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LIGHTHOUSE ACADEMIES, INC.

PERSONNEL HANDBOOK

2021-2022

# LIGHTHOUSE ACADEMIES INC.

## EMPLOYEE HANDBOOK

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## GREETING FROM SARAH

Dear Lighthouse Team Member:

Welcome to Lighthouse Academies! Lighthouse Academies, Inc. and its related entities are not-for-profit organizations leading a national network of charter schools. In this handbook, all entities are referred to collectively as "Lighthouse Academies," unless specifically stated otherwise. The following pages contain information regarding the current policies of Lighthouse Academies.

We are excited to have you join us in our work to prepare scholars to maximize their potential and attain their unique college, career and life goals. We value the talents and abilities of each of our team members and seek to create a culture where we collaborate to meet the needs of the communities and children we serve. If you would like additional information or have questions about any of the policies and procedures outlined in this handbook, please feel free to bring them to the attention of your supervisor.

Sincerely,

Sarah Gallagher  
Chief Executive Officer

## FOREWORD

Whether you have just joined our staff or have been at Lighthouse Academies (LHA) for a while, we are confident that you will find our organization to be a rewarding place to work, and we look forward to a productive and successful association. We consider the employees of Lighthouse Academies to be one of its most valuable resources. This handbook has been written to serve as the guide for the employer/employee relationship.

Keep several things in mind about this handbook. First, it contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit or the applicability of a policy or practice to you, you should address your specific questions to your supervisor and/or the Human Resource department.

Neither this handbook nor any other company document confers any contractual right, either express or implied, to remain in the company's employ. Nor does it guarantee any fixed terms and conditions of your employment. Your employment is not for any specific time and may be terminated at will, with or without cause, and without prior notice by the company, or you may resign for any reason at any time. No supervisor or other representative of the company (except the CEO) has the authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the above.

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

This handbook and the information in it are confidential. No portion of this handbook should be disclosed to others, except to Lighthouse Academies employees and others affiliated with Lighthouse Academies whose knowledge of the information is required in the normal course of business.

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

# DIVERSITY

## EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

Lighthouse Academies, Inc. provides equal employment opportunities (EEO) to all employees and applicants for employment, without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran, in accordance with applicable federal, state and local laws. We comply with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

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

## ANTI-HARASSMENT POLICY AND COMPLAINT PROCEDURE

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

Lighthouse Academies encourages reporting of all perceived incidents of discrimination or harassment. It is our company policy to investigate such reports promptly and thoroughly. We prohibit retaliation against any individual who reports discrimination or harassment or who participates in an investigation of such reports.

## DEFINITIONS OF HARASSMENT

Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies;

leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

Harassment based on any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, citizenship, genetic information or any other characteristic protected by law or that of his/her relatives, friends or associates, and that a) has the purpose or effect of creating an intimidating, hostile or offensive work environment; b) has the purpose or effect of unreasonably interfering with an individual's work performance; or c) otherwise adversely affects an individual's employment opportunities.

Please refer to the LHA Anti-Sexual Harassment Policy for complete details.

Harassing conduct includes epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on company time or using company equipment via e-mail, phone (including voice messages), text messages, tweets, blogs, social networking sites or other means.

#### INDIVIDUALS AND CONDUCT COVERED

These policies apply to all applicants and employees, whether related to conduct engaged in by fellow employees or someone not directly connected to Lighthouse Academies (e.g., an outside vendor, consultant, or customer).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

#### COMPLAINT PROCESS

Individuals who believe they have been the victims of conduct prohibited by this policy statement or who believe they have witnessed such conduct should discuss their concerns with their immediate supervisor or any member of management.

When possible, Lighthouse Academies encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and request that it be discontinued. Often this action alone will resolve the problem. Lighthouse Academies recognizes, however, that an individual may prefer to pursue the matter through complaint procedures.

Lighthouse Academies encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, although no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

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

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

Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately.

If a party does not agree with its resolution, that party may appeal to Human Resources.

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

#### AMERICANS WITH DISABILITIES ACT (ADA)

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

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

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

#### RELIGIOUS ACCOMMODATION

Lighthouse Academies is dedicated to treating its employees equally and with respect and recognizes the diversity of their religious beliefs. All employees may request an accommodation when their religious beliefs cause a deviation from the dress code or the individual's schedule, basic job duties, or other aspects of employment. Lighthouse Academies will consider the request but reserves the right to offer its own accommodation to the extent permitted by law. If you require religious accommodation, speak with your supervisor.

# EMPLOYMENT

## AT-WILL EMPLOYMENT

All employees are at-will employees. This handbook does not alter the at-will nature of your employment. At-will employment means that you have the right to terminate this employment relationship at any time, and Lighthouse Academies reserves the right to terminate this employment relationship at any time, with or without cause, and with or without notice. Should there be a need to reduce the number of employees at your location due to financial reasons, we will consider your performance and certifications in making layoffs and other personnel decisions.

## EMPLOYEE CLASSIFICATION CATEGORIES

All employees are designated as either non-exempt or exempt under state and federal wage and hour laws. The following is intended to help employees understand employment classifications and employees' employment status and benefit eligibility. These classifications do not guarantee employment for any specified period. The right to terminate the employment-at-will relationship at any time is retained by both the employee and Lighthouse Academies.

**Non-exempt employees-** These employees must submit a timesheet for each payroll period. Overtime is paid for all **worked** hours over 40 in a workweek. Non-exempt employees are required to take a 30-minute unpaid meal break each working day, which consists of at least six hours. During this break, the employee must not do any LHA related work *of any kind*.

