

Employee Handbook for the employees of



School Year –2022-2023

Board Approved March 17, 2022

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WELCOME TO ONLINE OREGON SCHOOLS

Online Oregon Schools (OOS) (also known as Insight School of Oregon-Painted Hills as established by the ISOR-PH board) consists of three full-time online schools providing education for students' grades K through 12.

- Insight School of Oregon-Painted Hills (7-12)
- Destinations Career Academy of Oregon (9-12)
- Cascade Virtual Academy (K-12)

Students attending OOS come from all educational backgrounds and from all over the state. They also have many different reasons for choosing an online school to be the right fit for them.

OOS combines state-of-the-art online teaching techniques with highly qualified, Oregon certified teachers to create an environment where students feel engaged, empowered, and challenged.

Our goal is to make a significant impact in the students we serve. We expect you to treat every student as if they were your own and approach each day with enthusiasm and a positive attitude. Plan to respond to our constituents, students, parents and fellow staff in 24 hours, no exceptions, and no excuses. Together we can help every student reach their academic potential.

We hope you will find your employment at OOS a rewarding experience. We look forward to the opportunity of working together to create a successful school experience for our students and families.

[School Directory](#)

INTRODUCTION

An interesting and challenging experience awaits you as an employee of OOS and Insperity (collectively “the Company”). We have written this handbook to answer some of the questions you may have concerning the policies of the Company. Please read it thoroughly and retain it for future reference. Should you have any questions regarding any policies, please ask the on-site supervisor or your Insperity human resource specialist for assistance.

In connection with your employment with OOS, Insperity handles the administrative responsibilities for human resources related issues such as payroll processing and benefits, and it supports OOS in many personnel issues, while OOS handles the day-to-day activities related to its core operation. You should have already signed an Employment Agreement outlining your employment relationship with Insperity. Questions relating to payroll, benefits or human resources issues should be directed to either the on-site supervisor or Insperity’s payroll or human resource specialist.

DEFINITIONS

- The term "employee" as used throughout this handbook means those employees both OOS and Insperity.
- The term "employment" as used throughout this handbook means your employment with ISOR-PH and Insperity.
- The term "Company" as used throughout this handbook means both OOS and Insperity.
- The term "client company" or OOS as used throughout this handbook means the separate business entity that enters into a contractual relationship with Insperity.
- The term "on-site supervisor" as used throughout this handbook means Insperity's designated contact at OOS. The on-site supervisor may, at his discretion, delegate responsibilities contained in these policies to other supervisory personnel.

This handbook is not a contract guaranteeing employment for any specific duration. Your employment with Insperity is at-will. Your employment with OOS is also at-will unless a duly authorized employment agreement with OOS provides otherwise. An at-will employment relationship means that both you and the Company have the right to terminate your employment at any time. No supervisor, manager, or representative of the Company, other than the Executive Director or an Insperity president or vice president, has the authority to change your at-will status, enter into any agreement for employment for any specified period, or make any promises or commitments contrary to the foregoing.

OOS, however, maintains the ability to enter into employment agreements independent of Insperity. Such agreements are not duly authorized and enforceable unless they are in writing and signed by both you and the Executive Director of OOS. If you enter into a duly authorized employment agreement with OOS regarding any aspect of your employment, it is not binding on Insperity and does not alter the at- will nature of your employment with Insperity.

NOTICE TO EMPLOYEES

This Employee Handbook supersedes all previous Company handbooks and policies, other than the policy of at-will employment which may only be changed by a written document signed by either the Executive Director or an Insperity president or vice president of the Company. In addition, this handbook supersedes all prior management memoranda to the extent that such memorandum contradicts a subject or policy covered herein.

This is a multi-state handbook. Please note that some policies found within the handbook are written to comply with Federal law guidelines. In the case where state laws differ from Federal laws, the more favorable law for employees will take precedence. For state- specific policies, please refer to the appropriate policy where noted.

CHANGE IN POLICY

The policies in this handbook are subject to change at the sole discretion of the Company. We will notify you of these changes by appropriate means. Changes will be effective on dates determined by the Company, and you may not rely on policies that have been superseded. No supervisor or manager has any authority to alter the foregoing.

If you are uncertain about any policy or procedure, please check with the on-site supervisor.

INSPERITY ONLINE SERVICES

Visit Insperity online to access training, secure personal information and work tools. Go to <http://portal.insperity.com> and click CREATE ACCOUNT. Follow the steps below to log in and begin using the Insperity Premier™:

Step 1: Enter your last name and date of birth

Step 2: Enter one of the following to identify yourself:

- Your Social Security Number
- Your Individual Taxpayer Identification
- Your Insperity ID (this can be found on your paystub)

Step 3: Enter a username and password of your choice. Then follow the remaining prompts to create the account.

Your personal information is accessible only to you through multiple layers of security and industry-standard data encryption. Since payroll information and other sensitive data are accessible through your account, it is important you do not share your username and password with others.

Contact Insperity's Contact Center toll free at 866-715-3552, Monday through Friday from 7:00 a.m. to 7:00 p.m. Central time for questions about the Insperity Premier™ and your Insperity benefits.

EMPLOYMENT POLICIES

This handbook is designed to answer many of your questions about the practices and policies of the Company. These policies apply to all areas of employment, including recruitment, hiring, training and development, promotion, transfer, termination, layoff, compensation benefits, social and recreational programs, and all other conditions and privileges of employment in accordance with applicable federal, state, and local laws. Also see the "I understand" Statement found in Appendix A of this manual.

Feel free to consult with your manager or Insperity human resource specialist for help concerning anything you do not understand.

AT-WILL EMPLOYMENT

Your employment with Insperity is at-will. Your employment with OOS is also at-will unless a duly authorized employment agreement with OOS provides otherwise. As an at-will employee, you have not entered into a contract regarding the duration of your employment, which means you are free to terminate your employment with the Company at any time, with or without reason. Likewise, the Company, in its discretion, has the right to terminate your employment, or discipline, transfer or demote you at any time, with or without reason, as long as not otherwise prohibited by law. As provided in the Handbook Acknowledgement, nothing in this handbook creates or is intended to create a promise or representation of continued employment. This handbook supersedes any and all prior handbooks, written documents (with the exception of duly authorized employment agreements) or oral or implied representations that might otherwise contradict the at-will nature of your employment.

EQUAL EMPLOYMENT OPPORTUNITY

The Company provides equal employment opportunities to all employees and applicants without regard to race, color, religious creed, sex, national origin, ancestry, citizenship status, pregnancy, childbirth, physical disability, mental disability, age, military status or status as a Vietnam-era or special disabled veteran, marital status, registered domestic partner or civil union status, gender (including sex stereotyping and gender identity or expression), medical condition (including, but not limited to, cancer related or HIV/AIDS related), genetic information or sexual orientation in accordance with applicable federal, state and local laws. In addition, the Company complies with applicable state and local laws governing

nondiscrimination in employment in every location in which the Company has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

ACCOMMODATION OF DISABILITIES

Online Oregon Schools is committed to making every reasonable effort to accommodate an employee's disability. A reasonable accommodation may be provided as long as the employee can perform the essential duties of the job, and it does not create an undue hardship for the company. A reasonable accommodation may include changes in the work environment or in the way a job is performed. Reasonable accommodations depend upon the employee's job duties and the specific facts and circumstances of each individual situation.

Under this policy, if you are pregnant and request a reasonable accommodation for the duration of, or any part of your pregnancy, Online Oregon Schools will explore ways of providing the reasonable accommodation including, but is not limited to, the following:

- More frequent or longer bathroom breaks;
- Breaks for increased water intake;
- Breaks for periodic rest;
- Seating;
- Assistance with manual labor;
- Light duty;
- Temporary transfer to a less strenuous or hazardous position;
- Acquisition or modification of equipment;
- Changing the employee's job duties;
- Changing the employee's work hours;
- Relocating the employee's work area; or
- Providing leave necessitated by pregnancy, childbirth, or medical or common conditions relating to pregnancy or childbirth.
- Private, non-bathroom space for expressing breast milk.

Accommodations depend upon the employee's job qualifications and the specific facts and circumstances of each individual situation.

Please inform your supervisor if you require an accommodation, so the company can have an interactive discussion with you. Your supervisor will work with you to determine if there is a need for an adjustment or change at work to accommodate your disability.

CLASSIFICATIONS OF EMPLOYMENT

For purposes of salary administration and eligibility for overtime payments and employment benefits, the Company classifies its employees as follows:

Full-time Regular Employees -- Employees hired to work a normal, full-time workweek of thirty (30) hours or more on a regular basis. Such employees may be "exempt" or "nonexempt" as defined below.

Part-time Regular Employees -- Employees hired to work fewer than thirty (30) hours per week on a regular basis. Such employees may be "exempt" or "nonexempt" as defined below.

Temporary Employees -- Employees engaged to work full time or part time with the understanding that their employment will be terminated no later than upon completion of a specific project or assignment. A temporary employee may be offered, and may accept, a new temporary assignment and thus still retain temporary status. Such employees may be "exempt" or "nonexempt" as defined below. Individuals contracted from temporary employment agencies for specific assignments are considered employees of the respective agency and are not considered employees of the Company. Temporary agency employees are paid by the respective agency and should not be on the Company payroll.

Nonexempt Employees ☐ Employees who are required to be paid at least minimum wage and overtime at the federal, state or local prescribed wage rate, whichever is higher. Nonexempt employees are required to complete and provide accurate records of their hours worked.

Exempt Employees -- Employees who are not eligible for overtime and in some cases also not subject to minimum wage regulations, in accordance with applicable federal, state and local wage and hour laws. Executives, professional employees, outside sales representatives, certain computer professionals and some administrative employees are typically exempt

Licensed Employees – Employees who hold a specific license/credential per requirements for employment in position.

Classified Employees – Management and office administrative employees employed on a 12 month calendar basis.

Administrator – Management employees requiring a license employed on a 12 month calendar basis.

NOTICE TO EMPLOYEES OF REASONABLE ASSURANCE OF CONTINUED EMPLOYMENT

By May 30th of the current school year Administration will provide reasonable assurance of continued employment for the next school year to classified staff (includes all employees of a public school district except those for whom a teaching or administrative license is required as a basis for employment in a public school district).

PERSONNEL FILES

Online Oregon Schools and Insperty each maintain a personnel file on each employee. Contact your supervisor to request a review of your company personnel file or contact your Insperty payroll or human resource specialist to view your Insperty personnel file.

To ensure that your personnel file is up to date at all times, notify your supervisor or your payroll specialist of any changes in your name, telephone number, home address, withholding instructions, number of dependents, beneficiary designations, or the individuals to notify in case of an emergency. Additionally, complete and forward an Employee Change of Personal Information form to your Insperty payroll specialist or you may update your file through the Insperty Premier™ at <http://portal.insperty.com>. Assistance may also be provided through the Insperty Contact Center at 866-715-3552, 7AM-7PM CT Monday-Friday.

EMPLOYMENT REFERENCES

Requests for employment verifications for current or former employees, should be directed to Insperty's Contact Center at 866-715-3552, option 5. Insperty will only release your last title and dates of employment, unless you have authorized in writing certain additional information to be provided.

EMPLOYMENT OF RELATIVES

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

- Individuals who are related by blood or marriage are permitted to work in the same Company facility provided no direct reporting or supervisory/management relationship exists. That is, no employee is permitted to work within the "chain of command" of a relative such that one relative's work responsibilities, salary, or career progress could be influenced by the other relative.
- No relatives are permitted to work in the same department or in any other positions in which the Company believes an inherent conflict of interest may exist.

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

OUTSIDE EMPLOYMENT

Employee shall not engage in other employment that will materially impair in any way Employee's ability to carry out his or her duties and responsibilities under this Agreement. The duties and responsibilities of Teachers working for the school are substantial and ensuring the School's students receive quality instruction is fundamental to the School's mission. Employee

acknowledges the substantial nature and importance of the School's students receiving quality instruction. In furtherance of this School objective, Employee agrees that it will seek prior approval from the Board before it engages in activities pursued outside the School which:

- (1) will result in an Employee regularly receiving monetary compensation for more than 1.5 FTE (the equivalent of 60 hours of work per week) from all his or her employers (including the School); or
- (2) involves the Employee engaging in a business which together with employment at the School often results in the Employee exceeding the equivalent of a 60- hour work week.

Employees wishing to seek prior approval should initiate the process by submitting a written request to the School Administrator which outlines the extent of work or employment activities in excess of a 60-hour work week Employee proposes to pursue. Any written request should also describe all specific mitigating factors that would help explain why -- given the facts-- that exceeding a 60-hour work week, or its equivalent would not impact the Employee/Teacher's delivery of quality instruction or ability to perform his or her other job duties. Once a written request is made, the School Administrator will confer with the Employee making the request and then forward the request with a recommendation to the Board for decision.

TEACHER EVALUATION

Evaluation Policy: Staff will be evaluated in accordance with the Board approved Professional Educator Evaluation System.

Evaluators:

Licensed administrators will perform all staff formal evaluations.

Licensed administrators may use feedback from members of the administrative team for informal evaluations

Ethics:

The administration will adhere to the following ethical guidelines.

Consistency – By adhering to the objective evaluation rubrics, we honor all staff and help to ensure that the process does provide meaningful feedback, improve instructional practice, lead to professional growth, and ultimately improve student learning. By using consistent data points, we help to ensure that the process is uniform. Evaluators who are concerned about a conflict of interest must work with Human Resources to have the employee's evaluation assigned to another evaluator.

Confidentiality – As an administration team we do not discuss the specifics of an evaluation with anyone outside of the administrative team. Items of concern that need to be addressed are brought to the staff member in question and members of the administrative team to provide instruction and support. For situations requiring additional supervision beyond that of the

administrative team, staff members will be referred to Human Resources for performance improvement support.

Collaborative – The process is a team approach between the person being evaluated and the evaluator. Employees are encouraged to provide any evidence to support the evaluation process. Evaluators should carefully review everything submitted and provide meaningful feedback. Goals are developed during the evaluation conference allowing the employee to take an active role in professional growth and goal setting. Members of the administrative team will work directly with staff to help them meet their growth goals.

PERFORMANCE EVALUATIONS

You will be evaluated with respect to the job that you are performing for the Company. As you demonstrate the ability to take on additional responsibilities, your talents will be utilized in the manner deemed most suitable to your demonstrated ability and the needs of the Company.

