

Mountainville
Academy
Employee
Handbook

2007-2008

The Mountainville Academy Employee Handbook has been prepared as a guideline and information resource for employees regarding aspects of employment. These policies are presented as a matter of information only and cannot be an all-comprehensive resource covering all circumstances and situations in which the employees might find themselves, nor can it serve as an all-encompassing resource covering all policies and procedures which may pertain to employment. If at any time an employee has questions or concerns about these policies or any other aspect of his/her employment, the employee is responsible to seek clarification from the school administration.

These policies supersede all and any prior school policies, oral or written, concerning conditions of employment, other than those expressly written in Employment Agreements. The school reserves the right to alter, withdraw, or add to any or all sections of the Employee Handbook without prior notice.

The following policies are not a contract and do not legally bind Mountainville Academy in any way.

Code of Ethics Policy

Mountainville Academy employees shall follow the guidelines outlined by the Division of Administrative Rules of the Utah State Board of Education (Rule R686-103 Professional Practices and Conduct for Utah Educators). These guidelines outline Authority and Purposes of an Educator, Action if an Educator Violates the Provisions of Professional Practice, Professionalism in Employment Practices, Competent Practices, Competent Practices Related to Students, and Moral and Ethical Conduct.

In addition to the guidelines outlined in R686-103, Mountainville Academy employees shall:

- Use no offensive, vulgar, or profane language, actions, or gestures.
- Be fair, kind, and generous in praise.
- Cooperate with colleagues, team teachers, parents, and administration for the general improvement of the school.

Action will be taken by the school administration in accordance with the *Disciplinary Action Policy* regarding any employee in violation of this code or R686-103.

Employee Misconduct Policy

Employee misconduct shall generally be addressed by the Administrative Director and/or Operations Manager. When allegations of employee misconduct arise, the Administrative Director and/or Operations Manager shall investigate the allegations in a conference with the employee. A further conference with all relevant parties shall also take place, as needed.

Misconduct deserving of disciplinary action include, but not limited to:

- Failure to devote full time and efforts to Employee Duties, as outlined in the Employment Agreement.
- Breach of Employment Agreement.
- Violation of negotiated agreements, oral or written.
- Incompetence or inefficiency in the performance of Employee Duties, as outlined but not limited to the Employment Agreement.
- Dishonesty on the job, including but not limited to dishonesty to administration, colleagues, parents, School Executive Committee, or Board of Trustees.
- Any violation of State or Federal Law (excluding minor traffic offenses).
- Bringing in an intoxicant into or consuming an intoxicant on school property, or reporting to work under the influence of an intoxicant.
- Addiction to or being under the influence of a narcotic or other habit forming drug without a prescription, or abuse of a prescription drug. Employees may be subject to a random drug test.
- Use of tobacco in any form whilst on school premises.
- Use of Mountainville Academy for personal gain.
- Negligent or willful damage to school property or excessive waste of school supplies or equipment.
- Falsifying any information supplied to the school including to, but not limited to data on application forms or employment records.
- Unauthorized absence or tardiness without due cause.
- Possession of firearms or weapons of any kind on school premises.
- Use of school computer and network resources, including but not limited to Internet access or email accounts, to access, view, or download any pornographic, sexually explicit, obscene, lewd, or otherwise inappropriate material, including to but not limited to websites.
- Use of any school computer and/or network resources including, but not limited to Internet access or email accounts, for any form of direct or indirect activity for commercial or political purposes or to obtain financial gain.

Disciplinary Action Policy

The Administrative Director may discipline employees in accordance with the following four steps:

Step 1: First Written Warning- The Administrative Director and/or Operations Manager shall verbally counsel the employee and outline action to be taken by the employee in order to avoid future/continuing disciplinary action, write a formal discipline letter, and copy the letter to the employee and the employee's personnel file.