**Exempt employees-** These employees are generally managers or professional, administrative, or technical staff who ARE exempt from the minimum wage and overtime provisions of the FLSA. Exempt employees hold jobs that meet the standards and criteria established under the FLSA by the U.S. Department of Labor. Exempt employees are expected to work as many hours as necessary to fulfill the requirements of their jobs.

Lighthouse Academies has established the following categories for both nonexempt and exempt employees:

- **Regular, full time:** Employees who are not in a temporary status and who are regularly scheduled to work the company's full-time schedule of 40 hours per week. The Benefits section of this Handbook outlines what constitutes full time hours for benefit program purposes. Generally, these employees are eligible for the full benefits package, subject to the terms, conditions, and limitations of each benefits program.
- **Regular, part time:** Employees who are not in a temporary status and who are regularly scheduled to work less than the full-time schedule. Regular, part-time employees may be eligible for some of the benefits offered by the company subject to the terms, conditions and limitations of each benefits program.
- **Temporary, full time:** Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work the company's full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.

- **Temporary, part time:** Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work less than the company's full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.

Temporary workers are not eligible for company benefits unless specifically stated otherwise in company policy or are deemed eligible according to plan documents.

#### BACKGROUND AND REFERENCE CHECKS

To ensure that individuals who join Lighthouse Academies are well qualified and to ensure that Lighthouse Academies maintains a safe and productive work environment, it is our policy to conduct pre-employment background checks on all applicants who accept an offer of employment or who volunteer at our schools. Background checks may include verification of any information on the applicant's resume or application form.

All offers of employment are conditioned on receipt of a background check report that is acceptable to Lighthouse Academies. All background checks are conducted in conformity with the Federal Fair Credit Reporting Act, the Americans with Disabilities Act, and state and federal privacy and antidiscrimination laws. Reports are kept confidential and are only viewed by individuals involved in the hiring process.

If information obtained in a background check would lead Lighthouse Academies to deny employment, a copy of the report will be provided to the applicant, and the applicant will have the opportunity to dispute the report's accuracy. Background checks may include a criminal record check, although a criminal conviction does not automatically bar an applicant from employment.

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

Lighthouse Academies also reserves the right to conduct a background check for current employees to determine eligibility for promotion or reassignment in the same manner as described above.

For more information on background checks refer to the Lighthouse Academies Background Check Policy.

#### PROGRESSIVE DISCIPLINE

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

Lighthouse Academies supports the use of progressive discipline to address issues such as poor work performance or misconduct. Our progressive discipline policy is designed to provide a corrective action process to improve and prevent a recurrence of undesirable behavior and/or performance issues. Our progressive discipline policy has been designed consistent with our organizational values, HR best practices and employment laws.

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

The following outlines Lighthouse Academies progressive discipline process:

- **Verbal warning:** A supervisor verbally counsels an employee about an issue of concern, and a written record of the discussion is placed in the employee's file for future reference.
- **Written warning:** Written warnings are used for behavior or violations that a supervisor considers serious or in situations when a verbal warning has not helped change unacceptable behavior. Written warnings are placed in an employee's personnel file. Employees should recognize the grave nature of the written warning.
- **Performance Improvement Plan:** Whenever an employee has been involved in a disciplinary situation that has not been readily resolved or when he/she has demonstrated an inability to perform assigned work responsibilities efficiently, the employee may be given a final warning or placed on a Performance Improvement Plan (PIP). PIP status will last for a predetermined amount of time not to exceed 90 days. Within this time, the employee must demonstrate a willingness and ability to meet and maintain the conduct and/or work requirements as specified by the supervisor and the organization. At the end of the performance improvement period, the performance improvement plan may be closed or, if established goals are not met, dismissal may occur.

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

#### SEPARATION OF EMPLOYMENT

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

- **Resignation:** Although we hope your employment with us will be a mutually rewarding experience, we understand that varying circumstances cause employees to voluntarily resign employment. Resigning employees are encouraged to provide two weeks' notice, preferably in writing, to facilitate a smooth transition out of the organization. LHA has one business day to accept the employee's notice. LHA reserves the right to accept that notice either in full or may terminate the relationship sooner as dictated by business needs. If terminated sooner, the employee will only receive pay and benefits through the last day worked.
- **Job abandonment:** Employees who fail to report to work or contact their supervisor for three (3) consecutive workdays shall be considered to have abandoned the job without notice, effective at the end of their normal shift on the third day. The supervisor shall notify the Director, Regional Operations at the expiration of the third workday and initiate the paperwork to terminate the employee.
- **Termination:** Employees of Lighthouse Academies are employed on an at-will basis, and the company retains the right to terminate an employee at any time for any reason.

#### RETURN OF COMPANY PROPERTY

The separating employee must return all company property at the time of separation, including but not limited to keys, computers, phones and all company documents. **Failure to return some items may result in deductions from the final paycheck.**

#### PTO PAYOUT

Unused accrued PTO, up to the maximum hours, will be paid in the first paycheck following termination unless state laws on PTO payout require the employer to pay out immediately for all separations.

#### INSURANCE BENEFITS

Insurance benefits end upon termination date. Information for Consolidated Omnibus Budget Reconciliation (COBRA) continued health coverage will be sent to the employee by ADP Cobra once the employee is termed in the HRIS system.

