

GREAT WORK MONTESSORI SCHOOL



EMPLOYEE HANDBOOK

2018 -2019

A WORD ABOUT THIS HANDBOOK

The Great Work Montessori School (GWMS) Employee Handbook is designed to provide information to the School's employees regarding its policies, procedures, and practices. It is intended to familiarize you with important information about the School and your own privileges and responsibilities. Staff will be trained on these policies and procedures annually.

This Handbook is meant to serve as a guide only. Neither this Handbook, nor any benefit plan, is intended to create a contract for any purpose or duration, express or implied. This Handbook is not intended to guarantee employment or any particular conditions of employment, for a fixed period of time or to restrict the right of the School, or the right of any employee, to terminate the employment relationship, at any time, for any reason or for no reason. No administrator or supervisor has the authority to enter into a contract of employment with you – express or implied – that changes or alters the at-will employment relationship. Only the Board President or his or her designee has the authority to enter into an employment agreement that alters the at-will employment relationship and any such agreement must be in writing and signed by the Board President or his or her designee.

The interpretation of all policies is in the sole discretion of GWMS, and is tasked by the Board of Directors to apply GWMS' interpretation of policies and procedures, as they apply to any and all situations. This Handbook is effective July 1, 2017 and replaces all previous Staff Handbooks or personnel policies.

Except for the policy of at-will employment, the School reserves the right to change or discontinue any of the policies contained in this Handbook from time to time and to interpret and apply them as it deems appropriate. No oral statements or representations can change the provisions of this Handbook.

If you are offered benefits and a question arises about the nature and extent of plan benefits or there is a conflict in language, the formal language of the plan documents (or, where applicable, state and local laws and regulations) govern and not the informal wording of this Handbook.

Not all of the School's policies and procedures are set forth in this Handbook. This Handbook summarizes only some of the more important ones.

Please read this Handbook carefully, familiarize yourself with its contents and follow its provisions where they apply. If you have any questions, ask .

THE WAY WE WORK

Employment with the School is at-will. This means that neither you nor the School has entered into a contract regarding the duration of your employment or the reasons necessary for the termination of the employment relationship. You are free to terminate your employment with the School at any time, with or without reason. Likewise, the School has the right to terminate your employment or otherwise discipline, transfer or demote you at any time, with or without reason, at its sole discretion.

Equal Employment Opportunity

GWMS provides equal employment opportunities to all applicants and employees without regard to race, creed, color, religion, gender, sexual preference or orientation, transgender status, national origin, ancestry, age, disability, genetic information, marital status, military status, veteran status or an individual's membership in any other class or category protected by applicable federal, state or local law. This policy applies to all terms and conditions of employment, including but not limited to, hiring, promotion, demotion, termination, transfer, compensation, benefits and training.

Harassment and Discrimination Prohibited

GWMS expressly prohibits any form of unlawful harassment or discrimination of an applicant or employee based on race, creed, color, religion, gender, sexual preference or orientation, transgender status, national origin, ancestry, age, disability, genetic information, marital status, military status, or an individual's membership in any other class or category protected by applicable federal, state or local law.. Illegal harassment or discrimination of an applicant or employee will not be tolerated. GWMS also prohibits any employee from illegally harassing or discriminating against any third party while working for or representing GWMS in any manner.

Sexual Harassment Prohibited

Great Work Montessori School prohibits sexual harassment in the workplace and any other place where a School sponsored event takes place. GWMS is committed to maintaining a workplace environment that is free of harassment of and by its employees.

Sexual harassment is a form of discrimination. Harassment on the basis of sex is defined as unwelcome sexual advances, request for sexual favors, and other verbal, physical or visual conduct of a sexual nature, when:

- submission to such behavior is made explicitly or implicitly a term or condition of employment;
- submission to or rejection of such conduct by an employee is used as the basis for employment decisions; or
- such conduct has the purpose or the effect of unreasonably interfering with an employee's work performance, or of creating an intimidating, hostile, or offensive work environment.

Sexual harassment may include such actions as: repeated offensive or unwelcome sexual flirtations and advances; verbal comments, jokes, or innuendo of a sexual nature; words or gestures of a sexual nature used to describe a person or depict a situation; or the display of sexually suggestive objects or pictures.

Sexual harassment will not be tolerated. GWMS staff members are responsible for avoiding behaviors and conduct which create an offensive environment in the workplace.

A complaint of illegal harassment, sexual harassment, discrimination or retaliation will be promptly investigated by GWMS, or other person(s) designated by GWMS. The individual who made the complaint, and the individual accused of illegal harassment or discrimination, will be advised of the results of the investigation. If the investigation substantiates the complaint, appropriate action will be taken.

Americans with Disabilities

GWMS complies with all state and federal law regarding individuals with disabilities. Law prohibits discrimination against any "qualified" employee or applicant with regard to any terms or conditions of employment because of such individual's disability, perceived disability or record of disability, physical or mental, so long as the employee can perform the essential functions of the job with or without reasonable accommodation. An employee may be entitled to a reasonable accommodation, provided s/he is a qualified individual with a disability, as defined by the ADA, who has made aware of his or her disability, provided that such accommodation does not constitute an undue hardship on Great Work Montessori.

Employees with a disability who may be qualified individuals as defined by state and federal law should notify in writing if they believe they need a reasonable accommodation to perform the essential functions of their job. It is your responsibility to notify of the need for an accommodation. Upon making this request will require information, including medical documentation about your condition, the type of accommodation you and your doctor(s) believe may be necessary, the functional limitations caused by your disability and the amount of time required. The School, through will need employee permission to obtain medical information from the employee's physician, psychologist, or other medical or rehabilitation professionals.

Upon receipt of this information, will make an assessment of the request for accommodation, with input from appropriate GWMS personnel on a need to know basis, and make a decision. The employee will be notified of the decision in writing.

Religious Accommodation

An employee may submit a written request for reasonable accommodation of the employee's religion to The Head of School. Upon receipt of an accommodation request, a GWM representative will meet with the requesting individual to discuss the request for religious accommodation(s). GWM will provide religious accommodation(s) in accordance with applicable federal and state law under appropriate circumstances.

Recruitment and Retention

Our policies and compensation are put together in order to retain high quality and long-term staff members. We invite our staff and families to speak with colleagues outside of GWMS about our school and invite in people who are capable, friendly, accountable, responsible, caring, love children, and believe in our Mission and Vision.

Categories of Employment

- **Full-time employee:** An employee who regularly works at least 30 hours each work week.
- **Part-time employee:** An employee who regularly works less than 30 hours each work week.

- **Substitute employee:** An employee who does not work regularly scheduled hours, but may be called in to work on an as-needed basis.

In addition to the preceding, employees are also categorized as "exempt" or "non-exempt." Upon hire, your supervisor will notify you of the employment classification of your position.

- **Non-exempt** employees are subject to Federal and State wage laws, and are eligible for overtime at the rate of one and one half (1 1/2) times their regular hourly rate of pay for all hours actually worked beyond 40 hours in a work week.
- **Exempt** employees are exempt from Federal and State wage laws, and therefore are not entitled to overtime.

Background Checks

All faculty and staff are required to submit information regarding any personal criminal history and submit to a CBI fingerprint-based background check. Fingerprinting fees will be reimbursed upon presentation of a valid receipt. The fingerprint card must be submitted prior to the employee's first day of work. State law mandates these requirements.

GWMS also performs a check of the Statewide Automated Child Welfare Database - TRAILS, for confirmed cases of child abuse or neglect on all employees prior to beginning work.

Immigration Reform and Control Act of 1986

As an ongoing condition of employment, all employees are required to provide documentation verifying identity and legal authority to work in the United States. The Academy is committed to full compliance with state and federal immigration laws. The Academy will not knowingly hire or continue to employ anyone who does not have the legal right to work in the United States.

Dispute Resolution Procedure

An employee who has an employment-related dispute may submit a written account of the dispute to the Head of School, or if the dispute involves Head of school, to the GWMS Board of Directors.

The employee shall submit his/her written dispute within 10 business days of the issue or event which gave rise to the alleged dispute. The written dispute must be placed in a sealed envelope. If the dispute is being submitted to Head of School, the sealed envelope should be marked "Confidential Dispute Resolution for the Head of School." If the dispute is being submitted to the Board of Directors, the sealed envelope should be marked "Confidential Dispute Resolution for GWMS Board."

The written dispute must state, at minimum, the following:

- The date of the disputed issue or event, and the date that the employee submitted the written dispute;
- The name of the employee filing the written dispute;
- A description of the dispute; how, when and where it arose; the parties involved; and its present status;
- All documents or other materials supporting the employee's position; and e. The relief sought or a proposal for resolution of the dispute.

If the written dispute is submitted to the Head of School, he/she will advise the employee of his/her receipt of the dispute. The Head of School, or his/her designee, will review the facts and circumstances related to such alleged dispute. An investigation may be initiated as deemed appropriate by /designee. In addition, the employee and Head of School/designee may, upon mutual agreement, schedule a meeting for the purpose of resolving the alleged dispute.

Regardless of whether the alleged dispute is resolved to the employee's satisfaction, /designee shall communicate to the employee, in writing, his/her findings and/or recommendations for resolution of the dispute. The written communication to the employee constitutes a final decision on the alleged dispute.

If the written dispute is submitted to the GWMS Board, the Board will follow the same procedure for resolution of the dispute as would /designee, pursuant to the process outlined in the previous paragraph, except that the GWMS Board will notify of the dispute and provide the opportunity to provide a written response. Regardless of whether the alleged dispute is resolved to the employee's satisfaction, the Board shall communicate to the employee, in writing, his/her findings and/or recommendations for resolution of the dispute. The written communication to the employee constitutes a final decision on the alleged dispute.