Step 2: Second Written Warning- The Administrative Director and/or Operations Manager shall verbally counsel the employee and outline action to be taken within a time frame by the employee in order to avoid future/continuing disciplinary action, write a

formal discipline letter, and copy the letter to the employee and the employee's personnel file.

Step 3: Employee Suspension- The Administrative Director and/or Operations Manager shall inform the employee of his/her immediate suspension from his/her duties, without pay, for a period of no less than 3 consecutive school days, during which time the employee shall not enter school property. A formal letter of suspension shall be written and copied to the employee and the employee's personnel file. During the period of suspension, the school will provide a substitute or replacement employee.

Step 4: Termination- The Administrative Director, Operations Manager, and/or Members of the Board of Trustees shall inform the employee of his/her immediate termination of employment. An official discipline letter of termination shall be written and copied to the employee and the employee's personnel file. The employee shall gather his/her personal effects under the supervision of the Director, Operations Manager, and/or Members of the Board of Trustees, after which he/she will be escorted off school property.

Acts of misconduct need not be similar in nature for employees to escalate from one step to the next.

Certain offenses can have an immediate and serious negative impact upon the school and are grounds for the school, at its option, to skip any of the four steps listed above or to effect an immediate termination of employment regardless of whether the employee has escalated through all four steps in succession. Examples of such offenses include, but are not limited to:

- Any violation of State or Federal Law (excluding minor traffic offenses)
- Any conduct which endangers or threatens the health, safety, or welfare of any student, employee, or any other person.
- Release of confidential information without authorization.
- Three or more days of unauthorized absence.
- Violation of the *Alcohol, Drug, and Tobacco-Free Workplace Policy*
- Fighting.
- Dishonesty such as, but not limited to misrepresentation of facts to the administration and/or Board of Trustees and unauthorized altering of time records
- Insubordination/Refusal to perform Employee Duties as outlined

Alcohol, Drug, and Tobacco-Free Workplace Policy

In accordance with the Drug-Free Workplace Act of 1988, 34 CFR Part 85, Subpart F, Mountainville Academy will maintain and enforce a drug and alcohol-free workplace. The school will provide a safe and productive workplace free from possession, manufacture, use, or distribution of tobacco, alcohol, or illicit drugs.

Paid Leave Days

Employees are granted paid leave days according to their individual Employment Agreement. Salary or wages paid to the employees during times of employees absence constitute personal leave, regardless if that absence is a result of illness, vacation, personal time, or any other cause. Unused paid leave days cannot be rolled over to the next year for future use. All unused paid leave days will be paid out at the end of the school year using the school's standard full-day substitute teacher wage.

In cases where an employee becomes seriously ill, other employees may voluntarily donate their paid leave days to the sick employee, though only after the sick employee has used all of his/her own paid leave days.

Employees may use their paid leave days for any reason and without explanation by providing at least two days advance notice to the school, except in the case of sudden illness or death in the immediate family. Employees may not use paid leave days the day before or after a holiday or anytime during the last two weeks of the school year.

Substitute Employee Policy

In the event of absence, the employee is responsible to arrange his/her own substitute from a pool of approved substitutes. The employee must inform the school administration immediately upon the securing of a substitute. Failure to notify school administration of a substitute employee and employee leave can result in disciplinary action including termination. When advance notice is given, the employee shall provide the substitute with adequate materials and guidelines as to limit disruption to the daily routine of the school. In the event no substitute can be secured, the employee is not relieved from his/her Duties of Employment as outlined in the Employment Agreement. Once an employee's paid leave benefits have been exhausted, substitute employees wages will be paid the daily substitute rate from monies garnished from the employee's salary.

Conference and Training Policy

Employees may be called upon to attend and participate in academically-oriented conferences, trainings, seminars, workshops, and other related events. Whilst on official school business, the employee shall conduct him/herself in accordance with the policies of the *Mountainville Academy Employee Handbook* and act as official representatives of the school. It is the attendee's responsibility to report back, present, and/or share all information from the event with other school employees, as directed.

Travel and Expenses

All pre-approved travel-related expenses shall be reimbursed to the employee by the school upon completion and submission of an official reimbursement form and accompanying receipts if expenses are not pre-paid by the school. The school shall pay the wages of all substitute employees hired to cover for an employee absent due to pre-

approved school-related business. Employees must receive authorization from the Director and/or Operations Manager regarding method of travel, class of lodging, etc. prior to commencing any official travel. Employees that are traveling will be assigned a per diem amount for traveling expenses.

Reimbursement Policy

The school shall reimburse employees for expenses previously authorized by the Director and/or Operations Manager once an official reimbursement form, along with all relevant receipts, have been submitted.

Employee Dress Code

Mountainville Academy employees shall dress appropriately and professionally for their daily curricula. Employees found in violation of the *Employee Dress Code* shall be subject to disciplinary action.

Mondays of each school week are professional dress days. Staff is expected to wear business dress. Men should wear a button-down, collared shirt and a tie. Women are expected to wear a dress or blouse with skirt or slacks.

Tuesday through Friday instructors and staff should wear business casual. Both men and women should wear a collared shirt/ blouse and pants/skirt, as appropriate. On Fridays staff is encouraged to wear the school logo wear. Shoes should be conservative in nature.

The following attire is unacceptable at all times:

- Shorts
- Denim of any color
- Sweatshirts
- Sweatpants
- Warm-up suits
- Skirts more than 1" above the knee
- T-shirts
- Flip-flops or casual sandals
- Clothing with commercial logo larger than a quarter
- Clothing considered offensive
- Hats of any kind
- Tight or revealing clothing (including bare midriffs), low-cut shirts, low-rise pants
- Excessive cologne or perfume

Classroom Conduct Policy

Employees shall treat students with respect and consideration. Each employee shall develop and implement classroom management policies which ensure respect for all students, employees, volunteers, parents, and Board members.

Employees are responsible for student discipline in their classrooms. Excessive student misbehavior shall be reported to the school administration along with documentation of the behavior.

All employees shall conduct themselves in a professional manner, whether in or out of their classrooms. Employees shall avoid behavior which gives the appearance of impropriety.

Student Supervision Policy

Teachers, staff members, and administration should never leave students unattended, i.e. without the supervision of a paid school employee or a school volunteer who has been fingerprinted and had a background check.

No teacher, staff member, or administrator should be alone in a room with a student without an open door or an uncovered window.

Harassment Policy

Mountainville Academy has adopted a policy of "zero-tolerance" with respect to unlawful employee harassment. Harassment is verbal or physical conduct which denigrates or shows hostility or aversion toward an individual based on race, color, religion, sex, national origin, age, sexual orientation, personal appearance, disability, status as a Vietnam-era or special disabled veteran, or status in any group protected by state or local law. Harassment can also occur if conduct is directed toward a person's relative, friends, or associates.

Sexual Harassment is defined as:

1. Unwelcome sexual advances, requests for sexual favors, and all other verbal or physical conduct of a sexual or otherwise offensive nature, especially where:
 - Submission to such conduct is made either explicitly or implicitly a term or condition of employment;
 - Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment; or
 - Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment.
2. Offensive comments, jokes, innuendos, and other sexually oriented statements.

Types of Harassment

Sexual harassment constitutes a form of sexual discrimination under Title VII of the Civil Rights Act of 1964. As was stated above, the EEOC and the federal courts have recognized two distinct types of sexual harassment: "quid pro quo" and "hostile environment" harassment.

- "Quid pro quo" harassment occurs when an aspect of a person's job is conditioned on his or her accepting the sexual advances or conduct of another worker (usually a manager or supervisor).
- "Hostile environment" harassment occurs when an employee is subjected to a pattern of unwelcome, sexually, racial, religious, etc. related conduct in the workplace that creates a hostile, intimidating, or offensive work environment. Such conduct includes, but is not limited to:
 - Slurs
 - Stereotyping
 - Threats
 - Intimidation
 - Hostile or demeaning jokes and pranks
 - Harassing material displayed on walls, bulletin boards, or circulated in the workplace
 - Favoritism or persecution

It should be noted, however, that sexually harassing conduct need not be of a specifically sexual nature, it need only be gender-based.

Examples of the types of conduct expressly prohibited by this policy include, but are not limited to, the following:

- Touching, such as rubbing or massaging someone's neck or shoulders, stroking someone's hair, or brushing against another's body.
- Sexually suggestive touching.
- Grabbing, groping, kissing, fondling.
- Violating someone's "personal space."
- Whistling at another person.
- Lewd, off-color, sexually oriented comments or jokes.
- Foul or obscene language.
- Leering, staring, stalking.
- Suggestive or sexually explicit posters, calendars, photographs, graffiti, cartoons.
- Unwanted or offensive letters or poems.
- Sitting or gesturing sexually.
- Offensive E-mail or voice-mail messages.
- Sexually oriented or explicit remarks, including written or oral references to sexual conduct, gossip regarding one's sex life, body, sexual activities, deficiencies, or prowess.
- Questions about one's sex life or experiences.

- Repeated requests for dates.
- Sexual favors in return for employment rewards, or threats if sexual favors are not provided.
- Spreading of sexual rumors.
- Sexual assault or rape.

Complaint Procedure

Employees who feel that they are being harassed should report the incident immediately to the school administration unless the complaint involves the Director, in which case employees should report to the Board. Employees who have personal knowledge of the occurrence of harassment shall report the incident immediately to the school administration and/or Board. If for any reason you believe it would be inappropriate to discuss the matter with the school administration and/or Board the employee may report it directly to the appropriate Human Resources contact who will undertake an investigation. Your complaint will be kept confidential to the maximum extent possible; however, Mountainville Academy cannot guarantee anonymity to persons who report harassment.

If Mountainville Academy determines that an employee is guilty of harassing another individual, appropriate disciplinary action will be taken against the offending employee up to and including termination of employment.

Mountainville Academy prohibits any form of retaliation against any employee for filing a complaint under this policy or for assisting in a complaint investigation. However, if, after investigating any complaint of harassment or unlawful discrimination, it is determined that the complaint was not made in good faith or that an employee has provided false information regarding the complaint, disciplinary action may be taken against the individual who filed the complaint or who gave the false information, including disciplinary and/or legal action.

Confidential Information Policy

The school requires all employees to treat as confidential any records or information pertaining to, but not limited to, the performance, behavior, background, preferences, and identification of students, parents, and other employees of the school. Employees may not use such information either directly or indirectly other than for school purposes. Violation of this policy may result in disciplinary action up to and including termination.

Dating Between Employees Policy

Mountainville Academy has adopted this policy in recognition of its responsibility to provide guidelines on romantic and sexual relationships with other employees and to caution employees about the potential problems posed by such relationships. These problems include conflicts of interest, interference with the productivity of co-workers, and potential charges of sexual harassment. They can be particularly serious in situations

in which one person has a position of authority over the other, such as in a supervisor-subordinate relationship.

Mountainville Academy does not prohibit consensual romantic relationships between employees, but it does impose the following restrictions:

- Mountainville Academy strongly discourages supervisors and managers from engaging in romantic or sexual relationships with subordinates and requires the supervisor or manager to disclose the existence of such a relationship. Additionally, supervisors and managers are required to take steps to resolve any actual or potential conflict of interest or impropriety created by the relationship.
- All employees must avoid romantic or sexual relationships with other employees that create conflicts of interest, potential charges of sexual harassment, or discord or distractions that interfere with other employees' productivity.

Any romantic relationship between a supervisor and subordinate employee must be disclosed by the supervisor to the administration and/or Board. The administration and/or Board must assess the situation and make a recommendation to resolve any actual or potential conflict of interest or impropriety created by the relationship. The recommendation can require the dating couple to determine which partner will resign.

Failure to make required disclosures or comply with a recommendation to resolve a conflict with this policy can result in disciplinary action up to and including termination.

Employment of Relatives Policy

The employment of qualified relatives of employees shall be permitted as long as such employment does not, create actual or perceived conflicts of interest. For purposes of this policy, "relative" is a spouse, child, parent, sibling, grandparent, grandchild, or corresponding in-law or "step" relation. The school will exercise sound business judgment in the placement of related employees in accordance with the following guidelines:

- Individuals who are related by blood or marriage are permitted to work in the school, provided no direct reporting or supervisory/management relationship exists. That is, no employee is permitted to work within the "chain of command" of a relative such that one relative's work responsibilities, salary, or career progress could be influenced by the other relative.
- Employees who marry while employed are treated in accordance with these guidelines.

This policy applies to all categories of employment, including regular, temporary, and part-time classifications.

Classifications of Employment

For purposes of salary administration and eligibility for overtime payments and employee benefits, employees are classified as follows:

Mountainville Academy Employee Handbook 2007-2008

- *Full-time regular employees.* Employees hired to work the normal, full-time, workweek, as defined in the Employment Agreement, on a regular basis. Such employees may be "exempt" or "nonexempt" as defined below.
- *Part-time regular employees.* Employees hired to work fewer than thirty hours per week on a regular basis. Such employees may be "exempt" or "nonexempt" as defined below.
- *Temporary employees.* Employees engaged to work full time or part time on the school's payroll with the understanding that their employment will be terminated no later than on completion of a specific assignment. Such employees may be "exempt" or "nonexempt" as defined below. (Note that employees hired from temporary employment agencies for specific assignments are employees of the respective agency and not of Mountainville Academy.)
- *Nonexempt employees.* Employees who are required to be paid overtime at the rate of time and one half (i.e., one-and-one-half times) their regular rate of pay for all hours worked beyond forty hours in a workweek, in accordance with applicable federal wage and hour laws.
- *Exempt employees.* Employees who are not required to be paid overtime, in accordance with applicable federal wage and hour laws, for work performed beyond that which is outlined in the Employee Agreement during any given workweek. Executives, professional employees, outside sales representatives, and certain employees in administrative positions and some computer professionals are typically exempt.

Employees will be informed of their initial employment classification and of their status as an exempt or nonexempt employee during employee orientation. If a position change occurs during the course of employment as a result of a promotion, transfer, or otherwise, the employee will be informed of any change in exemption status.

FMLA Eligibility Requirements

Businesses with more than 50 employees within a 75 mile radius, or organizations that are associated with a Professional Employer Organization are required to comply with the rules associated with the Family Medical Leave Act.

An employee, who has been employed by the school for 12 months / 52 weeks as of the date the leave commences or during the proceeding 12 months / 52 weeks has worked a minimum of 1250 hours, is eligible for leave under FMLA.

Eligible Leaves

Eligible leaves may include, but are not limited to:

- The birth of a son or daughter, and to care for the newborn child.
- The placement with the employee of a son or daughter for adoption or foster care.
- Care for the employee's spouse, son, daughter, or parent, with a serious health condition.
- Serious health condition that makes the employee unable

to perform the functions of the employee's job.

Medical certification may be required for serious health conditions. Certain leaves may be required before the actual event, e.g., leaves for the birth of a child or for placement for adoption or foster care. No maximum age limits applies to children who are the subject of adoptions or foster care placements.

Leave Entitlement

Eligible employees may be entitled to up to 12 weeks of FMLA leave in any 12-month period. The 12-month period of time is measured forward from the time that leave commences. Leave for birth or placement for adoption or foster care must end within 12 months after the birth or placement. In the event that both the husband and wife are employed by the company, only a total of 12 weeks combined leave may be taken for birth (or subsequent care), placement for adoption or foster care (or subsequent care), or to care for a parent with a serious health problem.