# WORKPLACE SAFETY

## DRUG-FREE WORKPLACE

Lighthouse Academies has a longstanding commitment to provide a safe and productive work environment. Alcohol and drug abuse pose a threat to the health and safety of employees and scholars and to the security of our equipment and facilities. For these reasons, Lighthouse Academies is committed to the elimination of drug and/or alcohol use and abuse in the workplace.

This policy outlines the practice and procedure designed to correct instances of identified alcohol and/or drug use in the workplace. This policy applies to all employees and all applicants for employment of Lighthouse Academies. The Human Resource department is responsible for policy administration.

## EMPLOYEE ASSISTANCE AND DRUG-FREE AWARENESS

Illegal drug use and alcohol misuse have several adverse health and safety consequences. Lighthouse Academies will assist and support employees who voluntarily seek help for such problems before becoming subject to discipline and/or termination under this or other policies. Such employees may be allowed to use accrued paid time off, placed on leaves of absence, referred to treatment providers and otherwise accommodated as required by law. Such employees may be required to document that they are successfully following prescribed treatment and to take and pass follow-up tests if they hold jobs that are safety sensitive or that require driving or if they have violated this policy previously.

Employees should report to work fit for duty and free of any adverse effects of illegal drugs or alcohol. This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their doctors about the medications' effect on their fitness for duty and ability to work safely, and promptly disclose any work restrictions to their supervisor. Employees should not, however, disclose underlying medical conditions unless directed to do so.

## WORK RULES

The following work rules apply to all employees:

- Whenever employees are working, are operating any company vehicle, are present on company premises, or are conducting related work off-site, they are prohibited from:
  - Using, possessing, buying, selling, manufacturing, or dispensing an illegal drug (to include possession of drug paraphernalia).
  - Being under the influence of alcohol or an illegal drug as defined in this policy.
- The presence of any detectable amount of any illegal drug or illegal controlled substance in an employee's body while performing company business or while in a company facility is prohibited.
- Lighthouse Academies will not allow any employee to perform their duties while taking prescribed drugs that are adversely affecting the employee's ability to perform their job duties safely and effectively. Employees taking a prescribed medication must carry it in the container labeled by a licensed pharmacist or be prepared to produce it if asked.
- Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.

## INSPECTIONS

Lighthouse Academies reserves the right to inspect all portions of its premises for drugs, alcohol, or other contraband. All employees, contract employees and visitors may be asked to cooperate in inspections of their persons, work areas and property that might conceal a drug, alcohol, or other contraband. Employees who possess such contraband or refuse to cooperate in such inspections are subject to appropriate discipline up to and including discharge.

## CRIMES INVOLVING DRUGS

Lighthouse Academies prohibits all employees from manufacturing, distributing, dispensing, possessing, or using an illegal drug in or on company premises or while conducting company business. Employees are also prohibited from misusing legally prescribed or over the counter (OTC) drugs. Law enforcement personnel shall be notified, as appropriate, when criminal activity is suspected.

## SAFETY

It is the responsibility of each employee to conduct all tasks in a safe and efficient manner complying with all local, state, and federal safety and health regulations and program standards, and with any special safety concerns for use in a particular area.

It is the responsibility of the employee to complete an Accident and Incident Report with the Director, Regional Operations for each safety and health infraction that occurs by an employee or that the employee witnesses. Failure to report such an infraction may result in employee disciplinary action, including termination.

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

## FLEET SAFETY PLAN

Employees that are required to operate a motor vehicle as part of their employment duties must maintain a valid driver's license, acceptable driving record, and adhere to the responsibilities outlined in the Fleet Safety Program. Lighthouse Academies may run a motor vehicle department check to determine your driving record. Any changes in your driving record, including, but not limited to, driving infractions must be reported to your Manager.

If you use your personal vehicle in the course and scope of employment, you may not operate such vehicle while:

- Under the influence of drugs, alcohol, or any other substance that might impair your judgment or ability to drive; or
- Texting, emailing, or otherwise using a cell phone or other handheld device without utilizing a hands-free device.

#### SMOKE-FREE WORKPLACE

Smoking is not allowed in LHA offices or at any school sites, outdoors or indoors. Employees who violate the smoking policy will be subject to disciplinary action up to and including immediate discharge.

#### WORKPLACE VIOLENCE, SCHOLAR SAFETY AND MANDATORY REPORTING

Violence or threats of violence committed by or upon an **employee or scholar** will not be tolerated. If you receive or become aware of any threatening communications or acts, call 911 immediately if appropriate; and report this immediately to the Principal, Director, Regional Operations, and the Executive Director or Regional Superintendent. Please do not engage in a physical or verbal confrontation with a potentially violent person. A Principal receiving any such report shall immediately inform the Director, Regional Operations. The Principal shall also immediately notify the local police department regarding any allegation of a child having been physically injured, inappropriately touched or sexually molested by any individual.

All reports of work-related violence or threats of violence will be thoroughly investigated, and the results kept confidential to the extent we are legally able to keep such information confidential. However, we may report such actions or threats to the appropriate authorities if we feel such a report is necessary. Any person found to have committed a violent act or made a threat of a violent act will be subject to disciplinary action that may include immediate discharge.

All staff members, volunteers, parents, and third-party contractors are absolutely prohibited from causing any physical or emotional harm to any scholar. Corporal Punishment is never allowed by school employees, volunteers, or contractors. Physical restraint may be used only as necessary, in a reasonable manner, and by a trained individual.