This Dispute Resolution Procedure does not apply to any aspect of corrective action, disciplinary action, demotion or termination of employment, or any personnel decision relating to compensation, benefits, appointment, hiring, promotion or performance reviews, or any action an employee perceives as illegal discrimination, harassment or retaliation.

New Employee Orientation

New employee orientation includes an overview of Great Work Montessori School, the employee's role at the School and employment benefits. The new employee will also complete the necessary paperwork, including personnel, payroll and benefit forms. Before working alone with children, you will be given an initial orientation that introduces you to fundamental aspects of GWMS' operation.

Colorado Shines Requirements (Nido, YCC & Primary staff only)

Our school works to be a high quality care center for children of all ages. As part of this, we strive for a higher rating through Colorado Shines Quality Rating Improvement System. There are certain expectations that we ask all of our staff working with ages 0-6 to meet and exceed as part of this. Staff will be asked to complete the following:

1. Create a PDIS account if you do not already have one
2. Complete a self-assessment annually using the Colorado Competencies for Early Childhood Educators
3. Update your professional development goals based on your self-assessment and share them with the administrative team at the beginning of each school year - this will help to inform our program-wide professional development plan
4. Complete 10 level 2 courses from the course catalog
5. Upload documentation of professional development as well as credentials, diplomas and transcripts and maintain a file that is up to date
6. Upload experience hours each year into their experience hours worksheet and update their worksheet in PDIS once received by GWMS admin staff

7. Follow guidelines as set in the ECERS, ITERS and by the GWMS admin team to prepare for ratings and maintain a high quality education system
8. Help to maintain a classroom binder throughout the year of information needed for Colorado Shines for each classroom

Good Judgment

Employees are expected to use good judgment at all times when engaged in GWMS business or interacting with students, parents, members of the community and individuals with whom GWMS has a professional relationship. An effort has been made to have this Handbook cover, either in a specific or general way, as many of the duties and expectations of conduct as possible. Whenever a rule applies, it must be followed; however, there will be times when no rule directly covers a situation encountered by an employee. When there is no rule to guide an employee's conduct, the employee must ask a supervisor how to proceed, if time permits. If time does not permit asking a supervisor, the employee must use good judgment.

COMPENSATION

Salary Schedule

Salaries are calculated based on the schedule set by our BoD annually. Amounts are dependent on employee's level of education, certifications, work experience and job performance as documented in annual reviews.

The Work Week

The work week starts at 12:00 a.m. on Sunday and ends at 11:59 p.m. the following Saturday. The administration will determine the working hours of instructional staff so as to ensure that sufficient staff are available at the beginning and end of each school day and that staff have sufficient time for interaction with other instructional staff and administrators.

Payday

Employees are paid on the last day of the month. If our regularly scheduled payday falls on a holiday, employees normally will be paid on the last working day before the holiday. Employees have the option of receiving their pay by payroll check or by having their pay deposited into their bank account through GWMS' Direct Deposit program.

Reporting Paycheck Errors

Employees are responsible for reviewing their paycheck for errors. If you find a mistake, you must report it to the Business Manager immediately. He/She will assist you in taking the steps necessary to research and resolve the error.

Paycheck Deductions

Employees will receive or have access to a statement of his/her earnings and the deductions that have been made from the employee's pay. All required deductions, such as federal, state and local taxes, and all authorized deductions, such as health insurance contributions, will be withheld automatically.

The School shall make all mandatory deductions from employee paychecks. These may include federal, state and local income taxes or PERA. These deductions will be itemized on the employee's check stub. Modification to W4 exemptions require the completion of a new W4 form/ Verbal or written instructions are not sufficient to modify withholding allowances.

Employees are advised to review pay stub details to ensure that it reflects the proper number of withholdings. The School will also honor all other legal deductions, including garnishments.

Exempt employees may be subject to the following salary deductions:

- Absences of one or more full days for personal reasons, other than sickness or disability; or
- Absences of one or more full days due to sickness or disability, if there is a plan providing replacement compensation for such absences; or
- Suspensions without pay of one or more full days for violations of safety rules of major significance or for violations of GWMS' written workplace conduct rules, including rules against discrimination, harassment and workplace violence; or
- To offset amounts received for military pay; or
- For lawful deductions authorized by the employee.

An exempt employee will only be paid a pro-rated amount of his/her salary for the initial or last week of employment, if the exempt employee does not work the entire week. GWMS prohibits improper deductions from the salary of an exempt employee, or the wages of a non-exempt employee. If an employee believes an improper deduction has been made to his/her salary or wages, the employee must immediately report this information to his/her supervisor. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, the employee will be promptly reimbursed for any improper deduction made, and GWMS will endeavor to correct any errors.

Recording Your Time

All nonexempt staff members are required to maintain an accurate record of all time worked. Failure to accurately and consistently record work time may result in disciplinary action. Time worked is all the time actually spent on the job performing assigned duties. Employees should accurately record the time they begin and end their work day, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of departure from work for personal reasons.

All required payroll documentation, including request for leave forms, personnel action forms, change of information requests and time keeping records must be received by by the established ni-weekly deadline. No one may record hours worked on another's timecard or timesheet. Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of both employees. In the event of an error in recording your time, please report the matter to immediately.

Performance Reviews

Employees may be observed both formally and informally, announced and unannounced, on an ongoing basis by any identified member of Administration who is responsible for management of employees.

Formal evaluations are normally performed on an annual basis by his or her designee, with input from an employee's immediate supervisor, if applicable. Evaluations include a classroom observation as well as each employee submitting a self-assessment. Evaluations are to be maintained in the employee's personnel file. Evaluations will help to inform individual professional development plans for the next school year.

Adjustments to Compensation

Adjustments in your pay may be made on the basis of performance, adherence to GWMS policies and procedures, the ability to meet or exceed job duties and achieve performance goals, adjustments in education level, and the School's financial health during the review period. If a pay raise is approved, the pay increase usually will become effective after the employee's next anniversary date following the review.

Although GWMS' salary ranges and hourly wage schedules may be adjusted on an ongoing basis, GWMS does not grant "cost of living" increases. Nothing in this policy guarantees that an employee will receive a wage or salary increase on an annual basis, if at all.

Overtime

The School will establish working hours for non-exempt employees based on the needs of School operations. Great Work Montessori is generally open 7:30 a.m. to 5:30 p.m. Mandatory attendance at professional development events, meetings, and other School-sponsored events is counted as actual hours worked. There may be times when you will need to work overtime to meet the needs of the School. We will attempt to provide advance notice of overtime. All overtime must be authorized in advance by the Head of School. Working overtime without authorization will not be tolerated.

For the purpose of overtime compensation, non-exempt employees will be paid at a rate of time and one half their regular hourly rate for each hour actually worked in excess of 40 hours in a work week. Lunch periods, holidays, personal time and any leave of absence are not counted as "time actually worked" for purposes of calculating overtime.

Overtime will be computed on actual minutes worked, adjusted to the nearest increment of 15 minutes. Only those hours actually worked count toward computing weekly overtime pay. Overtime will normally be paid in the pay period in which it was worked.

Questions concerning overtime pay should be directed to the business manager.

Staff Input

Guides are invited to participate to a certain degree in the hiring process of their assistants. We also ask for feedback from all staff regarding curriculum development, program goal setting, and annual plans for each school year. Meetings will take place during the summer, as well as check-ins throughout the school year during all staff meetings.

BENEFITS AND TIME OFF

Health Benefits

This Handbook describes the general benefits offered to full-time employees by the School. Refer to the actual plan documents and summary plan descriptions for eligibility information and for specific questions regarding the benefit plans Those documents are controlling. Great Work Montessori reserves the right to modify its benefits at any time. We will keep you informed of any changes. This is intended as a summary of benefits only. Additional information may be obtained from Jefferson County Schools. Full time employees are offered the opportunity to participate in health, dental, life, and short-term disability insurance as well as a retirement plan (PERA) through Jeffco Public Schools.

COBRA

You and your covered dependents will have the opportunity to continue health benefits for a period of up to 36 months under the provisions of the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) when group medical coverage for you and your covered dependents would otherwise end because:

- Your employment terminates, for a reason other than gross misconduct;
- Your employment status changes due to a reduction in hours;
- Your child ceases to be a "dependent child" under the terms of the medical plan;
- You become divorced or legally separated;
- You become entitled to Medicare; or
- You die.

In the event of divorce, legal separation, or a child's loss of dependent status, you or a family member must notify the plan administrator within 60 days of the occurrence of the event. The plan administrator will notify the individuals eligible for continuation coverage of their right to elect COBRA continuation coverage.

Holidays

Great Work Montessori School normally observes holidays as designated on the GWMS School Calendar. Full time staff members will be paid on certain holidays as it states in their contract.

Personal Time Off (PTO)

Full-time employees are eligible for personal time off ("PTO"). PTO is calculated according to your anniversary date as follows:

10 Personal Days per year accrued each 30 days of employment. (For example, 6.66 hours per month, for a 12 month work year).

Upon separation of employment or voluntary change in status from full-time to part-time, eligible employees will be paid for one-half of all accrued but unused PTO.

Employees who return to full-time status after voluntarily changing to part-time or substitute status, as well as employees who are rehired following a break in service other than due to an approved leave of absence are considered new employees from the effective date of their return to full-time status or re-employment, including for the purpose of calculating leave and benefits.