A written performance evaluation of each employee will be performed periodically. The evaluation will be conducted by your supervisor and will be reviewed with you. Any areas of specific achievement or need for improvement will be noted and discussed with you.

A positive performance review does not guarantee either an increase in compensation or continuing employment. Raises, if given, may be based on several factors, such as OOS performance and profitability, department or group performance and individual performance.

SEPARATION FROM EMPLOYMENT

An employee may be separated from employment either voluntarily or involuntarily by retirement, resignation, lack of work, termination, or reduction in enrollment.

Exit Interviews

Management may conduct an exit interview to discuss your reasons for leaving and any other impressions that you may have about OOS. During the exit interview, you can provide suggestions into areas for improvement for OOS and your specific position.

Return of Company Property

Any property issued to you by OOS, such as software, computer equipment, databases, files, pager, keys, parking passes or credit card must be returned at the time of your termination. All passcodes and passwords used for company equipment will be provided to your supervisor when returned. You will be responsible for any lost or damaged items.

MANDATORY VACCINATION POLICY

OOS has a duty to provide and maintain a workplace that is safe and free from health hazards; OOS therefore, has implemented a vaccination policy that applies to all employees to protect against infectious diseases, which may be mitigated through vaccinations. This policy is intended to comply with

all state and local laws and guidance provided by local health authorities and is subject to change to meet changes to state and local laws and future guidance from local health authorities.

Management will distribute a list of vaccines, dates and locations outlining when vaccines will be available and the deadline(s) for compliance.

Non-exempt employees will be required to get a vaccine during their regularly scheduled work shift. If vaccine dates/times do not coincide with your regular work shift, please inform your supervisor when you will be scheduling your vaccination. Employees will be paid for time taken to get vaccinated and mileage will be reimbursed, as applicable. OOS will pay for the cost of the vaccination.

Before expiration of the corresponding deadline, all employees must either:

- establish that they have received the designated vaccine(s); or
- obtain an approved exemption as an accommodation.

Employees who have already received a vaccine will be required to present qualifying written documentation of immunization from the location administering the vaccination or from an authorized health care provider, as permitted under applicable state and local laws.

Requests for Exemptions as Accommodations

For employees who require an exemption to the vaccine due to a qualifying medical condition, (including pregnancy or a nursing mother), or who object to being vaccinated on the basis of sincerely held religious belief(s) and practice(s), OOS will engage in an interactive process to determine if a reasonable accommodation can be provided. OOS will not provide an accommodation if it creates an undue hardship to the company or poses a direct threat to the health or safety of others in the workplace and/or to the employee requesting accommodation.

To request an accommodation for one of the reasons listed above, please notify your Executive Director. Once your request is received, the Executive Director will engage in the interactive process to identify a possible accommodation. OOS prohibits retaliation towards any employee for requesting an exemption from a vaccine.

Employees who request an accommodation under this policy may be placed on a temporary paid leave pending a review and determination of the request.

Compliance with this policy is a condition of employment at OOS. Employees who refuse to comply by either receiving a vaccine or an approved accommodation in alignment with the section above, will be deemed to have voluntarily resigned their position.

Confidentiality of Medical and Religious Information

OOS treats any medical information as a confidential medical record and all reasonable precautions will be taken to prevent inappropriate disclosure of medical and religious information according to applicable laws.

EMPLOYEE CONDUCT

ANTI-HARASSMENT

Online Oregon Schools and Insperity are committed to a work environment in which all individuals are treated with respect and dignity and are free from all forms of harassment and discrimination. Any form of harassment, even when not unlawful or directed at a protected category, is prohibited, and will not be tolerated. All employees, including supervisors, co-workers, vendors, contractors, customers or other third parties, are expected to adhere to this policy.

Reported or suspected occurrences of harassment or discrimination will be promptly and thoroughly investigated. Following an investigation, Online Oregon Schools and Insperity will promptly take any necessary and appropriate disciplinary action.

Online Oregon Schools and Insperity will not permit or condone any acts of retaliation against anyone who files or cooperates in the investigation of harassment or discrimination complaints.

1. The term "harassment" includes harassment based on any category protected by federal, state or local law, which may include, but is not limited to, unwelcome slurs, jokes, or verbal, graphic or physical conduct relating to an individual's race, color, religious creed, sex, national origin, ancestry, citizenship status, pregnancy, childbirth, physical disability, mental and/or intellectual disability, age, military status or status as a Vietnam-era or special disabled veteran, marital status, registered domestic partner or civil union status, familial status, gender (including sex stereotyping and gender identity or expression), medical condition (including, but not limited to, cancer related or HIV/AIDS related), genetic information, or sexual orientation.
2. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature where:
 - a. Submission to such conduct is an explicit or implicit term or condition of employment;
 - b. Employment decisions are based on an employee's submission to or rejection of such conduct; or
 - c. Such conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment.

Complaint Procedure

Online Oregon Schools and Insperity provide you with a convenient and reliable method for reporting incidents of alleged harassment, including sexual harassment, and discrimination. Any employee who feels harassed or discriminated against is encouraged to immediately inform the alleged offender that the behavior is unwelcome. In many instances, the person is unaware his or her conduct is offensive and this action alone may often resolve the problem. If the informal discussion with the alleged offender is unsuccessful in remedying the problem, or if you do not feel comfortable with such an approach, you should immediately report the conduct to your immediate supervisor, manager or company owner and the Insperity Anti-Harassment Hotline

number at 844-677-3030 . We cannot resolve a harassment or discrimination problem unless we know about it. Therefore, it is your responsibility to bring those kinds of problems to our attention so we can take the necessary steps to correct any problems. The report should include all facts available to you regarding the alleged harassment, sexual harassment, or discrimination.

When you call the Insperity Anti-Harassment Hotline, please be sure to leave your name, Insperity employee identification number or the last four digits of your social security number, and the name of the client company for which you work. If you wish to make an anonymous complaint, you may do so. However, the scope of our investigation may be limited based on the information you provide.

Confidentiality

All reports of alleged harassment, sexual harassment, or discrimination will be treated seriously. Confidentiality will be maintained to the extent possible. However, to conduct a thorough investigation, certain information may need to be disclosed to other individuals, including the alleged offender. Consequently, absolute confidentiality cannot be promised and cannot be guaranteed.

Investigative Procedure

Once a complaint of alleged harassment, sexual harassment, or discrimination is received, we will begin a prompt and thorough investigation. The investigation may include interviews with all involved employees, including the alleged harasser, and any employees who are aware of facts or incidents alleged to have occurred.

Following an investigation, Online Oregon Schools and Insperity will promptly take any necessary and appropriate disciplinary action. Disciplinary action will be taken if the investigation reveals that an employee has acted in a manner that is not in alignment with the goals of this policy. Online Oregon Schools and Insperity may address any workplace issue discovered during an investigation. This may include some or all the following steps:

1. Restore any lost terms, conditions, or benefits of employment to the complaining employee.
2. Discipline the alleged harasser. This discipline may include written disciplinary warnings, transfer, demotion, suspension and/or termination of employment.

If the alleged harassment, sexual harassment, or discrimination is from a vendor, contractor, customer or other third party, Online Oregon Schools and Insperity will take appropriate action to stop the conduct.

If you have made a complaint but feel that the action taken in response has not remedied the situation, you should make an additional complaint following the complaint procedure outlined in this policy.

Duties of Employees and Supervisors

All employees of the company, both management and non-management, are responsible for assuring that a workplace free of harassment, sexual harassment, and discrimination is maintained. Any employee may file a complaint regarding incidents experienced personally or incidents observed in the workplace. The company strives to maintain a pleasant work environment where all employees are able to effectively perform their work without interference of any type and requests the assistance of all employees in this effort.

All managers and supervisors are responsible for doing all they can to prevent and discourage harassment, sexual harassment, and discrimination from occurring. If a complaint of harassment, sexual harassment or discrimination is raised, the individual to whom the complaint is made (i.e., supervisor, manager, company owner) should act promptly to notify the Insuperity Anti-Harassment hotline number so an investigation may promptly proceed. The company and Insuperity may discipline any managers or supervisors who fail to follow this policy, which discipline, may include termination.

GUIDELINES FOR APPROPRIATE CONDUCT

As a team member, employees are expected to accept certain responsibilities, follow acceptable principles in matters of conduct, and always exhibit a high degree of integrity. This not only involves sincere respect for the rights and feelings of others, but also demands that employees refrain from any behavior that might be harmful to themselves, co-workers, the Company, or that might be viewed unfavorably by current or potential customers or by the public at large. Employee conduct reflects on the Company. Employees are, consequently, encouraged to observe the highest standards of professionalism at all times.

Types of behavior and conduct that the Company considers inappropriate include, but are not limited to, the following:

- Falsifying employment or other Company records;
- Violating the Company's Anti-Harassment Policy;
- Violating state, federal or local laws and regulations;
- Violating security or safety rules or failing to observe safety rules or the Company safety practices; failing to wear required safety equipment; tampering with the Company's equipment or safety equipment;
- Soliciting gratuities from families or vendors;
- Exhibiting excessive or unexcused absenteeism or tardiness;
- Possessing firearms, weapons or explosives on Company property without authorization, in violation of Company policy or while on duty;

- Using Company property and supplies, particularly for personal purposes in an excessive, unnecessary or unauthorized way;
- Engaging in criminal conduct or acts of violence, or making threats of violence toward anyone on Company premises or when representing the Company; fighting, or provoking a fight on Company property, or negligent damage of property;
- Reporting to work under the influence of drugs or alcohol, and/or illegally manufacturing, possessing, using, selling, distributing or transporting drugs;
- Committing theft or unauthorized possession of Company property or the property of fellow employees; possessing or removing any Company property, including documents, from the premises without prior permission from management; using Company equipment or property for personal reasons without proper authorization; using Company equipment for profit;
- Giving confidential or proprietary Company information to competitors or other organizations, or to unauthorized Company employees; working for a competing business while an employee of the Company; breaching confidentiality of personnel information;
- Using obscene, abusive or threatening language or gestures;
- Acting in an insubordinate manner;
- Spreading malicious gossip and/or rumors; engaging in behavior which creates discord and lack of harmony; interfering with another employee on the job; restricting work output or encouraging others to do the same;
- Sleeping or loitering during working hours;
- Soliciting, selling, or collecting funds for any purpose while on working time (not including meals and authorized breaks). Employees who are not on working time shall not interfere with the work of employees who are on working time.
- Posting, removing or altering notices on any bulletin board on Company property without the permission of an officer of the Company or in violation of procedures related to same;
- Smoking in restricted areas or at non-designated times, in accordance with Company policy.

Should an employee's performance, work habits, overall attitude, conduct, or demeanor become unsatisfactory based on violations either of the above or of any other Company policies, rules, or regulations, the employee will be subject to disciplinary action, up to and including termination. Before or during imposition of any discipline, employees may be given an opportunity to relate their version of the incident or problem at issue and provide any explanation or justification they consider relevant.

Where appropriate and as circumstances may dictate, supervisors will follow a process of progressive employee discipline. Examples of employee discipline include:

VERBAL COUNSELING - A "verbal counseling" is a verbal communication to an employee that his/her conduct is unacceptable, and that repeated or continued failure to conform conduct or

performance to the Company standards will result in more severe disciplinary action. A record of the notice of the verbal counseling may be made and retained in the employee's personnel file.

WRITTEN COUNSELING - A "written counseling" describes the unacceptable conduct or performance of the employee and specifies needed changes or improvements. A copy of the written counseling generally will be retained in the employee's personnel file.

SUSPENSION - Suspension of the employee's employment may, at the sole discretion of the Company, be used prior to termination. The length of the suspension will vary based upon such factors as the severity of the offense, the employee's performance, and the employee's disciplinary record. An employee may be suspended for repeated instances of minor misconduct, failure to conform his/her conduct or performance to the standards of his/her position, or for a single serious offense. A record of the suspension generally will be retained in the employee's personnel file.

TERMINATION - If an employee fails to conform his/her conduct or performance to the standards required by the Company, the Company may, in its sole discretion, terminate the employee's employment.

Notwithstanding the potential for less severe discipline before termination, the Company reserves the right to administer discipline in such a manner as it deems appropriate to the circumstances, and may, in its sole discretion, terminate an employee without prior discipline or without following a particular order of discipline.

RETALIATION

Online Oregon Schools prohibits retaliation in the workplace. All employees should feel secure when reporting, in good faith, claims to management for workplace harassment, discrimination, bullying or unethical actions or behaviors. Employees have a responsibility to report harmful and unethical behavior and conduct. Likewise, Online Oregon Schools has a duty to keep the workplace a safe environment for all employees.

Upon receipt of receiving a complaint or allegation of inappropriate behavior or conduct, a member of management or will take prompt action to investigate the claim, which includes interviewing employees who are aware of facts or alleged incident, interviewing the employee named in the alleged claim, and any necessary follow up.

During this process, all information will be kept as confidential as possible; however, full confidentiality cannot be guaranteed.

Retaliation towards an employee who reports a claim or participates in an investigation is against the law and will not be tolerated. Reported and verified retaliation will lead to disciplinary action up to and including termination of employment.

VIOLENCE IN THE WORKPLACE

It is the intent of the Company to provide a safe workplace for employees and to provide a comfortable and secure atmosphere for customers and others with whom we do business. The Company has zero tolerance for violent acts or threats of violence.

The Company expects all employees to conduct themselves in a non-threatening, non-abusive manner at all times. No direct, conditional, or veiled threat of harm to any employee or company property will be considered acceptable behavior. Acts of violence or intimidation of others will not be tolerated. Any employee who commits or threatens to commit a violent act against any person while on Company premises will be subject to immediate discharge. If an employee, while engaged in Company business off the premises, commits or threatens to commit a violent act, that employee will be subject to immediate discharge.

Examples of workplace violence include, but are not limited to, the following:

- All threats or acts of violence occurring on Company premises, regardless of the relationship between the Company and the parties involved.
- All threats or acts of violence occurring off the Company's premises involving someone who is acting in the capacity of a representative of the Company.

Specific examples of conduct that may be considered threats or acts of violence include, but are not limited to, the following:

- Hitting or shoving an individual.
- Threatening an individual or his/her family, friends, associates, or property with harm.
- Intentional destruction or threatening to destroy Company property.
- Making harassing or threatening phonecalls.
- Harassing surveillance or stalking (following or watching someone).
- Unauthorized possession or inappropriate use of firearms or weapons.