If you know or suspect that any scholar has been subjected to any neglect, physical abuse, emotional abuse, or sexual abuse or molestation, you must report this immediately to the Principal, Director, Regional Operations, and Executive Director. You are also required by state law to file a report with the appropriate government agency; refer to your school's Mandatory Reporting policy for more specifics.

Any staff member causing any harm to a child, or who fails to report the harm, abuse, or neglect of a child, will be disciplined up to and including immediate discharge, and the authorities will be notified if appropriate in the circumstances.

# WORKPLACE EXPECTATIONS

## CONFIDENTIALITY

LHA requires that employees do not disclose information considered to be confidential by LHA including employment records, salaries, and trade secrets. All new employees are required to sign a non-disclosure agreement. Employees are also subject to any restrictions listed in their offer letter. Any questions about this policy should be addressed to the Director, Regional Operations.

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

LHA's employees may have access to scholar records. These records are confidential, may not be removed from the school and may only be used by LHA employees for the performance of their job duties. All employees must abide by applicable laws including the Family Educational Rights and Privacy Act (FERPA) regarding scholar information confidentiality.

Employees may not use scholar pictures, scholar work or any information related to scholars for personal use either during the workday or outside the workplace.

## INTELLECTUAL PROPERTY AND ASSIGNMENT OF RIGHTS

All materials, reports, plans, analyses, designs, presentations, and writings or compilations of any kind that are produced by the employee in connection with their employment shall be the sole and exclusive property of LHA, unless derived from materials already owned by the employee. The employee agrees to promptly execute any documents necessary to verify LHA's ownership of such materials.

## CONFLICTS OF INTEREST

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

### CONFLICTS OF INTEREST COULD ARISE IN THE FOLLOWING CIRCUMSTANCES:

- Hiring or supervising family members or closely related persons.
- Serving as a board member for an outside company or organization.
- Accepting gifts, discounts, favors or services from a supplier, unless equally available to all company employees.

Employees with a conflict-of-interest question should seek advice from management. Before engaging in any activity, transaction or relationship that might give rise to a conflict of interest, employees must seek review from their manager or the Human Resource department.

## ATTENDANCE AND PUNCTUALITY

Paid Time Off (PTO) and holidays must be scheduled with your supervisor in advance. PTO may be used in the case of emergency or sudden illness without prior scheduling. Patterns of absenteeism or tardiness may result in discipline even if the employee has not yet exhausted available paid time off.

Absences due to illnesses or injuries that qualify under the Family and Medical Leave Act (FMLA) will not be counted against an employee's attendance record.

Medical documentation within the guidelines of the FMLA may be required in these instances.

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

All school-based employees must complete a written time-off request whenever possible (i.e. a one-time emergency or sudden illness is an exception); once approval has been granted by the Principal, administrative employees' time off requests will be sent by the school's Manager, Operations to the Director, Regional Operations for review.

#### ATTIRE AND GROOMING

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

Lighthouse Academies is confident that employees will use their best judgment regarding attire and appearance. Management reserves the right to determine appropriateness. Any employee who is improperly dressed will be counseled or in severe cases may be sent home to change clothes. Continued disregard of this policy may be cause for disciplinary action, which may result in termination.

#### ELECTRONIC COMMUNICATION AND INTERNET USE

The following guidelines have been established for using the Internet, company-provided cell phones and e-mail in an appropriate, ethical, and professional manner:

- Internet, company-provided equipment (e.g., cell phone, laptops, computers) and services may not be used for transmitting, retrieving, or storing any communications of a defamatory, discriminatory, harassing or pornographic nature.
- The following actions are forbidden: using disparaging, abusive, profane or offensive language; creating, viewing or displaying materials that might adversely or negatively reflect upon Lighthouse Academies or be contrary to Lighthouse Academies' best interests; and engaging in any illegal activities, including piracy, cracking, extortion, blackmail, copyright infringement, and unauthorized access of any computers and company-provided equipment such as cell phones and laptops.
- Employees may not copy, retrieve, modify or forward copyrighted materials, except with permission or as a single copy to reference only.
- Employees must not use the system in a way that disrupts its use by others. Employees must not send or receive large files that could be saved/transferred via thumb drives. Employees are prohibited from sending or receiving files that are not related to work.

- Employees should not open suspicious e-mails, pop-ups or downloads. Contact IT with any questions or concerns to reduce the release of viruses or to contain viruses immediately.
- Internal and external e-mails are considered business records and may be subject to discovery in the event of litigation. Be aware of this possibility when sending e-mail within and outside the company.

#### RIGHT TO MONITOR

All LHA-supplied technology and related work records belong to LHA and not to the employee. Lighthouse Academies routinely monitors use of LHA supplied technology. Inappropriate or illegal use or communications may be subject to disciplinary action up to and including termination of employment.

#### SOCIAL MEDIA—ACCEPTABLE USE

Below are guidelines for social media use. See full policy for details. Post only appropriate and respectful content.

- Maintain the confidentiality of Lighthouse Academies trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how and technology. Do not post internal reports, policies, procedures, or other internal business-related confidential communications.
- Do not create a link from your blog, website, or other social networking site to a LHA website without identifying yourself as a Lighthouse Academies employee associate.
- When using personal social media sites, if you identify yourself as a LHA employee, ensure any associated content is consistent with the mission and work of the LHA network.
- Express only your personal opinions. Never represent yourself as a spokesperson for Lighthouse Academies. If Lighthouse Academies is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of Lighthouse Academies, fellow associates, members, or people working on behalf of Lighthouse Academies. If you do publish a blog or post online related to the work you do or subjects associated with Lighthouse Academies, make it clear that you are not speaking on behalf of LHA. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of Lighthouse Academies."

