



# NASHVILLE CLASSICAL

CHARTER SCHOOL

## 2020-2021 Employee Policy Manual

### **August 20, 2020 Revision Rationale:**

Due to extended closures, Nashville Classical is committed to creating policies that protect our community and our mission.

We have revised our virtual policies in order to more clearly define how our building can be used during virtual learning and who should expect to use it. Likewise, we have created an equitable process for staff to request exceptions, accommodations, and modifications from “in person” work. Finally, we have revisited federal, state, and local laws to ensure our policies go above and beyond all legal requirements.

In order to arrive at these policy changes, we sought feedback from staff surveys, leadership, and external experts. We continue to use your feedback to revisit these policies and make sure they serve the needs of our school and our community.

Policy updates are highlighted in **blue**.

# MISSION, VISION and CORE COMMITMENTS

## Mission

At Nashville Classical, we work hard, have fun, and make history.

We educate a diverse community of K-8 scholars through a joyful, rigorous curriculum and within a structured, intentional culture, building a foundation of knowledge and habits for high school, college, and life.

## Vision

To achieve a different result, we have to be a different kind of school. **We are different because...**

- our school is **joyful**.
- our school is **structured**.
- our school is **rigorous**.
- our school is **one K-8 community**.
- our school puts **F.I.R.S.T. things first**.

## Core Commitments

As adults who choose to be part of the Nashville Classical community, **we make these commitments...**

- **I commit to be kind**
  - I choose empathy and seek diverse perspectives.
  - I talk to people not about people.
  - I spread joy and gratitude.
- **I commit to do what's best for kids**
  - I start with a willingness to trust and to try.
  - I invest my time and energy in scholar success.
  - I do what's hard now for what's best in the future.
- **I commit to leave things better than I found them**
  - If I see a problem, I try to solve it.
  - I share my concerns with stakeholders, even if it's difficult.
  - I learn from my mistakes and live in the now.

Here's what it **looks and sounds like** when our best teammates live out these commitments.

- Picking up trash from the sidewalk during the afternoon carline.
- "I know Nakhi's dad has struggled to pick him up from enrichment, can I offer to bring him home after Dance Crew each week?"
- "Can you help me figure out how to increase compliance after lunch? Here's what I've already tried..."
- "I walked away from our conversation on Friday not feeling respected. Can we talk about it?"
- Bringing coffee to your teammates the morning after a tough day.
- "Ms. Cohen, I'm calling because I have some concerns about Jamil's progress in reading."

# EMPLOYEE POLICIES

## A. Employment Classifications

All employees of Nashville Classical will be classified as either full-time or part-time, and either exempt or non-exempt. Nashville Classical may also hire consultants and/or temporary employees.

- Full-time employees: Full-time employees are those who are scheduled to work the full academic or calendar year and who work no fewer than 30 hours per week. All full-time employees are eligible to participate in Nashville Classical's benefits program subject to the terms, conditions, and limitations of each benefit program.
- Part-Time Employees: Part-time employees are those who work fewer than 30 hours per week. Part-time employees are not eligible to participate in Nashville Classical's benefits program.
- Exempt/Non-Exempt: Nashville Classical will abide by the Fair Labor Standards Act (FLSA) in determining whether an employee is exempt or non-exempt. Employees classified as exempt are not eligible to receive overtime pay.
- Consultant: Consultants are independent contractors who work under a consultancy agreement. Consultants have no employee status, and are not eligible for benefits.
- Temporary Employee: Temporary employees are those employees whose employment with Nashville Classical is for a limited period, generally not exceeding one academic trimester, or five months, whichever is greater. Temporary employees are entitled to receive all compensation and benefits as mandated by law.

## B. Virtual and In-Person Work

While Nashville Classical is operating Virtual School, employees may be required to work virtually or in-person.

- Virtual Work: Virtual work is defined as completing the responsibilities of employment from any physical space.
- In-person Work: is defined as completing the responsibilities of employment from Nashville Classical's campus at 2000 Greenwood Ave.

Staff members in any role may be required to complete "Virtual Work" or "In-person Work" depending on the needs of the school. Examples of "in-person work" include picking up supplies and materials, organizing cumulative records, or making copies of instructional materials. Examples of "virtual" work include attending virtual training, virtual meetings, or delivering instruction through Zoom.

Nashville Classical is committed to taking comprehensive safety measures to protect employees that complete "in-person" work. Likewise, Nashville Classical is committed to providing resources and training to support employees to complete "virtual" work.

If a staff member is unable to work in-person, they will be required to submit a request for an "Accommodation" or an "Exception." This can be completed in advance or upon request of an in-person task. Accommodations will be provided to staff members covered under the Americans with Disabilities Act (ADA). Exceptions may be made for staff unable to work in-person due to reasons including, but not limited to, recently interacting with someone with diagnosed COVID-19 or having a childcare situation.

Additionally, anytime a change in circumstance renders a staff member unable to work in person, they should complete the **Exception form**.

Please See Employee Policies Section E for more information on submitting a request.

## C. Equal Opportunity Employment

Nashville Classical is an Equal Employment Opportunity (EEO) employer, and makes all employment decisions based on qualifications to perform the work without regard to race, color, age, sex, religion, national origin, disability, veteran status, marital status, gender identity, sexual orientation, or any other characteristic protected by law. All employment decisions at Nashville Classical are made in a non-discriminatory manner, and are based on the needs and requirements of Nashville Classical and qualifications, abilities, and merits of each individual applicant. We encourage all employees to take note of this policy and report any breach of law or any actual or perceived occurrence of discrimination to the Director of Talent and External Affairs.

## **D. Non-Discrimination Policy**

Nashville Classical works relentlessly to empower students of all backgrounds to achieve their full potential. The adult community of Nashville Classical will model the best practices and professional behavior of a diverse team.

Any grievance regarding discrimination shall be handled through the Head of School and in consultation with the Board of Directors when appropriate. The complainant should contact the EEOC officer (in 2020-2021), the Director of Talent and External Affairs, who shall provide information and assistance on filing and pursuing the complaint. Specifically, no person within Nashville Classical shall intentionally commit any of the following acts:

- Discriminate in the recruitment, hiring, training, compensation, benefits, promotion, transfer termination, lay-off, reduction in workforce, or any other terms or conditions of employment based on race, color, age, sex, religion, national origin, disability, veteran status, marital status, gender identity, sexual orientation, or any other characteristic protected by law.
- Make any comments, display or distribute any materials that constitute unlawful harassment based on an individual's membership in a legally protected class.
- Deny a person any service or other program benefits based on the individual's aforementioned classification.
- A Nashville Classical employee who has become aware of violations of this Section (Section B) has the affirmative obligation to report the conduct to the Director of Talent and Development. If the Director of Talent and External Affairs is involved in the conduct, please report conduct directly to the Head of School.

It is the policy of Nashville Classical, its students, faculty, and its volunteers to provide information and program services to any and all interested parties in need of said services and for those interested in serving in a volunteer capacity, without regard to race, color, age, sex, religion, national origin, disability, veteran status, marital status, gender identity, sexual orientation, or any other characteristic protected by law, and/or ability to pay.

## **E. Accommodations of Individuals with Disabilities**

Qualified individuals with a disability may make a request for reasonable accommodation to the Director of Talent and External Affairs. On receipt of an accommodation request, the Director of Talent and External Affairs will meet with the requesting individual to discuss and identify the precise limitations resulting from the disability and the possible reasonable accommodation(s) that Nashville Classical might make to help overcome those limitations. Nashville Classical may request medical certification from the individual's doctor in order to verify the disability and the precise nature of the limitations. Nashville Classical reasonably accommodates qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation and/or if the accommodation creates an undue hardship to Nashville Classical.

## **COVID-19 Related Accommodations & Exceptions**

**Accommodations:** An accommodation is any change to the job, the way the job is done, or the work environment that allows a person with a disability who is qualified for the job to perform the essential functions of that job and enjoy equal employment opportunities. Accommodations are considered "reasonable" if they do not create an undue hardship, which is defined as an action requiring significant difficulty or expense to the employer.

The American with Disabilities Act (ADA) requires employers to provide reasonable accommodations to qualified employees unless doing so would provide undue hardship.