Employees within the Company share the responsibility in identifying and alleviating threatening or violent behavior. Any employee who is subjected to or threatened with violence, or who is aware of another individual who has been subjected to or threatened with violence, should immediately report this information to his/her supervisor or a member of management or Insperity. Employees must assume that any threat is serious. If you as an individual feel threatened and need protection, do not hesitate to report the situation to a supervisor. Any threat reported to a supervisor should be brought to the attention of management and Insperity. Human Resources/Insperity will carefully investigate all reports, and employee confidentiality will be maintained to the fullest extent possible.

The Company's prohibition against threats and acts of violence applies to all persons involved in the Company's operation, including, but not limited to, personnel, contract and temporary workers, and anyone else on Company property. Violations of this policy by any individual on Company property will lead to disciplinary action, up to and including termination and/or legal action as appropriate.

HARASSMENT, INTIMIDATION OR BULLYING

By definition harassment, intimidation or bullying means any act that:

- (1) Substantially interferes with a student's educational benefits, opportunities, or performance.
- (2) Takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school busstop.

Cyberbullying - By definition cyberbullying means the use of any electronic communication device to harass, intimidate or bully.

EMPLOYEE SAFETY AND HEALTH

It is the policy of the Company to provide its employees a safe and healthy workplace and to follow procedures intended to safeguard all employees. Accident prevention and efficiency in production go together; neither should be given priority over the other.

Safety is everyone's responsibility. Every supervisor is expected to devote the time and effort necessary to always ensure the safety of employees.

Employee Responsibilities include:

- Obeying the safety rules.
- Following safe job procedures and not taking shortcuts.
- Keeping work areas clean and free from slipping or tripping hazards.
- Using prescribed personal protective equipment.
- Immediately reporting all malfunctions to a supervisor.
- Using care when lifting and carrying objects.
- Observing restricted areas and all warning signs.
- Reporting unsafe conditions to supervisors.
- Promptly reporting every accident and injury to one's supervisor.
- Following the care prescribed by the attending physician when treated for an injury or illness.
- Attending all employee safety meetings.
- Participating in accident investigations, service on safety committee or other loss control activities as needed.

Failure to observe these guidelines may result in disciplinary action, up to and including termination of your employment.

INFECTIOUS DISEASE CONTROL

Online Oregon Schools will take proactive steps to protect the workplace in the event of an infectious disease outbreak, national or local epidemic, or pandemic. It is the goal of Online Oregon Schools during any time period to strive to operate effectively and ensure that all essential services are continuously provided and that employees are safe within the workplace.

Preventing the Spread of Infection in the Workplace

Online Oregon Schools will make efforts to ensure a clean workplace, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, breakrooms, conference rooms, door handles and railings. Management will monitor and coordinate events around an infectious disease outbreak, as well as to create work rules to promote safety through infection control.

Employees are expected to cooperate in this effort by taking steps to reduce the transmission of infectious disease in the workplace. The best strategy remains the most obvious - frequent hand washing with warm, soapy water; covering your mouth whenever you sneeze or cough; and discarding used tissues in wastebaskets. Online Oregon Schools may provide alcohol-based hand sanitizers throughout the workplace and in common areas, as available.

Unless otherwise notified, Online Oregon Schools' standard attendance and leave policies remain in effect. Individuals who believe they may face challenges reporting to work during an infectious disease outbreak should take steps to develop any necessary contingency plans. For example, employees might consider arranging alternative sources of childcare should schools close and/or speak with supervisors about the potential to work from home temporarily or on an alternative work schedule. Employees are encouraged to contact the Employee Assistance Program (EAP) for childcare and dependent care resources. All contact between an employee and the EAP is confidential and designed to safeguard the participant's privacy rights. The EAP's telephone number is 1-866-402-0003.

Limiting Travel

All nonessential travel should be avoided until otherwise notified. Employees who travel as an essential part of their job should consult with management on appropriate actions. Business-related travel outside the United States will not be authorized until further notice. Online Oregon Schools will follow any official national or local state and health guidance.

Employees should avoid crowded public transportation when possible. Alternative scheduling options, ride-share resources and/or parking assistance may be considered on a case-by-case basis. Contact your supervisor for more information.

Telecommuting

Requests to work remote will be handled on a case-by-case basis. While not all positions will be eligible, all requests for temporary remote work should be submitted to your supervisor for consideration.

Staying Home When Ill

Many times, with the best of intentions, employees report to work even though they feel ill. Online Oregon Schools provides to compensate employees who are unable to work due to illness. Employees should refer to the company's handbook for additional information, or you may contact your Insperity Human Resource Specialist.

During an infectious disease outbreak, it is critical that employees do not report to work while they are ill and/or experiencing the following symptoms: Fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills, and fatigue. Currently, the Centers for Disease Control and Prevention recommends that people with an infectious illness such as the flu and or other contagious communicable illnesses and diseases remain at home until at least 24 hours after they are free of fever (100 degrees F or 37.8 degrees C) or signs of a fever without the use of fever-reducing medications. Employees who report to work ill may be sent home in accordance with these health guidelines.

Requests for Medical Information and/or Documentation

If you are out sick or show symptoms of being ill, it may become necessary to request information from you and/or your health care provider. In general, we may request medical information to confirm your need to be absent, to show whether and how an absence relates to the infection, and to know that it is appropriate for you to return to work. We expect and appreciate your cooperation when medical information is requested. Medical certification may also be requested in accordance with any applicable leave of absence policies that may apply.

Confidentiality of Medical Information

Online Oregon Schools treats any medical information as a confidential medical record. All reasonable precautions will be taken to prevent inappropriate disclosure of medical information according to applicable laws.

Social Distancing Guidelines for Workplace Infectious Disease Outbreaks

In the event of an infectious disease outbreak, Online Oregon Schools may implement these social distancing guidelines to minimize the spread of the disease among employees in the workplace.

In the workplace, employees are requested to:

- Avoid meeting people face-to-face. Employees are encouraged to use the telephone, online conferencing, e-mail, or instant messaging to conduct business as much as possible, even when participants are in the same building.
- If a face-to-face meeting is unavoidable, minimize the meeting time, choose a large meeting room, and sit at least one yard from each other if possible; avoid person-to-person contact such as shaking hands.
- Avoid any unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops, and training sessions.
- Limit congregating in work rooms, pantries, copier rooms or other areas where people socialize.
- Bring lunch and eat at your desk or away from others (avoid lunchrooms and crowded restaurants).
- Encourage members and others to request information and orders via phone and e-mail to minimize person-to-person contact. Have the orders, materials, and information ready for fast pick-up or delivery.

Outside activities

For the safety and well-being of our employees, employees may be encouraged to the extent possible to use good judgment outside of work. For example:

- Avoid public transportation (walk, cycle, drive a car) or travel to destinations either early or late to avoid rush-hour crowding on public transportation.
- Avoid recreational or other leisure classes, meetings, activities, etc., where employees might encounter contagious people.

WORKPLACE ACCIDENTS

All accidents, injuries, potential safety hazards, safety suggestions and health and safety-related issues must be reported immediately to your supervisor and/or Human Resources. If you or another employee is injured, you should contact outside emergency response agencies, if needed.

All first report of injury claims must be reported within 24 hours. Call Insperity's dedicated claims reporting number at 866-863-5622 to report any work-related injury quickly and easily, 24 hours a day. This call will initiate proper claim handling by notifying a claim professional who will send the "First Report of Injury" notification to the state as required. You may also email the "First Report of Injury" report to reportclaim@insperity.com or fax it to 501-221-5991. The Employee's Claim for Workers' Compensation Form (DWC-1) must be completed in all cases in which an injury requiring medical attention has occurred. If an injury does not require medical attention, the manager must still contact Specialty Risk Services and state that the injury is just a **Report Only**, in case medical treatment is later needed and to ensure that any existing safety hazards are corrected.

Federal law (Occupational Safety and Health Administration (OSHA)) requires that we keep records of all illnesses and accidents, which occur during the workday. If you fail to report an injury, you may jeopardize your right to collect workers' compensation payments as well as health benefits. OSHA also provides for your right to know about any health hazards that might be present on the job. Should you have any questions or concerns, contact your manager, Human Resources and/or Insperity for more information.

No matter how insignificant an injury may seem at the time of occurrence, you should notify the onsite supervisor or Insperity immediately of any workplace accident or injury.

DRUG FREE WORKPLACE

The policy of the Company is to maintain a drug-free workplace. As a condition of continued employment, all Company employees must comply with this policy. The term "workplace" is defined as Company property, any Company sponsored activity or any other site where the employee is performing work for the Company or representing the Company. The term "drug" as used in this policy includes alcoholic beverages and prescription drugs, as well as illegal inhalants and illegal drugs and/or controlled substances as defined in schedules I through V of the Controlled Substances Act, 21 U.S.C. Sec. 812, 21 C.F.R. Sec 1308, and the state and local law of the jurisdiction where the workplace is located, including, but not limited to, marijuana, opiates (e.g., heroin, morphine), cocaine, phencyclidine (PCP), and amphetamines. An employee who engages in an activity prohibited by this policy shall be subject to disciplinary action, up to and including immediate termination of employment.

Prohibited activities under this policy include the possession, use, sale, attempted sale, distribution, manufacture, purchase, attempted purchase, transfer, or cultivation of drugs, as defined above, in the workplace, as defined above. Employees are also prohibited from being at the workplace with a detectable number of drugs in their system. However, the use and/or possession of prescription drugs, when taken as directed and obtained with a valid prescription under federal law, shall not be a violation of this policy.

Information regarding the availability of treatment programs, if any, such as assistance provided by Insperity's health care plan coverage or drug and alcohol abuse rehabilitation programs and the requirements for participation in drug and alcohol abuse education and training programs, may be requested by contacting your Insperity human resource specialist.

This policy is not intended to replace or otherwise alter applicable U.S. Department of Transportation obligations, or any other federal, state or local agency drug testing regulations related to a particular industry.

COMPLAINT RESOLUTION PROCEDURE

Misunderstandings or conflicts can arise in any organization. To ensure effective working relations, it is important that such matters be resolved before serious problems develop. Most incidents resolve themselves naturally; however, should a situation persist that you believe is

detrimental to your employment with the Company, you should follow the procedure described below for bringing your complaint to management's attention.

Step One. Discussion of the problem with your immediate supervisor is encouraged as a first step. If, however, you do not believe a discussion with your supervisor is appropriate, you may proceed directly to Step Two.

Step Two. If your problem is not resolved after discussion with your supervisor or if you feel discussion with your supervisor is inappropriate, you are encouraged to request a meeting with an Insperity human resource specialist. To resolve the problem, the Insperity human resource specialist will consider the facts and may conduct an investigation.

The Company does not tolerate any form of retaliation against employees availing themselves of this procedure. The procedure should not be construed, however, as preventing, limiting or delaying the Company from taking disciplinary action against any individual, up to and including termination, in circumstances (such as those involving problems of overall performance, conduct, attitude or demeanor) where the Company deems disciplinary action appropriate.

Additionally, the Company provides its employees with a convenient and reliable method for reporting incidents of alleged harassment, including sexual harassment and discrimination. Any employee who feels harassed or discriminated against should follow the Complaint Procedure as described in this handbook and in the Anti-Harassment policy.

HOURS AND COMPENSATION POLICIES

HOURS OF OPERATION

By being ready, willing, and able to serve our students and families efficiently at all times, we can provide quality education and potentially increase enrollments at OOS. Therefore, teacher's hours of responsibility are from 8:00 a.m. – 5:00 p.m. each non-holiday weekday, excluding sick, school recess or other approved leave. The hours for support staff will be assigned by the supervisor from 8:00 a.m. to 5:00 p.m., Monday through Friday, excluding sick, holiday or other approved leave. To facilitate the smooth flow of business and to adequately cover the phones, lunch breaks will usually be staggered and may change to meet the needs of the school.

PAYDAY

All employees will be paid on the fifth and twentieth of each month. For paydays falling on a Saturday or holiday, you will be paid the prior business day. For paydays falling on a Sunday, you will be paid the following business day.

Vacation pay will be paid on the regular pay cycle. If you resign, final settlement of services or wages will be made no earlier than the next regular pay cycle, or in accordance with state law, whichever is sooner.

If you are terminated, you will be issued a check on the next regular payday, or in accordance with applicable state law, whichever is earlier.

DIRECT PAYROLL DEPOSIT

Direct payroll deposit is the automatic deposit of your pay into the financial institution account(s) of your choice. You have the freedom to change your deposit selections at any time.

Please access additional information through the Employee Service CenterSM Insperty PremierTM at <http://portal.insperity.com> by clicking on the **My Account tab** and selecting **Paycheck Information**. You will see an option to Enroll or Change Direct Deposit.

ABSENTEEISM AND TARDINESS

OOS is able to serve our students and families based upon our estimates of performance and our history of reliability. Therefore, we expect all employees to assume diligent responsibility for their attendance and promptness. Continued dependability, quality and pride of service are factors over which each individual employee has a great deal of influence. If you are absent and cannot perform your duties on time, or if you produce substandard work, then we all pay the price by losing the confidence of our families.

The work schedule is constructed around company-provided vacation time, sick time, and paid time off, taking into account the maximum working hours and capabilities of the staff. It is extremely important that you be punctual in your arrival for work at the beginning of the workday or shift to which you are assigned. If you know that you will be absent or late arriving for work, notify your supervisor as soon as possible but within the first thirty (30) minutes of your work shift each day of your absence, unless you are granted leave of absence. In the event of a sickness or accident while performing your duties, notify your supervisor immediately.

If you are absent for three (3) or more consecutive workdays due to personal illness, a statement from your healthcare provider may be required before you will be permitted to return to work and/or may need to file a Leave of Absence through Insperty.

Excessive unexcused absenteeism or tardiness is grounds for disciplinary action, up to and including termination. In evaluating absences, the Company may consider, among other factors, reasons related to an employee's absences, the nature of the employee's job, and whether the employee gave proper notice in connection with such absences. If you are absent for three (3) or more consecutive business days and fail to properly report your absences, this will be considered a voluntary resignation of your position, and the Company will process the separation of your employment.

EMERGENCY OFFICE CLOSING

It is the policy of the Company that offices be open during normal working hours to provide the service our students and families require and expect from us. The Company has the sole discretion in determining if the office is to be closed in the event of inclement weather, power

or other utility failure, fire, flood, earthquake, or some other emergency.

The Company realizes its obligation to employee's physical well-being and strives to maintain a safe place for employees to work. The occasional emergency situation that may arise needs to be handled efficiently and calmly. Your supervisor will advise of procedures to be followed when offices are closed because of inclement weather or when emergencies arise during the day. If the office is closed for a full day or more, the employees will not be paid, but they will have the option to use any accrued but unused paid time off or work remotely.

OVERTIME FOR NON-EXEMPT EMPLOYEE

Overtime and additional work other than that which is regularly scheduled may be required.

Overtime will be paid to eligible, nonexempt employees in accordance with applicable federal, state, and local laws. If you are a nonexempt employee, you will be eligible to receive overtime pay of one and one-half times your regular hourly wage for hours worked over eight hours per day or 40 hours in one week, and for the first eight hours worked on the seventh consecutive day of work in the same workweek. Additionally, nonexempt employees will be paid twice their regular rate of pay for hours worked over 12 in a day and over eight (8) on the seventh consecutive day of work in the same workweek. If, during that week, you were away from the job because of a job-related injury, paid holiday, jury or witness duty, sick day, or vacation day, those hours not worked will not be counted as hours worked for the purpose of computing overtime pay.

All overtime must be authorized prior to its occurrence by your immediate supervisor.

Prohibited "Off the Clock" Work- for non-exempt

At no time should employees perform work while "off the clock." All time spent working should be properly recorded. If given a directive to perform work "off the clock," please promptly notify your on-site supervisor or, if your on-site supervisor has given a directive to work "off the clock" and/or has told you not to properly record all hours worked, notify your Insperity Human Resource Specialist. No employee will be penalized in any way for making such a complaint.

EXEMPT EMPLOYEE REDUCTION OF SALARY

Exempt employees are paid on a salary basis and, in general, must be paid their full salary for any week in which they perform work. Their salary may be reduced only in the following circumstances:

- (1) Employees who are absent from work for at least a full day for personal reasons other than sickness or disability will not be paid for that day unless they have accrued paid time off under the OOS paid time off, personal, vacation or sick policy, if any. Their salary will not be reduced for less than a full day because of personal reasons. If an employee has exhausted their personal leave and takes approved unpaid leave their salary may be reduced.
- (2) Employees who are absent for at least a full day because of sickness or disability will not

be paid for that day unless they have accrued paid time off under the ISOR- PH paid time off, personal, vacation, sickness or disability policy and the absence qualifies for pay under such policy. Their salary will not be reduced for less than a full day because of sickness or disability.

- (3) Employees who are absent from work for jury duty, attendance as a witness or military leave may have their salary reduced by the amount of payment they receive in the form of jury fees, witness fees or military pay. Their salary will not be reduced by the number of hours or days they are absent unless they perform no work during a given week.
- (4) Employees who work less than the number of days they are regularly scheduled to work during their first and/or last week of employment will be paid a proportionate part of their full salary for the time worked.
- (5) Employees who take leave under the Family and Medical Leave Act will not be paid for that time unless they have accrued paid time off under the OOS paid time off, vacation, sickness, or disability policy, if any. Their salary will be reduced by the hours missed, even if it is for less than a full day.

Prohibited Reductions / Complaint Procedure

Any salaried exempt employee whose salary is reduced in violation of this policy will be reimbursed. If you feel your salary has been improperly reduced, please notify your Insperity human resource specialist. No employee will be penalized in any way for making such a complaint.

This policy is intended solely to implement FLSA regulatory requirements, will be applied and modified as necessary in accordance with such requirements, and is not to be considered any type of contract.

ERRORS IN PAY

Every effort is made to avoid errors in your paycheck. If you believe an error has been made, contact your ISORPH human resource specialist immediately. The Company will take the necessary steps to research the problem and to assure that any necessary correction is promptly made.

OPERATIONS POLICIES

APPEARANCE

All employees should use good judgment about dress and appearance. Employees should dress in a manner that is consistent with both their place of work and the type of work they perform. Clothing which is not acceptable includes items that are sloppy or unkempt. When participating in a school event, teachers and administrative staff should wear an ISOR- PH (should this be OOS)? name badge in clear view.

Please contribute to a positive work environment by maintaining high standards of neatness,

grooming and personal hygiene. Also, please keep in mind that some individuals may be allergic to such things as perfumes, colognes, and lotions. If you use such items, please use them in moderation and with consideration for those around you.

PERSONAL PHONE CALLS AND PERSONAL BUSINESS

During scheduled hours, you are requested to keep personal calls, including personal cell phone calls, to an absolute minimum. No long distance or toll calls such as directory assistance, other than Company business calls, are to be made from company telephones. If it is absolutely necessary that you make a toll call from work, you must charge it to your personal calling card, home number or use your personal cell phone. Telephone records are subject to periodic review by management.

COMMUNICATIONS

Employees are expected to return any communications within one school day. This includes email, phone messages and any other communication you use within your job function. Before releasing information for inbound inquiries, staff must follow established procedures as provided in school training and training provided by the K12 Academic Services Group to confirm the individual who is asking for the information has rights to the information. Release of all student information is controlled by K12 policies, school policies and the FERPA. Training on FERPA is available on k12training.com as well as covered as needed by the school directly in its professional development plan.

USE OF COMMUNICATION SYSTEMS

It is the intent of the Company to provide the communication systems necessary for the conduct of its business. Employees are expected to adhere to proper use of all communication systems. These include but are not limited to the telephone, electronic mail (E-Mail), facsimile, internet, corporate intranet, voice mail, computer terminals, modems and systems and other software. Employees are permitted use of Company property and must comply with Company policies and procedures regarding its use.

The communication systems are owned and operated by the Company and are to be used for the business of the Company. Employees should have no expectation of privacy of any correspondence, messages, or information in the systems, regardless of the content or purpose of the same.

The Company reviews, monitors and accesses all electronic content, keystrokes and messages sent or received for any purpose, regardless of whether messages are transmitted/received via the Company's e-mail system or the employee's personal e-mail account(s). All such messages, regardless of content or the intent of the sender, are a form of corporate correspondence, and are subject to the same internal and external regulation, security, and scrutiny as any other corporate correspondence. E-mail communications must be written following customary business communication practices as is used in Company correspondence. E-mail communications are official internal Company communications, which may be subject to summons in legal proceedings. Work-related messages should be directed to the affected

employee(s) rather than sending a global message to all employees. It is the employee's obligation to notify any third parties affected by this policy of the Company's policies regarding monitoring employee communications.

The Company's communication systems shall not be used as a forum to promote religious or political causes, or an illegal activity. Offensive or improper messages or opinions, transmission or postings of sexually explicit images or other images or materials inappropriate for the workplace, messages, cartoons, or other such items, or messages that may be construed as harassment or disparagement of others based on race, color, religious creed, sex, national origin, ancestry, citizenship status, pregnancy, childbirth, physical disability, mental disability, age, military status or status as a Vietnam-era or special disabled veteran, marital status, registered domestic partner or civil union status, gender (including sex stereotyping and gender identity or expression), medical condition (including, but not limited to, cancer related or HIV/AIDS related), genetic information or sexual orientation are also prohibited on the Company's communication systems.

Employees shall not, unless authorized by personnel with the authority to grant such authorization, attempt to gain access to another employee's personal communications system and messages. The Company, however, reserves the right to access, and will access an employee's messages and other electronic data at any time, without notice to the employee.

Any violation of these guidelines may result in disciplinary action, up to and including termination.

INTERNET CODE OF CONDUCT

Access to the Internet has been provided to staff members for the benefit of the organization and its clients. It allows employees to connect to information resources around the world. Every staff member has a responsibility to maintain and enhance the Company's public image, and to use the Internet in a productive manner. To ensure that all employees are responsible, productive Internet users and are protecting the Company's public image, the following guidelines have been established for using the Internet.

Acceptable Use of the Internet

Employees accessing the Internet are representing the Company. All communications should be for professional reasons. Employees are responsible for seeing that the Internet is used in an effective, ethical and lawful manner. Instant Messaging Systems and Internet Forums may be used to conduct official Company business or to gain technical or analytical advice. Databases may be accessed for information as needed. E-Mail may be used for business contacts.

Unacceptable Use of the Internet

The Internet should not be used for personal gain or advancement of individual views. Solicitation of non-company business, or any use of the Internet for personal gain is strictly prohibited. Use of the Internet must not disrupt the operation of the Company network or the

network of other users. It must not interfere with your productivity.

Communication Guidelines

Each employee is responsible for the content of all text, audio, or images that he/she places or sends over the Internet including, but not limited to, any Web-based sites or programs utilized through the Company. Fraudulent, harassing, or obscene messages are prohibited. All messages communicated on the Internet should have your name attached. No messages will be transmitted under an assumed name. Users may not attempt to obscure the origin of any message. Information published on the Internet should not violate or infringe upon the rights of others. No abusive, profane, or offensive language may be transmitted through the system. Employees who wish to express personal opinions on the Internet are to use non- Company Internet systems and should refrain from making any representations that would somehow attribute their personal opinions to the Company.

Software

To prevent computer viruses from being transmitted through the system, there will be no unauthorized downloading of any software. All software downloads require prior management approval.

Copyright Issues

Staff members while using the Internet may not transmit copyrighted materials belonging to entities other than the Company. One copy of copyrighted material may be downloaded for use in research. Users are not permitted to copy, transfer, rename, add, or delete information or programs belonging to other users unless given express permission to do so by the owner. Failure to observe copyright or license agreements may result in disciplinary action from the Company, up to and including immediate termination, or legal action by the copyright owner.

Passwords

While our systems may accommodate the use of passwords for security, the reliability of such for maintaining confidentiality cannot be guaranteed. Individual passwords do not prevent the Company from accessing your files. All employees are encouraged to use the *Password Corral* software program to keep track of/protect all passwords used for their position.

You are required, however, to disclose your password(s) to your supervisor because your system may need to be readily accessed by the Company when you are absent. Never disclose personal or system passwords to anyone other than authorized Company representatives.

Employees will not attempt to gain access to another employee's e-mail or voice mail messages. However, the Company reserves the right to access an employee's messages at any time, without notice, to the employee.

Security

All messages created, sent, or retrieved over the Internet are the property of the Company, and

should be considered public information.

The Company accesses and monitors all messages and files on the computer system as deemed necessary and appropriate. Internet messages are public communication and are not private. All communications including text and images can be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver. You cannot change your computer password without permission from your supervisor.

Harassment

Harassment of any kind is prohibited. Messages with derogatory or inflammatory remarks about an individual or group's race, color, religious creed, sex, national origin, ancestry, citizenship status, pregnancy, childbirth, physical disability, mental disability, age, military status or status as a Vietnam-era or special disabled veteran, marital status, registered domestic partner or civil union status, gender (including sex stereotyping and gender identity or expression), medical condition (including, but not limited to, cancer related or HIV/AIDS related), genetic information or sexual orientation will not be permitted.

Violations

Violations of any guidelines listed herein may result in disciplinary action, up to and including immediate termination. If necessary, the Company will advise appropriate legal officials of any illegal violations.

TITLE VI, TITLE IX, 504 AND APPROPRIATE STATE LAWS

The Online Oregon Schools – Painted Hills, based upon federal and state law, does not discriminate regarding race, color, religion, sex, age, handicap, or national origin. ISORPH does not discriminate in its educational program or activities, which it operates, or in its hiring practices. ISORPH is in compliance with Title VI of the 1964 Civil Rights Act (Public Law 88 -352), which prohibits discrimination on the basis of sex; HEW regulation 504, which prohibits discrimination on the basis of physical or mental handicap; and the Oregon Administrative Rule 581- 21-0045, ORS 326.051, ORS 659.150, and all rules issued by the State Board of Education pursuant to these laws to the end that no person in Oregon shall on the basis of age, handicap, national origin, race, marital status, religion, or sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity administered or authorized by the State Board of Education. If you have inquires or a possible complaint under the provision of federal or state law, please reach out to the Insperty Anti-Harassment Hotline number at 844-677-3030 .

CUSTOMER RELATIONS

The Company strives to consistently provide our students and families a sound education experience and service that is of exceptional quality and value.

In order to realize our commitment to excellent service, we expect the following from each of our employees:

Provide courteous service in a prompt and efficient manner.

Establish and maintain positive relationships with students, families, and peers by gaining their trust and respect through professional, honest interaction.

Handle complaints quickly and professionally. Never argue with a student or family. If you are unable to resolve the complaint to their satisfaction, review the situation with your supervisor.

Communicate with students, families, and peers in a professional manner whether in person, over the phone, or via e-mail.

Always remember that you are the School to our families and our reputation and their perception of the School is attributed to each employee.

GIFTS AND FAVORS

No employee shall solicit or accept for personal use, or for the use of others, any gift, favor, loan, gratuity, reward, promise of future employment, or any other thing of monetary value that might influence, or appear to influence, the judgment or conduct of the employee in the performance of their job.

Employees can accept occasional unsolicited courtesy gifts or favors (such as business lunches, tickets to sporting events or cultural events, holiday baskets, flowers, etc.) so long as the gifts or favors do not exceed an aggregate value of \$50 from any single source in a calendar year, and do not influence or appear to influence the judgment or conduct of the employee. Please discuss any exceptions to this amount with your supervisor.

Employees are not to give, offer, or promise directly or indirectly anything of value to any representative with whom the Company has or may have a business/working relationship.

SOLICITATIONS AND DISTRIBUTION OF LITERATURE

It is the intent of the Company to maintain a proper business environment and prevent interference with work and inconvenience to others from solicitations and/or distribution of literature.

The following guidelines will apply throughout the organization:

- Group meetings for solicitation purposes during work hours or in work areas are prohibited. This guideline does not pertain to Company-sponsored meetings.
- The distribution or circulation of literature or other materials during work hours or in work areas is prohibited.
- Employees shall not engage in any solicitation of other employees for any purpose whatsoever during working hours or in work areas.
- Management must approve and post all information on the Company's bulletin boards.

Non-employees are prohibited from trespassing, soliciting or distributing literature on Company premises.

COMPANY PROPERTY

To ensure the safety and welfare of employees and invitees, the Company reserves the right, on reasonable suspicion that Company policy is being violated, to conduct searches or inspections which includes, but is not limited to, employee's work area, desks, and any other property located on Company premises or work sites. Entry on Company premises or work sites constitutes consent to searches or inspections.

WEAPONS

[The School strives to provide a safe and secure workplace for employees, clients, customers, and visitors. The company has "zero tolerance" for, and forbids the possession of any type of weapon, firearm, explosive and/or ammunition while on company property or conducting company business. For purposes of this policy, company property includes, but is not limited to, all company facilities, company-provided vehicles and equipment that are either leased or owned by the company or a company client.

Possession of firearms or other weapons may be cause for discipline, including, but not limited to, immediate termination of employment. In enforcing this policy, OOS reserves the right to request inspections of any employee and their personal effects while on Company property, to the extent allowable under applicable law. Any employee who refuses to allow an inspection will be subject to the same disciplinary action as having been found in possession of firearms or other weapons.

In the event an employee lawfully possesses a firearm, the employee can store the firearm in the employee's personal vehicle while on company-provided parking areas; however, the firearm must be stored in the employee's locked vehicle, or locked to the vehicle, and hidden from plain view.

Employees share the responsibility of identifying violators of this policy. If you either witness or suspect another individual of violating this policy, you should immediately report this information to their onsite supervisor.

SMOKING

To maintain a safe and comfortable working environment and to ensure compliance with applicable laws, smoking in company offices and facilities is strictly prohibited by State law. While attending any OOS sponsored event, smoking is strictly prohibited. Because the company may be subject to criminal and civil penalties for violations of applicable smoking laws, we must insist on strict adherence to this policy. Employees smoking in any non-smoking area may be subject to disciplinary action, up to and including termination. Please contact your on-site supervisor or the Human Resource Department if you have any questions regarding the smoking policy. Complaints regarding violations of this policy may be filed under the Company's complaint resolution procedure, which is described elsewhere in this section of the handbook.

TRAVEL

BUSINESS EXPENSE AND TRAVEL

Online Oregon Schools (ISORPH) will reimburse all actual and reasonable business- related expenses incurred by employees in performing their job duties according to the following guidelines:

Documentation Requirements

You are required to provide a daily record of expenses, which shows the date, business location (city and state) and business purpose. Itemized receipts must be attached for approved business-related expenses.

Travel Time – Non-exempt employees

Nonexempt employees will be compensated for time spent traveling if that travel is part of the employee's daily work activity, including travel from one job site to another or travel from a designated meeting place to a job site. Travel by an employee who will be away from home overnight is work time only during those periods the employee is engaged in company business, which typically will coincide with the employee's regular working hours. Such time counts as hours worked even if it occurs on a non-working day. If an employee uses his or her own car rather than available public transportation for travel away from home, the employee can count as hours worked either the time spent driving or the time that would have been spent on public transportation during regular working hours.

Lodging

In certain cities and locales, ISORPH may have negotiated discounted room rates with specific hotels. You should make every effort to utilize lodging in locations where these arrangements exist. When a guaranteed reservation must be changed, every reasonable effort should be made to cancel the reservation on a timely basis to avoid additional fees.

Transportation

Every effort should be made to use the lowest priced transportation available. Reimbursement will be made for the following modes of transportation:

- Commercial airline travel will only be reimbursed for economy class unless approved by management.
- Negotiated discount rates for auto rental may be available. You should utilize these arrangements where possible.
- Personal auto used for business will be reimbursed at the current IRS mileage rate; however, the total amount for mileage must not exceed the economy class airfare for the same trip. The mileage reimbursement rate covers all vehicle expenses including gas, insurance, and depreciation.
- Local commuting costs between an employee's residence and work location are not allowable business expenses. If the distance between your residence and place of departure is further than the distance between your residence and work location, the excess mileage is an allowed expense.

Meals

Reimbursement will be made for reasonable cost of meals, per day, including reasonable gratuities when away from home on company business or for approved business meetings.

Parking and Highway Tolls

All parking expenses and highway tolls related to business travel will be reimbursed.

Miscellaneous Expenses

Miscellaneous business expenses not described above (small supplies on an emergency basis, etc.) will be reimbursed.

While traveling on school business purchases of miscellaneous supplies, software or computer hardware must be pre-approved by Executive Director prior to purchase. These items must be submitted on the employee expense report and itemized receipts attached.

Professional or Technical Organizations Dues

Dues for professional memberships must be pre-approved and processed through the School Office Manager.

Training, Conferences and Seminars

Registration fees or similar expenses for approved training courses, conferences, seminars, and conventions are reimbursable if pre-approved by your supervisor.

Donations or Contributions

Donations or contributions are not reimbursable expense items.

Expense Advances

ISORPH does not provide cash advances for employee travel. Employees traveling regularly on business are encouraged to personally obtain a widely accepted credit card. Any interest charges incurred are considered personal expenses and will not be reimbursed.

PERSONAL VEHICLES

Employees may use their personal vehicles on official company business provided prior approval has been obtained from their supervisor. A mileage rate based on acceptable and current company guidelines will be paid to an employee who uses his personal vehicle on official company business. Minimum insurance requirements as specified by the company's insurance carrier must be in effect at the time the employee's personal vehicle is used and the employee may be required to provide proof of insurance.

WIRELESS COMMUNICATION DEVICE USE GUIDELINES

It is the policy of OOS to provide a wireless communication device to those employees who have a job-related need for them. Such devices are the property of OOS, and their use must be

properly documented. Accordingly, these guidelines must be followed:

- Employees provided with a wireless communication device for business use will be expected to carry such equipment on their person as directed by their supervisor.
- Employees are not permitted to use any wireless communication devices issued by OOS for personal use without prior, written approval of their supervisor. OOS accesses and monitors electronic communications made using OOS issued devices.
- OOS will not pay for or reimburse an employee for expenses related to personal calls. Such expenses are the employee's personal responsibility. In the event OOS grants an exception to initially cover such personal expenses, such an exception is specifically conditioned on initial receipt of a related payroll deduction authorization form signed by the employee.
- Employees are responsible for lost or stolen wireless communication devices and must report such losses immediately.
- Upon termination of employment for any reason, the employee must return the company wireless communication device to OOS per the Employee cell phone policy.

Safety Issues

The Company values its employees and the safety of other third parties, and accordingly expects employees to put safety first while driving. Drivers are prohibited from using wireless communication while driving unless the driver is using a hands-free device. Texting, which is meant to include composing, sending, or reading, while driving is strictly prohibited. Employees whose job responsibilities include regular or occasional driving and who are issued a wireless communication device for business use are expected to refrain from using this device while driving. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are strongly encouraged to pull off to the side of the road and park the vehicle in a safe location before placing or accepting a call.

If acceptance of a call is unavoidable and pulling over is not an option, employees are expected to keep the call short, use hands-free equipment, refrain from discussion of complicated or emotional discussions, and keep their eyes on the road. Special care should be taken in situations where there is heavy or erratic traffic, inclement weather or the employee is driving in an unfamiliar area. Additionally, employees are expected to know and follow all local and state laws relating to using communication devices, including but not limited to school and construction zones.

Employees whose job responsibilities do not specifically include driving as an essential function, but who are issued a wireless communication device for business use, are also expected to abide by the provisions above. Under no circumstances are employees allowed to place themselves or

others at risk to fulfill business needs.

Employees who are charged with traffic violations resulting from the use of their wireless communication device while driving will be solely responsible for all liabilities that result from such actions.

These are standard operating procedures, and any violation of the above guidelines by an employee will be subject to disciplinary action, up to and including termination of employment.

STAFF AND PARENT/STUDENT HANDBOOK REVIEW AND APPROVAL PROCESS

January – By no later than end of February

The handbook is reviewed for updating / additions / deletions by the academic team.

By no later than end of April

ED, OPS, Academic admin, HR, Federal programs manager, 504 Plan Manager, Counselors, Assessment coordinator Review the last version for their applicable sections and saves in a group document.

By no later than end of May:

ED take the last version to the ISORPH board of education for review and will adoption.

After board approval:

Ops manager submits to regional marketing to have the document loaded on to the ISORPH website. SharePoint Admin posts to common folder for all staff to access.

August/Ongoing throughout year:

All new students enrolling after the start of the school year will be provided with the student handbook.

Parents and students will sign and return acknowledgement that they have reviewed, understand, and agree to follow the handbook.

LEAVE OF ABSENCE POLICIES

FAMILY AND MEDICAL LEAVE

This Policy is in effect only where OOS is a covered employer under applicable federal law.

As provided under the Family and Medical Leave Act (“FMLA”), OOS provides unpaid family and medical leaves of absence to eligible employees.

Eligible Employee

To be eligible for family and medical leave, qualifying exigency leave, or covered service member leave, the employee must meet the following requirements at the time the employee gives notice of the need for leave:

1. **Employer Headcount** – The employee must work at a client company where 50 or more employees have been on payroll for 20 or more calendar workweeks, either in the current year or the preceding year.
2. **Employee Worksite** – The employee’s worksite must have 50 or more employees who work within a 75-mile radius of the worksite. **Note:** *Remote employees should be factored into the headcount as well, if there are remote employees who report into the same worksite or receive work assignments from the same worksite as the employee going on leave.*
3. **Tenure** – The employee must have been employed by the client company for at least 12 months in the preceding 7 years, including assignments worked through a temporary agency; and
4. **Hours Worked** – The employee must have worked 1,250 hours during the 12-month period immediately before the beginning of the leave.

In determining eligibility for employees returning from military service, such employees will be given credit for the months served and the hours of service that would have been performed if not for the absence caused by active service.

Approved Reasons for Leave

FMLA leave may be taken for the following reasons:

- the birth of an employee’s child or care for the newborn child;
- the placement of a child with the employee for adoption or state-approved foster care;
- the employee’s own serious health condition or the care of an employee’s spouse, child, or parent (“family member”) who has a serious health condition.
- A “serious health condition” is an illness, injury, impairment or physical or mental condition that involves either inpatient care or continuing treatment by a health care provider.

The continuing treatment requirement is met where an employee is out of work due to:

- an incapacity of more than three consecutive, full calendar days and during which the employee visits a health care provider on at least one occasion;
- an incapacity caused by pregnancy or prenatal care, a chronic condition, or long- term conditions; or
- absences for multiple treatments.
- the employee’s care of a “covered service member” who has sustained a serious injury or illness during active duty (“military caregiver leave”).
 - The employee must be the spouse, son, daughter, parent, or next of kin of the covered service member. A “covered service member” means
 - a member of the Armed Forces, National Guard, or Reserves,
 - who is undergoing medical treatment, recuperation or therapy,
 - is in out- patient status, or
 - is on the temporary disability retired list for serious injury or illness.

- A “covered service member” also includes
 - a covered veteran of the Armed Forces, National Guard, or Reserves,
 - who was discharged or released within five years preceding the date on which the veteran undergoes medical treatment, recuperation, or therapy for a serious injury or illness.
- The time period between October 28, 2009 and March 8, 2013 will not be counted in calculating the five-year time period.
- A “serious injury or illness” for military caregiver leave includes
 - an injury or illness that was incurred or aggravated by the covered service member on active duty in the Armed Forces and in the case of a covered veteran, manifested itself before or after the member became a veteran.
- The employee’s responding or attending to a “qualifying exigency,” arising out of a military member’s active duty or notification of an impending call or order to covered active duty in the Armed Forces, National Guard or Reserves in a foreign country.
- A “military member” includes a spouse, son, daughter, or parent of the employee.
- A “qualifying exigency” includes the following:
 - *short-notice deployment* where a covered military member is notified of a call or order to active duty seven or less calendar days prior to the date of deployment;
 - *military events and related activities* sponsored by the military;
 - *childcare and school activities*, where necessary to arrange for alternative childcare, provide childcare on an immediate need basis, enroll in a new school or day care or attend meetings with school officials;
 - *financial and legal arrangements* to address the covered military members absence;
 - *counseling* of eligible individuals by someone other than a health care provider;
 - *rest and recuperation*, for purposes of spending up to 15 days with a covered military member who is on short-term, temporary, rest and recuperation leave;
 - *post-deployment activities*;
 - *parental care*, including arranging for alternative care, providing care on an immediate need basis, admitting to, or transferring the parent to a care facility where the military member’s parent is incapable of self-care and the need to provide such care arises out of military member’s active duty or call to active duty; and *other activities* related to the military member agreed upon between you and ISOR- PH.

Length of Family and Medical Leave and Qualifying Exigency Leave

An eligible employee is entitled to a combined total of 12 workweeks of unpaid leave within a 12-month period for family and medical and qualifying exigency leave. The amount of leave available to you will be calculated by looking backward at the amount of leave taken within the

12-month period immediately prior to the first date of leave. Family and medical leave and qualifying exigency leave may run concurrent with other federal, state and local leave laws. Leave taken for the care of a newborn child or placement for adoption or foster care must be taken within 12 months of the birth or placement of the child. If both parents are employed by OOS and are eligible for leave, except for leave due to your serious health condition or your spouse's or child's, you may both take a combined total of 12 weeks.

Leaves may be taken as an intermittent leave or a reduced schedule in the following situations: For your own serious health condition or the serious health condition of a family member when medically necessary or when the need for leave is best accommodated through scheduling. For a qualifying exigency leave.

An employee requesting intermittent leave/reduced schedule leave may be transferred temporarily to an available alternative position with equivalent pay and benefits, or to a part-time position with an equivalent hourly rate and benefits, if such a position better accommodates the need for intermittent leave/reduced schedule leave.

Length of Military Caregiver Leave

An eligible employee is entitled to a combined total of 26 workweeks of unpaid leave within a single 12-month period for military caregiver and other qualifying FMLA leave. If both a husband and wife are employed by OOS and are eligible for military caregiver leave, the two may take a combined total of 26 weeks. Military caregiver leave may run concurrent with other leave entitlements provided under federal, state, and local law.

Intermittent leave or a reduced schedule may be approved for military caregiver leave where medically necessary and where the need for leave is best accommodated through scheduling. An employee requesting intermittent leave/reduced schedule leave may be transferred temporarily to an available alternative position with equivalent pay and benefits, or to a part-time position with an equivalent hourly rate and benefits, if such a position better accommodates the need for intermittent leave/reduced schedule leave.

Substitution of Paid Leave

If you are taking family and medical leave due to your own serious health condition, you should substitute all accrued paid leave, including accrued and unused sick leave, paid vacation, paid personal time, paid time off and, if applicable, short-term salary continuation, before continuing leave on an unpaid basis.

When receiving disability benefits under a disability benefit plan, the substitution of your accrued paid leave is not required.