Lighthouse Academies will monitor content out on the Internet. Policy violations may result in discipline up to and including termination of employment.

#### SOCIAL MEDIA—SCHOLARS AND FAMILIES

To maintain a professional and appropriate relationship with scholars and families, LHA employees should not communicate with scholars or families of currently enrolled scholars on personal social media platforms, through personal e-mail or via personal text messages and group chats.

The collection or usage of scholars' personal cell phone numbers is prohibited. All external communication must go through parents or LHA supported technology. Contacting a scholar directly is

prohibited unless in case of emergency. This includes contacting high school scholars enrolled at a Lighthouse Academies school even if they are 18 years old or older.

LHA staff members are encouraged to limit social interactions with scholars to working hours and on school premises. However, we understand that opportunities and events may arise that should require these interactions take place outside traditional school hours and off premises. The following steps should be taken should such events arise:

- Two weeks prior to the event, the staff member should write an email to the Principal, copying the school's Manager, Operations to seek approval for the event.
  - The contents of the email should include the date, start, and end time, location, scholars impacted, purpose of the event, and any additional relevant details.
  - The email shall contain an attachment with a Field Trip permission slip completed for the event (utilizing the Field Trip Permission Slip Template)
- The Principal and/or Manager, Operations will respond within 48 hours, either by approving or denying the event, or requesting additional information.
- If/when approved, the staff member shall send the permission slip home to the parents of scholars selected to attend, requesting it be sent back to the school within 48 hours.
- 48 hours prior to the start of the event, the staff member leading the event will submit a roster, along with completed permission slips, to the school's Manager, Operations. The roster shall include:
  - Scholar name(s)
  - Emergency contact information
  - Any relevant medical information (if applicable)
  - Permission received checkbox.
- The staff member should make a hard copy of the roster and completed permission slips and bring these items with them to the event.

Use caution when posting any comment and/or images to the internet that may reflect negatively on your professional image. **Failure to adhere to these guidelines may result in disciplinary action and/or termination.**

#### SOLICITATIONS, DISTRIBUTIONS AND POSTING OF MATERIALS

Lighthouse Academies prohibits the solicitation, distribution and posting of materials on or at LHA locations by any employee or nonemployee, except as may be permitted by this policy.

#### PROVISIONS:

- Nonemployees may not solicit employees or distribute literature of any kind on LHA premises at anytime.
- Employees may not distribute literature of any kind during work times or in any work area at any time.
- The posting of materials or electronic announcements are permitted with approval from the Director, Regional Operations.

Violations of this policy should be reported to the Director, Regional Operations.

## EMPLOYEE PERSONNEL FILES

Confidential employee files are maintained by the Manager, Operations at each school location or at LHA Headquarters for corporate employees. Managers and supervisors may only have access to personnel file information on a need-to-know basis. The contents are retained for three (3) years after termination.

Personnel file access by current employees and former employees upon request will generally be permitted within three (3) days of the request unless otherwise required under state law. You may request a copy of your personnel folder by submitting a written request to the Director, Regional Operations

Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information.

# COMPENSATION

## PAYMENT OF WAGES

Lighthouse Academies employees are paid on a bi-weekly basis. Payrolls are paid on every other Friday for the 10 days through the previous Saturday. It is the employee's responsibility to ensure their time is reported accurately by the Monday of payroll week.

Employees may elect to be paid either by Wisley Pay card or through Direct Deposit of funds to either a savings or checking account at the financial institution of their choice. Employees are strongly encouraged to enroll for Direct Deposit.

Paper paychecks will not be issued except for the first paycheck. It is the company's policy that employee paychecks will only be given personally to that employee or mailed to his/her home address.

No salary advances will be made.

## OVERTIME (NON-EXEMPT EMPLOYEES)

Non-exempt employees who exceed 40 hours of **work time** in a workweek will be paid time and one half.

Overtime is defined as hours worked by an hourly or non-exempt employee in excess of 40 hours in a workweek and should be recorded to the nearest tenth of an hour. Overtime must be approved in advance by the manager to whom the employee reports.

Paid leave, such as holiday or PTO does not apply toward work time.

Employees who anticipate the need for overtime to complete the week's work must notify the supervisor in advance and obtain approval before working hours that extend beyond their normal schedule. During busy periods employees may be required to work extended hours.

## GARNISHMENTS

LHA is required by law to honor any legal order for garnishment. LHA will make initial notice of any demand for garnishment with specification of the total amount and the amount of each planned deduction. We will continue to deduct the garnishment until we receive a formal release of the garnishment from the court.

## EMPLOYEE TRAVEL AND REIMBURSEMENT

Employees will be reimbursed for reasonable expenses incurred in connection with approved travel on behalf of LHA; see the LHA Employee Expense Reimbursement and Expense Reports Policy for additional details.

Travelers seeking reimbursement should incur the lowest reasonable travel expenses and exercise care to avoid the appearance of impropriety. If a circumstance arises that is not specifically covered in the travel policies, the most conservative course of action should be adopted.

