to utilize progressive discipline.



Problem Resolution

Cornerstone Education Group 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 management.

We strive to ensure fair and honest treatment of all Employees. Supervisors and Employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism.

In cases where Employees are in a disagreement with fellow Employees or supervisors; feel they have been treated unjustly; have questions about the interpretation or application of established policy; have suggestions that will improve operations; or have other problems that have not been resolved to their satisfaction, the following general step-by-step procedure should be used without fear of recrimination:

1. Employees should first present such matters to their immediate supervisor who is normally to be given the first opportunity to settle the complaint or act on the suggestion. Exceptions to this step may include instances where an Employee feels he/she has been a victim of harassment by the immediate supervisor or where an individual strongly believes that a first level discussion with the immediate supervisor would be detrimental to his/her or the school's best interest.
2. If full satisfaction is not provided or if there is uncertainty surrounding the decision at the first step, or if one of the exceptions listed above is applicable, the matter may be referred to the Human Resource Office who will promptly work with you to resolve the matter.
3. If you still feel, following the meeting with your immediate supervisor and/or the Human Resource Office, that your problem has not been properly resolved, you can request a meeting with the Executive Management team.

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 environment, and helps to ensure everyone's job security. All matters will be treated confidentially to the extent possible, and all efforts will be made to resolve the matter fairly and quickly.



If this is unsuccessful and an Employee believes that she/he still has a valid grievance. Cornerstone Education Group has established an independent arbitration procedure for dispute resolution which will allow the Employee fast and economical resolution of the grievance. In entering into the Employee relationship, the Employee has agreed at their expense to submit his/her claim to binding arbitration in order to bring a quick and fair resolution.

If you wish to pursue your claim against the Company, forms are available by contacting the American Arbitration Association or online at <http://adr.org/employment>.

Personal Appearance

Please understand that you are expected to dress and groom yourself in accordance with accepted social and business standards.

A neat, tasteful appearance contributes to the positive impression you make on our students and their families. You are expected to be suitably attired and groomed during working hours. A good clean appearance bolsters your own poise and self-confidence and greatly enhances our School's image.

The following are examples of acceptable and unacceptable clothing to wear to work:

Acceptable (Required)

Button down Dress Shirt & Tie (Men)
Jacket/Blazer/Vest – Optional (Men)
Dress Pants (Men)
Dress socks (Men)
Dress shoes (Men)
Belt (Men)
Shirts/Blouses with min of a cap sleeve
Dress shoes
Slacks
Dresses/Skirts must go to top of knee

Unacceptable

Bare Midriff Exposed
Flip flops/Sandals
T-Shirts
Low Cut Tops/Cleavage showing
Shorts
Sheer clothing
Tank tops/dresses
Mini Skirts
Denim of any kind
Strapless tops/dresses
Halter tops
Leggings/Jeggings
Tennis shoes/Hiking boots
Hats
Cargo Pants

Personal appearance should be a matter of concern for each team member. If your supervisor feels your attire is out of place, you may be asked to leave your workplace until you are properly attired. You will not be paid for the time you are off the job for this purpose. The Executive Management Team has the sole authorization to determine an appropriate dress code and anyone who violates this standard will be subject to appropriate disciplinary action.



Please remember that Cornerstone Education Group's success depends on our professional image and impacts our ability to earn confidence and trust.

Return of Property

Employees are responsible for all Cornerstone Education Group property, materials, or written information issued to them or in their possession or control. Employees must return all property immediately upon request or upon termination of employment. Where permitted by applicable laws, we may withhold from the team member's check or final paycheck the cost of any items that are not returned when required. We may also take all action deemed appropriate to recover or protect school property, such items, keys, access cards, laptops, etc.

Solicitation

In an effort to ensure a productive and harmonious work environment, persons not employed by Cornerstone Education Group may not solicit or distribute literature in the workplace at any time for any purpose.

We recognize that Employees may have an interest in events and organizations outside the workplace. However, Employees may not solicit or distribute literature concerning these activities during working hours.

In addition, the posting of written solicitations on school bulletin boards is prohibited. Bulletin boards are reserved for official organization communications and anything posted on the bulletin boards must first be approved by the administration.

Resignation

Resignation is a voluntary act initiated by the Employee to terminate employment. Although advance notice is not required, Cornerstone Education Group **kindly** requests as a professional courtesy at least two (2) weeks written resignation notice from all Employees. Prior to a team member's departure, an exit interview will be scheduled to discuss the reasons for resignation and the effect of the resignation on benefits.

Exit Interviews

In instances where an Employee voluntarily leaves our employ, Cornerstone Education Group's management would like to discuss your reasons for leaving and any other impressions that you may have about our organization. If you decide to leave, you will be asked to grant us the privilege of an exit interview. During the exit interview, you can express yourself freely. It is hoped that this exit interview will help us part friends, as well as provide insights into possible improvements we can make. All information will be kept strictly confidential and will in no way affect any reference information that will be provided to another employer.



MISCELLANEOUS



Miscellaneous

Entering & Leaving the Premises

At the time you are hired you will be advised about the proper entrances and exits for our Employees. You are expected to abide by these rules at all times. You will receive the appropriate access cards.

Entry After-Hours

You are not allowed to enter Schools property after normal working hours for any reason without the express approval of your principal or immediate supervisor.

Fire Drills/Tornado Drills/Lockdown Drills

We schedule drills throughout the year for Employee safety. Your immediate supervisor can answer any questions you may have about what to do. In case of an emergency please do not use the elevators; use the stairs as your fire route to exit the premises.

First Aid

The Michigan Workers' Compensation Act requires that you report any illness or injury on the job, no matter how slight. If you hurt yourself or become ill, please contact your principal/immediate supervisor for assistance. If you fail to report an injury, you may jeopardize your right to collect workers' compensation payments as well as health benefits. The law also provides for your right to know about any health hazards which might be present on the job. Should you have any questions or concerns, contact the Human Resource Office or your principal/immediate supervisor for more information?

Housekeeping

You are expected to keep your work area neat and orderly at all times. Please report anything that needs repairing or replacing to your principal/immediate supervisor immediately.

Property & Equipment Care

It is your responsibility to understand the equipment you need to use to perform your duties. Good care of any machine that you use during the course of your employment, as well as the conservative use of supplies, will benefit you and our schools. If you find that a machine is not working properly or in any way appears unsafe, please notify your principal or supervisor immediately so that repairs or adjustments may be made. Under no circumstances should you start or operate a machine you deem unsafe, nor should you adjust or modify the safeguards provided.



Theft

Property theft of any type will not be tolerated. We consider property theft to be the unauthorized use of school services or facilities or the taking of any school property for personal use. The following list of examples is not all-inclusive, but provides illustrations of several activities which are unacceptable.

1. **Use of copy machines and fax machines for personal use.** The office copiers and fax machines are not provided as a free service to Employees. Use of the copiers and fax machines for personal business is a form of property theft.
2. **Use of computers.** Cornerstone Education Group computers (the personal computers in the office, or classrooms) are to be used exclusively for business purposes unless you receive permission from your principal or supervisor.
3. **Taking of School property.** No item purchased or supplied this organization should ever be removed from the premises without express authorization of your immediate supervisor. This rule applies to all property, even postage, pens and paper.

Open Door Policy

As an Employee of Cornerstone Education Group, you are encouraged to share your concerns, provide input, and seek information regarding Employee benefits, and policies, as appropriate through your immediate supervisor. It is also recommended that you resolve any problems or issues with regard to your job or employment with your immediate supervisor. Principals, directors, administration and executive management are expected to listen to Employee concerns, to encourage Employee input, and to seek resolution to Employee issues. However, if your discussion does not answer your questions, or result in a satisfactory solution, you have an option, under our open door policy, to request a meeting with your supervisor or with the Human Resource Office.

Information Systems Policy

Information Technology (IT) systems, the vast and growing array of computing and electronic data communications facilities and services, are used daily to create, examine, store, and distribute material in multiple modes and formats. The purpose of this IT Usage Policy is to promote the mission of the Cornerstone Education Group in teaching, learning, and administration by ensuring that an information technology infrastructure is in place. This document constitutes a school-wide policy designed to ensure the availability of computers, data networks, services and other computer-related Resource to students, faculty and staff. The following policy applies to all users and reflects the general ethical principles of the community and indicates the privileges and responsibilities characteristic of a computing environment.