Leave need not be paid. However, paid leave may be substituted in accordance with paid leave outlined in the individual Employment Agreement, for any FMLA - qualifying purpose. Specifically, the school allows up to 12 weeks leave after the birth of a child, however, the number of paid leave days will be limited to paid leave outlined in the individual Employee Agreement.

Employee Benefits during Leave

The employee's group health plan coverage must continue on the same conditions as if continuously employed and the same benefits must be maintained.

Employment Reinstatement

After FMLA leave, an employee is entitled to the same or equivalent position, with equivalent benefits, pay and other terms and conditions of employment.

Paid versus Unpaid Leave

Salaried employees are granted a set number of paid leave days per year, as outlined in individual employment agreements. Professional teaching staff is paid annually for teaching a set number of days. When a teacher is absent using a personal day, the school will pay for the substitute. This is considered paid leave. When a teacher has exceeded the number of personal days authorized, and the teacher is absent, the teacher must pay the cost of the substitute. This is considered unpaid leave. In the case of unpaid leave, the salaried employee receives the daily wage minus the substitute cost.

For non-teaching salaried employees, missed work days exceeding the authorized leave days will first be counted as vacation time. If the employee misses work with authorization, exceeding vacation time, then the daily rate of pay will be subtracted from the paycheck following the absences.

Military Leaves of Absence

Leaves of absence without pay for military or Reserve duty are granted to full-time regular and part-time regular employees. If an employee is called to active military duty or to Reserve or National Guard training, or volunteer for the same, the employee should notify his/her supervisor and submit copies of military orders as soon as is practicable. Employees will be granted a military leave of absence without pay for the period of military service, in accordance with applicable federal and state laws.

Annual Reserve and Guard training, if possible, should be scheduled during summer months so as not to conflict with teaching requirements. However, in the event a teacher must serve during the school year, if personal and vacation time has been exhausted this time will be granted in unpaid status.

For military members who are called to active duty (not weekend training or required annual tour) during the school year, salaried employees will receive a portion of their pay to cover any lost wages active duty service may cause. Teachers will receive the difference between the daily rate and the substitute cost.

For example, if a teacher makes \$101 dollars per day of instruction and a substitute costs \$71 dollars, MA will pay the teacher the \$30 difference.

Non-teaching employees will receive the difference between their active duty pay and their normal daily wage. If the daily active duty pay is higher than MA pay, MA will suspend the salary until the employee returns to work.

For example, if the daily wage from MA is \$180 and the daily wage from the military is only \$100, MA will pay \$80 per day for each active duty work day.

Jury and Witness Duty Leave

All employees are allowed unpaid time off if summoned to appear in court as a witness or serve as members of a jury. To qualify for jury or witness duty leave, you must submit a copy of the summons to serve or appear as soon as it is received. In addition, proof of service must be submitted when your period of jury or witness duty is completed. Mountainville Academy will make no attempt to have your service on a jury postponed except when business conditions necessitate such action.

Workplace Searches Policy

Mountainville Academy reserves the right to question employees and all other persons entering and leaving our premises, and to inspect any packages, parcels, purses, handbags, briefcases, lunchboxes, or any other possessions or articles carried to and from school property. In addition, Mountainville Academy reserves the right to search any employee's office, desk, physical and digital files/computers, locker, or any other area or article on our premises. In this connection, it should be noted that all offices, desks, files, computers, lockers, and so forth, are the property of the school and are issued for the use of employees only during their employment with Mountainville Academy. Inspections

may be conducted at any time at the discretion of the Director, Head of Operations, and/or Board of Trustees.

Violation of this policy, through refusal to cooperate, can result in disciplinary action up to and including termination.

Electronic and Telephone Communications Policy

All electronic and telephonic communication systems and all communications and information transmitted by, received from, or stored in these systems are the property of Mountainville Academy and as such are to be used solely for job-related purposes. The use of any software and business equipment, including, but not limited to, facsimiles, computers, the school's E-mail system, the Internet, and copy machines for private purposes is strictly prohibited.

Use of the World Wide Web includes all restrictions which apply generally to the use of the school's E-mail and other electronic and telephonic equipment, as noted above. In addition, the following rules apply with respect to Internet usage:

- **No Browsing of Restricted Content Web sites:** The school may block access to Web sites which contain pornographic material. However, the World Wide Web changes on a daily basis. In this connection, users who find new sites which the school has not yet blocked are required to report such sites to the appropriate individuals in the school's Technology Department. Browsing web sites that contain pornographic material is never allowed and doing so will lead to termination. Employees are not allowed to download pornographic material via the Internet.
- **No Downloading of Non-Business Related Data:** The school allows the download of files from the Internet. However, downloading files should be limited to those which relate directly to school business.
- **No Downloading of Application Programs:** The school does not permit the download or installation on school computers of application software from the Internet. Such software may not only contain embedded viruses, but also is untested and may interfere with the functioning of standard school applications.
- **No Use of Subscription-based Services without Prior Approval:** Some Internet sites require that users subscribe before being able to use them. Users should not subscribe to such services without the express approval of the school administration or Board.

Camera Cell Phones

Camera capable cell phones are not allowed on school property. If you have a camera capable phone you are directed to leave the device in your vehicle. Bringing a camera

capable cell phone into the school working environment can be cause for disciplinary action up to and including termination.

Key Policy

This policy is to ensure that Mountainville Academy facilities and property are only accessed for authorized purposes, ensuring health and safety while at the same time providing an open, safe, comfortable, and efficiently run environment that contributes to meeting the teaching objectives of the school. Within this Key Policy, "key" or "keys" will mean: keys; key cards; access codes; passwords; any physical device, piece of information or process used to gain access to all or any part of the school; and any combination of these.

Guidelines

1. The Administrative Director shall provide specific guidelines to all school personnel concerning keys, as well as non-school time access procedures.
2. The Administrative Director shall designate an employee as Key Manager who shall maintain an inventory of all keys together with a list of school personnel to whom each key is issued, and maintain secure storage of master keys, duplicate keys, and unassigned keys.
3. Upon request, the Key Manager will provide any key being stored to the Administrative Director or Board of Trustees.
4. School personnel are issued keys from the Key Manager for access to the building and parts thereof to facilitate their work at the school. Any other use of the building must be approved as outlined in the school's Facilities Use Policy.
5. In no instance will school personnel loan, duplicate, re-assign, or transfer their keys, other than to the Key Manager, the Administrative Director, or a member of the Board of Trustees.
6. Keys will be returned to the Key Manager upon request, or at the end of employment or assignment that requires keys.
7. The installation of new locks or the re-keying of existing locks must have prior approval of the Administrative Director. Furthermore, this new lock installation or re-keying must either be keyed to allow access by an existing school master key, or have a duplicate of the key provided to the Key Manager for secure storage.
8. School personnel shall not use their keys to grant access to any part of the school to any person that does not have authorized keys to that part of the school, unless the person is accompanying and is being supervised by the school personnel.
9. Access to school building and grounds outside of regular school hours shall be limited to personnel whose work requires it or for activities that have been approved by the Administrative Director or Board of Trustees.
10. It shall be the responsibility of school personnel to secure the facility if he/she is accessing it outside of designated business hours. At no time shall students be allowed in the school building or part thereof without approved supervision.

Note: During public and school holidays the school Administrative Director may restrict some access as required.

Lost/Temporary Keys

Lost keys/cards shall be reported immediately to the Administrative Director. For any additional keys a Key Request Form must be filled out and signed by both the employee and the Administrative Director. Temporary keys can be issued for one-time use (through the school administration) for classroom assistance, or in cases where a key has become temporarily unavailable (for example, left at home). These keys must be returned within the agreed time-frame or a fee of \$50 will be issued. If a key is not located and/or returned within 7 days it will be deemed lost and a fee for re-keying or replacing those locks affected up to and including the entire facility will be issued.