Travel for staff must be authorized in advance. Travelers should verify that planned travel is eligible for reimbursement before making travel arrangements. The traveler must submit a Travel and Expense

Reimbursement Form or the approved submission platform, with supporting documentation to obtain reimbursement of expenses **within 30 days of incurring the expenses.**

## TIME OFF/LEAVES OF ABSENCE

### HOLIDAY PAY- SCHOOL STAFF

All full-time school-based employees of Lighthouse will be eligible for holiday pay for the identified holidays listed on their specific regional or school calendar. Should a holiday fall on a weekend, the holiday will be observed on the workday closest to the holiday.

Academic employees will also receive all school breaks off. Administrative employees will not receive school breaks off but will be eligible for holiday pay as outlined above.

Lighthouse Academies will make reasonable efforts to accommodate employees who desire to observe a religious holiday that is not recognized on their regional calendar.

**A school-based employee must work the day before and the day after a holiday or school break to be paid for the holiday or break unless the employee receives prior written approval from his/her supervisor.** If a doctor's note is provided for either or both absences, the holiday will be paid at the discretion of the Supervisor or Director, Regional Operations.

### HOLIDAY PAY - NATIONAL STAFF

The following are paid holidays for full-time national team employees.

- New Year's Day
- Martin Luther King Jr. Day
- Presidents Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veteran's Day
- ½ prior to Thanksgiving Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Eve Day
- Christmas Day

Should a holiday fall on a weekend, the holiday will be observed on the workday closest to the holiday.

Lighthouse Academies will make reasonable efforts to accommodate employees who desire to observe a religious holiday that is not recognized by the company.

### INCLEMENT WEATHER/SCHOOL CLOSINGS

In the event of inclement weather or school closings, exempt employees may take a PTO day or take an unpaid day. Non-exempt employees will not be paid for the time since they are only paid when they work. The Director, Regional Operations or the Executive Director/Regional Superintendent has the ability to revise this policy based on their school budgets and the severity of the circumstances.

## PAID TIME OFF (PTO)

Full-time employees are eligible for PTO (Paid Time Off). Part-time, temporary and contracted employees are not eligible for paid time off.

Full-time employees are those working 40-plus hours on a regular basis per week. PTO assignment or accrual begins on the first day of full-time employment. PTO is assigned or accrued according to the schedule in this policy.

PTO may only be taken in 4.0- or 8.0-hour increments.

**Academic employees-** All full-time academic employees receive PTO at a rate of seven (7) days per year (or a prorated amount based on their start date in the table below). Academic employees receive a maximum of seven (7) days of unused PTO per academic year.

At the end of the academic school year, all full-time academic employees are eligible for a PTO buyout. Lighthouse Academies will provide such employees \$200 per 8.0-hour day for up to three full days of remaining PTO. This amount will be paid out in accordance with the employee's regional pay schedule.

PTO Assigned:

Beginning of school year to – September 30, 2021	7 days
October 1, 2021 – December 31, 2021	5 days
January 1, 2022 – March 31, 2022	3 days
April 1, 2022 – June 30, 2022	2 days

PTO will not roll-over to the next academic year for returning staff members.

Terminated academic employees will be paid for their remaining PTO, up to a maximum of seven days according to the chart below:

Terminating prior to September 30, 2021	up to 1 day paid out
Terminating prior to December 31, 2021	up to 3 days paid out
Terminating prior to March 31, 2022	up to 5 days paid out
Terminating after April 1, 2022	up to 7 days paid out

**Administrative employees-** All full-time administrative employees accrue time off per the schedule below:

First year of employment: 15 days. Accrual is 4.615 hours per Monday following the Friday payroll processed. Second and third years: 20 days. Accrual is 6.153 hours per Monday following the Friday payroll processed. Fourth year and beyond: 25 days. Accrual is 7.692 hours per Monday following the Friday payroll processed.

Administrative employees may accrue a maximum of 25 days of unused PTO. Once an administrative employee has reached the 25-day maximum, no additional time will accrue until the employee has used PTO to bring their PTO balance below the maximum.

Employees must ensure that they have enough accrued leave available to cover any time off requests. Requests will be approved based on a number of factors, including department operating and staffing requirements.

PTO will be paid at the employee's base rate at the time the leave is taken. PTO is not included in overtime calculation. If a holiday falls during the employee's vacation, the day will be charged to holiday pay rather than to PTO pay.

Leave taken beyond an employee's available PTO balance may be unpaid unless otherwise required under state or federal law.

If employment is terminated, earned but unused PTO leave earned through the last day of active employment will be paid at the employee's base rate of pay at termination per the schedule below.

Terminated employees will be paid out at a maximum based on their consecutive tenure with Lighthouse Academies.

**PTO PAYOUT** -Termination between 1-3 years-maximum of 15 days paid out.  
-Termination after 3 full years-maximum of 20 days paid out.

Staff members may not hold a negative PTO balance. Any employees going below the number of hours they will accrue by the last day of school are subject to disciplinary action, up to and including a written reprimand and/or termination.

#### FAMILY AND MEDICAL LEAVE ACT (FMLA) General Provisions

Under this policy, Lighthouse Academies will grant up to 12 weeks (or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness) during a 12-month period to eligible employees. The leave may be paid, unpaid or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this policy.

#### ELIGIBILITY

To qualify to take family or medical leave under this policy, the employee must meet the following conditions:

- The employee must have worked for the company for 12 months or 52 weeks. The 12 months or 52 weeks need not have been consecutive. Separate periods of employment will be counted, provided that the break in service does not exceed seven years. Separate periods of employment will be counted if the break in service exceeds seven years due to National Guard or Reserve military service obligations or when there is a written agreement, including a collective bargaining agreement, stating the employer's intention to rehire the employee after the service break. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week or if the employee is on leave during the week.
- The employee must have worked at least 1,250 hours during the 12-month period immediately before the date when the leave is requested to commence. The principles established under the

Fair Labor Standards Act (FLSA) determine the number of hours worked by an employee. The FLSA does not include time spent on paid or unpaid leave as hours worked. Consequently, these hours of leave should not be counted in determining the 1,250 hours eligibility test for an employee under FMLA.