Scheduling Paid Time Off (PTO)

PTO can be used for any purpose – vacation, sick time or to take care of personal matters. Employees must use accrued PTO whenever they are absent. Exempt employees must use their accrued PTO if absent from GWMS for more than 2 hours at a time.

PTO requests are granted at Head of School's sole discretion. An employee should not purchase tickets, submit deposits, etc., until his/her PTO request is approved. PTO requests are granted whenever possible, taking into account the operational needs of the School. PTO days are not generally permitted on the days directly before School starts or at the end of the School year, the day before or after a school break or during staff in-service days except under extraordinary circumstances. Requests for PTO during testing preparatory time and testing periods are generally not granted.

Jury Duty

Any employee called for jury duty will be granted leave to perform his/her duty as a juror. All regularly employed employees will be paid their regular wages by GWMS, up to \$50 each day, for their first three days of jury duty. "Regularly employed" employees include all full-time employees, as well as part-time, temporary and casual employees whose hours may be determined by a schedule, custom or practice. Should a regularly employed employee be required to serve more than three days on jury duty, the remainder of the leave will be unpaid, unless the employee chooses to apply PTO to the time off. Employees other than regularly employed employees who are summoned for jury duty will be granted unpaid leave in order to serve.

Exempt employees may use PTO for jury duty in excess of 3 days. No deduction will be made from the salary of an exempt employee during any work week in which the employee performs any work for GWM.

Employees called for jury duty must make arrangements for leave with as soon as they receive their summons. An employee excused from jury duty during regular work hours is expected to return to work promptly. GWM reserves the right to request proof of jury service issued by the Court upon return.

Witness Leave

An employee subpoenaed to produce documents, provide deposition testimony or appear in court for a Great Work Montessori -related matter must immediately notify and provide a copy of the subpoena. The employee will be paid for actual time he/she spends performing such services for GWMS. An employee excused from witness duty must return to work immediately.

An employee who is subpoenaed to appear at deposition or in court as a witness in a non-GWMS matter may take time off to testify. Such leave will be unpaid unless the employee chooses to apply PTO. No deduction will be made from the salary of an exempt employee during any work week in which the employee performs any work for GWMS.

Voting Leave

During the day of the election, any employee whose work schedule does not provide him/her three or more hours between the opening of the polls and the closing of the polls during which the employee is not required to be on the job will be granted up to two paid hours of excused time to vote. The employee may request the time be at the beginning or end of the work day, however, the School reserves the right to select the hours you are excused to vote. You must notify of the need for voting leave prior to the day of the election.

Military Leave

Employees who are required to fulfill military obligations in any branch of the Armed Forces of the United States or in state military service will be granted leave and reinstated in accordance with Federal and State law. Military leave will be unpaid. Employees may choose to use any accrued PTO while performing military duty. If an employee is called to active military duty or to reserve or National Guard training, or if the employee volunteers for the same, the employee should present his/her military orders to the Head of School and make arrangements for leave as early as possible before departure. Employees are required to give advance notice of their service obligations to GWM unless military necessity makes this impossible.

Employees who serve as a member of the Civil Air Patrol, Colorado Wing and who are called to duty for a civil air patrol mission are entitled to an unpaid leave of absence of up to 15 days in any calendar year and will be reinstated in accordance with State law. Upon return to work, the employee must provide GWM with evidence of the satisfactory completion of the civil air patrol service.

Volunteer Firefighter Leave

Employees who serve as volunteer firefighters may be eligible for unpaid leave to respond to an emergency. Eligible employees are those deemed by the School not to be essential to the operation of the School's daily enterprise.

Eligible employees must have previously provided GWMS with written documentation from the fire chief of the employee's fire department notifying GWMS of the employee's status as a volunteer firefighter.

Eligible employees who take volunteer firefighter leave must provide GWMS with a written statement from the fire chief verifying the time, date, and duration of the employee's response.

Victims of Crime Leave

GWMS will grant reasonable and necessary leave from work, without pay, to employees who are victims of a crime in order to allow the employee to attend or participate in legal proceedings pertaining to the crime. Affected employees must give GWMS reasonable notice that leave under this policy is required.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

Administrative Leave

The Head of School may, in his/her discretion, place an employee on administrative leave, with or without pay. When an employee is placed on administrative leave, the employee must immediately leave GWMS' premises and cease all contact with GWMS students, parents and employees, unless otherwise specifically directed by the Head of School.

On The Job Injuries

On the job injuries are covered by our Workers' Compensation insurance policy. This insurance is provided at no cost to you. If you are injured on the job, no matter how slightly, report the incident immediately to your supervisor. If necessary, you may be required to submit a written report.

Consistent with applicable state law, failure to report an injury within a reasonable period of time could jeopardize your claim. We ask for your assistance in alerting management to any condition that could lead to or contribute to a staff member accident. The School will abide with all requirements set forth by the Workers' Compensation Act and any other applicable law. We will not take any adverse action against any staff member in retaliation for filing a workers' compensation claim.

The amount of the benefits payable to you and the duration of payment depend upon the nature of your injury or illness. You will be required to go to one of the School's designated providers for all non-life threatening injuries requiring medical attention. Emergencies can be treated at a local hospital. Post-accident drug testing may be required.

GWMS, in its sole discretion, may require an employee to provide a return-to-work release from the employee's treating physician. Determination of an employee's ability to return to work following an injury or illness will be made by GWMS upon consideration of the reports submitted by the designated medical care provider(s).

GWMS has posted information regarding workers' compensation benefits in the staff lounge. Contact the Head of School with any questions.

Tuition Assistance Program

Great Work Montessori encourages employees to pursue professional development opportunities. The School offers a tuition assistance program to eligible employees who complete job-related courses. GWMS requires employees to apply and receive approval for tuition assistance before registering for any course for which the employee will seek tuition assistance.

Care of Employees' Children

GWMS will attempt to provide reduced price child care services to employees' children as permitted by GWMS' financial and staffing circumstances. Employees seeking to enroll their child(ren) in the program must discuss placement and possible tuition benefits with The Head of School. GWMS reserves the right to limit the total number of employee children and/or the total number of children each employee may enroll for reduced child care services. The number of employee children that are permitted to enroll will be at GWMS' sole discretion, based on GWMS' other enrollment, availability, staffing, profitability, and any other factors GWMS deems relevant.

GWMS further reserves the right to disenroll an employee's child(ren) if the employee's performance is affected by having their child(ren) at GWMS. Employees must remember they are employed to perform a specific job and must not allow themselves to be distracted by having their child(ren) enrolled in the

program. The employee must not interfere with the supervision or authority of their child(ren)'s classroom teacher.

Benefit Provisions Subject to Applicable Laws

All of the benefit provisions contained in this Section 3 are subject to all applicable laws, which may include but are not limited to the Americans with Disabilities Act ("ADA"), the Pregnancy Anti-Discrimination Act ("PDA"), the Fair Labor and Standards Act ("FLSA"), and the state counterparts to such laws, so that to the extent any provision herein is deemed to be inconsistent with the ADA, PDA or FLSA, or any other applicable law, such laws shall control.

ON THE JOB

Attendance and Punctuality

All employees must report to work on time. An employee who fails to report to work on time without first notifying The Head of School may be subject to corrective or disciplinary action.

Time off from work must be approved by The Head of School as far in advance as possible. It is the responsibility of the employee to write his/her name on the "time-off" calendar in GWMS office and to secure a substitute teacher from the approved list. The employee must write the name of the substitute teacher and the hours the substitute will work next to the employee's name on the "time-off" calendar. If you are unable to appear on time for work due to an emergency or sudden illness, you must notify the staff member in charge at GWM before the start of your work day. Personal issues requiring time away from work, such as doctor's appointments or other matters, should be scheduled during your non-working hours if possible. If you are absent for two days without notifying GWMS, it is assumed that you have voluntarily abandoned your position with GWMS, and you will be removed from the payroll.

Unless otherwise provided by applicable law, or expressly agreed in writing, during any absence, an employee may be required to notify his/her supervisor of the employee's status with respect to anticipated return to work on a periodic basis. If an employee is absent due to illness, GWMS may, at its discretion, require the employee to submit a doctor's statement confirming the illness and/or releasing the employee to return to work. GWMS reserves the right to require a separate medical examination by a physician of its choice, and at its own expense, if an employee is repeatedly absent due to illness over a relatively short period of time.

Business Hours and Job Assignment

The quality and efficiency of the services that we provide to our children and families is of prime importance to GWMS. Because of the nature of our business, your work schedule may vary week-to-week depending on your job. Our normal business hours for pick-up and drop-off are 7:00 a.m. to 6:00 p.m., Monday through Friday. Employee shifts may begin before 7:00 a.m. or end after 6:00 p.m. at the discretion of GWMS director. Contact your supervisor if you have questions about your hours of work.

Our program is organized and staffed to minimize the number of group, teaching staff, and classroom transitions experienced by an individual child during the day and year. Every attempt is made to maintain continuity of relationships between teaching staff and children and among groups of children. However, at times you may be appointed to other job assignments as required in order to meet our mission and to comply with licensing requirements. Your supervisor will give you as much notice as possible of changes

in your normal work schedule or duties, and such requests will be assigned as equitably as possible among all employees.

Staff Development

GWMS encourages staff development and career development and will seek to provide opportunities for individuals through supervision, in-service training, staff meetings, and attendance at special training programs, conferences, workshops and college-level courses.

Staff will also be trained on the use of our assessment tools annually i.e. Transparent Classroom, Dibels, state standardized testing, MEFS, MAP and KEA.