If a staff member believes they have a qualifying disability that requires reasonable accommodation (absent undue hardship) during the pandemic, they should contact Ms. Saiyed to begin the process for receiving an ADA Accommodation. Under the ADA, staff eligible for an accommodation have a right to reasonable accommodations. Examples of accommodations include an underlying medical condition which places an employee at a "high risk" for COVID-19 complications or a diagnosed mental illness exacerbated by COVID-19 crisis.

**Exceptions:** An exception is any change to the job, the way the job is done, or the work environment that allows an employee who is not entitled to an accommodation complete the essential functions of that job.

Some staff may not legally be eligible for an ADA accommodation, but believe they need an exception for "in-person" work requirements. In these cases, staff may apply for an exception by completing the [COVID-19 Exception Form](#).

Staff members should request an exception prior to being asked to complete specific in-person work if they believe they are unable to work in-person.

Reasons a staff member may request an exception include:

Took a COVID-19 test and are awaiting results.

- Diagnosed with COVID-19, but does not want to or need to take leave.
- Lives with someone who is high-risk for COVID-19 complications because of an underlying medical condition.
- Lives with or cares for an elderly relative.
- Lives with someone who is regularly exposed to COVID-19, like a healthcare worker.
- Due to COVID-19, has no available childcare.
- Has children in remote school and has to monitor them.
- Has another complicated childcare situation.
- Other

Depending on the request, exceptions can be ongoing, time specific, or permanent.

- An ongoing request does not have a specific end-date, but is not permanent.
- A time specific request has a specific start and end date.
- A permanent request will last until the end of the COVID-19 crisis.

In addition, exceptions can cover the entire work day or a specific part of the workday.

The Senior Leadership Team will review all requests for an exception and make all efforts to grant exceptions. However, the Senior Leadership Team will balance school needs and team capacity along with the exception requested. Not all exceptions will be granted. [More information on the process can be found here.](#)

## **F. Harassment Policy**

Nashville Classical expressly prohibits any form of unlawful harassment based on race, color, age, sex, religion, national origin, disability, veteran status, marital status, gender identity, sexual orientation, or any other characteristic protected by law. Harassment occurs as a result of behavior that has the effect of creating a hostile, offensive, or intimidating work environment, including a virtual work environment. Harassment may include, but is not limited to, derogatory, vulgar or offensive comments or jokes, and distribution of written or graphic material containing such comments or jokes. Sexual harassment is considered to be:

- 1) Unwelcome sexual advances, requests for sexual favors, and all other verbal or physical conduct of a sexual or otherwise offensive nature, especially where
  - Submission to such conduct is made either explicitly or implicitly a term or condition of employment;
  - Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment; or
  - Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment.
- 2) Offensive comments, jokes, innuendoes, and other sexually oriented statements.
- 3) Sexually explicit or offensive pictures, greeting cards, articles, books, magazines, photos, cartoons or other written or pictorial materials.

Nashville Classical does not tolerate any form of employee harassment. This conduct is prohibited in any form at the workplace, work-related functions, or outside of work, including online, if it affects the workplace. This policy applies to all employees, guests, vendors, and persons doing business with Nashville Classical. Employees who experience any job-related harassment based on their race, color, age, sex, religion, national origin, disability, veteran status, marital status, gender identity, sexual orientation, or any other characteristic protected by law, or believe that they have been treated in an unlawful, discriminatory manner, should report the incident to the Director of Talent and External Affairs.

If one experiences or witnesses an act of harassment, tell the harasser to stop and promptly report the incident in writing to the Director of Talent and External Affairs.

Complaints will be investigated promptly, and will be kept confidential to the extent possible.

If Nashville Classical determines that an employee has engaged in inappropriate, harassing, unlawful, or otherwise prohibited discriminatory conduct, disciplinary action may be taken against the offending employee, including termination of employment and/or report to law enforcement. If there is sound proof that an employee provided false information after an investigation is completed, disciplinary action will be taken, including possible termination or report to law enforcement.

Nashville Classical prohibits any form of retaliation against any employee for filing a complaint under this policy or for assisting in any investigation following and relating to a complaint.