#### TYPE OF LEAVE COVERED

To qualify as FMLA leave under this policy, the employee must be taking leave for one of the reasons listed below:

- The birth of a child and in order to care for that child.
- The placement of a child for adoption or foster care and to care for a newly placed child.
- To care for a spouse, child or parent with a serious health condition.
- The serious health condition of the employee.
- Qualifying exigency leave for families of members of the National Guard or Reserves or of a regular component of the Armed Forces when the covered military member is on covered active duty or called to covered active duty.

#### PROCEDURE FOR REQUESTING FMLA LEAVE

All employees requesting FMLA leave must provide their manager written notice of the need for the leave. Within five business days after the employee has provided this notice, the manager will provide the employee with their response to the leave request. See the Director, Regional Operations for assistance in preparing this request.

When the need for the leave is foreseeable, the employee must provide the employer with at least 30 days' notice.

When an employee becomes aware of a need for FMLA leave less than 30 days in advance, the employee must provide notice of the need for the leave either the same day or the next business day.

When the need for FMLA leave is not foreseeable, the employee must comply with the company's usual and customary notice and procedural requirements for requesting leave.

#### INTENT TO RETURN TO WORK FROM FMLA LEAVE

LHA may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

#### FAMILIES FIRST CORONAVIRUS RESPONSE ACT (FFCRA)

Lighthouse Academies will extend all provisions of FFCRA and the Cares Act through September 30, 2021.

#### INTEGRATION WITH OTHER BENEFITS

Leaves of absence are unpaid, to the extent not covered by the employee's accrued PTO time. Employees must exhaust all their PTO time before applying for disability insurance. Leave time accruals are suspended while the employee is on leave.

Lighthouse Academies will continue to provide insurance benefits coverage for the duration of the leave. During the leave, the employee is responsible for the full costs of these benefits. When the employee returns from leave, benefits will resume for the employee. If the employee fails to return from

leave or terminates their employment within six months of the return to work, LHA shall recover any insurance premiums paid by LHA on the employee's behalf during their leave.

#### BEREAVEMENT LEAVE

Employees are allowed five (5) days of paid leave in the event of the death of the employee's spouse, child, father, father-in-law, mother, mother-in-law, brother, sister, stepfather, stepmother, stepbrother, stepsister, stepson or stepdaughter, grandparent.

Employees are allowed one (1) day of paid leave in the event of death of the employee's aunt, uncle, cousin, niece or nephew.

Proof of death may be requested.

#### JURY DUTY

Upon receipt of notification from the state or federal courts of an obligation to serve on a jury, employees must notify their supervisor and provide him/her with a copy of the jury summons. LHA will pay regular full-time employees for time off for jury duty up to five days of pay.

# BENEFITS

For more information regarding LHA benefits programs, please refer to your Benefit Enrollment Guide, which is provided to employees upon hire or upon our annual open enrollment. Questions should be directed to the Benefit Resource Center at 855-874-0835.

## INSURANCE FOR LHA EMPLOYEES

Lighthouse Academies currently offers full-time employees who are regularly scheduled to work a minimum of 30 hours per week enrollment in medical, dental, vision and disability insurance coverage options.

Employees have up to 30 days from their date of hire to make their insurance elections. Once made, elections are fixed for the remainder of the plan year. Changes in family status, as defined in the Plan document, allow employees to make midyear changes in coverage consistent with the family status change. Please contact the Benefit Resource Center at 855-874-0835 to determine if a life-event qualifies under the Plan document and IRS regulations.

During open enrollment, employees may change insurance elections for the following benefit year. Premiums and coverage may change from time to time, at the sole discretion of LHA.

The Benefit Resource Center is available to answer benefits plan questions and assist in enrollment as needed 855-874-0835.

## END OF THE SCHOOL YEAR

Full-time employees who are not leaving the school at the end of the year will experience no interruption in compensation or benefits.

## AFFORDABLE CARE ACT

All benefit plans are compliant with the requirements of the Affordable Care Act.

## CIVIL UNIONS AND DOMESTIC PARTNERS

Civil Unions are persons who:

- Are at least 18 years of age and of the same biological gender.
- Have participated in a legally recognized civil union ceremony in a state which legally allows and recognizes same-sex civil unions.

Domestic partners are persons who:

- Are at least 18 years of age, same-sex couples or opposite sex couples.
- Are not legally married to any person and are not related in any way that would prohibit marriage in the company's state of operation.
- Share permanent residence.

Registration of a domestic partnership will be required for coverage under company benefits.

- An employee who wishes to register a domestic partnership must contact the LHA Benefit Center 855.547.8508 for information and the registration form. Upon receipt of a properly completed form, the LHA Benefit Center will consider the partnership registered as of the date on the form's signature line.

- Children of domestic partners are eligible for benefits under the same conditions as are the children of employees' legal spouses.
- Enrollment of domestic partners and eligible dependent children is subject to the same rules as enrollment of other dependents.
- Domestic partners and their enrolled dependents receive the same or equivalent benefits as spouses, and their enrolled dependents receive group continuation health coverage through COBRA and/or individual conversion.
- An employee may terminate a domestic partnership by notifying the LHA Benefit Center within 30 days of its termination.