Additionally for staff that will work in Primary, YCC and Nido classrooms:

- The Colorado Department of Human Services ("CDHS") requires 15 hours of training every year related to one or more of the following areas – child growth and development, healthy and a safe environments, developmentally appropriate practices, guidance, family relationships, cultural and individual diversity, and professionalism. The General Services Administration requires a minimum of 1.5 hours of annual training on the prevention and detection of child abuse, which may be included as part of the 15 hours of CDHS-required training. GWMS will compensate employees for their time spent in these trainings and the cost of these trainings.
- In order to comply with CDHS requirements related to the availability of staff with first-aid and CPR certifications, all staff must maintain current first-aid and CPR certification. GWMS will compensate employees for the cost of these trainings, but does not compensate employees for their time spent in these trainings as they are required by the State of Colorado and follow the employee. GWMS may, from time to time, provide first-aid and CPR training for employees at no cost to them. If you choose not to attend training provided by GWMS, you must complete such training at your own expense as it is required by law.
- CDHS requires 1.5 hours of universal precautions training within 3 months of employment and every 3 years thereafter. The General Services Administration requires universal precautions training annually. The universal precautions training may be included as part of the first-aid and CPR training, and may be counted toward the CDHS-required 15 clock hours of annual training. GWMS will compensate employees for their time spent in these trainings and the cost of these trainings.

Whenever an employee attends a training event outside GWMS, he/she will be required to submit proof of attendance which will be placed in the employee's personnel record if the training is to be used toward the 15 clock hour, first-aid/CPR, or universal precautions requirement. Employees also may submit proof of attendance at other trainings attended voluntarily by the employee outside the scope of his/her employment at the employee's discretion.

Staff will develop an annual individualized professional development plan with the input and assistance of The Head of School. Individual staff development plans will be coordinated with GWMS' professional development plan.

Planning Time

Staff will be given time for material making, preparation of the environment, cleaning, and record keeping as part of their work day either before children arrive, at rest time, and/or after children leave each day. Staff will also have opportunities throughout the year for team meetings and material making workshops. Guides will have a minimum of 1.5 hours daily for planning time. Classroom assistants will have time when not caring for children throughout each day - especially at the beginning of their day, during rest, and at the end of the day after full day children have left.

Staff Communications

Information of interest and importance to GWM employees is regularly sent via email/google calendar to employees. The employee is responsible for monitoring and reading necessary information sent via email/google calendar. Chromebooks are available in the main office for anyone who needs them to fulfill this obligation.

Meal Time

An unpaid and duty-free 30-minute meal break may be taken each day that an employee's shift exceeds 5.5 consecutive hours. Upon approval by The Head of School, an employee may voluntarily choose to work through lunch, in which case the time will be paid. The Head of School is responsible for approving the scheduling of meal periods.

Breaks

Upon request, employees will be permitted to take one ten-minute paid break for every four hours worked. This time must be approved by The Head of School each day and take into consideration staffing and ratio requirements.

Lactation Breaks

GWMS will provide a reasonable amount of break time to accommodate a female employee's need to express breast milk for the employee's infant child. The break time should, if possible, be taken concurrently with other break periods already provided. Non-exempt employees should clock out for any time taken that does not run concurrently with normally scheduled break periods, and such time generally will be unpaid in accordance with state and federal law. GWMS also will provide the employee with the use of a room or other location in close proximity to the employee's work area for the employee to express milk in private.

Employees should notify The Head of School to request time to express breast milk under this policy. GWMS reserves the right to deny an employee's request for a lactation break if the additional break time will impose undue hardship on GWMS.

No provision of this policy applies or is enforced if it conflicts with or is superseded by any requirement or prohibition contained in a federal, state, or local law or regulation. Anyone with knowledge of such a conflict or potential conflict should contact GWMS director.

Standards of Conduct and Disciplinary Action

1. Discipline

Each employee has an obligation to observe and follow GWMS' policies and to maintain proper standards of conduct at all times. GWM, in its sole discretion, may discipline an employee for any lawful reason, including without limitation, violating any provision in this Handbook or any other GWM rule, unacceptable attitude or behavior, unsatisfactory performance, or violating any applicable law.

Disciplinary action may include a verbal warning, written warning, suspension with or without pay, and/or discharge. The appropriate disciplinary action imposed will be determined by GWM, and one form of action will not necessarily precede another. GWM does not have a progressive or step discipline policy. Nothing in this Handbook is intended to create and shall not be construed as creating a progressive or step-discipline expectation or policy, or alter the at-will status of GWMS' employees (i.e., each employee may be terminated without prior notice at any time for any or no reason).

Examples of the types of conduct for which discipline may be imposed include the following; however, THIS LIST IS NOT EXHAUSTIVE AND GWM MAY IMPOSE DISCIPLINE FOR CONDUCT THAT IS NOT INCLUDED ON THIS LIST: violation of GWMS' policies or safety rules; insubordination; unauthorized or illegal possession, use or sale of alcohol or controlled substances on work premises or during working hours, while engaged in GWM activities or in GWM vehicles; unauthorized possession, use or sale of weapons, firearms or explosives on work premises; theft or dishonesty; disrespect toward fellow employees, visitors or other members of the public; performing outside work or use of GWM property, equipment or facilities in connection with outside work while on GWM time; poor attendance or poor performance; unsatisfactory Introductory Period; falsifying or misusing records, including application; violation of confidentiality rules; absence from work without notification or reason for 2 working days or more; discourteous treatment of the public, clients, or co-workers; inappropriate behavior; being abusive or neglectful to children, parents, or employees; failure to submit required documentation within mandated time frame; neglect of duty or refusal to comply with directives of supervisor; misuse of leave policies; failure to implement job specifics; failure to return to work following a leave of absence; failure to meet deadlines as presented by supervisor.

2. Reorganizations and Position Eliminations

GWM, in its sole discretion, may reorganize all or any portion of GWM at any time for any lawful reason or no reason. GWM may terminate any employee and eliminate the employee's position at any time as GWM deems appropriate

3. Terminations Not Resulting from Discipline or Job Elimination

GWM has the right to terminate any employee without notice at any time for any or no reason. While an employee may be terminated at any time as part of a disciplinary action (Section 1, above) or job elimination (Section 2, above), GWM may terminate an employee for any other or no reason, including determining the employee is not the right or best person for the position or GWM, just as an employee is free to determine he/she prefers to work for another company for any or no reason.

4. Reporting Violations

It is the responsibility of every employee to report violations of this Handbook or other alleged employee misconduct to The Head of School or owner.

Access to Personnel Files

An employee's personnel file contains general information about his/her employment with GWMS. In addition, GWMS maintains a separate confidential file for each employee, which contains confidential information, such as medical records and Form I-9s. Inspections will be held on GWMS premises in the presence of a GWMS official. Contact The Head of School to arrange a time to view these records. You will be permitted to review records related to your qualification for employment, compensation and disciplinary action. You are not permitted access to any letter of reference written on your behalf and maintained by GWMS. If you disagree with the accuracy of any statement in the records and no correction can be agreed upon, you may submit an explanatory statement, which will be attached to the records. All personnel and confidential records are GWMS' property during and after an employee's employment with GWM. Former employees are not entitled to copies of their personnel file. GWMS will disclose such files only upon receipt of a summons or court order.

Changes to Personal Data

An employee must notify The Head of School of any change in his/her residential address; phone number; marital status; citizenship status; military status; status of driver's license and moving violations if the employee operates GWM vehicles or his/her personal vehicle while conducting GWM business; change of the name or telephone number of the person to be notified in case of emergency; legal name change; and any change in insurance records.

Solicitation and Distribution

No solicitation of any kind or distribution of literature for any purpose is permitted on GWMS property, unless approved by The Head of School. Employees must not engage in any solicitations or otherwise distribute literature of any kind while on duty, unless approved by The Head of School. Trespassing, soliciting or distribution of literature by nonemployees on these premises is prohibited at all times. No employees shall be compelled to contribute any money to any political party, club, union or association.

Visitors in the Workplace

To provide for the safety and security of GWM employees, children, visitors, and facilities, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps ensure security, decreases insurance liability, protects confidential information, safeguards employee and child welfare, and avoids potential distractions and disturbances.

Employees must be aware of persons who have entered the facility. Anyone who is not recognized should be questioned regarding the nature of his/her visit. All visitors must sign the visitor's log and provide necessary information and identification upon entering GWM. Employees are required to enforce this policy. Strangers must be escorted to the door. If you are uncertain or feel jeopardized, seek the assistance of a supervisor or coworker. GWM policies regarding parent visitors whose access to his/her child is restricted by a court order, such as a restraining order, custody order, or protection from abuse order, are contained in the Parent Handbook. Employees must read, understand, and comply with the policies contained in the Parent Handbook.

Former employees are not permitted to enter GWM property without prior permission of The Head of School and/or the owner. If a former employee returns to the property, notify a supervisor immediately. Former employees will be asked to leave the premises.

Care of GWMS Equipment & Personal Property

Each employee is responsible for his/her personal property while at work. GWMS is not responsible for any loss or damage to vehicles or other personal property of employees.

Vehicles

All employees who operate GWMS vehicles or private vehicles while performing any duty or activity for GWMS must obey the following rules:

- **Valid Driver's License**

Maintenance of a valid Colorado driver's license, unrestricted except for corrected vision or other restriction(s) that can be reasonably accommodated, is a condition of employment and continued employment with GWMS.

- **Insurance**

All employees must be insurable by GWMS' insurance carrier. All employees must maintain insurance on any private vehicle that may be used for GWMS business. Copies of current automobile insurance forms must be on file for all employees.

- **Driving Requirements**

Operators of GWMS vehicles are responsible for the safe operation and cleanliness of the vehicle. This includes a daily pre-trip inspection using the pre-tip inspection checklist and correction of any unsafe conditions, including unsatisfactory air pressure in tires. GWMS vehicles should be operated by the authorized employee only. GWMS vehicles may only be used for GWMS-related travel. While operating a GWMS vehicle or private vehicle while performing any duty or activity for GWMS, the employee must use good manners and obey all laws. Use of seat belts and appropriate child restraints is mandatory for all operators and passengers of GWMS vehicles or private vehicles while performing any duty or activity for GWMS.

- **Accidents**

All accidents involving a GWMS vehicle or private vehicle while performing any duty or activity for GWMS, no matter how minor, must be reported immediately to the Head of School. A written report must be forwarded to within 24 hours.

- **Traffic Violations**

All citations for moving violations and any driver's license revocation, confiscation or suspension shall be reported immediately to, regardless whether the citation occurred while the employee was on the job or engaged in GWMS business, or occurred off the job on personal time. Employees are responsible for any moving and parking violations incurred by the employee while operating a GWMS vehicle.

- **Prohibited Activities**

Smoking is prohibited in GWMS vehicles. Employees operating GWMS vehicles are prohibited from using cell phones to make calls, text message, or otherwise enter data while the vehicle is in operation. Employees who, for emergency purposes, must make a cell phone call while operating a GWMS vehicle or private vehicle while performing any duty or activity for GWMS must first stop the vehicle at a safe location and shift the vehicle into "Park" before dialing or otherwise making the cell phone call. If an employee whose job responsibilities include driving to conduct GWMS business is convicted of or pleads guilty or no contest to the offenses of Driving While Intoxicated (DWI) or Driving Under the Influence (DUI) or other equivalent traffic violation, is convicted of or pleads guilty or no contest to more than 3 speeding tickets in excess of 10 miles per hour above the posted speed limit in a two (2) year period, or is determined to be at fault in more than two accidents in a two (2) year period, regardless of whether the driving offenses were while on GWMS business, the employee may be terminated.

- **Severe Weather and Other Emergency Closings**

Severe weather is to be expected during certain months of the year. Although driving may at times be difficult, the roads are normally passable when caution is exercised. Except in cases of especially severe weather or other emergency, all employees are expected to work their regular hours. Non-exempt employees will not be paid for days that GWMS is closed due to inclement weather or other emergency situations. In such situations, non-exempt employees may choose to use available PTO .

Personal Telephone Calls and Mail

Each employee must be sensitive to the importance of providing courteous treatment in all working relationships, including relationships with parents and guardians. Employees are prohibited from using cell phones and other personal electronic devices, including iPods and mp3 players, PDAs, iPads/Kindles/Nooks, laptop computers, electronic readers, smart phones, and any other personal electronic device, during work hours or while engaged in any GWMS activity. Any personal electronic device that is brought to work, including cell phones, must be turned to silent at the start of the employee's shift and remain on silent except during any unpaid breaks and meal periods where the employee is completely relieved of his/her duties. Personal devices should be placed in the emergency backpacks upon entering the classroom, and removed at the end of shift.

Employees are prohibited from using personal audio/video cameras, imaging and/or recording devices for personal purposes during work hours or while engaged in any GWM activity, including but not limited to camera phones, iPod and iPad/Kindle/Nook cameras, webcams, digital cameras, camcorders, tape/digital recorders and any other form of device capable of recording sound or generating an image. Without limiting the foregoing policy, employees are specifically prohibited from taking photographs or audio/video recordings of GWMS' and from using any such photographs or audio/video recordings in any manner.

Employees must not use GWMS' address for the receipt of personal mail.

Electronic Mail and Monitoring

GWM recognizes employees' need to be able to communicate efficiently with fellow employees and parents and guardians. Therefore, GWM maintains an internal electronic mail (e-mail) system to facilitate the transmittal of business-related information within GWM and with parents and guardians.

GWMS' internal e-mail system is intended for business use only. The use of GWMS' internal e-mail system for solicitation or to distribute non-job-related information is prohibited to the extent allowed by applicable law.

GWMS' policies against sexual and other types of harassment apply fully to GWMS' internal e-mail system. Therefore, employees are prohibited using GWMS' internal e-mail system to display or transmit sexually-explicit images or messages, ethnic slurs, racial epithets, or anything that could be construed as harassment or disparagement to others.

Employees' e-mail passwords for GWMS' internal e-mail system must be made available to GWM at all times. Employees should notify if they need to change their password. Employees shall not access others' e-mail for any reason. GWM reserves the right to enter, search and/or monitor GWMS' internal e-mail system and the files and transmissions of any employee over GWMS' internal email system without advance notice and consistent with applicable state and federal laws. Employees have no right of privacy

with respect to any file or transmission sent or received on GWMS' internal e-mail system, and should expect that communications that they send and receive by GWMS' internal e-mail system will be seen by management.

Employees who learn of any misuse of GWMS' internal e-mail system shall notify a member of management immediately.

Internet Usage and Monitoring Employee access to the Internet during working time or while using GWMS' equipment is intended for business use only. Use of the Internet during working time or while using GWMS' equipment for any non-business purpose, including but not limited to, personal communication or solicitation, purchasing personal goods or services, gambling or playing games, watching videos, accessing social media, blogs and other non-work websites, and downloading files for personal use, is strictly prohibited. GWMS' policies against sexual and other types of harassment apply fully to Internet usage during working time or while using GWMS' equipment, including the use of instant messaging programs. Therefore, employees are prohibited from displaying, transmitting and/or downloading sexually explicit images or messages, ethnic slurs, racial epithets, or anything that could be construed as harassment or disparagement to others.

GWMS reserves the right to search, monitor, track, log, and view any employees' Internet usage and activity during working time or while using GWMS' equipment without advance notice and consistent with applicable state and federal laws. Any abnormal or inappropriate usage may be investigated. Employees have no expectation of privacy while using GWMS' equipment, even when the employee is using the equipment to access his or her personal e-mail account or other social media. YOUR USE OF GWMS OWNED OR LEASED EQUIPMENT CONSTITUTES YOUR CONSENT FOR GWM TO MONITOR AND INTERCEPT YOUR COMMUNICATIONS WHILE IN TRANSIT, AFTER RECEIPT, OR WHILE STORED ON GWM OWNED OR LEASED EQUIPMENT UNDER TITLE I AND II OF THE ELECTRONIC COMMUNICATIONS PRIVACY ACT OF 1986.

Employees who learn of any misuse of the Internet during working time or while using GWMS' equipment shall notify a member of administration immediately.

Social Media

GWM understands that social media can be a fun and rewarding way to share your life and opinions with family, friends, and co-workers. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist employees in making responsible decisions about social media use, GWMS has established this policy for appropriate use of social media.

This policy applies to the personal use of social media by all GWM employees.

Definitions

Posts means content sent through or placed on social media accounts by users, whether in the form of emails, "status updates", "wall" messages, tweets, diary entries, instant messages, blog entries, photographs, videos, or otherwise. **Social Media** means online platforms hosted by individuals or entities on which individuals, businesses, and other organizations may post information, send emails, and/or otherwise share data, including, without limitation, message boards; conversation pages; chat rooms; podcasts; wikis; social networks such as Facebook, Friendster, Snapchat, Instagram, and LinkedIn;

personal or third-party blogs; photo sharing websites such as Photobucket, Flickr, and Shutterfly; YouTube; Twitter; Yahoo; and Google, including Google Docs, Google Video, Google Photo, and other Google applications. This definition also applies to new forms of social media that may arise in the future. The same principles and guidelines found in GWMS' other policies apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of other GWM employees, or otherwise adversely affects GWMS' business contacts, customers, or vendors may result in disciplinary action up to and including termination.

Know and Follow the Rules

Carefully read this policy and GWMS' other policies relevant to your social media use. Ensure that your posts are consistent with these policies. Any harassment, bullying, discrimination, or retaliation that would not be permissible in the workplace is not permissible between colleagues online, even if it is done after hours, from home, and on home computers. Inappropriate posts that may include discriminatory remarks, threats of violence, harassment or similar inappropriate or unlawful conduct will not be tolerated.

(a) Employees bear full responsibility for information contained in their social media posts.

Most social media sites require that users, when they sign up, agree to abide by a Terms of Service document. You are responsible for reading, knowing, and complying with the Terms of Service of the social media sites you use.

(b) Be Respectful.

Always be fair and courteous to other GWM employees and to GWMS' business contacts, customers, and vendors. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your colleagues or by utilizing GWMS' dispute resolution procedure than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video, or audio that reasonably could be viewed as malicious, obscene, threatening, or intimidating, that disparages your colleagues or GWMS' business contacts, customers, or vendors, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant intentionally to harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion, or any other status protected by law.

(c) Be Honest and Accurate.

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted posts can be searched. Never post any information or rumors that you know to be false about GWM, or GWMS' employees, business contacts, clients, or vendors.

(d) Post Only Appropriate and Respectful Content.

Maintain the confidentiality of GWMS' children, families, and employees, GWMS' trade secrets and proprietary information, and the trade secrets and proprietary information of third parties. Confidential, trade secret, and proprietary information include the information identified in Section 4(X) below

Do not create a link from your blog, website, or other social networking site to a GWMS website without identifying yourself as a GWMS employee.

(e) Express Personal Opinions.

Express only your personal opinions. Never represent yourself as a spokesperson for GWM. Do not use GWMS' name or logo in your personal social media identity. A social media identity includes, for example, a username, "handle", screen name, email address, profile image, or other signal that consistently identifies the author of posts. However, this does not prohibit you from identifying yourself as a GWM employee, from identifying GWM as your employer in your personal profile, or otherwise identifying your affiliation with GWM.

If GWMS is a subject of your posts, be clear and open about the fact that you are an employee, and make it clear that your views may not represent those of GWMS, or GWMS' employees, business contacts, customers, or vendors. If you do post content related to the work you do or subjects associated with GWM, make it clear that you are not speaking on behalf of GWMS. It is best to include a disclaimer such as "The postings on this site are my own and may not necessarily reflect the views of GWMS."

(f) Using Social Media at Work.

Employees may engage in personal use of social media while on GWMS' premises during non-work time and in non-work areas using their own equipment (for example, a personal smart phone, tablet, or laptop computer). However, consistent with Section 4(T) above, employees are prohibited from engaging in personal use of social media during working time or while using GWMS' equipment.

As provided in Section 4(T) above, if an employee engages in personal use of social media during working time or while using GWMS' equipment, GWM has the right to monitor and review any social media posts made by such employee while on working time or using GWMS' equipment. Employees have no expectation of privacy while using GWMS' equipment, even when the employee is using the equipment to access his or her personal e-mail account or other social media.

Do not use GWM e-mail addresses to register on social networks, blogs, or other online tools utilized for personal use.

(g) Media and Governmental Contacts.

Employees should not speak to the media or governmental entities on GWMS' behalf without contacting The Head of School. All media and governmental inquiries should be directed to The Head of School.

4. Retaliation is Prohibited.

GWMS prohibits taking negative action against any GWMS employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

R. Dress Policy

Employees are expected to maintain the highest standards of personal cleanliness and to present a neat, professional appearance at all times. Extremes in fashion or personal grooming are not appropriate and will not be permitted.

All employees' conduct and appearance represents GWM, regardless of whether your job responsibilities regularly place you in direct contact with parents and guardians. The neat and professional appearance of all employees helps to create a favorable image of GWM both to the public and to fellow employees.

Make-up must be in good taste and not excessive. Hair must be well-groomed and clean. Fingernails must be trimmed, clean and neat. Good personal hygiene must be maintained. Perfume and other scents should be avoided or kept to a minimum so as not to affect the children.

S. Reference Checks

GWM will not honor any oral requests for references. All requests must be received in writing and on company letterhead. GWMS' general policy is to confirm only employees' dates of employment, last job position held, and last salary.

Under no circumstances should an employee provide another individual with information regarding current or former employees of GWMS. If you receive a request for reference information, please forward it to The Head of School.

T. Confidentiality Policy

1. Confidentiality of Child, Family, and Employee Information

This Confidentiality Policy has been adopted to insure confidentiality and protect the privacy of children, families, and employees of GWMS.

The following information about children, families, and employees must not be divulged to anyone other than persons who are authorized to receive such information. This policy extends to both internal and external disclosure of information and regardless of how or where the information was obtained. Failure to maintain confidentiality of the following information about children, families, and employees may result in job-related consequences as well as potential civil liability for GWMS and the individual employee.

Confidentiality of Child and Family Information:

- a) All children's records must be locked in a secure file.
- b) Access to children's records is limited to employees with a "need to know".
- c) Children's records must not be removed from GWMS, except that emergency cards may be removed during field trips for participating children.
- d) Children's records must never be left out on desks, tables, or any other location where other people may have access to them.
- e) The confidential information of children and families must never be discussed among employees except on a "need to know" basis. Employees must be particularly aware of their surroundings when discussing this information. Special caution must be taken to be sure other children, families, employees, or community members do not overhear confidential information.
- f) Discussion of children's and families' information with volunteers, other families, community members, or the employee's friends or family members is prohibited.
- g) Information and documents considered confidential include, but are not limited to, medical records, educational records, special needs records, family records, financial records, contact information, and any other private information about the children or their families, however or wherever such information is obtained.
- h) All requests for release of information shall be directed to The Head of School.
- i) Confidential information will be released to persons outside of GWMS only with the express written consent of the child's parent or legal guardian, except in the case of suspected abuse.

2. Confidentiality of Employee Information

- a) All employee personnel files, I-9 forms, and medical records (collectively, "personnel records") must be locked in a secure file.

- b) Access to an employee's personnel records is limited to appropriate supervisory employees.
- c) An employee's personnel records must not be removed from GWM.
- d) An employee's personnel records must never be left out on desks, tables, or any other location where other people may have access to them.

3. Confidentiality of Proprietary Information

GWM has developed unique techniques, curriculum, and tools for evaluation, which make our program competitive in the industry. All employees shall maintain and protect the confidentiality of all confidential and proprietary information of GWMS. "Confidential and proprietary information" includes, but is not limited to, trade secrets; client data and information; confidential child and family information and personnel records as described in subsection (1) above; curriculum; child care philosophy; business plans; marketing strategies; pricing information; curriculum and child-GWMed employee training programs and materials; parent materials and handbooks; and other business-related internal reports, policies, procedures, or communications. Employees shall use GWMS' confidential and proprietary information only for the conduct of GWMS business.

Employees' duty of confidentiality extends even after their separation of employment. An employee whose employment is separated must return to GWMS any materials or documentation containing confidential and proprietary information and is not permitted to use such materials in subsequent employment.

Failure to abide by this policy may result in job-related consequences as well as potential civil liability for GWM and the individual employee.

U. Disclosure of GWMS Information

In addition to maintaining the confidentiality of GWMS' confidential and proprietary information, employees must not discuss GWMS' private business and affairs with any person who is not an employee or manager of GWMS.

All requests for information regarding a current or former employee, or a current or former employee's position or compensation, must be forwarded to The Head of School.

V. Conflict of Interest/Code of Ethics

GWMS' reputation for integrity is its most valuable asset. Employees must never use their positions with GWM, or any of its clients, for private gain, to advance personal interests or to obtain favors or benefits for themselves, members or their families or any other individuals, corporations or business entities.

GWM adheres to the highest legal and ethical standards applicable in the industry. GWMS' business is conducted in strict observance of both the letter and spirit of all applicable laws and ethical guidelines. Employees must not allow other employment or activities to conflict with his/her duties to GWM. Employees must immediately disclose a conflict of interest to The Head of School.

In the event of a conflict of interest, which conflict shall be determined in GWMS' sole discretion, the employee must immediately cease the action causing the conflict, or obtain a waiver of the conflict from The Head of School

W. Reporting Suspected Child Abuse

GWMS employees are required by law to report any suspected incidences of child abuse or neglect. Employees must immediately discuss any suspicions of child abuse or neglect with The Head of School.

A copy of GWMS' child abuse and neglect policy is included with this Handbook as Appendix B. Employees must read, understand, and sign this policy. A copy of the signed and dated policy will be retained in your personnel file.

X. Child Sexual Abuse Prevention Protocol - We are here in service of the child.

GWMS implements and follows the following body safe rules with all students:

1. You are in charge of your body.
2. No one is allowed to touch your private parts.
3. You are not allowed to touch someone else's private body parts.
4. We keep our clothes and shoes on at school at all times.
5. You get to choose who you hug, and who hugs you. Other people get to choose the same.
Consent goes both ways.

In addition to the body safe rules employees must follow the following policies:

(a.) Secrets - We teach all students that we don't do secrets at GWMS. We help them to understand the difference between secrets and surprises.

(b.) Toileting - When a child needs help with toileting, one adult may assist the child with the door propped open and after letting the other adult(s) in the room know where they will be and with whom.

(c.) Tickling - We avoid tickling of students and between students.

(d.) Lap Sitting - Students should only sit on the lap of an adult if they request to do so, and there are other adults in the room.

(e.) Transportation of Students - No students shall be transported by GWMS other than staff who transport their own children, or have made carpool arrangements with friends outside of school.

(f.) Special Favors - Staff members shall not do special favors for students, including but not limited to giving gifts to individual students, attending parties, or other individual events that don't include the greater community

(g.) Babysitting - Staff will NOT care for otherwise personally assist GWMS students outside of the school property and school events.

(h.) Responding to Suspicious Behavior - All staff commit to appropriately respond to any suspicious behavior exhibited by another adult on campus or off, as was taught and rehearsed in the Body Safety training.

Y. If You Must Leave Us

1. Notice

Employees who decide to resign their employment are not required to give advance notice of the intent to resign; however, GWMS would appreciate the employee giving as much notice as possible of his/her intent to resign.

2. Final Paycheck

The final paycheck or Direct Deposit for employees who resign will be processed in the next normal pay period. Final paychecks will be mailed to the employee's last known home address. An employee who is terminated shall receive his/her final paycheck or Direct Deposit immediately or as otherwise provided under the Colorado Wage Act, C.R.S. § 8-4-109, as may be amended from time to time. Employees should

notify GWMS if their address changes during the calendar year in which separation of employment occurs, so that the employee's tax information will be sent to the proper address.

3. Failure to Return Company Property Reduces Final Paycheck

Employees must return all property and equipment belonging to GWMS on or before their last day of work. Pursuant to a separate agreement on this issue (attached here to as Appendix C), each employee agrees that, in the event any GWMS property or equipment is not returned by the employee on or before his/her last day of employment, the amount paid to the employee in his/her last check or Direct Deposit will be reduced by the amount necessary to replace the property. GWMS may take all appropriate action to recover its property (or the value of the property).

4. Return of Former Employees to GWMS

Former employees are not permitted to enter GWMS property at any time without prior permission of The Head of School and/or the owner.

Z. SAFETY IN THE WORKPLACE

A. Each Employee's Responsibility

Safety is of paramount importance to GWMS. Each employee, supervisor and manager must practice safety awareness by thinking defensively, anticipating unsafe situations and reporting unsafe conditions immediately.

The following precautions must be observed:

1. Notify your supervisor of any emergency situation. If you are injured or become sick at work, no matter how slightly, you must inform your supervisor immediately.
2. Employees must comply with GWMS' Drug- and Alcohol-Free Workplace Policy and all other substance- and safety-related policies at all times.
3. Use, adjust and repair machines, equipment and toys only if you are trained and qualified to do so. Damaged or broken machines, equipment and toys should be removed immediately, if possible, and should be reported to GWM director at once.
4. Get help when lifting or pushing heavy objects.
5. Understand your job fully and follow instructions. If you are not sure of the safe procedure, ask your supervisor for guidance. Do not guess or assume that a particular procedure will be safe.
6. Know the locations, contents and use of first aid and fire fighting equipment.
7. Wear personal protective equipment in accordance with the job you are performing and the Standard Precautions Policy.
8. Accidents or injuries involving children must be reported immediately to GWM director or the assistant director. Employees will be required to complete incident/accident reports for these incidents. Employees will be advised by The Head of School is to call the child's parents to apprise them of the incident/accident as necessary. A parent is required to sign the incident/accident report by the next day following the incident/accident. The report will become a part of the child's record.
9. Accidents involving parents or visitors must be reported immediately to GWMS director, the assistant director or the owner. Employees will be required to complete incident/accident reports for these incidents. The incident/accident report should be given to The Head of School or the assistant director. These documents will become part of GWMS' record.

10. Employees must be familiar with and adhere to GWMS' Visitors in the Workplace policy. Strangers, former employees, and others not authorized to be on the premises must be immediately asked to leave and escorted to the door.

11. All employees must be familiar with and adhere to the rules of releasing children.

12. Any unusual incidents involving parents, children, employees, or community members should be documented and brought to the attention of your supervisor immediately. Violating any of the safety precautions is itself an unsafe act. A violation may lead to disciplinary action, up to and including discharge.

B. Bloodborne Pathogens Exposure Control

The Bloodborne Pathogens policy covers all employees who may "reasonably anticipate" coming into contact with human blood and other potential infectious materials as the result of performing their job duties. "Potentially infectious materials" include any body fluid that is visibly contaminated with blood.

1. GWMS employees may in the course of their daily activities come into contact with potentially infectious materials. Situations where contact with potentially infectious materials may occur include, but are not limited to, the following:

a. providing assistance after an accident in which children, employees, parents and/or visitors have been injured.

b. assisting children with first-aid and medical needs, such as nose bleeds, loose teeth, times of illness, etc.

c. diapering children or cleaning up after a child has a toileting accident.

d. handling potentially infectious material such as soiled clothing, tissues, bandages and diapers.

2. All employees must adhere to the Universal Precautions Policy.

3. If an employee or volunteer is exposed to blood or other potentially infectious material during the course of GWMS business, she or he must:

- Wash the affected area and remove contaminated clothing

- Protect others from exposure through clean-up, decontamination, and proper disposal procedures;

- Notify her or his supervisor as soon as possible;

- Seek medical care if appropriate;

- Document the exposure before the end of the day if feasible, or if not feasible, as soon as possible thereafter.

4. GWMS will make appropriate laboratory tests and follow-up medical evaluations available to the employee or volunteer, which document the circumstances of the exposure.

5. GWMS will make the Hepatitis B vaccine available to employees within 24 hours after possible exposure to bloodborne pathogens and other potentially infectious materials. The vaccine will be offered at no cost to the employee and at a reasonable time and place, under the supervision of a licensed physician or healthcare professional and according to the latest recommendations of the U.S. Public Health Service (USPHS). Employees who do not wish to receive the Hepatitis B vaccine must sign a declination form. Employees who sign a declination form may later choose to be vaccinated at no cost to the employee. Should the USPHS later recommend booster doses of Hepatitis B vaccine, GWMS will offer the doses to exposed employees.

C. Universal Precautions

Communicable diseases are spread from person-to-person through four routes: (1) airborne or respiration; (2) direct contact; (3) fecal-oral; and (4) blood contact. All employees are required to use the following preventative measures to reduce the spread of infectious and contagious diseases at GWMS.

1. Wash hands regularly using the recommended hand washing technique. Hand washing is the best way to protect both child and caregiver. Use the recommended hand washing technique as explained in GWMS' operations manual.

Hand washing should always occur after:

- Arriving at GWMS;
- Before and after diapering or assisting with toileting;
- Before and after giving medications;
- Before beginning care/first aid;
- In-between delivery of care/first aid;
- Before handling clean equipment and after handling dirty equipment;
- Before and after eating;
- Before and after handling food
- Before and after handling garbage;
- Before and after setting up water table;
- After returning to GWM from the outdoors or field trips;
- Before leaving the building.

2. Treat all human blood and potentially infectious body fluids as if they are known to contain bloodborne pathogens.

3. Wear disposable latex or vinyl gloves while cleaning up blood, bloody saliva, urine, feces, vomit, or any other body fluid that may be potentially infectious. Although compliance with this Universal Precaution should occur for every instance of the above, employees must be especially aware of the need for disposable latex or vinyl gloves if they have a skin rash or open wound on their hands. Employees who are allergic to latex gloves will have alternate gloves available for their use. Gloves must be discarded after one use. If skin contact is made with any of these substances, wash the affected areas with soap under running water and immediately report the exposure incident to the Head of School or the assistant director.

4. Follow the diaper changing procedure as posted in every diapering area, including:

- Wear latex or vinyl gloves when diapering. Change gloves after contact with each child and throw away disposable gloves after each use.
- Place disposable diapers in a hand-free, plastic-lined, covered container.
- Wash child's hands and adult's hands thoroughly.

5. Supervise toilet-trained/training children to ensure that they wash their hands well after using the restroom. Wear disposable gloves when assisting such children with toileting or cleaning up after a toileting accident. If toileting accidents occur, soiled clothing should be handled with gloves and double-plastic bagged.

6. Wash children's hands and adult's hands following contact with blood or other potentially infectious body fluids and following diapering and toileting tasks, even if gloves were used.

7. All surfaces, especially those contaminated with blood or potentially infectious body fluids, must be cleaned with a bleach solution of ¼ cup bleach diluted in 1 gallon water. The bleach solution should be fresh and is to be used on the day it is made. Employees must wear gloves and use paper towels for the task

8. Clothing items stained with blood should be handled with gloves and double-plastic bagged. Employees should label the bag in accordance with OSHA regulations.

9. Have mouth pieces or resuscitation bags on hand to minimize the need for direct mouth-to-mouth contact if resuscitation is required in an emergency.

10. All sharps must be disposed of in a closeable, puncture resistant, leak proof, and properly colored and labeled container provided for that purpose. Recapping, bending, or breaking of needles is prohibited. Employees should be aware of the location of the sharps container intended for their use.

D. Workplace Anti-Violence Policy - Violence by an employee or anyone else against an employee, supervisor, member of management, or parent with child will not be tolerated. GWMS' goal is to maintain a workplace free from physical, emotional and psychological intimidation, threats and violence. This includes, but is not limited to, intimidating or threatening behavior, physical or verbal mistreatment or injury, vandalism, sabotage, use of weapons, carrying of weapons onto GWMS' property, or any other act which, in GWMS' opinion, is inappropriate in the workplace. The use of GWMS property, such as GWMS' communications systems, in a threatening, intimidating or violent manner is prohibited. An employee shall not bring a weapon onto GWMS property at any time. For purposes of this policy, a "weapon" includes firearms of any type, whether loaded or unloaded, knives, explosives, or any other object designed, or which the possessor intends to use, to inflict bodily injury or death upon another individual. This policy applies to all employees, parents, guardians, and visitors while on GWMS property or while conducting GWMS business, whether or not such person has a valid permit to carry a weapon. As set forth in other portions of this Handbook, GWMS has the right at any time to conduct searches of all employee-owned and GWMS-owned property located on GWMS' premises. If you believe there is an immediate threat to the health or safety of an employee, child or visitor to our premises, call 911 immediately. Employees or visitors who feel they have been subject to workplace violence, who receive or overhear threats of workplace violence, or who know of an individual who has engaged in workplace violence, must immediately report the incident to The Head of School. Do not engage in either physical or verbal confrontation with a potentially violent individual. All reports of work-related threats will be kept confidential to the extent possible. GWMS will investigate all reports of workplace violence and will take such action as GWM deems appropriate. GWMS may also report any incident of workplace violence to the appropriate law enforcement agency. Employees are expected to report and participate in an investigation of any suspected or actual cases of workplace violence and will not be subjected to disciplinary consequences for such reports or cooperation. Retaliation against an employee for making a complaint or participating in an investigation will not be tolerated. Reasonable Workplace Searches GWMS, in order to ensure the health and safety of all employees, children, parents and/or guardians, and to protect GWMS' property, image and reputation, reserves the right to conduct reasonable searches consistent with applicable law. This Handbook shall serve as notice that every employee is required, without further notice and upon GWMS' request, to submit to a search of any vehicle brought on GWMS' premises, to submit to a search of any pockets, packages, parcels, purses, handbags, brief cases, lunch boxes or any other possessions or articles brought or kept by the employee on GWMS' property, and to submit to any search of any employee's office, desk, files, locker, equipment or any other area or article on GWMS' premises.

All spaces on GWMS property or under the control of GWMS remain subject to search even though an employee uses such spaces or considers the space to be private. GWMS' communications systems remain GWMS' property at all times and access shall not be limited in any manner by means of codes, passwords or otherwise. All information and data on GWMS' communications systems is GWM property, and an employee has no right to privacy on any information or data sent, received, generated or stored on GWMS' communications systems. Inspection of any of the above may be conducted at any time at the discretion of GWMS. Persons entering the premises who refuse to cooperate with a reasonable search conducted pursuant to this policy may not be permitted to enter the premises. Employees working on or entering or leaving the premises who refuse to cooperate with such a search will be subject to disciplinary action. Refusal to cooperate with a reasonable search may also be considered by GWMS to be a voluntary resignation by the employee.

F. Good Housekeeping

Good work habits and a neat place to work are essential for job safety and efficiency. You are expected to keep your place of work organized and materials in good order at all times. Employees must report anything that needs repair or replacement to GWMS director.

G. Smoking and Tobacco or Marijuana in the Workplace

GWMS is committed to providing a safe and healthy environment for children, employees and visitors. Smoking and the use of tobacco or marijuana products is not permitted on any GWMS property, including GWMS facilities, GWMS vehicles, GWMS playgrounds, or within sight of any GWMS student. Smoking and the use of tobacco or Marijuana products is also not permitted in the presence of any GWMS parent or guardian while on duty.

Drug- and Alcohol-Free Workplace

1. In General

GWM has a vital interest in ensuring a safe, healthy and efficient working environment for its employees, children, parents and guardians. The unlawful or improper use of controlled substances or alcohol in the workplace presents a danger to everyone. For these reasons, the following drug and alcohol free workplace policy is established as a condition of employment and continued employment with GWM.

Employees are prohibited from reporting to work or working while under the influence of illegal drugs, alcohol or other unauthorized substances, or with illegal drugs, alcohol or other unauthorized substances in their systems. No prescription drug will be brought on GWMS' premises by any person other than the person for whom it is prescribed. Prescription drugs must be used only in the manner, combination and quantity prescribed. Employees are prohibited from using or being under the influence of any legal drug that can adversely affect the employee's ability to perform his/her duties. If, for medical reasons, an employee is required to take a prescription drug that may affect his/her ability to perform his/her duties, the employee must notify The Executive Director immediately.

Employees are prohibited from engaging in the unlawful or unauthorized manufacture, distribution, purchase, sale, solicitation to purchase or sell, transportation, promotion, or possession of illegal or unauthorized substances, drug paraphernalia, legal but illegally used substance, or alcohol while on GWMS time, on GWMS premises, in GWMS vehicles, or while engaged in GWM activities off GWMS' premises. Such conduct also is prohibited during non-working hours to the extent that, in the opinion of GWMS, it impairs the employee's ability to perform his/her job.

Employees must notify The Executive Director of any criminal drug statute conviction for a violation occurring within the workplace within five days of such conviction. Your employment or continued employment with GWMS is conditioned upon your full compliance with the foregoing drug and alcohol free workplace policy. Any violation of this policy will result in disciplinary action, up to and including discharge. Because the particular facts and circumstances may vary widely and are often unique, any action taken by GWMS under this policy in an individual case should not be assumed to establish a precedent in other circumstances.

2. Required Tests

i. Reasonable Suspicion Testing

An employee shall submit to a drug and/or alcohol test when GWM has reasonable suspicion to believe the employee has used drugs or alcohol in violation of GWMS' drug and alcohol policy. Reasonable suspicion exists when the employee's behavior, appearance, speech, odors (of breath), or other physical symptoms indicate drug or alcohol use. Observations must be personally made and documented by at least one member of GWMS' staff or a third person.

All diagnostic drug screenings and alcohol tests based on reasonable suspicion must have the prior approval of GWMS owner or a designee. If an employee is notified of reasonable suspicion to be tested, he/she shall report immediately to GWMS' designated drug/alcohol testing and screening service provider. A GWMS representative may accompany the employee to the collection site.

ii. Random Testing

GWMS reserves the right to perform random drug tests on all employees to better ensure the health, safety, and welfare of all employees and the children and families they serve.

iii. Upon Hire or Promotion

Applicants for hire or promotion must undergo drug and alcohol testing after GWMS extends a conditional offer of hire or promotion.

iv. Post-Accident

An employee involved in an accident involving a GWMS vehicle or a personal vehicle used to conduct GWMS business, shall be required to undergo drug and alcohol testing. Testing also will be conducted on an employee whose performance may have contributed to a workplace accident. An employee who refuses to submit to a test may be subject to discipline, up to and including termination.

v. Positive Drug or Alcohol Test

A positive, confirmed drug or alcohol test may result in immediate termination even for a first offense. An employee who fails to submit to a test shall be immediately terminated, or such refusal may be considered a voluntary resignation by GWMS. In addition, a member convicted of a DUI, a DWAI, or a drug or alcohol related matter may be terminated.

Appendix A

Receipt of Employee Handbook and Employment-At-Will Statement

I, the undersigned, acknowledge and state that I have received a copy of, and have read and understand, the 2017-2018 Employee Handbook of Great Work Montessori ("GWMS"). I understand that GWMS has the right to change its rules, policies, procedures and benefits at any time without notice, subject only to applicable law. I understand that this Employee Handbook supersedes and replaces any and all prior Employee Handbooks and any prior rules, policies, procedures, and benefits of GWM dealing with similar subject matter.

I understand that the Employee Handbook, as amended from time to time, applies to all employees of GWMS, including me. I understand that the Employee Handbook does not create or constitute an express or implied contract of employment Notwithstanding any statement to the contrary in the Employee Handbook or any other GWMS document, or any statements made by any GWMS employee or representative, I understand GWM employees are hired on an "at will basis." As a result, I understand that I may terminate my employment with GWM without prior notice at any time for any or no reason.

Similarly, GWM may in its discretion terminate my employment at any time for any or no Reason. I also understand that if a written contract is inconsistent with the Employee Handbook, the written contract is controlling. I understand that this Acknowledgement is separate from any Non-Disclosure Agreement, or Non-Competition and Non-Disclosure Agreement, I have signed or may in the future sign.

PRINTED NAME _____ DATE _____

EMPLOYEE SIGNATURE _____

Appendix B

Child Abuse Reporting

Under the "Child Protection Act of 1987" (C.R.S. § 19-3-301) in the Colorado Children's Code, child care GWMS workers are required to report suspected child abuse or neglect. The law at C.R.S. § 19-3-304 states that if a child care worker has "reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions which would reasonably result in abuse or neglect shall immediately report or cause a report to be made of such fact to the county department or local law enforcement agency."

"Abuse" or "child abuse or neglect" means an act or omission in one of the following categories which threatens the health or welfare of a child: skin bruising, bleeding, malnutrition, failure to thrive, burns, fractures, subdural hematoma, tissue swelling, or death; any case in which a child is subjected to unlawful sexual behavior; any case in which a child is in need of services because the child's parents, legal guardian, or custodian fails to take the same actions to provide adequate food, clothing, shelter, medical care, or supervision that a prudent parent would take; or any case in which a child is subject to emotional abuse.

If at any time a staff member reasonably suspects that child abuse has occurred at GWMS, it is the responsibility of that staff member to report or to cause a report to be made of this suspicion to the local county department of social or human services at [PHONE NUMBER OF HUMAN SERVICES DEPARTMENT OF COUNTY IN WHICH GWMS RESIDES] or the police department. If at any time a staff member reasonable suspects that child abuse has occurred away from GWMS, it is the responsibility of that staff member to report or cause a report to be made of this suspicion to the county department of social or human services or the police department where the incident is believed to have occurred.

It is not staff's role to investigate suspected abuse – only to report it. Persons who make a good faith report are immune from civil and criminal liability. Additionally, the law provides for the protection of the identity of the reporting party.

A child care worker who fails to report suspected child abuse or neglect commits a class 3 misdemeanor and will be punished as provided in C.R.S. § 18-1-106. The staff person could also be liable for damages "proximately caused thereby."

I have read and understand the above requirements concerning my responsibility regarding child abuse reporting.

Printed Name and Signature

Date

Appendix C

Acknowledgement of Employee Responsibilities in the Event of an On-the-Job Injury

If I am injured on the job, I understand I must do the following:

1. Notify GWMS director (or the Board if GWMS director is unavailable) immediately if possible, but no later than 24 hours after the accident.
2. Give GWMS director a written statement outlining the following:
 - a. The date of the accident;
 - b. The time of the accident;
 - c. A description of the accident; and
 - d. The names, addresses and phone numbers, if known, of any witnesses to the accident.
3. Utilize the medical services of GWMS' authorized doctor(s) or authorized health care provider(s). In case of an emergency, or if I am outside the Lakewood area on GWM business, I should go to the nearest emergency medical facility for treatment.

I have read and understand the above.

Printed Name and Signature

Date

of any criminal drug statute conviction for a violation occurring within the workplace within five days of such conviction. Your employment or continued employment with GWMS is conditioned upon your full compliance with the foregoing drug and alcohol free workplace policy. Any violation of this policy will result in disciplinary action, up to and including discharge. Because the particular facts and circumstances may vary widely and are often unique, any action taken by GWMS under this policy in an individual case should not be assumed to establish a precedent in other circumstances.

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 - c. A description of the accident; and
 - d. The names, addresses and phone numbers, if known, of any witnesses to the accident.
3. Utilize the medical services of GWMS' authorized doctor(s) or authorized health care provider(s). In case of an emergency, or if I am outside the Lakewood area on GWM business, I should go to the nearest emergency medical facility for treatment.

I have read and understand the above.

Printed Name and Signature

Date