If you take leave under this policy for reasons other than your own serious health condition, you must use all accrued paid leave before continuing on an unpaid basis. Any family and medical leave, qualifying exigency leave, military caregiver leaves, whether paid, unpaid or a combination, will be counted toward the 12-week or 26-week leave entitlement, as applicable.

Employee Notification Requirements

If you expect to take family and medical leave, qualifying exigency leave or military caregiver leave, you must notify the Insperity Leave and Disability Group of your intention to take leave at least 30 days in advance of the expected leave by completing a Leave of Absence Request form. If the leave is not foreseeable, you must provide notification as soon as practical. In addition, you must comply with ISOR- PH established absenteeism and tardiness policies.

Medical Certification

Within 15 calendar days of the request, an employee who takes leave for his or her own or a family member's serious health condition, or to care for a covered service member, must submit medical certification to the Insperity Leave and Disability Group detailing the reason(s) for the leave. If you fail to do so, OOS may delay the start of the requested leave, withdraw any designation of the requested leave as FMLA leave, or deny the requested leave, and consider time taken off subject to OOS established absenteeism and tardiness policies.

If your medical certification is incomplete and/or insufficient, Insperity may notify you in writing as to what is incomplete and/or insufficient. You will then have seven calendar days to resubmit the medical certification. Failure to provide a complete and sufficient certification by the date required may result in the denial of the requested FMLA leave.

When returning to work after being on leave for your own serious health condition, you will be required to provide a medical release.

"Qualifying Exigency" Leave Certification

Within 15 calendar days of a request for qualifying exigency leave, the employee must submit written certification detailing the reason(s) for leave to the Insperity Leave and Disability Group. You may also be required to submit appropriate supporting documentation, such as a copy of the covered military member's active-duty orders or other military documentation indicating the appropriate military status and the dates of active duty status.

Job Restoration

When returning from an authorized leave, an employee will normally be returned to the same or an equivalent position, with no loss of benefits accrued prior to leave. In the event your position is affected by a decision or event not related to your leave of absence (e.g., job elimination or layoff), you will be affected to the same extent as if not on leave.

Certain "key employees" as defined under the FMLA may not be eligible to be restored to the same or an equivalent position after leave if doing so would cause substantial and grievous economic injury to the operations of the company. If applicable, OOS will notify "key employees" in writing of their status and the conditions under which job restoration will be denied.

Workers' Compensation and Family and Medical Leave

If you are eligible for FMLA and are on leave due to a workers' compensation injury that meets the definition of "serious health condition," the absence will count towards your family and medical leave. You may be asked to provide a medical certification form to determine if your workers' compensation injury meets the definition of a serious health condition.

Continuation of Benefits

The same health care benefits coverage provided to an employee on the day prior to taking family and medical leave will be maintained provided the employee pays any required contribution for benefits as follows:

- up to 12 weeks, as required for family and medical leave and qualifying exigency leave; or
- up to 26 weeks, as required for military caregiver leave; or
- as required by law.

The period of time you are on family and medical leave will be treated as continued service for vesting and eligibility to participate under any available retirement plan, if applicable. Absences due to leave will not be counted as time worked for the purpose of seniority or computing paid time off for vacation, sick leave, or personal days. For more information regarding continuation of benefits during a leave of absence, see Insperity's Continuation of Benefits policy.

Questions About Family and Medical Leave

If you have any questions about your rights or responsibilities under this policy, contact the Insperity Contact Center toll free at 866-715-3552 (select "Benefits"), weekdays between 7 a.m. and 7 p.m. Central time. OOS and Insperity will comply with all applicable federal, state, and local laws in administering this policy.

CONTINUATION OF BENEFITS

All active, full-time employees covered by the Insperity Group Health Plan, or the Insperity Health Care FSA Plan may continue plan coverage for up to 12 weeks during an approved leave of absence, or as required by law.

While on leave, an employee must continue to pay any required contributions for health coverage, as well as make payments for any other applicable benefits which would otherwise be automatically deducted from the employee's wages (e.g., supplemental life insurance, credit union loans, and 401(k) loans). An employee who does not return from leave may be required, under certain circumstances, to reimburse Insperity for any health plan employee contributions paid by Insperity or the Online Oregon Schools while the employee was on unpaid leave. Contact the Insperity Contact Center at 866-715- 3552 for details regarding employee contributions. For questions regarding 401(k) loan payments, please contact Insperity Retirement Services at 888-401-5273.

If the employee does not return to work upon expiration of the applicable 12-week period, or longer period as required by law, coverage will terminate, and the employee will have the opportunity to continue coverage for a limited period of time under COBRA in accordance with applicable law.

Additionally, contributions to PERS will stop once and employee leaves Insight Oregon Painted Hills.

FAMILY LEAVE UNDER THE OREGON FAMILY LEAVE ACT

NOTE: This Policy supersedes and replaces all prior combined federal and state and state-specific family and medical leave related policies with respect to leaves sought under the Oregon Family Leave Act (“OFLA”), to the extent such policies exist. It is in effect only where OOS is a covered employer under applicable state law whereby it employs twenty-five or more employees working in the state of Oregon, for each working day during each of twenty (20) or more calendar weeks in the current or preceding calendar year.

Notwithstanding the above, an employee seeking leave benefits under this Policy must also satisfy all eligibility requirements as set forth below and required by applicable state law. This Policy does not create any rights (contractual or otherwise) not already provided under federal, state or local law. Employees should, to the extent they wish to request and apply for family leave under the OFLA, or any other applicable federal or state law, submit a Leave of Absence Request form to Insperity’s Leave and Disability Group via fax at 800-233-1469.

Under the Oregon Family Leave Act (the “OFLA” or “the Act”), OOS provides, as set forth below, *Unpaid* family leaves of absence to “eligible employees.”

Approved Reasons for Leave:

Family leave under the OFLA may be taken for the following purposes:

1. to care for an infant or newly adopted child under eighteen (18) years of age, or for a newly placed foster child under nineteen (19) years of age, or for an adopted or foster child older than eighteen;
2. (18) years of age if the child is incapable of self-care because of a mental or physical disability;
3. to care for a family member with a serious health condition (“family member” includes the spouse of an employee, the biological, adoptive or foster parent or child of the employee, the grandparent or grandchild of the employee, a parent-in-law of the employee or a person with whom the employee was or is in a relationship of in loco parentis);
4. to recover from or seek treatment for a serious health condition of the employee that renders the employee unable to perform at least one of the essential functions of the employee’s regular position; and
5. to care for a child of the employee who is suffering from an illness, injury or condition that is not a serious health condition, but that requires home care.

For purposes of leave under this Policy, a “serious health condition” is defined as an illness, injury, impairment or physical or mental condition that requires inpatient care in a hospital, hospice or residential medical care facility, or which, in the medical judgment of the treating health care provider poses an imminent danger of death, is terminal in prognosis with a reasonable possibility of death in the near future or requires constant care; or any period of disability due to pregnancy, or period of absence for prenatal care.

OOS need not provide leave to an eligible employee under (4) above if another family member is available to care for the child.

Eligible Employee

An active full-time or part-time employee is eligible for OFLA leave under any of the above leave categories provided that on the date the employee commences his or her leave, he or she has been employed by OOS for at least 180 days and has worked at least twenty-five (25) hours per week during that timeframe; provided, however, an employee taking leave for the purpose of (1) above under “Approved Reasons for Leave” (caring for infant or newly adopted child) remains eligible without working the minimum 25-hour- per-week work requirement.

Length of Family Leave under the OFLA

An eligible employee qualifying for leave under the OFLA is entitled to a total of twelve (12) workweeks of *unpaid* leave within a 12-month period, with the exception that an eligible employee who takes twelve (12) weeks of family leave within a one-year period for the purpose of (1) above under “Approved Reasons for Leave” (caring for infant or newly adopted child) also may take up to an additional twelve (12) weeks of leave within the same one-year period for the purpose specified in (4) under “Approved Reasons for Leave” (caring for ill child).

Additionally, if an eligible female employee takes twelve (12) weeks for purposes of (1) under “Approved Reasons for Leave” (caring for infant or newly adopted child) then she may also take up to a second twelve (12) weeks within that one-year period for an illness, injury or condition related to pregnancy or childbirth that disables the eligible employee from performing any available job duties offered by OOS.

The amount of leave available to an employee will be calculated by looking backward at the amount of leave taken within the 12-month period immediately preceding the first date of leave.

Leave taken for the care of a newborn child or placement for adoption or foster care must be taken within (twelve) 12 months of the birth or placement of the child, and it must also be taken as an uninterrupted, continuous leave of absence unless OOS allows intermittent leave or a reduced schedule for these reasons.

If both a husband and wife are employed by Online Oregon Schools, and are eligible for leave, the two may each take up to twelve (12) weeks of qualifying leave under the OFLA, but may not

take concurrent leave unless (a) one employee needs to care for the other employee who is suffering from a serious health condition, or (b) one employee needs to care for a child who has a serious health condition while the other employee is also suffering a serious health condition. Intermittent leave or a reduced schedule will be approved for either the employee's or a family member's serious health condition where medically necessary and where the need for such leave is best accommodated through such scheduling. An employee requesting intermittent leave/reduced schedule may be transferred temporarily to an available alternative position with equivalent pay and benefits, or to a part-time position if such a position better accommodates the need for intermittent leave/reduced schedule.

Leave under the OFLA runs concurrent with other leave entitlements provided under federal, state and local law to the extent covered and permitted by those laws.

Substitution of Paid Leave

An employee taking family leave must exhaust any accrued and unused paid vacation, personal leave, paid time off or sick leave before continuing any approved OFLA leave on an unpaid basis. Any family leave taken under this Policy (either paid or unpaid) will be counted toward the 12-week maximum (or, in certain cases, up to a 24-week maximum) amount of leave available under the OFLA.

Employee Notification Requirements

If an employee expects to take family leave under the OFLA, the employee must notify the Insperity Leave and Disability Group of the intention to take leave at least thirty (30) days in advance of the expected leave by completing a Leave of Absence Request form. If the need for leave is not foreseeable, the employee must provide notification of leave to the Insperity Leave and Disability Group within twenty-four (24) hours of the commencement of the leave and must provide the above written notice within three (3) days after the employee returns to work. If the employee fails to give notice as required above and under applicable law, OOS may reduce the period of family leave required under the OFLA by up to three (3) weeks, and the employee may also be subject to ISOR- PH's established absenteeism and tardiness policies, or other like policies, with violation of the same resulting in possible disciplinary action up to and including termination.

Medical Certification

An employee who takes leave for the employee's serious health condition, or to care for a family member with a serious health condition must submit to the Insperity Leave and Disability Group written medical certification of the need for such leave from the applicable health care provider within fifteen (15) calendar days of the request to provide the certification. An employee seeking such leave will be asked to submit a certification form detailing the reason(s) for the leave. If the employee fails to do so, OOS may delay the commencement of the requested leave, withdraw any designation of the requested leave as OFLA leave, or deny the requested leave, and time taken off by the employee would be subject to OOS's established absenteeism and tardiness policies (or other like policies), with violation of the same resulting in possible disciplinary action up to and including termination.

OOS, where it has reason to doubt the validity of a medical certification, may request a second or third medical opinion at its choosing and expense for verification of an employee's serious health condition. The opinion of the third health care provider, who is approved jointly by the health care providers originally selected by OOS and the employee, shall be final and binding on OOS and the employee. In addition, while the employee is on leave, OOS may require the employee to provide periodic recertification of the employee's medical condition as provided for under applicable state law, and OOS (or Insperity on its behalf) may inquire periodically as to the employee's intentions to return to work.

An employee on uninterrupted, continuous leave due to the employee's own serious health condition will be required to provide a job-related medical certification of fitness before the employee is allowed to return to work. Likewise, for intermittent leave situations where reasonable job safety concerns exist, a fitness-for-duty certification may be requested before an employee may return to work. Failure to provide any such applicable certification may result in the delay or denial of job restoration.

Where an employee is on OFLA leave is unable to return to work because of the continuation, recurrence, or onset of the serious health condition of either the employee or the employee's family member, the employee will be required to provide a certification issued by the applicable health care provider.

Benefits Continuation

The same health care benefits coverage provided to an employee on the day prior to taking family leave under the OFLA will be maintained for up to a 12-week leave period, or as otherwise required by law, provided the employee continues to pay any required contribution for benefits. Employees who are on leave are responsible for making their periodic payment of the required contribution to Insperity at the following address.

Insperity
Attn: Premium Funding Group MC 3-2700
19001 Crescent Springs Drive
Kingwood, Texas 77339-3802

Upon exhaustion of twelve (12) weeks of family leave granted under this Policy, or if an employee fails to return to work at the end of the leave, a loss of coverage will occur, and continuation of health care coverage would be offered through COBRA. An employee who does not return from leave may be required, under certain circumstances provided by the OFLA, to reimburse Insperity for any employee contributions paid by Insperity or OOS while the employee was on unpaid leave.

While on leave, an employee must continue to pay the employee's contributions or loan payments for any applicable benefits which would otherwise be automatically deducted from

the employee's wages (e.g., supplemental life insurance, credit union loans, and 401(k) loans). Contact the Insperty Contact Center at 866-715-3552 for details regarding employee contributions. For questions regarding 401(k) loan payments, please contact Insperty Retirement Services at 888-401-5273.

The period of time an employee is on family leave under the OFLA will be treated as continued service for purposes of vesting and eligibility to participate under any available pension or retirement plan. Absences due to leave will not be counted as time worked for the purpose of seniority or computing vacation, sick leave, or personal days.

Job Restoration

An employee will be returned to the same position when the employee returns from family leave under this Policy, unless the position has been eliminated, with no loss of benefits accrued prior to leave. If an employee's position has been eliminated while the employee is out on leave, then he or she will be returned to a position equivalent in nature to the employee's former position. An employee who does not return to work at the end of an authorized leave is subject to termination of employment. In the event an employee's position with ISOR- PH is affected by a decision or event not related to the employee's leave of absence, e.g., job elimination due to a reduction in force, the employee will be affected to the same extent as if he or she was not on leave.

Workers' Compensation and OFLA Leave

If an employee is eligible for OFLA leave, an absence related to a workers' compensation injury is counted against an employee's family and medical leave entitlement under the OFLA where the workers' compensation injury meets the definition herein of a "serious health condition." An employee who has provided a workers' compensation form from the employee's treating physician may be asked to also provide a medical certification form to determine whether the employee's workers' compensation injury also meets the definition of a "serious health condition."

Questions About Family and Medical Leave

If you have any questions about your rights or responsibilities under this Policy, contact the Insperty Contact Center at 866-715-3552 (select "Benefits") (accessible weekdays between 5 a.m. and 5 p.m. Pacific time).

OOS and Insperty will comply with all applicable federal, state, and local laws in administering this Policy.

OREGON CRIME VICTIM LEAVE

Eligible employees will be given unpaid crime victim leave to attend criminal proceedings and to address domestic violence, sexual assault, or stalking situations, as described below. An employee is eligible for crime victim leave if he has worked an average of more than twenty-

five (25) hours per week during the 180 days immediately prior to the date the employee takes leave under this policy.

Eligible employees must give as much advance notice as is reasonable under the circumstances and provide documentation to support the leave request. An employee taking crime victim leave may utilize all accrued paid time off (PTO) time before continuing leave on an unpaid basis. The amount of leave available to an eligible employee may be limited if taking leave causes an undue hardship to OOS. To the extent allowed by law, the Company will maintain the confidentiality of any employee requesting such leave.

Criminal Proceedings. Eligible employees will be given leave to attend criminal proceedings associated with either their or their immediate family member being the victim of a felony crime. A criminal proceeding is any proceeding that constitutes a part of a criminal action or occurs in court in connection with a prospective, pending or completed criminal action. Immediate family member includes the employee's spouse, domestic partner, father, mother, sibling, child, stepchild and grandparent.

Domestic Violence, Sexual Assault, Stalking. Eligible employees will be given reasonable leave if they are the victim of domestic violence, sexual assault or stalking or are the parent or guardian of a minor child or dependent who is the victim of such a crime. Leave will be granted to ensure the health and safety of the employee or the employee's minor child or dependent to:

1. seek legal or law enforcement assistance or remedies;
2. obtain medical or mental health services or services from a victim services provider; or
3. relocate or take steps to secure an existing home.

OREGON LACTATION BREAK

The Company will provide no less than thirty (30) minutes of break time during each 4- hour work period to accommodate a female employee's need to express breast milk for the employee's infant child for up to eighteen (18) months after the child's birth. The break time should, if possible, be taken concurrently with other break or meal periods already provided. Employees should clock out for any time taken that does not run concurrently with normally scheduled rest periods, and such time will be unpaid. Any unpaid time used for the purpose of expressing breast milk will not reduce the minimum number of work hours for benefits eligibility. The Company will also make a reasonable effort to provide the employee with the use of a room or other location near the employee's work area in which the employee may express milk In Private.

Employees should notify their immediate supervisor if they are requesting time to express breast milk under this policy. The Company does, however, reserve the right to deny an employee's request for a lactation break if the additional break time will seriously disrupt operations.

OREGON LEAVE FOR BONE MARROW DONATIONS

An employee who works an average of twenty (20) or more hours per week and seeks to undergo a medical procedure(s) to donate bone marrow may take a paid leave of absence. The combined length of the leave(s) will be determined by the employee but may not exceed the amount of accrued paid leave or forty (40) work hours, whichever is less, unless agreed to by the Company. If there is a medical determination that the employee does not qualify as a bone marrow donor, the paid leave of absence granted to the employee prior to that medical determination is not forfeited. The employee may be required to submit verification by a physician of the purpose and length of any leave requested by the employee to donate bone marrow.

REST AND MEAL BREAKS

Online Oregon Schools provides employees with the opportunity to take a 10-minute rest period per 4 hours worked. Rest periods are counted as hours worked. You may schedule your rest periods at your discretion, unless instructed otherwise by a supervisor. Rest breaks may not be combined with or added on to meal breaks nor may they be used to come to work 10 minutes late or leave 10 minutes early.

You are also provided a 30-minute meal break. Employees are relieved of all duty during the meal break and should immediately notify management if denied the opportunity to take a full uninterrupted meal break. Record the beginning and ending of all meal periods on your time records. Your supervisor will usually assign your meal period.

Breaks and meal periods may be staggered and may change to meet the business needs of Online Oregon Schools.

MILITARY LEAVE OF ABSENCE

A leave of absence without pay for military or reserve duty is granted to full-time regular and part-time regular employees. If an employee is called to active military duty or the reserve or National Guard training, or if an employee volunteers for the same, the employee should submit copies of military orders to the on-site supervisor as soon as possible. The employee will be granted a military leave of absence without pay for the period of military service, in accordance with applicable federal and state laws. If the employee is a reservist or a member of the National Guard, the employee is granted time off without pay for required military training. The employee may, however, use any accrued but unused vacation time or paidtime off (PTO). Eligibility for reinstatement after military duty or training is completed is determined in accordance with applicable federal and state laws.

PERSONAL NON-FMLA LEAVE OF ABSENCE

Employees may be granted a leave of absence to attend to personal matters in situations in which the Company determines that an extended period of time away from the job will be in the

best interest of the employee and the Company.

Requests for a leave of absence or any extension of a leave should be submitted in writing to the employee's supervisor at least thirty (30) days prior to commencement of the leave period, or as soon as is practicable. The supervisor will forward the request to the appropriate manager recommending approval or denial. Management will make the final decision concerning the request. All employees on approved leave are expected to report any change of status in their need for leave or their intention to return to work to their supervisor.

Employees on personal leave will be required to use all accrued personal and vacation days while on leave before going on unpaid leave. The Company will continue health insurance and other benefits to employees on leave for no longer than 12 weeks from the beginning date of leave so long as the employee continues to pay any employee portion of the contribution. Benefits that accrue according to length of service, such as paid vacation, holiday, personal and sick days, do not accrue during periods of leave.

Employees returning from a personal leave due to an illness or injury must provide a job-related release indicating their ability to perform the functions of their job. Any restrictions must be noted on the release.

Employees on an authorized personal leave of absence may not perform work for any other employer that is considered by the Company to be an actual or potential conflict of interest.

A personal leave of absence may not provide a guarantee of reinstatement to the same or similar position. If an employee fails to return to work at the conclusion of an approved leave of absence, including any extension of the leave time, the employee will be considered to have voluntarily terminated employment with the Company.

BEREAVEMENT LEAVE

If a death occurs in the family of a full-time regular or part-time regular employee, the employee will be compensated for time lost from the regular work schedule in accordance with the following guidelines. The employee will be granted up to five (5) days off from work with pay in the event of the death of a spouse, registered domestic partner, child, parent, sibling or comparable step relation; up to three (3) days in the event of the death of a grandparent, father-in-law, mother-in-law, son-in-law or daughter-in-law or the registered domestic partner's equivalent relative; and one (1) day in the event of the death of a relative not a member of your immediate family as defined herein. Request for bereavement leave should be made to your immediate manager.

JURY DUTY AND WITNESS LEAVE

If an employee is summoned to jury duty, OOS will continue his or her pay for five working days of jury service per calendar year. If a full-time regular employee is required to

serve more than five (5) working days of jury service in a calendar year, he/she will be allowed additional time off without pay to complete the jury service. OOS will continue to pay an employee for this extended period of service only if and to the extent provided for under applicable law. Employees must notify their supervisor as soon as it is known jury duty will be extended. An employee is also permitted to retain the allowance he receives from the court for such service.

All employees are allowed unpaid time off if summoned to appear in court as a witness in a case unrelated to his/her employment. To qualify for either jury or witness duty leave, an employee must submit to his supervisor a copy of the summons as soon as it is received. In addition, the employee must also submit to the employee's supervisor a related proof of service when the period of jury or witness duty is completed. No adverse employment action will be taken against employees due to their service as either a juror or witness in state or federal courts.

All employees are required to submit a Time off request for Jury Duty in Timestar prior to taking the leave of absence, in the request the approval from your immediate supervisor must be included.

WORKERS' COMPENSATION INSURANCE

To provide for payment of employee medical expenses and for partial salary continuation in the event of work-related accident or illness, employees are covered by workers' compensation insurance provided by Insperity or based on state regulations.

The amount of benefits payable and the duration of payment depend upon the nature of the employee's injury or illness. All medical expenses incurred in connection with an on-the-job injury or illness and partial salary payments are paid in accordance with applicable state law.

If an employee is injured or becomes ill on the job, the employee must immediately report such injury or illness to the on-site supervisor. This ensures that the Company can help obtain appropriate medical treatment. An employee's failure to follow this procedure may result in the appropriate workers' compensation report not being filed timely in accordance with the law, which may delay benefits in connection with the injury or illness. Questions regarding workers' compensation insurance should be directed to the on-site supervisor or the Insperity Workers' Compensation Department at 800-242-8893, ext. 4244.

EMPLOYEE BENEFITS AND SERVICES

HOLIDAYS

Regular full-time employees are eligible for paid holidays. To receive holiday pay, a non-exempt employee must work the regularly scheduled workday before and after the holiday, unless an exception is approved in writing by the on-site supervisor. A paid holiday does not count as a day worked in calculating overtime for the week.

The School observes ten (10) holidays each year:

- Martin Luther King Day - Third Monday in January
- Presidents' Day - Third Monday in February
- Memorial Day - Last Monday in May
- Independence Day - July 4th
- Labor Day - First Monday in September
- Veterans Day – November 11th
- Day before Thanksgiving – Fourth Wednesday in November
- Thanksgiving Day - Fourth Thursday in November
- Day after Thanksgiving – Fourth Friday in November
- Christmas Day – December 25th

All OOS Staff

- Winter Break
- Spring Break

PERSONAL – LICENSED EMPLOYEES

Personal Leave. Online Oregon Schools provides Personal Time to eligible employees as outlined in this policy. Personal Time will be provided to Licensed Employees to attend to personal matters.

Licensed Employees will be awarded 24 hours of Personal Time at the start of the school year, if hired after the start of the school year Personal Time will be pro-rated. Balances are not carried over from one year to the next and will be forfeited on June 30th. Balances will likewise not be paid out at termination of employment.

So that we can plan for work and business requirements, please make every effort to request personal time well in advance of your intended time off. Conflicting requests will generally be given priority based on the most timely request and the tenure of the requesting employee. Personal time for unforeseen events must be reported as quickly as possible to your manager.

Licensed Employees who were hired prior to 6/1/18 and who have vacation balances will be able to retain and use those balances until exhausted. Licensed Employees who terminate employment with vacation balances will be paid for any remaining balance.

‘Should you exhaust your Personal Day allotment, we may consider additional unpaid days off during the school year. The granting of additional unpaid time off is subject to approval from your Supervisor and must be requested at least (48) hours in advance. All Personal Days must be exhausted prior to requesting an unpaid day. There is no guarantee that the request will be granted, and no requests will be granted during testing days. Excessive requests over the school year will not be approved.’

Grandfathered Vacation. If available grandfathered vacation is not used by the end of the academic school year, licensed employees may carry unused time forward to the next academic school year. For employees hired prior to July 1, 2018. If you leave the Company, you will be paid for accrued but unused vacation computed at the rate of pay earned upon separation.

So that we may schedule work and plan for operational requirements, employees should give as much notice as possible in scheduling vacation time. ****All vacation requests must be approved ahead of time by the immediate Supervisor prior to submitting a time off request via Timestar.*** In the event of conflicting vacation requests within a department, priority will be determined based on seniority. A more junior employee who already has an approved vacation date will not, however, be bumped by a more senior employee. Unless otherwise prohibited by law, employees are required to use available vacation when taking time off from work that is not covered under a leave of absence.

****When submitting a Timestar request for time off, the supervisors' approval must be included in the request.***

If a planned vacation has to be canceled due to the needs of OOS and an employee is unable to reschedule the vacation within the school year, OOS reserves the option of paying the employee in lieu of taking the canceled vacation or to allow rescheduling of that vacation. Employees who are away from work on a leave of absence do not accrue vacation time while on leave.

While vacation is paid through Insperity, vacation is solely an OOS policy. Pay for vacation days will be paid on the regular pay cycle. Vacation days are not used in calculating overtime hours.

SICK DAYS – LICENSED EMPLOYEES

The Company recognizes that inability to work because of illness or injury may cause economic hardship. For this reason, OOS provides paid sick days to full-time and part-time regular employees. Full time, licensed employees are awarded 80 hours per contract year. This amount will be pro-rated based on hire date within the established period. Part-time employees will be awarded pro-rated sick leave based on FTE.

No payments will be made for unused sick days at the end of any academic school year or in the event of termination. Sick days will not be used in the calculation of overtime. Please familiarize yourself with the absenteeism and tardiness policy for the proper procedures to follow when an absence has or will occur. Balances are not carried over from one year to the next and will be forfeited on June 30th. Balances will likewise not be paid out at termination of employment.

Where the need for leave is foreseeable, such as scheduled medical appointments, at least 10 days' notice is required. Where it is not, notice is expected by no later than 6:30 a.m. on any day that you are scheduled to work so that substitute arrangements can be made, and preferably the night before if possible.

If an employee uses more than three consecutive days of sick leave or exhibits a pattern of abusing sick leave, we may request reasonable documentation verifying the employee is out for a qualifying reason. Use of sick leave may be denied until the employee provides the requested documentation

Oregon’s sick time law allows employees to use sick time for a wide range of medical reasons whether they are planned or unforeseeable. An employee can use sick time for mental or physical illness, injury or health condition, need for medical diagnosis, treatment of a mental or physical illness, injury or health condition, any qualifying reason under Oregon’s Family Leave Law (OFLA) or Family and Medical Leave Act (FMLA) or to engage in preventive medical care. Additionally, an employee can take sick time for the care of a family member that meets one of the preceding conditions. The definition of family under SB 454 is consistent with the definition of family under OFLA.

An employee can use sick time to deal with the death of a family member within 60 days of receiving notice of the death. The employee can use the sick time to:

- Attend the funeral or alternative to a funeral of the family member.
- Make arrangements necessitated by the death of the family member.
- Grieve the death of a family member.

If a terminating employee has taken unaccrued sick leave hours, by taking sick leave that has not yet accrued, an employee agrees to repay any such amounts and will be required to sign an authorization allowing the Company to deduct the amount of sick leave used but not accrued from the employee’s final paycheck.

VACATION/PERSONAL – CLASSIFIED & ADMINISTRATOR EMPLOYEES

To the extent permitted by state law, OOS provides vacation to eligible employees as outlined in this policy. The established vacation period for purposes of this policy is for the academic school year.

In an academic school year, full-time regular employees will accrue vacation per the following schedule (will be prorated for employees working less than full-time):

Lengths of Employment	Annual Accrual	Per Pay Period Accrual	Maximum Accrual	Yearend carry over balance
Classified – 1st Year	80 hours	3.3334 hours	140 hours	Balance
Classified – 2 nd Year	120 hours	5.00 hours	140 hours	Balance

Classified - 3 rd Year	160 hours	6.67 hours	160 hours	Balance
Administrators	160 hours	6.67 hours	240 hours	Balance

If available vacation is not used by the end of the academic school year, employees may carry unused time forward to the next academic school year. However, there is a maximum accrual (“cap”) of 140 hours for classified employees for first and second year of employment and 160 hours for third year of employment, and 240 hours for administrators. If the total amount of unused vacation reaches this "cap", further vacation accrual will stop. When the employee uses vacation and brings the accrual balance below the “cap,” the accrual will begin again.

If you leave the Company, you will be paid for accrued but unused vacation computed at the rate of pay earned upon separation, limited to the annual accrual.

So that we may schedule work and plan for operational requirements, employees should give as much notice as possible in scheduling vacation time. In the event of conflicting vacation requests within a department, priority will be determined based on seniority. A more junior employee who already has an approved vacation date will not, however, be bumped by a more senior employee. Unless otherwise prohibited by law, employees are required to use available vacation when taking time off from work that is not covered under a leave of absence.

If a planned vacation must be canceled due to the needs of OOS and an employee is unable to reschedule the vacation within the academic school year, OOS reserves the option of paying the employee in lieu of taking the canceled vacation or to allow rescheduling of that vacation. Employees who are away from work on a leave of absence do not accrue vacation time while on leave.

If a terminating employee has taken unaccrued vacation hours, by taking vacation that has not yet accrued, an employee agrees to repay any such amounts and will be required to sign an authorization allowing the Company to deduct the amount of vacation used but not accrued from the employee’s final paycheck. While vacation is paid through Insperity, vacation is solely an OOS of Oregon policy. Pay for vacation days will be paid on the regular pay cycle. Vacation days are not used in calculating overtime hours.

SICK DAYS – CLASSIFIED & ADMINISTRATIVE

The Company recognizes that inability to work because of illness or injury may cause economic hardship. For this reason, OOS provides paid sick days to employees. Eligible employees are awarded 80 hours of sick leave at the start of each academic year beginning August 1st. This amount will be pro - rated based on hire date within the established period but will not be less than 1 hour for every 30 hours worked.

Where the need for leave is foreseeable, such as scheduled medical appointments, at least 10 days’ notice is required. Where it is not, notice is expected by no later than 6:30 a.m. on any

day that you are scheduled to work so that substitute arrangements can be made, and preferably the night before if possible.

If an employee uses more than three consecutive days of sick leave or exhibits a pattern of abusing sick leave, we may request reasonable documentation verifying the employee is out for a qualifying reason. Use of sick leave may be denied until the employee provides the requested documentation

No payments will be made for unused sick days at the end of any academic school year or in the event of termination. Sick days will not be used in the calculation of overtime. Please familiarize yourself with the absenteeism and tardiness policy for the proper procedures to follow when an absence has or will occur. Balances are not carried over from one year to the next and will be forfeited on June 30th. Balances will likewise not be paid out at termination of employment.

If a terminating employee has taken unaccrued sick leave hours, by taking sick leave that has not yet accrued, an employee agrees to repay any such amounts and will be required to sign an authorization allowing the Company to deduct the amount of sick leave used but not accrued from the employee's final paycheck.

CONTINUATION OF BENEFITS THROUGH COBRA

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health coverage when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; reduction in an employee's hours or a leave of absence beyond twelve (12) weeks; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements. Under COBRA, the employee or beneficiary pays the full cost of coverage plus an administration fee.

VOTING

It is the policy of the Company to permit employees to be absent from work to vote in local, state, or national elections. Employees who cannot reach their polling place outside of work hours will be permitted paid time off to vote. The time off to vote may not exceed two hours. Evidence of voter registration and voting may be required.

SAFE SCHOOLS CRISIS INTERVENTION PLAN GUIDANCE

As a virtual school the crises and emergencies that we encounter are not normally building-based; but are focused more on each individual child. As a school, we generally gather our information directly from a student, the community, or from the media. Our students are affected by things happening on a personal level in their own homes and in the community around them.

Since we cannot listen to their conversations in the halls or visit with them during lunch duty,

we have to pay closer attention to the news. We seek information for stories from the counties we know our students are living in and national stories that could have an impact on their families. We also take everything they write, speak, allude to, and sometimes hearsay as a serious situation to investigate. We are their 'safe place'. We are their family of people that provide security and a safe place for them to vent, complain, ask for help or just share their story.

Because we are as Virtual, as the students, we are careful to place extra effort into building relationships with each other; making sure we have contact information for everyone and feel comfortable reaching out for help with a student in any situation. Our Community Resources team has pulled together a vast amount of local resources that we can use to connect our students when they experience any trauma, crisis, need, or just need additional support that we may not be able to provide.

Abuse and neglect of Oregonians is a tragedy not only for the victims, but also for their friends, families, and society as a whole. Online Oregon Schools has the responsibility to report these incidents to the proper authority. The text below describes the process of documenting these reports and some frequently asked questions direction from the Oregon DHS's website. (<http://oregon.gov/DHS>)

Any person acting as an agent for the school is responsible for reporting these issues. Here are some people who can help if you need assistance:

Cheylin Jaukkuri, Student Resource Coordinator
cjaukkuri@onlineoregon.org

Melissa Hausmann, Executive Director
mhausmann@k12.com

Chelsea Gill, K8 Principal
cgill@k12.com

Carrie Quinn, 9-12 Principal
cquinn@k12.com

Aanya Metrakos, Academic Administrator Special Programs
ametrakos@k12.com@k12.com

The Crisis Intervention Plan will be provided to all new employees by the Student Resource Coordinator and will be reviewed annually for existing staff members at the fall PD.

Any staff member can and are encouraged to upload the OOS Crisis Plan to their own laptop from SharePoint so they have easy access if needed.

EMPLOYEE “I UNDERSTAND” STATEMENT

CVA/ISORPH/ORDCA ‘I Understand’ Statements: 22-23

Online Oregon Schools Vision Statement: Online Oregon Schools will strive for meaningful relationships to drive collaboration, learner-centered instruction, and inclusivity for diverse learners to cultivate a school that excels in all areas of student growth: academic achievement, social and emotional intelligence, and career and technical readiness.

Online Oregon Schools Mission Statement: The Online Oregon Schools Team is passionate about putting relationships first and leveraging instructional innovation to become the best at delivering high quality online instruction, so all students thrive from a diverse, inclusive, and well-rounded educational experience and become active, productive citizens.

To maximize student success, I agree to the following principles and expectations:

Representing our Vision:

1. Every student can achieve at least one year’s academic growth.
2. All students benefit from encouragement to maximize their academic potential.
3. I will consistently and professionally provide quality communication to all stakeholders for CVA/ISORPH/ORDCA. This includes replying to emails within a 24-hour period on workdays.
4. I will maintain current and accurate student performance and communication documentation.
5. I will be flexible, understanding, and supportive of students’ and learning coaches’ individual needs for teaching accommodations and programmatic or curricular modifications.
6. I will provide synchronous, differentiated instruction in live Class Connect using the Newrow platform during small groups, whole class, and one on one sessions as needed or as determined by my supervisor. *(teachers and assigned staff only)*
7. I will provide appropriate, timely, and meaningful feedback on student assignments to enhance academic achievement within the assigned timelines per department guidelines. *(teachers and assigned staff only)*
8. I am expected to become an expert in my content area, the K12 curriculum, applicable technology, and relevant academic content standards for my grade level assignment and courses for which I am highly qualified. *(teachers and assigned staff only)*
9. I will utilize all available curriculum resources, teaching tools, and professional development resources to enhance academic achievement and my professional practice. It is my responsibility to seek additional support when needed.

10. I will develop a collaborative partnership with my academic team(s), and with all my CVA/ISORPH/ORDCA colleagues.
11. I will build a partnership with Learning Coaches by communicating and answering questions frequently to ensure LCs are aware of topics being covered, course expectations, and feel confident to assist their students with asynchronous academic tasks.
12. I will complete Enduring Connection Calls to all students who are not meeting course expectations as needed weekly and monthly. I will create a welcoming and encouraging homeroom/classroom environment that ensures my students feel: connected to and cared for by the school, up to date with announcements, safe to participate in; and where each students' academic goals are known and prioritized.
13. I will attend and participate in regular and ongoing professional development opportunities to support the school's student academic improvement initiatives. Professional development dates are considered "Black Out" dates and a doctor's note or documentation requiring an absence will be submitted to my supervisor prior to the start of the session. Professional development dates are subject to change, and changes to the date and/or location will be messaged in advance by school administration.

Workday/Work Environment

This section describes the expectations for working hours and professional and efficient use of time.

1. Meetings between staff and/or students/families may be scheduled any time during operating business hours of 8:00am – 5:00pm. My attendance is expected at all required meetings during this time.
2. I will provide direct academic support to students and complete time sensitive tasks between the hours of 8:00am and 5:00pm, with a one-hour lunch break, unless otherwise directed by my employer.
3. I am required to be on Microsoft Teams all workdays between the hours of 8:00am and 5:00pm unless directed otherwise by my supervisor. I am permitted to mark myself as "busy" if I am in a meeting, Class Connect session, or on a work-related phone call. I will mark "away" if I am out of my office or taking my lunch break.
4. I will submit a Request for Time Off to deduct personal time if I am late to a live class, late to professional development, or miss a required meeting. Sick time is designed to accommodate time off for personal illness or to care for a close family member. If I will be out of the office during the hours of 8:00am - 5:00pm, with the exception of a lunch break, I will submit a Request for Time Off form to my supervisor in advance, unless an emergency.
5. I will work from my home office daily unless I have preapproval to work remotely from my supervisor. Documentation is required.
6. I will establish a quiet, distraction-free work environment and office space in my home to provide an optimal learning environment for my students. No background noise is permitted, including children at home, during the hours of 8:00am and 5:00pm daily.
7. I will dress 'business casual' whenever I am utilizing a web-camera, attending professional development, conferences, outings, or attending any other in-person or webcam-based event where I am a representative of CVA/ISORPH/ORDCA. Note: If your manager allows you to wear jeans to a specific event, you should pair them with

your school-shirt (if applicable) or a business-casual top.

8. I am required to maintain a current, valid Oregon teaching certificate. I am required to remain “Appropriately Certified” (previously, Highly Qualified) even though it is no longer a federal regulation. Failure to meet these requirements will result in immediate unpaid leave and possible dismissal. (Teaching certificate is applicable only to those in teaching-related positions.)
9. I understand I shall not engage in other employment that will materially impair in any way my ability to carry out my duties and responsibilities for CVA/ISORPH/ORDCA Schools per the Employee Handbook and job description for my position. I agree to fully disclose any outside employment at the time of hire. Additionally, I will meet with my immediate supervisor if entertaining additional employment opportunities.

Policy

1. I will be knowledgeable of, implement, and abide by all policies and procedures in the Employee Handbook, School Operations Manual, CVA/ISORPH/ORDCA School (Parent/Student) Handbook, and according to departmental practices.
2. CVA/ISORPH/ORDCA will periodically announce updates to policy and procedures. It is my responsibility to stay abreast of all changes and comply accordingly as expectations may be updated or changed by the employer at any time.

Equipment

1. I will use my school issued computer during work hours. I am not permitted to use any other computer unless my supervisor provides preapproval. This includes the use of smart phones, personal laptops, and other non- school issued hardware or technological device.
 - My school issued computer is intended for work related tasks only and should not be used to conduct personal business.
 - Maintenance/repair on school issued computers may only be provided by K12 or school personnel.
 - Computer use is monitored using ActivTrak.
2. I will use my school issued Zoom App phone system to complete all school-related phone calls. I am not permitted to use any other phone unless my supervisor provides preapproval.

Travel Expectations:

1. I understand I am required to attend and proctor any standardized Oregon assessments including SBAC or ELPA. I will proctor all tests in a professional manner. I will be assigned to a testing location according to school need and may be required to travel to an assigned, possibly remote location. Planned absences are not permitted on testing days/black out days per the school calendar.
2. I am expected to be available for periodic travel outside of my city of residence to attend events such as outings, training, testing, and marketing events, according to my school’s policy.

Blackout Dates: Absences are not permitted. Please plan accordingly. Please note that these dates and location are subject to change. See school calendar for all dates.

- August 8- September 16, 2022 (lead teachers, counselors, admin, office) August 15-September 16, 2022 (all teaching/certified staff) December 5-16, 2022, May 29-June 16, 2023
- June 10, 2023
- All in-person professional development days
- All student face to face event days
- All testing windows Star360 and SBAC

I Understand Acknowledgement:

PrintedName: _____ Signature:

Date:

STAFF MEMBER HANDBOOK ACKNOWLEDGMENT

I acknowledge that I have received the Company's Employee Handbook ("the Handbook"), dated, 2022-2023 SY, and understand that violations of the policies contained in the Handbook, including the anti-harassment policy, could result in disciplinary action, up to and including termination.

I further understand that the information contained in the Handbook represents guidelines for the Company and that the Company reserves the right to modify the Handbook or amend or terminate any policy, procedure, or employee benefit program at any time.

I understand I must repay the company any vacation used but not accrued at the time my employment ends, and I hereby authorize the company to deduct such amounts from my final paycheck to the extent permitted by law. I also agree that if requested, I will complete a new deduction authorization form to facilitate such deductions.

I further understand that the contents of the Handbook do not form a written employment contract. Either the Company or I have the right to terminate my employment at any time.

I further understand that no manager, supervisor, or representative of the Company, other than the Executive Director of OOS or an Insperty President or Vice President, has any authority to enter into any agreement guaranteeing employment for any specific period of time. I also understand that any such agreement, if made, will not be enforceable unless it is in writing and signed by all parties. I also understand that an agreement made by the Executive Director of OOS is not binding on Insperty unless it is agreed to in writing by the President or

Vice President of Insperity.

I further understand that if I have any questions about the interpretation or application of any policies contained in the Handbook, I should direct these questions to the on-site supervisor.

Employee Signature

Date

Name Printed

Social Security Number (Last Four Digits Only) or Employee ID Number

Please sign and keep this acknowledgment for your records