In particular, this policy aims to promote the following:

- Integrity, availability, and superior performance of the organization's IT system
- Proper use of the IT system
- Importance of following the IT system guidelines



Acceptable Use

Cornerstone Education Group computers may be used for all educational purposes. This includes checking relevant e-mail, searching the Internet for education-related materials, and creating documents to be used for educational purposes. It is imperative to realize that these resources are made available to accomplish the mission of the school. Access to computing Resource is a privilege made available to all faculty, staff, and students. Access is not a right, much like the privilege of using the libraries. Responsibilities accompany that privilege and understanding them is important for all computer users.

Unacceptable Use

Cornerstone Education Group computers may not be used for any of the following unless approved in writing by Executive Administration:

1. Personal use of any kind
2. Business opportunities
3. Recreational e-mail or web surfing that distracts from the education of the students
4. Downloading music, messengers of any kind, etc.
5. The creation, transmission or viewing (via e-mail, fax, etc.) of any offensive, obscene or indecent images, data or other material.
6. The creation, transmission or viewing of material which is designed or likely to cause annoyance, inconvenience or needless anxiety. This includes chain letters of any kind.
7. The creation, transmission or viewing of defamatory material.
8. The transmission of material such that this infringes the copyright of another person.
9. The transmission of unsolicited commercial or advertising material either to other users or to organizations connected to other networks.
10. Deliberate activities with any of the following characteristics:
11. Wasting staff effort or network Resource
12. Corrupting or destroying other users' data
13. Violating the privacy of other users
14. Disrupting the work of other users
15. Using computers in a way that denies service to other users
16. Introducing "viruses"
17. Other misuse of computers or networked Resource
18. Physically damaging the technology for any reason

It is not permitted to provide access to Cornerstone Education Group computers to third parties without the prior agreement of your supervisor.

All users of any networking Resource should be extremely cautious when downloading appropriate files (please see #1 above) to protect one's confidentiality and security and to guard against computer viruses. The following may not be downloaded without the prior agreement of a member of the IT team:

- Any file that violates copyright law
- Plugins (free software) of any kind



Computer accounts, passwords, and other types of authorization are assigned to individual users and must not be shared with others. Each user is responsible for making authorized use of Resource only for intended purposes, and is responsible for all transactions made under the assigned account name.

Communication and Information Tools

E-mail

Cornerstone Education Group provides E-mail services to support the academic, research, and administrative functions of the institution. Employees must be mindful that use of E-mail is a privilege, not a right, and it should be treated as such by all users. Employees are permitted to use E-mail in a prudent manner for personal communications as long as such personal use does not interfere with the team member's performance of his or her job responsibilities or the business use of E-mail by other Employees. Since confidentiality is not readily attainable when using E-mail and because many E-mail communications are public records, Employees should never use E-mail to send any message that would be a source of embarrassment to the sender, to the recipient, or to our Schools. You must get permission from your immediate supervisor before sending out emails addressed to all company Employees. Please keep this in mind, also, as you consider forwarding non-business emails to associates, family or friends.

All E-mail communications and associated attachments transmitted or received over the organization's network are subject to the provisions of this policy. Additionally, all E-mail communications written and sent in the conduct of public business by Cornerstone Education Group Employees is subject to applicable provisions of this policy, regardless of whether the communication was sent or received on a public or privately owned personal computer. Employees are prohibited from engaging in any of the practices described below on the School network. We may suspend or revoke the E-mail privileges of any Employee who abuses them. Additionally, this organization could lead to disciplinary action including and up to termination of employment, upon an Employee who engages in one or more of the following activities:

1. Sending obscene or patently offensive E-mail without the consent of the recipient
2. Sending intimidating, threatening, harassing, or abusive E-mail
3. Intercepting, disrupting, or altering an E-mail communication without proper authorization
4. Accessing, copying, or modifying E-mail messages from or within the electronic files or records of another without permission
5. Misrepresenting the identity of the source of an E-mail communication
6. Allowing another to use one's E-mail account for fraudulent purposes
7. Using E-mail to interfere with the ability of others to conduct School business
8. Sending unsolicited "junk" E-mail or mass electronic mailings, such as chain letters, without a legitimate School business purpose
9. Using E-mail for commercial purposes unrelated to school business
10. Reproducing or distributing copyrighted materials without appropriate authorization; and
11. Using E-mail for any purpose which violates state law, federal law, or School policy



Internet

Internet use, during working hours is authorized to conduct School business only. Internet use brings the possibility of breaches to the security of confidential School information. Internet use also creates the possibility of contamination to our system via viruses or spyware. Spyware allows unauthorized people, outside the organization, potential access to School passwords and other confidential information. Removing such programs from our network requires IT staff to invest time and attention that is better devoted to progress. For this reason and to assure the use of work time appropriately for work, we ask staff members to limit Internet use.

Additionally, under no circumstances may School computers or other electronic equipment be used to obtain, view, or reach any pornographic, or otherwise immoral, unethical, or non-business-related Internet sites. Doing so can lead to disciplinary action, up to and including termination of employment.

Personal Equipment

Use of personal equipment for internet or email access is prohibited on campus. Exceptions can be made, but approval must come from your supervisor. Personal equipment may be checked during the approval process. This check ensures the equipment meets requirements to run on the network and is safe to operate on campus. Personal equipment including, but not limited to the following must be approved for usage:

- Laptops/Desktop
- Printers
- Personal Digital Assistant (PDA)
- Cell Phones

Cornerstone Education Group (CCS) will allow Employees to synchronize their work email account with personal mobile phones. Staff members can submit a helpdesk ticket to have their phones set up by an IT technician. IT will assist with basic initial setup on supported phones and will attempt to troubleshoot local issues.

Unless otherwise agreed upon, CCS is not responsible for any data plans or other charges incurred by Employees while accessing CCS systems on their personal mobile phone.

Requests for setup and support of personal mobile phones will be treated as low priority tasks by IT and will be completed as time permits. Staff members should attempt to troubleshoot their device with their wireless carrier prior to submitting a helpdesk ticket after the initial setup.

In the event that employment with CCS is terminated, the Employee must turn their phone over to IT to have the email and other content removed.

Currently, IT can set up email accounts on the following devices: Google Android, BlackBerry, iPhone, and Windows Mobile.



Compliance

It is the responsibility of the user to take all reasonable steps to ensure compliance with the conditions set out in this IT Usage Policy, and to ensure that unacceptable use of School computers and network does not occur. When necessary, the following actions will be enforced:

1. The computer will be removed from the user if the computer is rendered inoperable because of a user's misuse.
2. The service will be withdrawn indefinitely should a violation of these conditions persist after appropriate warnings have been given.
3. The matter may be referred for legal action where a violation of these conditions is illegal or unlawful, or results in loss or damage to School resources. When the person involved is a team member, their employment may also be terminated.

Any questions regarding its use should be directed to your immediate supervisor or the Human Resources Office.

Student Home Visits

Cornerstone Education Group places strong value on the relationship between teacher and student. One way to foster this relationship is through home visits. A home visit involves a teacher or staff member going to the home of a student and spending a short period of time with the student and their family. The following guidelines should be followed when participating in a home visit:

- Inform the school principal or appropriate administrator that you plan on conducting home visits prior to your first visit of the school year and the purpose of your visit.
- Call or contact the family or families that you plan to visit to arrange a time in advance. Do not show up at a student's home unannounced.
- Always take another staff member with you on your home visit.
- Following the home visit, document the time, date and topics discussed on your visit and keep for your own records.

While home visits do take place outside of the school building, it is important to remember that you are visiting that home as a representative of your school and of Cornerstone Education Group and appropriate professional conduct is expected.

Every Employee important to the success of our organization. This Employee Handbook is written to provide easy access to our policies and procedures so that our work relationship is well-defined and positive.

Welcome Aboard!!!



EMPLOYEE HANDBOOK ACKNOWLEDGEMENT FORM

The Employee Handbook (HR M – 5.0.0.0800) describes important information about Cornerstone Education Group, and I understand that I should consult my supervisor or the Human Resources Office regarding any questions not answered in the Handbook. I have entered into my employment relationship with Cornerstone Education Group voluntarily and acknowledge that there is no specified length of employment. Accordingly, I fully understand that either Cornerstone Education Group or I can terminate the relationship at will, with or without cause, at any time. No other commitments have been made to me.

Since the information, policies and benefits described here are necessarily subject to change, I acknowledge that revisions to the Employee Handbook (HR M – 5.0.0.0800) may occur, and I understand that revised information may supersede, modify, or eliminate existing policies.

I have received the Employee Handbook (HR M – 5.0.0.0800) in electronic format by being informed of where it is located within the ISO/Baldrige System and I will read the handbook and agree to abide by its terms and any revisions made to it.

EMPLOYEE'S NAME (printed):

EMPLOYEE'S SIGNATURE:

Date: _____

Please sign this form and return it to Human Resources.