The tax consequences of a domestic partnership are the responsibility of the employee. The value of benefits provided to an employee's domestic partner (and to the domestic partner's eligible children, if any) is considered part of the employee's taxable income, unless the employee's domestic partner qualifies as a dependent under Section 152 of the Internal Revenue Code.

#### RETIREMENT 401(K) PLAN

Lighthouse Academies offers a 401K plan for all employees who complete 1 month of service and who are at least 21 years of age. Lighthouse Academies will contribute a 4% match per year, based on calendar year contributions proportionate to your 401K contributions up to the first 4% of the pay contributed to the plan.

Further details about the Plan may be obtained from the Summary Plan Description or by contacting Sentinel Benefits at 888.762.6088.

#### FLEXIBLE SPENDING ACCOUNTS (FSA)

As part of the Lighthouse Academies Flexible Benefits Plan, we currently offer an employee-funded flexible spending account (FSA) to regular full-time employees enrolled in our Open Access co-payment medical plan. Plan participants may elect an annual amount of flexible dollars to pay for eligible dependent care expenses and health care expenses, including medical or dental insurance deductibles, copayments, and out-of-pocket costs for vision care and other types of care.

If eligible medical or dental expenses are less than the elected annual amount of flex dollars for that year, the balance will be forfeited.

#### HEALTH SAVINGS ACCOUNT (HSA)

Lighthouse Academies currently offers Health Savings Accounts to regular full-time employees enrolled in our high deductible medical insurance plans. Plan participants will receive employer contributions and may elect an annual amount of dollars to be deposited in the Health Savings Account to pay for eligible health care expenses, including medical or dental insurance deductibles, copayments, and out-of-pocket costs for vision care and other types of care.

#### EMPLOYEE ASSISTANCE PROGRAM (EAP)

Through the employee assistance program (EAP), Lighthouse Academies provides confidential access to professional counseling services. The EAP, available to all employees and their immediate family members, offers problem assessment, short-term counseling and referral to appropriate community and private services.

The EAP is strictly confidential and is designed to safeguard an employee's privacy and rights. Contacts to and information given to the EAP counselor may be released to Lighthouse Academies only if requested by the employee in writing. There is no cost for an employee to consult with an EAP counselor. If further counseling is necessary, the EAP counselor will outline community and private services available. The counselor will also let employees know whether any costs associated with private services may be covered by their health insurance plan. Costs that are not covered are the responsibility of the employee.

#### OTHER INSURANCE BENEFITS

LHA also offers optional group life insurance, short term and long-term disability benefits and workers compensation. Please refer to your Benefit Enrollment Guide for details.

#### CELL PHONE ALLOWANCE POLICY

Eligible employees may receive a cell phone allowance from Lighthouse Academies for business related costs incurred when using their personal cell phones.

An employee may be eligible for the allowance if at least one of the following criteria is met, as determined by the employee's manager:

- The job function of the employee requires considerable time outside of his/her assigned office, work area, or at irregular hours and the employee must be accessible during those times;
- The job function of the employee requires him/her to have wireless data and internet access while off campus; and/or
- The employee is designated as a "first responder" to emergencies.

LHA reserves the right to add or delete benefits at their discretion.

#### RETURNING VS. NON-RETURNING STAFF

Before the last 30 days of the academic year, school administrators will request each current staff member to communicate if they intend to return for the next school year. If the school administrator decides not to continue your employment in the next year, and you are dismissed, not for cause, after the last day of school, you will continue to be paid through the end of the school year. Insurance benefits will be extended through the end of the school year calendar.

## EMPLOYEE HANDBOOK ACKNOWLEDGMENT AND RECEIPT

**I have received my copy of the Employee Handbook.**

The employee handbook describes important information about Lighthouse Academies, and I understand that I should consult my manager or Director, Regional Operations regarding any questions not answered in the handbook. I have entered into my employment relationship with Lighthouse Academies voluntarily and acknowledge that there is no specified length of employment. **Accordingly, either I or Lighthouse Academies can terminate the relationship at will, with or without cause, at any time, so long as there is not violation of applicable federal or state law.**

I understand and agree that, other than the CEO of the company, no manager, supervisor or representative of Lighthouse Academies has any authority to enter into any agreement for employment other than at will; only the CEO of the company has the authority to make any such agreement and then only in writing signed by the CEO of Lighthouse Academies.

This handbook and the policies and procedures contained herein supersede any and all prior practices, oral or written representations, or statements regarding the terms and conditions of my employment with Lighthouse Academies. By distributing this handbook, the company expressly revokes any and all previous policies and procedures that are inconsistent with those contained herein.

I understand that, except for employment-at-will status, any and all policies and practices may be changed at any time by Lighthouse Academies, and the company reserves the right to change my hours, wages and working conditions at any time. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify or eliminate existing policies. Only the Chief Executive Officer of Lighthouse Academies has the ability to adopt any revisions to the policies in this handbook.

**I understand and agree that nothing in the Employee Handbook creates, or is intended to create, a promise or representation of continued employment and that employment at Lighthouse Academies is employment at will, which may be terminated at the will of either Lighthouse Academies or myself. Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document.** I understand and agree that employment and compensation may be terminated with or without cause and with or without notice at any time by Lighthouse Academies or myself.

I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Employee's Name (Print)

\_\_\_\_\_ 2021-2022  
Date

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE