



***UBAH MEDICAL ACADEMY***

***Employee Handbook***

***UBAH MEDICAL ACADEMY***

***2019-2020***

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## **ADMINISTRATION PHILOSOPHY**

*Ubah Medical Academy (UMA)* pledges that to the best of our abilities and efforts, the following principles will govern our actions with employees and students.

*Ubah Medical Academy's* employees and student's welfare is very important to the success of our school. Every employee is considered a member of our team. The success of our School and its students is built on the recognition of the skills and efforts made by each staff member. It is our policy to work with all members of our team in a fair and friendly manner and to treat each team member with dignity and respect.

The administration of *Ubah Medical Academy* will work continually for the benefit of our staff, students, parent(s) or guardian(s), and our community.

General conditions such as safety, cleanliness, and employee accommodations will be evaluated periodically for possible improvement and will always compare favorably with good institutional practice. We will be pleased to meet with any employee to discuss suggested improvements in working conditions.

We will devote our best effort to conducting a well run School system that creates an atmosphere of harmony for the staff, students, parent(s) or guardian(s) and the community and provide positive role models to the children.

# SECTION I: INTRODUCTION

## 1.1 FOREWARD

We believe in keeping employees fully informed about *Ubah Medical Academy's* policies, procedures, practices, and benefits, what employees can expect from the School and the obligations assumed as an employee of *Ubah Medical Academy*. This practice is designed to provide fair treatment for employees. All employees are expected to become familiar with the policies, procedures, practices, and benefits of *Ubah Medical Academy*. This handbook is intended to provide employees with this information. The policies and practices described in this handbook reflect a great deal of concern for the people who make it possible for *Ubah Medical Academy* to exist . . . **its employees.**

Nothing contained in this handbook is intended to create a contract (express or implied), or otherwise to create legally enforceable obligations on the part of *Ubah Medical Academy* or its employees.

Because *Ubah Medical Academy* is a growing, changing school, administration reserves full discretion to add, modify, or delete provisions of this handbook at any time without advance notice. For this reason, employees should check with administration to obtain current information regarding the status of any particular policy, procedure, or practice. No individual other than the School Director and/or Board of Directors of *Ubah Medical Academy* has the authority to enter into an employment agreement or any agreement that modifies the School policy. Any such modification must be in writing and must be signed by the Director of *Ubah Medical Academy* and approved by the Board.

All employment at *Ubah Medical Academy* is *at will*. No one other than the School Director and Board of Directors of *Ubah Medical Academy* has the authority to alter this policy for a specified period of time, or to make any agreement contrary to this policy. Any alterations and any such agreement must be in writing and must be signed by the Director and approved by the Board of Director of *Ubah Medical Academy*.

Descriptions of various fringe benefits (such as group insurance) are only summaries. Should the descriptions in this handbook differ with any formal agreement or document involved, the formal agreement or document shall be considered correct.

**The policies and procedures described herein supersede all prior policies and procedures.**

## 1.2 AUTHORIZATION AND DISTRIBUTION OF HANDBOOK

*Ubah Medical Academy Employee Information Handbook* is available to all personnel in the School. It may not be shared with other institutions or non-personnel other than employees of *Ubah Medical Academy* without the approval of administration or as required by law.

# UBAH MEDICAL ACADEMY

## 1.3 MISSION STATEMENT

The mission of *Ubah Medical Academy* is to provide students with a rigorous education that will prepare them for college and the pursuit of medical or other meaningful careers in our community. As a public charter high school, *Ubah Medical Academy* is open to all students, but our program is inclusively designed to meet the unique needs international students and their families have in a culturally sensitive environment.

## 1.4 SCHOOLAL BACKGROUND AND GOALS

*Ubah Medical Academy* was formed in response to the East African community's experience with the limited educational opportunities available in other schools. In addition, a thriving Twin Cities International Schools (K-8), were formed previously with support from the East African community. Thus, it was deemed a high school would provide for a continuation of a rigorous education and system created for the students.

East Africans, mostly Somali and Oromo, are the fastest growing population in Minnesota – the Twin Cities community alone is estimated at 40,000 – 50,000 and this influx shows no sign of abating. New refugees are arriving on a daily basis. Over the last three years, the number of Somali students in the Minneapolis public Schools has tripled and large urban School districts throughout the Twin Cities region have struggled to address the needs and challenges of this new community. East African children typically arrive in the United States with little formal schooling and enter the educational system academically behind their English-speaking, American-born peers; their parent(s) or guardian(s) are often just learning English themselves and work multiple jobs, making it nearly impossible to either supervise or help their children with their homework. East African educational leaders, alarmed that their children were not reaching levels of academic achievement necessary to lead successful adult lives, started a grass-roots initiative to create three public charter Schools to meet the special needs of children in the East African community.

*Ubah Medical Academy* opened in the fall of 2004 to provide best-practice ESL instruction (English as a Second Language) in an American School environment. The curriculum of the School relies upon research-based academic programs with nationally proven track records: the Accelerated Reading program, College in the Schools courses, and a Newcomer/ESL program are all oriented toward enabling students to master the English language and other areas crucial for leading positive, active lives as United States citizens. The learning environment, however, is as important as the materials being taught. All efforts are made to limit class size to ensure individual attention and to provide members of the East African community as teaching assistants, acting as tutors, counselors, interpreters, and providing a vital link to the community.

The success of the Schools is evident in many areas. The Schools have operated at maximum enrollment for 14 years. The acquisition of a new building site in August 2007 allowed the School to double its classroom, library, computer lab and gym space.

Currently about 325 students attend Ubah Medical Academy with over 800 attending our sister elementary and middle schools. The Schools also have an uncharacteristically high attendance rate contradicting National statistics for students identified as urban poor. These successes are only possible with strong community and parental involvement. The past years have illustrated that such collaboration and involvement have effectively worked to provide the best possible education for East African children in the Twin Cities metropolitan area.

## **SECTION II: EMPLOYMENT POLICY AND PROCEDURES**

### **2.1 EQUAL EMPLOYMENT OPPORTUNITY POLICY**

*Ubah Medical Academy* hereby affirms its conviction that all persons are entitled to equal employment opportunities, and for no reason will applicants for employment or employees be discriminated against on the basis of their race, color, creed, religion, age, national origin or ancestry, sex, sexual orientation, disability, veteran status, marital status, familial status, status with regard to public assistance, activities in a local commission, or any other protected class defined by applicable law. In addition, we hereby declare that the School's policy of non-discrimination shall prevail throughout every aspect of the employment relationship, including recruitment, selection, placement, training, compensation, promotion, transfer, layoff, recall, discipline, and termination.

In addition, *Ubah Medical Academy* does not discriminate against any substitute teacher or independent contractor in work assignments for the School.

Further, we will not retaliate against anyone who has opposed employment practices, which may be illegal under the equal opportunity affirmative action laws, because they have testified or participated in any proceeding relating to the unlawful discrimination or harassment.

Any employee who is found to have violated any of these policies will be subject to disciplinary action, up to and including discharge. Employees who believe they have been subjected to discrimination or harassment must contact the Director of *Ubah Medical Academy* or the School Board Chair directly. The School cannot investigate and take appropriate action against, or be responsible for, the unlawful conduct unless notified/contacted.

### **2.2 COMMITMENT TO EQUAL EMPLOYMENT OPPORTUNITY POLICY**

*Ubah Medical Academy* was built upon teamwork and equal opportunity. We will continue to be successful when people are treated fairly and allowed to advance and achieve their full potential. We are proud of the fact that we extend equal employment opportunities to all qualified employees and applicants for employment without regard to race, color, religion, sex, age, national origin, sexual orientation, disability or other conditions protected by law. Disabilities requiring accommodation will be reasonably accommodated as required by law.

We work hard at *Ubah Medical Academy* to promote the fulfillment of human potential and equal employment. We will take action to ensure that all qualified protected class individuals are given the opportunity to know of openings, are encouraged to seek promotions, are considered for promotion opportunities and, when qualified, are hired or promoted.

All phases of employment including, but not limited to, recruiting, hiring, selection for training, promotion, demotion, discipline, rates of pay or other compensation, transfer, layoff, termination, recall, use of all facilities and participation in all Schools-sponsored activities, will be administered so as to further the principle of equal employment opportunity.

## **2.3 EMPLOYMENT AT WILL**

Employment with the School is at-will. This means that the employee may resign at any time and The School retains a similar right. No manager, supervisor, or representative of the School other than the Director has authority to enter into any agreement to the contrary. No such agreement may be made, nor is valid unless in writing signed by the Director. This handbook does not modify or limit the employment at-will relationship.

## **2.4 EMPLOYMENT PROVISIONS OF THE *AMERICANS WITH DISABILITIES ACT (ADA)***

Title I of the *Americans with Disabilities Act* prohibits discrimination in any terms or conditions of employment for qualified individuals with a disability.

The *Americans with Disabilities Act* requires that employment decisions be based on the ability of a person to perform the essential functions of a job and not the person's disability or limitations.

Further, it requires administration to reasonably accommodate individuals with disabilities when necessary.

To comply with the employment provisions of the *Americans with Disabilities Act*, *Ubah Medical Academy* will:

- Identify the essential functions of a job,
- Determine whether a person with a disability, with or without accommodation, is qualified to perform the duties; and,
- Determine whether a reasonable accommodation can be made for a qualified individual.
- Employees requiring reasonable accommodations should contact the ADA Coordinator.

## **2.5 PREGNANCY AND NURSING ACCOMMODATIONS**

*Ubah Medical Academy* makes every effort to accommodate female employees for health conditions related to pregnancy and childbirth if requested and upon the advice of her health care provider. Employees are encouraged to talk to their supervisor, or the HR Consultant, regarding requested accommodations.

Following the birth of a child, the school will make efforts to provide reasonable, unpaid break times and privacy to nursing mothers.

## **2.6 HARASSMENT POLICY AND PROCEDURES**

The policy of *Ubah Medical Academy* is to ensure and maintain a working environment free of all forms of harassment, intimidation, coercion, violence or any form of harassment that creates a hostile work environment. Administration will ensure that all supervisors and other personnel carry out this policy. 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 or her race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law, or that of his or 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.

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 that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on company time or using company equipment by e-mail, phone (including voice messages), text messages, social networking sites or other means.

Harassment includes, but is not limited to:

**Verbal harassment**, such as making a joke, derogatory comment, epithets, vulgar or profane words and expressions, slurs that refer to a certain ethnic group, race, sex, nationality, age, disability, sexual orientation, religion, or belief, marital status, status with regard to public assistance, or activities in a local commission;

**Physical harassment**, such as assault and blocking, threats or acts of violence, intent to inflict bodily harm, impairing or otherwise physically interfering with an individual's normal work or movement;

**Visual forms of harassment**, such as derogatory posters, cartoons, drawings; or

**Sexual harassment**, such as unwelcome sexual advances or requests for sexual favors, verbal, visual, or physical conduct of a sexual nature. These acts may consist of name calling, obscene jokes, sexually suggestive comments or insulting sounds; graphic or verbal comments of a sexual nature about a person's anatomy; or displaying sexually suggestive objects, posters drawings or pictures.

**Sexual orientation harassment**, such as making a joke, derogatory comment, epithets, vulgar or profane words and expressions, slurs that refer to the individual or discrimination in any other form of intimidation due to their sexual orientation.

**Cyber harassment**, refers to online harassment. Cyber harassment or bullying is the use of email, instant messaging, and derogatory websites to bully or otherwise harass an individual or group through personal attacks. Cyber harassment can be in the form of flames, comments made in chat rooms, sending of offensive or cruel e-mail, or even harassing others by posting on blogs or social networking sites.

## **REPORTING PROCEDURES**

Any person who believes he or she has been the victim of harassment or violence by a student, parent(s) or guardian(s), employee, Administrator, Board member, subcontractor, or vendor should report the alleged acts immediately to an appropriate School official designated by this policy. The School encourages the reporting party or complainant to use the report form available from the Director of the School or available from the School office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to the School Human Resource Officer or Director.

Human Resources is the primary person responsible for receiving oral or written reports of religious, racial, sexual harassment or violence at the building level. Alternatively, reporting may be made to a Counselor or the Director. Any School personnel who receives a report shall inform the Director immediately.

Upon receipt of a report, a Director must notify the School Board chair. A written statement of the alleged facts will be prepared as soon as practicable by the Director. If the report was given verbally, the Director shall personally reduce it to a written form within 24 hours. If the complaint involves the Director, the complaint shall be made or filed directly with the School Board chair.

The Board hereby designates the Director or his/her designee as the School Human Rights officer to receive reports or complaints. If the complaint involves the Director, the complaint shall be filed directly with the Board chair.

Employees may also directly complain to the Authorizer or the Minnesota Department of Education using their complaint hotlines or web-links.

The School shall conspicuously post the name of the Human Resource Officer(s), including mailing addresses and telephone numbers.

All complaints of harassment will be investigated promptly, put in writing and when necessary corrective action will be taken. Any investigation of such complaints will be treated as confidentially as possible. No individual will be punished or suffer any adverse action as a result of bringing any good faith harassment complaint to the school's attention.

### **Use of formal reporting forms is not mandatory**

Any supervisor, administration official, Board member, staff member, parent(s) or guardian(s), student, vendor, or any other person in connection with their employment who is found to have engaged in harassment or retaliation against an employee for exercising rights protected by this policy will be subject to appropriate discipline, up to, and including discharge.

The School will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the School's legal obligations to investigate, to take appropriate action, and to conform to any discovery or disclosure obligations.

The School cannot investigate and take appropriate action unless the appropriate individuals have been directly advised in detail of all incidents believed to be unlawful harassment. Failure to notify the appropriate personnel will delay or preclude any responsibility of *Ubah Medical Academy* to take appropriate action or be responsible for unlawful conduct.

## **INVESTIGATION**

By authority of the School Board, the Human Resource Officer, upon receipt of a report or complaint alleging harassment, violence, or any form of harassment that creates a hostile work environment, shall immediately undertake or authorize an investigation. The investigation may be conducted by School officials or by a third part designated by the School.

The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

In determining whether alleged conduct constitutes a violation of this policy, the School should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incident occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances.

The investigation will be completed as soon as practicable. The Director shall make a written report to the School Board chair upon completion of the investigation. If the complaint involved the Director, the report maybe filed directly with the School Board chair. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

Complaints made directly to the Authorizer or Minnesota Department of Education will be promptly addressed using the above processes under the mandate of the HR Director and School Director. Such allegations must get written responses immediately.

## **SCHOOL ACTION**

Upon receipt of a report, the School will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, or termination. School action taken for violation of this policy will be consistent with requirements of applicable Minnesota and federal law and Board and School policies.

The results of the School investigation of each complaint filed under these procedures will be reported in writing to the complainant by the School in accordance to the Privacy Act of 1974.

## **REPRISAL / RETALIATION PROHIBITED**

The School will discipline or take appropriate action against any student, parent(s) or

guardian(s), staff member, administrator, Board member, subcontractor, vendor, or volunteer who retaliates against any person who makes a good faith report for alleged harassment, acts of violence, or any action(s) that creates a hostile work environment, or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

## **RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES**

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Education, the school's Authorizer, initiating civil action, or seeking redress under the state criminal statutes and/or federal law.

### **2.7 HARASSMENT OF VIOLENCE AS ABUSE**

Under certain circumstances, alleged harassment or violence may be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minn. Stat. 626.556 may be applicable.

Nothing in this policy will prohibit the School from taking immediate action to protect the victims of alleged harassment, violence, or abuse.

### **2.8 ORIENTATION**

Each year when the School term resumes all employees will receive orientation that will provide information such as benefits, job duties, and areas of responsibility, policies and procedures. This is a time to change or adjust personal information, benefits, or to get any of your questions answered. A copy of the *Employee Handbook* will be made available to each employee to read and review.

After reviewing the handbook, each employee will be required to sign an Acknowledgement of Receipt and Understanding. The signed/witnessed copy of the *Acknowledgement of Receipt and Understanding* will become part of the employee's personnel file.

The *Employee Information Handbook* is the property of *Ubah Medical Academy* and information contained within cannot be shared or leave the premises without the authorization of the Director.

### **2.9 EVALUATION PERIOD**

*Ubah Medical Academy* employee is given an opportunity to be evaluate for their growth and for their progress; and for the ultimate employment relationship to continue. Evaluations are done according to a scheduled evaluation process in alignment with MN State Statute 122A.40 (Subd. 8) for licensed professionals employed by the school. All non-licensed employee's appraisals will be done on an annual or as needed basis.

The completion of an evaluation should not be considered a guarantee of full-time employment

or an increase of wage. *Ubah Medical Academy* evaluates employees on a continuing basis to review performance standards, rules of conduct, and adherence to the philosophy and beliefs of *Ubah Medical Academy*.

## **2.10 ATTENDANCE**

Regular and on-time attendance is expected for efficient operations at *Ubah Medical Academy*. Excessive absenteeism and tardiness is not only inconvenient but also causes costly problems, affects team morale and places students at risk. While it is recognized that an occasional illness or extenuating personal reasons may cause unavoidable tardiness or absence from work, regular on-time attendance is required for continued employment.

**Employees must contact Human Resources** prior to 6:00am on the date of the absence. Sending a text notification is sufficient. This allows time for arrangements to be made to redistribute work, if necessary. Employees must continue calling Office Manager or Director until they reach someone 'in-person'. *Ubah* encourages employees to stay home when sick.

**Unacceptable attendance truancies such as coming to work late and leaving work early or during prep-time without permission or signing out; and being tardy, being away from your assigned work stations, or unexcused absences are subject to disciplinary action.**

If an employee is absent from work without informing the School for 48 hours, it is considered job abandonment and employment will be considered terminated as of the last day worked by the employee.

## **2.11 EMPLOYEE CONCERNS**

*Ubah Medical Academy* believes in open communication. If an employee has a suggestion or concern, administration wants to know about it. In most cases, an employee will get satisfaction by discussing the matter with the Director. However, the School recognizes that not all complaints will be satisfactorily resolved between an employee and the Director.

For complaints, which cannot be resolved informally, the following procedure has been established to ensure a fair and impartial review. All complaints will be given prompt and objective consideration in an atmosphere of mutual assistance.

### **Informal Complaint Process for School Staff about School Staff/Board Members/Policy**

**Step 1:** If you have an issue or concern with another staff member, you should initially discuss the problem with the person involved. If you have a concern regarding a school policy, you should initially discuss it with the Director.

**Step 2:** If a resolution of these issues is not reached through Step 1 or the two involved parties are not willing or able to discuss the issues, your next step is to involve one of the following as a third party, Director or Board chair.

**Step 3:** If a resolution of these issues is not reached through Step 2, your next step is to begin

the formal complaint process. Although this process will be confidential, identity cannot be withheld from the person accused.

### **Formal Complaint Process for School Staff about School Staff/Board Members/Policy**

**Timelines:** The formal complaint procedure is set up to take no more than 40 working days. To have a remedy under the formal complaint process, complaints must be filed within 30 days of the incident. Complaints filed more than 30 days after the incident will not be accepted.

**Step 1:** You will obtain a formal complaint form from the high school Office Manager. Complete the form and return to the Director(s). If one of the Director is the subject of the complaint, return form to the Board Chair.

**Step 2:** The recipient of the formal complaint will be the judicial advisor and conduct an investigation. The judicial advisor will send notification in writing to the accused within 5 working days of receiving the complaint.

**Step 3:** The judicial advisor will notify the complainant and the accused of their findings. Notification of findings will be sent within 15 working days of the complaint being filed. The complainant will receive the results of the investigation in writing. The complainant will review the findings and decide if they are satisfied with the results. If they are not satisfied with the results, they may proceed to Step 4.

**Step 4:** The complainant may appeal the ruling by notifying the judicial advisor in writing within five days. The judicial advisor may refer the appeal to a hearings committee at their discretion. The hearings committee consists of the following people: Director(s), counselor, and a staff member appointed by the Director. If the complaint involves one of the Director, the board chair will replace them on the hearings committee. If the complaint involves a board member, another board member will replace the staff member on the committee and the board chair will replace the Director.

**Step 5:** A final decision is made. The judicial advisor will make the final decision on the appeal and notify the complainant and the accused in writing within 10 working days.

This complaint reporting procedure does not apply directly to complaints of harassment which are more specifically discussed in *Harassment Policies and Procedures*.

## **2.12 PERSONNEL FILES**

*Ubah Medical Academy* will maintain a file on each employee. An employee's personnel file begins with his/her completed employment application form. From time to time, information will be added to this personnel file regarding an individual's employment status with the School. Personnel files are the property of *Ubah Medical Academy* and will be treated the same as any other confidential School information.

All employees should notify Human Resources of any changes in status, i.e. marital status, exemptions, dependents, address, telephone number, beneficiaries, emergency contact, etc. Personnel files are the property of the Company. Employee personnel files include the

following: job application, job description, résumé, records of participation in training events, salary history, records of disciplinary action and documents related to employee performance reviews and recognition.

Only those with direct need-to-know status are allowed access to individual personnel records. Access will normally be limited to Human Resources, the supervisor and members of the leadership team with a need to know.

In the state of Minnesota, employees have various legal rights and remedies related to the contents of their personnel files. As an employee these rights extend to you and include:

- the opportunity to review the contents of your personnel file, upon written request to Human Resources, once every six months as an active employee and once each year after termination of your employment for as long as the record(s) are maintained. Requests will be honored within five (5) business days.
- the opportunity to receive a copy of the contents of your personnel file, upon written request to Human Resources and,
- The opportunity for you to dispute information that is contained in your file and request that the information be removed. If we do not agree with your request to have the information removed, you have the opportunity to include a statement that outlines your position.

The School also has obligations associated with this law and may not:

- use information from your personnel file that was intentionally omitted during your review in a civil or administrative proceedings and,
- Retaliate against you for exercising your rights with respect to your personnel file.
- The Minnesota Department of Labor and Industry enforces this law. If it is determined that the School has not acted in good faith in complying with the provisions of this law, various remedies for violations and retaliation may be available to you.

The following provisions apply with respect to the School's standards for establishing, maintaining and handling employee personnel files:

- All official records concerning an employee will be kept up-to-date, insofar as possible, and all employees shall promptly report all pertinent personal information and data changes to administration.
- Employees will be permitted to review their personnel files and request a free copy (if desired) as permitted by applicable laws.
- The personnel file of an employee terminating employment will be maintained in accordance with applicable state and federal laws.

Employee personnel files may include the following:

- Offers of employment

- Work Agreement
- Job Description
- Performance appraisal reports
- Disciplinary action notices
- Special commendation information
- Educational achievement records
- Status changes affecting employee's work and salary history
- Payroll information
- Transcripts/Licenses
- Benefit information relevant documents as determined by the supervisor

Employees may request to review their personnel file provided the following provisions apply:

- If an employee makes a request to review their personnel file, the Director and/or the Human Resources Generalist will have the responsibility of coordinating that review.
- The Director and/or the Human Resources Generalist must be present while the employee reviews his/her personnel file.
- The employee may take notes, but may not remove, deface, or otherwise make notations on the documents in his/her personnel file.
- Upon a written request from the employee, the School will provide a copy of any item(s) in the employee's personnel file.

All information in employee personnel files is considered confidential. This information will only be available to the employee, senior administration personnel, supervisors or supervisors who are responsible for the employee and appropriate professional advisors, or consultants to the School on an as “need to know basis”.

## **2.13 SOCIAL SECURITY**

The cost of Social Security is shared between employees and the School. For every dollar an employee puts into Social Security, *Ubah Medical Academy* matches that dollar.

Social Security provides benefits for employees and their families as specified by law in the event of retirement, hospitalization after age 65 (Medicare), total and permanent disability before age 65, and death. Contact the local Social Security Office for details.

## **2.14 UNEMPLOYMENT COMPENSATION**

Unemployment compensation is another form of insurance, which is paid for entirely by *Ubah Medical Academy*. Unemployment compensation helps employees meet a loss of income resulting from unemployment beyond their control by paying certain benefits while they are out of work. This form of protection is in addition to group insurance, Social Security, and Workers' Compensation.

## 2.15 RULES OF CONDUCT

It is the policy of *Ubah Medical Academy* to expect all employees to abide by certain work rules and display professional conduct at all times. The regulations governing employee conduct and responsibilities have been established in the best interest of the School, its employees, students, and community.

Accordingly, a violation of these regulations constitutes misconduct on the part of the employee and appropriate disciplinary action will be initiated. **These rules are guidelines only and are not all-inclusive.** Disciplinary action may include, but is not limited to, verbal reprimand, written notice, and suspension from work with or without pay, and immediate termination of employment. Administration reserves the right to terminate or discipline any employee of *Ubah Medical Academy* it considers necessary and is based on individual circumstances.

## 2.16 POLICIES ON MISCONDUCT

All schools face the risks that come from misconduct. As with all business exposures, we must be prepared to manage these risks and their potential impact in a professional manner.

Our goal is to establish and maintain an environment of fairness, ethics, and honesty for our staff, students, vendors, and the community. To maintain such an environment requires the active assistance of every staff member everyday.

Our School is committed to the deterrence, detection and correction of misconduct. The discovery, reporting, and documentation of such acts provides a sound foundation for the protection of innocent parties, the taking of disciplinary action against offenders up to and including dismissal where appropriate, the referral to law enforcement agencies when warranted by the facts, and the recovery of assets.

The purpose of these policies is to communicate to the staff the definitions of misconduct and the specific instructions for investigation and action if case of suspected violations.

## 2.17 EXAMPLES OF MISCONDUCT

The following are only examples of misconduct for which an employee may be subject to discipline up to and including termination. These examples do not constitute a complete list of the circumstances for which discipline will be warranted.

- **Absenteeism that exceeds the sick time or personal time specified in the work agreement with the exception of FMLA (Family Medical Leave).**
- **Tardiness that exceeds 7 days per school term.**
- Falsification of any records or reports i.e., absence from work, claim pertaining to injuries occurring on School premises, claims for any benefits provided by the School, communications or records including personnel and production records. Forgery or alteration of documents.

- Fraud and other unlawful acts.
- Restricting output, or persuading others to do so, or promoting, encouraging, agitating, engaging in or supporting suspension of work, slowdowns or any other interruptions of production.
- Sabotage or subversive activity of any kind.
- Misuse or removal from the premises, without authorization, of any of the School's property or possession of any property removed from the School's premises without proper authorization.
- Being under the influence of, having in possession, transporting, selling, or promoting alcohol, any intoxicant, any narcotic, any barbiturate, any amphetamine, any hallucinogen, or any other stimulating or depressing drug during the course of the workday or on School's premises at any time.
- Fighting or other unacceptable immoral conduct while on the School's premises. Violence, threats of violence, or attempts at physical violence while on the job.
- Bringing weapons onto the premises. (Refer to Weapons Policy)
- Willful abuse or deliberate destruction of School property, tools or equipment, or of any property on the School premises.
- Gross insubordination "a willful and deliberate refusal to follow reasonable orders given by a supervisor or member of administration".
- Violation of the School's *Equal Employment Opportunity Policy* or *Policy on Harassment*.
- Sleeping during assigned work time.
- Gaining unauthorized access to the School's records and files.
- Failure to immediately report to administration any work related injury or accident.
- Refusal to perform duties in the job description or continuous performance of substandard work both in quality and quantity after having been instructed in proper procedure and technique.
- Idle gossip or dissemination of confidential information within the School without a business needs to know, such as personal, business, or financial information.
- Engaging in horseplay, practical jokes, gambling, selling merchandise, solicitation, or general loitering while on the School's property.

- Using profane language on School property, which in administration's opinion is offensive to visitors, students, and other staff members.
- Planning, directing, encouraging, or aiding any students to engage in hazing activities.
- Failure to follow School policies and procedures or acts which violate the School's mission or core values.

The School specifically prohibits these and any other illegal activities in the actions of its staff, board members, volunteers and other individual responsible for caring out the School's activities.

## **2.18 REPORTING PROCEDURES**

It is the responsibility of every employee, supervisor, administrator, and Board member to immediately report suspected misconduct or dishonesty to the Director of the School. Anonymous reports to the Director are acceptable. Any reprisal against any employee or other reporting individual because that individual, in good faith, reported a violation is strictly forbidden.

## **2.20 REDUCTION OF WORKFORCE**

In the event that a reduction in the School's workforce becomes necessary, administration will determine the number of employees needed to perform the available work. In determining those employees to be retained, consideration will be given to the quality of each employee's past performance, the need for the position held by the employee, and with all other factors being equal, the length of service of each employee.

If feasible, but not as a vested right, employees subject to termination will be given a notice prior to the anticipated termination. Upon such termination applicable insurance benefits will be extended under Section 10002 (d) of COBRA.

## **2.21 IMMIGRATION LAW COMPLIANCE**

Ubah Medical Academy employs only United States citizens and those non-U.S. citizens authorized to work in the United States in compliance with the Immigration Reform and Control Act of 1986.

Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 within the past three years or if their previous I-9 is no longer retained or valid. If an individual cannot verify his/her right to work within three days of hire, Ubah Medical Academy must terminate employment.

## SECTION III: WAGES AND BENEFITS

### 3.1 EMPLOYMENT STATUS

Employment status is divided into the following categories for the purpose of compensation and benefits. Some School policies and benefits may apply differently to employees hired in different categories. The term "eligible employee(s)" refers to full-time employee(s) unless otherwise designated. Each employee will be advised of the status of his/her position when he/she is hired or if the status changes.

- **Full-time** - Employees hired full time (35hours or more) per week for a School term or per year are considered full-time employees for all compensation and benefit purposes.
- **Part-time** - Employees whose work schedule is less than full-time (less than 30hours) per week for a School term or per year are considered part-time employees for all compensation and benefit purposes. Part-time employees are eligible for some benefits by specific reference only.
- **Temporary** - Temporary employment consists of an obligation to work 40 hours or less per week, for a term that is generally limited to less than one year. Temporary employees are not eligible for any holiday, vacation, sick leave, or any other paid absence benefits.
- **Non-exempt (hourly employees)** - Non-exempt employees are expected to confine their work to the normal workday and workweek unless overtime is authorized in advance by the supervisor. Non-exempt employees will be paid an hourly overtime at one and half (1 ½ times) their regular pay rate for all authorized hours in excess of the forty (40) per week.
- **Exempt** - Employees who are employed in an administrative, executive, or professional category are specifically exempted from the Federal Wage and Hour Law. The hours worked by these exempt employees are often irregular and begin and end outside the normal workday. Exempt employees are excluded from the overtime provisions of the Federal Wage and Hour Law and do not receive overtime pay.

### 3.2 CORE WORK HOURS

The School defined work week for full-time employees is as follows\*\*:

	Licensed Staff*	Support Staff*
Monday	8:30am-4:15pm	8:00am-4:30pm
Tuesday	8:30am-4:15pm	8:00am-4:30pm
Wednesday	8:30am-4:15pm	8:00am-4:30pm
Thursday	8:30am-4:15pm	8:00am-4:30pm
Friday	8:00am-1:00pm	8:00am-1:00pm

*\*Staff are required to remain in the building in the event of late bus dismissal due to weather or uncontrollable circumstances until dismissed by administration.*

*\*\*If the employee contract contains specific language regarding the hours of that position, those hours listed in the contract overrule the hours listed above, here in the handbook.*

ALL STAFF are required to attend the Friday Staff Meeting which begins at 8:00 am. In the event that you are unable to attend the meeting, you must obtain prior approval from Administration.

Additionally, all non-teaching staff must commit to be available for work as of August 1 in the summer.

### **3.3 PAY PERIOD AND PAYMENT OF WAGES**

Ubah Medical Academy operates on a 24 pay period plan. The pay period is semi-monthly. Personnel are normally paid on the 15<sup>th</sup> and the 30<sup>th</sup> of each month for work performed for the prior pay period. If the payday falls on a weekend, then the payday is the Friday before.

### **3.4 TIME RECORDS**

Government regulations under FSLA Act 29 CFR 516.2, require that employers keep an accurate record of hours worked by **all employees**. Non-exempt employees are required to log in their hours each day on a School Time Log. Exempt employees are required to check if they are at work each day. The Administration and Human Resources will log any sick or personal time used. Human Resources will turn the time logs into payroll.

For any missed work time, employees are required to submit a time off request in Paychex/absence leave form upon returning to work in the event of an illness or unforeseen emergency. In the event of personal time or vacation time for qualified employees, a time off request in Paychex/absence leave form should be completed no later than one-week prior to the absence. Employee's requesting personal, banked time usage, FMLA, or vacation time, will be notified if the leave is approved or denied.

Failure to report accurate time information may result in the loss of pay.

If an employee has a question concerning his/her time, he/she should discuss the matter with Human Resources.

### **3.5 PAYROLL INFORMATION**

Following the acceptance of employment, each new employee will be given federal and state tax forms to complete. The completed forms and information regarding starting pay, starting date and any other pay or benefit information will be forwarded to the payroll department. Any change in employee marital status, tax deductions, address, phone number, or other pertinent payroll information must be reported to the payroll department immediately.

The administration will meet twice a year in August and January to approve any new documentation such as licensures, certificates, or degrees that would modify an employee's salary. All documentation needs to be given to Human Resources before August 10<sup>th</sup> to reflect August 30<sup>th</sup>'s payroll or before January 1<sup>st</sup> to reflect the January 31<sup>st</sup> payroll.

### **3.6 PAYROLL DEDUCTIONS FROM GROSS PAY**

The Schools will make arrangements for payroll deductions for the following:

- Federal income taxes
- State income taxes
- Social Security taxes
- Medicare taxes
- Past due taxes
- Garnishments (including child support) or other court ordered wage deductions
- Employee's portion of group insurance premiums
- Minnesota Teachers Retirement Association “TRA”
- Public Employee Retirement Account “PERA”
- If elected, deductions for health care, medical and dependent care Flex Spending Account

The employee must authorize any deductions (other than statutory deductions). No other deductions will be made unless specifically authorized in writing by the employee. Total deductions will be shown on the employee's paycheck stub. Questions regarding payroll deductions should be directed to the payroll department.

### **3.7 ERROR IN PAY**

The Schools take precautions to ensure that employees are paid correctly; however, if an error does occur, the employee should notify the payroll department. The School will make every attempt to adjust the error no later than the employee's next regular pay period.

### **3.8 GARNISHMENT OF WAGES**

Garnishments are court orders requiring an employer to withhold specified amounts from an employee's wages for payment of a debt owed by the employee to a third party. State law requires the School to honor garnishments of employee wages (including child support) as a court or other legal judgment may instruct. The law also provides for an administrative fee to be charged when a garnishment occurs. Garnishments are effective the first pay period after the garnishment is served.

### **3.9 DISTRIBUTION OF PAYCHECKS**

Paychecks will be disbursed in each employee's mailbox on payday. If an employee is absent on payday his/her paycheck will **NOT** be released to a third party. This policy protects both the employee and the Schools.

### **3.10 INSURANCE**

*Ubah Medical Academy* provides a well-balanced benefits program for eligible employees. The insurance becomes available at the day of hire for all employees working 35 hours per week.

At the present time, *Ubah Medical Academy* pays 100% of the employee and dependent monthly

premiums for dental, short and long term disability, life, and accidental death and dismemberment insurance. *Ubah Medical Academy* pays a portion (defined in benefit booklet) of the employee health premium. All other offered coverages are the responsibility of the employee.

Any questions concerning costs, benefits, and/or insurance claim information should be directed to Human Resources or information can be found in the annual benefit booklet.

*Ubah Medical Academy* or its insurers will review these benefits periodically to assure that they keep pace with area practice and are subject to change at any time. Administration and Human Resources will notify employees of open enrollment deadlines for all benefits.

### **3.11 MEDICAL INSURANCE**

*Ubah Medical Academy* provides a medical insurance option to eligible employees through Medica. Please refer to your benefit package for details on plan coverage and co-payments. If you have questions, please contact Human Resources.

### **3.12 DENTAL INSURANCE**

*Ubah Medical Academy* provides a dental insurance option to eligible employees and their dependents through Health Partners. Please refer to your benefit package for details on plan coverage and co-payments. If you have questions, please contact Human Resources.

### **3.13 DISABILITY INSURANCE**

*Ubah Medical Academy* provides you with short-term and long-term disability coverage through Unum. Short term disability reimburses your salary up to a maximum of \$750 per week for class II employees and \$1750 per week for class 1 employees. Coverage begins at the \*4th day of an accident or after \*\*8 calendar days for illness for a short term disability leave through 90 days. Long-term disability coverage begins after 90 days and covers 60% of salary after the disability occurs until retirement.

\*For example, if the employee is injured at work and misses 5 days of work, they will be paid wage-loss benefits for the fourth and fifth days off of work.

\*\*For example, if the employee starts their leave on Monday of week 1, the STD benefits begin on Monday of week 2.

### **3.14 LIFE INSURANCE**

*Ubah Medical Academy* also provides you with life insurance, accidental death, and dismemberment coverage through Unum. In the event of your death, your beneficiary will receive 100% of your annual salary. If the death is an accident, your beneficiary will receive an additional 100% of your annual salary. You must be active under this policy to receive these benefits.

### **3.15 PRE-TAX PREMIUM PLAN FOR INSURANCE PREMIUMS AND DEPENDENT ASSISTANCE CARE PLAN**

*Ubah Medical Academy* offers a Pre-Tax Premium Plan for any health care costs not covered under your medical insurance plan in addition to Dependent Care Assistance Plan for expenses such as day care. Both plans reduce your taxable base so that taxes are lowered and your net pay is increased. These Pre-Tax plans are available immediately upon hire, there is no waiting period.

### **3.16 RETIREMENT SAVINGS PLANS**

At date of hire all employees are eligible to enroll in a voluntary 403(b) Retirement Savings Plan is available to employees working 20 + hours per week are eligible for the 403(b) retirement plan. For questions regarding your 403(b) retirement savings plans please contact Human Resources.

Additionally, under Minnesota law, you will be automatically enrolled in a retirement program:

Teachers – Minnesota Teachers Retirement Association “TRA”. The current employee contribution is 7.5% and *Ubah Medical Academy* matches at 7.5%.

Non-Teaching Staff – Public Employment Retirement Act “PERA”. The employee contribution is 6.25% and *Ubah Medical Academy* contributes 7.25%.

### **3.17 PROFESSIONAL DEVELOPMENT REIMBURSEMENT**

*Ubah Medical Academy* places great value in continued professional development of its staff. Full Time employees may be granted up to \$1000/year for pre-approved professional development activities. These may include, but are not limited to: graduate and/or under graduate level coursework, professional conferences or workshops. Prior approval is required noting that professional development activities will be evaluated on a case by case basis. A compelling argument for requested time off/activity should be presented and the staff member should be prepared to share learnings upon return to school. PD days are used for and approved for time away.

### **3.18 HOLIDAYS**

*Ubah Medical Academy* recognizes the following holidays: Labor Day, Eid al-Fitr, Eid Adha, Thanksgiving, Thanksgiving Friday, Winter Break (which includes Christmas Eve, Christmas Day, New Years Eve and New Years Day), Martin Luther King’s Day, President’s Day, Spring Break, Good Friday, and Memorial Day. For specific dates, please refer to the School’s calendar.

## SECTION IV: TIME OFF/LEAVES

### 4.1 SICK AND SAFETY LEAVE

*Ubah Medical Academy* recognizes that employees need time away from normal work duties for their personal well-being or that of a family member. Sick and Safety Leave may be taken to:

- Care for your own illness or injury
- Care for an ill or injured minor child, adult child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent or stepparent
- Care for yourself or a relative (as listed above) to provide or receive assistance because of sexual assault, domestic abuse or stalking.
- Address a documented emergency
- Attend a funeral (bereavement leave)
- Temporal disability

The School grants time off with pay to employees who meet service requirements.

Full-time employees scheduled 30 or more hours per week accrue one day of sick and safety leave at the end of each calendar month from September through May, and a ½ day is earned the months of June and August

The School reserves the right to request an explanatory note from the employee's medical provider should absences become excessive or extends beyond accrued time off due to a non-job related illness or injury. **The request will be made by the school should time off coincide with a calendar approved non-work day including holidays, 3-day weekends, and breaks.** A note from the employee's medical provider is required if the employee is absent from work three (3) or more days.

The school makes the final determination if the absence is considered excused or unexcused based on policy.

Each full-time employee is eligible to earn ten (10) sick days per School term (2 can be used as PTO/8 as sick days). These sick days can only be used for illness, a documented emergency, medical appointments, to extend a funeral leave, or temporary disability that prevents a staff member's attendance. One (1) sick day is accrued at the end of each completed month, Sept-May, and a ½ day for August & June. It is expected that employees will make every attempt to schedule medical appointments outside of school hours. The sick time schedule is the same for employees on a year round contract. Should a contract be terminated by either the employee or the employer, any used but un- earned time off, will be charged to the employee.

**Requests for Sick Days Off** - Employees who need to request sick leave in advance for future appointments or other sick related issues, must request it at least a week in advance, if possible.

Prior approval for any sick leave needs to be obtained from Administration and/or Human Resources. Any days taken off from work in excess of days earned will not be paid.

If the time requested off exceeds four (4) or more hours, the employee must take a full day (8 hours) off. If the requested time off is under four (4) hours, the employee must take a half-day (4 hours) off. Employees who require a substitute for when they are absent must take a full day off unless arrangements can be prearranged within the building and is approved by the Administration. A half day is considered at 11am.

Teachers: Any unused Sick/PTO days will be paid out at a rate of \$60/day. This payout will occur on the June 30<sup>th</sup> payroll.

Non-licensed staff are not paid out for any unused Sick / PTO days.

## **4.2 PERSONAL LEAVE**

An employee may use up to two of the ten days as specified personal leave and will be deducted from sick days. Personal time **MUST** be approved a minimum of one week in advance by Human Resources and/or Director. If Prior approval is not obtained, the leave may not be paid. Any days taken in excess of days accrued, will be not paid.

Regular and on-time attendance is expected for efficient operations at *Ubah Medical Academy*. Unpaid time off for any reason is generally not available. Requests for unpaid time must be submitted a minimum of one-week prior to date requested and should be made in person to Human Resources and the School Director/Administration for approval.

Personal days may be requested when an employee cannot attend work due to special obligations or emergencies that cannot be scheduled during the non-duty times. Examples of legitimate requests for paid personal days are immigration hearings or appointments, court appearances, estate settlements, financial or business affairs that cannot be scheduled outside of regular school hours, employee wedding (one day will be granted & not come out of the employee sick time), and house closings. All requests are approved at the Director's discretion. The Administration may request documentation regarding the nature for the request.

Should an employee need additional personal time beyond the 2 allowable days, and given that the employee still has available unused sick time, the employee may request to use that time at a charged rate of 2 sick days per additional personal day granted. Requests should be made in person to the Human Resources and the School Director/Administration for approval at a minimum of one-week prior to the date requested.

### **Personal days will not be granted after May 1 and requests are discouraged.**

Personal days should not be requested before or after vacation periods or long weekends during school days. The Director may choose not to grant a personal leave if the absence of the employee would be detrimental to the educational programming of the School or create an unnecessary hardship on the other School personnel.

## **4.3 TRACKING**

All employees are required to indicate on the sign in sheet when they are present and when using sick, personal, professional development or funeral time. This is mandatory under the Fair Labor Standards (FSLA) Act 29 CFR 516.2, which requires employers to keep record of all hours worked by employees. Omission of such information will be grounds for disciplinary action or could result in loss of pay. HR/Administration will maintain an attendance log on each employee recording this information as received.

#### **4.4 SCHOOL CLOSINGS**

*Ubah Medical Academy* is closed for winter break and spring break. The school will be opened in the spring for those students preparing to prep for the MCA.

#### **4.5 PROFESSIONAL DAYS**

Employees may request to be absent from work to pursue professional opportunities related to their work at the School. Such days must be approved in advance by administration and will be paid.

#### **4.6 CIVIC LEAVE**

When an employee is required to serve as a juror or is subpoenaed to serve as a witness on School business, time off up to 30 days with pay will be granted as follows:

- The employee must notify administration upon receipt of the summons.
- A document from the courts which shows the time spent by the employee and the amount paid to the employee minus travel allowances must be submitted to the Accounting Department.
- The School will pay the difference between what the court pays the employee and the employee's regular rate of pay.
- Verification of an employee being seated on a jury, being detained in a jury pool, or subpoenaed as a witness is required.
- An employee who is subpoenaed to serve as a witness for reasons not related to School business take the time off as unpaid leave.
- If the court dismisses the jury early, the employee is expected to return to work as soon as possible (and complete a regular workday comprised of civic time and time on the job.)
- Should the employee's work duties with the School be vital to its operation, the School may ask the court to excuse the employee from jury duty.

#### **4.7 VOTING LEAVE**

Employees are entitled to take time off to vote at a regularly scheduled state primary or general election, of an election to fill a vacancy in the U.S. Congress or in the office of state senator or state representative or of a Presidential primary, unless the election is conducted by mail, without penalty. Time off to vote is time off without deduction from wages.

#### **4.8 FUNERAL LEAVE**

In the event of a death in an employee's immediate family, the employee will be allowed up to five (5) days off with pay in order to assist with arrangements or to attend the funeral. If additional time is necessary, sick time may be used. Immediate family is considered to be spouse, domestic partner, parent(s) or guardian(s), in-laws, child, stepchild, and brother/sister. Three (3) days will be provided for grandparent(s) or guardian(s) and grandchildren. One (1) day will be provided for aunts, uncles, nieces, and nephews.

Prior approval for any funeral leave must be obtained from your supervisor. If prior approval is not obtained, the employee will not be paid for the funeral leave.

Payment will not be made under this policy when a death occurs during an employee's vacation or School closing such as: winter break, spring break, summer break, if the employee is on a Family Medical Leave or absent due to a work related injury and receiving workers' compensation benefits.

The School reserves the right to request substantiation of any death in an employee's immediate family and/or confirmation of an employee's attendance at a funeral.

#### **4.9 VACATION LEAVE**

Applies only to those employees on a year-round contract (Administration and IT). Vacation time may be used any time of the year at the Director's discretion. Vacation requests must be submitted at least one week in advance of the leave start. Vacation days are eligible for use for one year from the start of the contract – there is no vacation time carry over. Full time eligible Administrative and IT staff are allotted 20 PTO and 10 sick days.

#### **4.10 FAMILY MEDICAL LEAVE**

Regular full-time and part-time employees who have been employed by the School for at least 12 months and have worked at least 1,040 hours during the 12-month period immediately preceding the commencement of the leave may be entitled to a maximum of 12 workweeks of unpaid family or medical leave during a 12-month period. This 12-month period is measured backward from the current date of leave. Leave may be taken for one or more of the following reasons in accordance with applicable law:

- Birth of the employee's child;
- Placement of an adopted or foster child with the employee;
- To care for the employee's spouse, son, daughter or parent with a serious health

condition; and/or

- A serious health condition that makes the employee unable to perform the functions of the employee's job.

A "serious health condition" typically requires either inpatient care or continuing treatment by or under the supervision of a health care provider, as defined by applicable law. Family and medical leave generally is not intended to cover short-term conditions in which treatment and recovery are very brief.

Depending on the type of leave, intermittent or reduced schedule leave may be granted at the discretion of the School or when medically necessary. However, part-time employees are only eligible for a prorated portion of leave to be used on an intermittent or reduced schedule basis, based on their average hours worked per week. Where an intermittent or reduced schedule leave is foreseeable based on planned medical treatment, the School may transfer the employee temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position, and which has equivalent pay and benefits.

If an employee requests a leave for the serious health condition of the employee or the employee's spouse, child or parent, the employee will be required to submit sufficient medical certification, in such a case, the employee must submit the medical certification within 15 days from the date of the request or as soon as practicable under the circumstances.

If the School has reason to doubt the validity of a health care provider's certification, a second opinion at the School' expense may be required. If the opinions of the first and second health care providers differ, the School may require certification from a third health care provider at the School' expense. An employee may also be required to present a certification from a health care provider indicating that the employee is able to return to work.

Employees must give 30 days' written notice of a leave of absence where practicable. Employees are expected to make a reasonable effort to schedule leaves resulting from planned medical treatment so as not to disrupt unduly the operations of the School, subject to the approval of the healthcare provider. During the period of a leave permitted under this policy (which does not exceed a total of 12 work weeks in the applicable 12-month period), the School will maintain health insurance under its Group health plan under the same conditions coverage would have been provided had the employee not taken the leave. The employee will be responsible for payment of the employee contribution to continue Group health insurance coverage during the leave.

Failure to make necessary and timely contributions may result in termination of coverage.

Employees returning from a leave permitted under this policy (which does not exceed a total of 12 work weeks in the applicable 12-month period) are eligible for reinstatement in the same or an equivalent position as provided by applicable law. However, the employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the leave. In addition, reinstatement may not be guaranteed for "key employees."

Employees are required to use available sick time / PTO for portions of the leave not covered by

the short-term disability policy.

For more information about family/medical leave, contact Human Resources.

#### **4.11 MILITARY LEAVE**

It is the Schools policy to grant a leave of absence without pay to employees who participate in U. S. Armed Forces Reserve or National Guard in accordance with the provisions of the Uniformed Services Employment and Reemployment Rights Act of 1994.

**Military Caregiver Leave** - (also known as covered service member leave) to care for an ill or injured service member.

- This leave may extend to up to 26 weeks in a single 12-month period for an employee to care for a spouse, son, daughter, parent or next of kin covered service member with a serious illness or injury incurred in the line of duty on active duty. Next of kin is defined as the closest blood relative of the injured or recovering service member.

**Qualifying exigency leave**- for families of members of the National Guard and Reserves when the covered military member is on active duty or called to active duty in support of a contingency operation.

- An employee whose spouse, son, daughter or parent either has been notified of an impending call or order to active military duty or who is already on active duty may take up to 12 weeks of leave for reasons related to or affected by the family member's call-up or service. The qualifying exigency must be one of the following: 1) short-notice deployment, 2) military events and activities, 3) child care and school activities, 4) financial and legal arrangements, 5) counseling, 6) rest and recuperation, 7) post-deployment activities and 8) additional activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave.

The leave may commence as soon as the individual receives the call-up notice. (Son or daughter for this type of FMLA leave is defined the same as for child for other types of FMLA leave except that the person does not have to be a minor.) This type of leave would be counted toward the employee's 12-week maximum of FMLA leave in a 12-month period. **School Leave** - *Ubah Medical Academy* allows employees to take up to 16 hours of time off to attend parent-teachers conference or other School activities. Time taken off must be in increments of 8 hours. The employee may choose to use PTO or unpaid leave.

#### **4.12 MISCELLANEOUS LEAVE**

Administration will only approve a leave of absence request based upon the circumstances of the request, e.g., employee disability, military obligations, family crisis, unusual circumstances, the twelve (12) weeks allowed under the FMLA, and workers' compensation. During any leave of absence, the following provisions apply:

- A leave of absence other than FMLA is a qualifying event for COBRA; therefore, the

employee is responsible for the payment of all insurance premiums for his/her individual coverage and dependent health insurance coverage (if applicable).

- The employee will retain his/her original employment date showing no interruption in service except for group insurance purposes.
- The employee will retain his/her membership in the Schools Retirement Savings plans up to the amount of time allowed in the plan.
- If an employee accepts other employment, all of his/her benefits with the School will be terminated.
- Any sick time must be applied toward a leave of absence. Time off in excess of eligible sick and personal time is without pay.

#### **4.13 WORKERS' COMPENSATION**

If an employee is injured on the job and collecting workers' compensation insurance payments, they are ineligible to accrue or draw salary during the recovery period. Sick time or salary maybe applied to any period of time not covered under workers' compensation for a work related injury depending on the circumstances.

Time off work for a workers' compensation injury is included in the twelve weeks allowed under the Family Medical Leave Act "FMLA".

#### **4.14 WOMEN'S ECONOMIC SECURITY ACT (2014)**

##### **Wage Disclosure Protection**

This provision of the new law applies to both men and women. The law gives employees the right to discuss their wages, and prohibits employers from taking any adverse action against employees for discussing their or other employees' wages. The law recognizes, however, that employees are still bound to maintain an employer's confidential information, and does not allow disclosure to the employer's competitors.

## **SECTION V: GENERAL RULES AND INFORMATION**

### **5.1 ADDITIONAL POLICIES & PROCEDURES**

In addition to the policies and procedure outlined in this portion of the employee handbook, employees are also subject to follow all State and Federal guidelines pertaining to school employees including the Mandatory Reporting Act. Employees of *Ubah Medical Academy* are also required to follow all school board adopted policies found on the website and in the school board policy manual located in the main office, with any school board member or the school Director and/or additional procedures found in this handbook's subsections.

### **5.2 FAMILY EMERGENCY**

In the event the office receives word of an emergency related to a member of an employee's family, the employee will be notified as soon as reasonably possible. Should the employee be at a location away from his/her normal workplace, arrangements will be made to contact the employee, and if necessary, arrange for the employee to return home immediately.

### **5.3 DRESS CODE**

Every employee of *Ubah Medical Academy* contributes to the School's overall public image during working hours. The staff is expected to dress in a way that indicates a casual business environment and is culturally sensitive to all groups in our Schools. Shorts, short skirts, or revealing clothing is not considered "business casual" by the administration of the School. Sleeveless attire is discouraged. Athletic clothing, jeans etc. are considered "weekend wear" and should not be worn as business casual attire. Physical education teachers may wear athletic clothing as is appropriate. School ID Badges are to be worn at all times while in school.

During Workshop Week in August and Fridays during the school year, please, feel free to wear jeans, t-shirts and/or sweatshirts, if you wish. The restrictions regarding shorts, sleeveless, or revealing clothing are still in effect during workshop days and Fridays during the school year.

### **5.4 PERSONAL CONDUCT**

The School expects that all of its employees will conduct themselves with the pride and respect associated with their positions towards fellow employees, students, parent(s) or guardian(s), Board members, vendors, etc. Employees should always use good judgment and discretion in carrying out the School's business. Employees of *Ubah Medical Academy* should always adhere to the highest standards of ethical conduct.

Improper conduct by and between employees, and/or by and business associates on the School premises that adversely affects the School's work will not be tolerated. Any employee demonstrating improper conduct will be subject to disciplinary action including termination of employment.

## **5.5 CONFIDENTIALITY**

*Ubah Medical Academy* is engaged in a business, which requires that a strict code of confidentiality of information collected and maintained by the School other than data, which is classified by statute or federal law as public and shall be accessible to the public, pursuant to the procedures established by the School.

As an employee of *Ubah Medical Academy*, employees must keep in strictest confidence any information with respect to internal affairs, financial status, and sensitive information of the School, students, or parents. No information may be directly or indirectly disclosed to any individual, School, school, or vendor including immediate family members.

As part of an employee's job duty with *Ubah Medical Academy*, many employees have access to the Power School Software database. All information contained therein is considered intellectual property and is confidential. Confidential information may not be copied, faxed, e-mailed, or transmitted in any form for the purpose of removing this information from the School premises nor can said information be mutilated or destroyed unless specifically related to the employee's job responsibilities or without first obtaining consent of the Director. It is the responsibility of each individual to keep and faithfully account for all records and property, which the School may entrust the care and custody of such information during employment with the School.

As an employee of *Ubah Medical Academy*, employees who help administer state standardized testing for our students must maintain strict confidentiality to keep the integrity of the test at the highest level. Employees who receive testing results must conduct themselves in accordance with the laws of the Data Privacy Act. Strict security measures must be adhered to in regards to testing materials to maintain test integrity. Any breaches of security must be reported immediately to the UMA administration along with full cooperation of any investigation regarding a security breach.

All keys, security badges, and property, which the School entrusts to an employee and in connection with employment at *Ubah Medical Academy*, must be maintained in personal custody. No employee shall permit anyone else to have access to records entrusted to their care unless specifically related to the execution of their job responsibilities.

## **5.6 SMOKING POLICY**

*Ubah Medical Academy* is dedicated to providing a healthy, comfortable, productive work environment for our employees. This goal can only be achieved through on-going efforts to protect non-smokers and to help employees adjust to restrictions on smoking. The Minnesota Clean Indoor Air Act (MCIAA) prohibits smoking in many indoor public places (Minn. Stat. §§ 144.411 to 144.417). Smoking is completely prohibited in all nonresidential health care facilities, day care premises, and public/private schools.

It shall be a violation of this policy for any student, teacher, administrator, or other School personnel, to smoke any tobacco, e-cigarettes or tobacco related substances at *Ubah Medical Academy*. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that the School owns, rents, leases, contracts for, or controls. This prohibition includes

all School property and all off-campus events sponsored by the School.

School administrators, students, and other school personnel who violate this tobacco-free policy shall be subject to school discipline procedures.

## **5.7 DRUG-FREE WORKPLACE**

It is the policy of Ubah Medical Academy to provide the best possible work by and for its employees with reliability, predictability and safety. In order to promote such a policy, the School has adopted a Drug-Free Workplace Policy, which prohibits the use, possession, sale, or transfer of alcohol and all legally regulated drugs (i.e., "controlled substances") except pursuant to a doctor's prescription. This ban covers all employees of the School and all job applicants who have received a conditional job assignment offer, and it applies to the following physical locations: any premises under lease, ownership or control of the School, any parking lot, hallway, stairway, or other public or semi-public space adjacent to or used for access to the premises of the School, and all places where the employee's presence or performance is necessary or required to perform the work of the School. The term "use" includes the detectable presence of alcohol, any legally regulated drug (i.e., "controlled substance") or the metabolites of alcohol or any such drug and includes reporting to or being at work while impaired by or under the influence of any such drugs or alcohol, wherever such work is performed. Any violation of the Schools Drug-Free Workplace Policy is subject to disciplinary action, up to and including termination of employment, at the School's sole discretion.

## **5.8 WEAPONS POLICY IN THE WORKPLACE**

In order to protect the health and safety of everyone in the workplace, to meet Ubah Medical Academy students' needs, to protect property and to maintain a climate of respect and cooperation among employees, *Ubah Medical Academy* bans weapons on School property.

Therefore, it is against the School's policy to use or possess weapons, concealed or otherwise in the School or on the School's premises. This includes, but is not limited to, offices, Schoolrooms, restrooms, hallways, entry, commons areas, lunchrooms etc., and parking areas but does not include private vehicles.

The policy applies at all, times when individuals defined are on the premises of *Ubah Medical Academy*. This includes but is not limited to; before, during and after normal working hours, weekends, holidays, and while visiting *Ubah Medical Academy* premises when not on duty and/or as a visitor or customer. *Ubah Medical Academy* will not discriminate when enforcing this policy. This also includes all employees acting in the course and scope of employment, including those employees who work off-site.

Ubah Medical Academy defines weapon as any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any weapon, whether loaded or unloaded, air guns; pellet guns; BB guns; knives; blades; clubs; metal knuckles, numchucks, throwing stars; explosives; fireworks; mace and other propellants, stunguns; ammunition; poisons, chains; arrows; and objects that have been modified to serve as a weapon. In addition, no person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files,

scissors, etc.), to inflict bodily harm and/or intimidate. Such use will be treated as the possession and use of a weapon.

The School reserves the right to respond to any individual who does not follow this policy and demand compliance. Should the individual with the weapon refuse to comply, the School will notify the authorities immediately.

If the individual with the weapon is an employee, further corrective actions or discipline may take place, depending on the circumstances. This decision will be made by the Director(s).

## **5.9 PERSONAL BELONGINGS**

*Ubah Medical Academy* recognizes an employee's desire to display mementos pertaining to his/her family or other personal items. While *Ubah Medical Academy* can take no responsibility for the safekeeping of these items, it welcomes its employees to personalize their work areas for added comfort or pleasantness. However, several guidelines must be observed. They are as follows:

Safety comes first. No object can interfere with job safety as viewed by the School's administration.

Nothing can be displayed that would be considered to be derogatory to any person or system of beliefs.

Objects that are inappropriate or hinder work efforts will not be allowed and must be removed upon request.

## **5.10 ENERGY PRESERVATION AND WASTE PREVENTION**

Waste of energy and materials is costly to the School and ultimately results in losses, which must be paid for by other cost reduction actions. Employees are expected to:

Conserve energy at every opportunity by keeping thermostats in moderate ranges.

Participate in the School's recycling program.

## **5.11 SEVERE WEATHER CONDITIONS**

If there are any questions regarding hours of work during inclement weather, employees are responsible to listen/watch the local media/channels on TV for school closing; and browse the school website, look out for auto-tele voicemail/text from IT for inclement weather conditions and School closings.

## **5.12 SECURITY**

Upon employment with *Ubah Medical Academy*, employees are issued keys for the buildings and classrooms in which they work. All doors, files, desks, gates and any other equipment with

locks must be kept locked securely when not in direct use and at the end of each day. Locks should be checked regularly.

Proper care of keys is essential in maintaining security of buildings, equipment and supplies. Keys shall not be loaned to anyone other than the assigned person, nor should they be used to provide access for any unauthorized person. Upon notice of someone leaving employment, the Director(s) will contact the departing employee to discuss the disposition of keys assigned to that employee.

Lost or stolen keys must be reported immediately to the Office Manager. The cost of replacing the lost key is the responsibility of the employee. This applies to both electronic key cards and metal keys. The replacement fee is \$10.00 per key. No refunds will be granted if keys are found after the replacement key is purchased.

### **5.13 USE OF THE TELEPHONE**

Each time an employee makes or receives a telephone call, they represent *Ubah Medical Academy*. The manner in which a call is handled determines how *Ubah Medical Academy* is judged by our parent(s) or guardian(s), customers, and other employees. During working hours, employees should refrain from making or receiving personal telephone calls in the main office or hallways, except for emergencies; and refrain from watching any sort of media at work. Use of cell phones during work time is discouraged. The School really appreciates when you keep your personal calls to your break periods unless it is an emergency.

### **5.14 CARE OF EQUIPMENT AND FACILITIES**

All employees should be concerned with the care and safe use of School-owned equipment and facilities. Good housekeeping is expected of every employee. Should an employee see another employee or student maliciously vandalize any School equipment or property it should be immediately reported to the Director(s) or member of the Administration?

### **5.15 SCHOOL E-MAIL, VOICE MAIL, FAX, AND COMPUTER POLICY**

This document sets forth the policy of *Ubah Medical Academy* on access to and disclosure of electronic voice and e-mail messages, faxing, computer system usage, and computer software usage and employee responsibility. It also explains proper use of the electronic systems in general. This policy may be changed at any time per the direction of the School's administration.

*Ubah Medical Academy* strives to maintain a workplace free of harassment and is sensitive to its employees. *Ubah Medical Academy* prohibits the use of computers and the e-mail system in ways that are disruptive, offensive to others, or harmful to morale. Computers, computer files, voicemail, e-mail system, and software furnished to employees are the property of *Ubah Medical Academy* and are intended for business use only.

There shall be no display or transmission of sexually explicit images, messages, cartoons, or any transmission of e-mail communication that contains ethnic slurs, racial epithets, or anything that may be construed as harassment, or disparagement of others based on their race, national origin,

sex, sexual orientation, age, disability, religious, political beliefs or other protected class.

Transmission of material in violation of any international, United States or state law is prohibited including but not limited to: copyrighted materials or threatening, harassing or obscene language. Use of Internet resources or accounts for personal purposes, commercial (for profit) activities, product advertisement, forgery of electronic mail messages, changing files belonging to users and downloading any commercial files (e.g. movies, songs, games) are prohibited. Violations of the law or this policy will result in appropriate disciplinary action leading up to, and including, termination.

*Ubah Medical Academy* purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, *Ubah Medical Academy* does not have the right to reproduce such software or use on more than one computer. Employees may only use software on local area networks or on multiple machines according to the software license agreement. *Ubah Medical Academy* prohibits the illegal duplication of software and its related documentation.

All Employees shall take reasonable care to safeguard all technology/computer equipment within the school's facilities. Employees will ensure that all computers and equipment are protected by locking doors and storing equipment in locked cabinets. No employee will allow any student to work unsupervised on an employee's computer or a lab computer that is logged in under an employee's account.

All Employees are responsible for the computers assigned to them. If a computer is damaged, lost or stolen, it is the employee's responsibility to notify the technology staff or administration of the incident so that the proper course of action can be made.

*Ubah Medical Academy* administration and technology staff prefer that personal equipment is not brought onto the campus. *Ubah Medical Academy* is not responsible for any personal equipment that is lost, stolen or damaged while on school premises.

Employees should notify their immediate supervisor, or any member of administration upon learning of violations of this policy. To ensure compliance with this policy *Ubah Medical Academy* reserves the right to enter, search, and monitor the computer files, voicemail, or e-mail of any employee without advance notice. This policy is for business purposes such as investigating theft, disclosure of confidential business information or proprietary information, personal abuse of the system, or monitoring workflow productivity.

Violation of this policy will result in appropriate disciplinary action leading up to, and including, termination.

## **5.16 LAPTOP/COMPUTER DAMAGE**

*Ubah Medical Academy* provides employees with laptop computers to use inside and outside the school in order to enhance, enrich and facilitate teaching and administrative duties as well as school communications. The school laptops are to be used as a productivity tool for school-related business, curriculum enhancement, research and communications. Employees may use

the laptops for personal purposes within the standards of good judgment and common sense.

Employees who take their assigned laptop off school premises are fully responsible for any damage to or loss of the laptop. Employees will be held responsible for the cost of repair or the replacement cost of the laptop.

A laptop damaged or stolen on school property is the responsibility of the school, except in the case of established employee negligence, as determined by the school's administration. Damage, loss or theft of a laptop should be reported to the Director(s) and technology coordinator immediately.

## **5.17 MONITORING**

The employee's work output, whether it is in paperwork or computer files, belongs to *Ubah Medical Academy*. As such, that work output is always subject to review by *Ubah Medical Academy* whether it is stored electronically, on paper, or in any other form. In addition, business equipment, including computers and desks belong to *Ubah Medical Academy* and are subject to search or investigation.

## **5.18 PATENTS AND COPYRIGHTS**

Any curriculum, school resources, and other teaching materials patent or copyright developed by an employee in conjunction with and/or as a result of his/her employment with *Ubah Medical Academy* are the property of the School. Any information pertaining to such patent or copyright must remain on the School's premises.

## **5.19 SOCIAL MEDIA**

The School respects the right of employees to use blogs and social networking sites as a medium of self-expression and public conversation and does not discriminate against employees who use these media for personal interests and affiliations or other lawful purposes. We understand that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media.

1. Do not "friend" students on social media sites
2. You are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved.
3. Discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.
4. Be fair and courteous. Keep in mind that you are more likely to resolve work-related complaints by speaking directly with coworkers rather than posting on social media.
5. Be honest and accurate
6. Maintain the confidentiality of school and student information.
7. Express only your own opinions. Do not present yourself as speaking on behalf of *Ubah Medical Academy*.

## SECTION VI: SAFETY POLICY AND PROCEDURES

### 6.1 SAFETY

*Ubah Medical Academy* is committed to the safety of its employees, its property, and equipment. To this end, we will utilize a safety program in our daily activities to be observed by employees of *Ubah Medical Academy* at all times.

With regard to these rules, the following will be considered standard procedure for all employees:

Should a safety regulation be modified so that an employee's safety is something less than it should be, the employee should inform one of the Director.

All questions concerning the reasoning for safety issues may be asked of any member of administration, at any time.

It is administration's responsibility to see that every employee at *Ubah Medical Academy* is provided with safe working conditions. All safety regulations are observed in accordance with OSHA, and employees use good common sense to protect themselves, as well as, others. Administration will periodically inspect working conditions and may suspend all work activity until an unsafe condition is corrected.

The most important part of safety is **YOU**. It is **your responsibility** to abide by the safety rules that are made for **your protection**. **IMMEDIATELY** report all personal injuries no matter how minor. Report all dangerous conditions and practices to administration.

In the event of a vehicular accident involving a School-owned/leased vehicle, or while on School business, report all information immediately to the office. In no instance should responsibility for an accident be expressed to anyone until the proper person in the School has been notified and permission has been obtained to make statements.

No one, other than an authorized School employee, is permitted to operate or ride in a School-owned/leased vehicle.

Vehicles must be kept clean (interior and exterior) at all times.

Vehicles must be properly maintained according to the manufacturer's schedule.

Any employee who misuses a School-owned/leased vehicle will be subject to dismissal.

Any damage to a School-owned/leased vehicle caused by an employee's carelessness or misjudgment is the responsibility of the employee. This includes insurance deductibles.

## **6.2 WORKERS' COMPENSATION**

Employees of *Ubah Medical Academy* are covered by workers' compensation insurance that is purchased by the School. Workers' compensation provides medical benefits and wages, if eligible, to the employee for any illness, accidental injury, or death suffered in the course of employment in accordance with the laws of the state of Minnesota.

**Eligibility** – Employees are eligible for workers' compensation benefits upon date of hire.

**Reporting an injury** – All injuries must be immediately reported to any *UBAH MEDICAL ACADEMY* supervisor.

**First Report of Injury** – All work related illnesses or injuries must be filed within 24 hours of occurrence.

**Effect on Continuous Service Date** - Any time lost by an employee due to an occupational illness or injury covered by workers' compensation insurance will be credited as active service for all School benefits.

The School will comply with all state and federal laws pertaining to workers' occupational diseases and workers' compensation.

**Ubah Medical Academy (UMA)  
2019-2020**

**Acknowledgement of Receipt and Understanding**

Read and Sign Immediately

I understand and/or agree that:

The statements contained in the Information Handbook for Employees of Ubah Medical Academy (UMA) are intended to serve as general information concerning Ubah Medical Academy (UMA) and its existing polices, procedures, practices of employment, and employee benefits.



Nothing contained in the Information Handbook for Employees of Ubah Medical Academy (UMA) is intended to create (nor shall be construed as creating) a contract of employment (express or implied) or a guarantee of employment for a definite or indefinite term.



From time to time, Ubah Medical Academy (UMA) may need to clarify, amend, and/or supplement the information contained in the Information Handbook for Employees of Ubah Medical Academy (UMA) and that the school will inform me of changes as appropriate to the circumstance.

I have received a copy or reviewed on-line the Information Handbook for Employees of Ubah Medical Academy (UMA), have read and understand the information outlined in the handbook, have asked any questions I may have concerning its contents and will comply with all policies and procedures to the best of my ability.

\_\_\_\_\_

Employee's Signature

\_\_\_\_\_

Print Name

\_\_\_\_\_

Date

\_\_\_\_\_

Authorized Witness