#### **G. Employment Checks**

To help ensure that all staff members at Nashville Classical are of the highest quality, we will conduct extensive checks of employment references, educational verification and Criminal Offender Record Information (CORI) on all applicants prior and/or after extending an offer of employment. Your employment with Nashville Classical is contingent on your timely cooperation in and satisfactory results from criminal, child abuse, and other background checks (both at the time of hire and from time to time during employment).

#### **H. Employment at Will**

An employee's relationship with Nashville Classical is an employment "at will." Accordingly, either the employee or Nashville Classical may terminate the employment relationship at any time with or without cause. However, no person other than the Head of School has authority to enter into any agreement for employment for any specified period of time and any such agreement must be in writing.

#### **I. Performance Review**

In order to constantly improve as a School, staff members of Nashville Classical must continuously reflect upon and work to progress their craft. Performance of each employee is measured by observations, rubric conversations, achievement data, and other informal and formal methods that are deemed appropriate for his/her role.

These reviews of employee performance may take place any number of times during the year, and may be scheduled or unscheduled. Performance may be utilized as a tool to improve employee performance with regard to management expectations and may be a factor in compensation, promotion, continued employment, or termination.

## SAFE RETURNS TO CAMPUS

Nashville Classical's campus will be closed to scholars for health and safety purposes until at least October 12. This closure is consistent with local and national recommendations and will be revisited regularly as data and recommendations change. While Nashville Classical plans to operate school virtually, staff may be required to work in-person. In order to ensure that all campus activities are safe, we are putting the following measures in place.

### A. Required Testing

While Nashville Classical is operating Virtual School, there will be no required testing for all employees. However, Nashville Classical reserves the right to ask any staff member to take a COVID-19 test and certify a negative test result before working in-person. Circumstances when a test may be required include, but are not limited to, in-person return of special populations of scholars, a COVID-19 outbreak affecting in-person staff members, or negative test result after a prior positive test result. Staff members will receive one week's notice and will be required to test within 5 days of return. Testing sites and locations can be found [here](#). Staff Members will self-certify test results using the [Daily Health Check Form](#).

### B. Building Use

Some staff members will have ongoing, periodic mandatory in-person responsibilities.

Other staff members may request to work "in person," entering the building for various reasons including printing and equipment.

To protect the health and safety of staff required to work in-person, staff wanting to access the building for one-off use must email the Director of Talent and External Affairs in advance with date, time, and reason for the request. The staff member may be denied, based on traffic in the building, or may be granted. If granted, the staff member will be assigned a specific work space and equipment.

**Our biggest priority is keeping staff safe while working in-person. Please only request to use the building if absolutely necessary.**

All staff are required to take their temperature and complete the [Daily Health Check form](#) on the Start Page before entering the building each day. We suggest completing this form in your car or at home, right before leaving.

### C. Negative Result or Doctor's Clearance

If a staff member previously tested positive for COVID-19, they will be required to certify they have since received a negative test result or have been cleared to return to work by a doctor before returning to the building.

**D. Mask and Distancing Requirement:** Staff members are required to wear a mask or face shield at all times on campus unless a staff member is alone in a room or eating. The definition of masks include any fabric that covers the nose and mouth and is not limited to medical-grade. By request, NCCS can provide masks. Staff are also encouraged to remain 6-feet apart from other individuals as much as possible inside and outside of the NCCS building.

**E. Common Spaces:** Staff members are not permitted to congregate in common spaces including break rooms, the main office, or work rooms, including those with printers. If an employee is waiting to use equipment, it is recommended that they wait in the hallway outside the room in which the equipment is located.

**F. Visitors:** Staff members may not bring or invite visitors to Nashville Classical without express permission from their manager. This includes significant others, adults, and children during evenings and weekends. Staff members may have items delivered to them outside of the building, including food deliveries.

# SCHEDULES AND COMPENSATION

## A. Work Week/Work Day Schedules

The job of an educator is never finished. To that end, all Nashville Classical employees are expected to work as many hours as are needed to contribute fully to the fulfillment of Nashville Classical's mission. For the 2020-2021 school year, all staff members begin salaried employment on July 1. Unless otherwise agreed upon with the Head of School, all employees will report to work on July 20.

While campus is closed for instructional purposes, staff will still be required to work normal, scheduled hours. All staff members should expect to be available from 7:15am until 4:30pm on Mondays, 4:15pm on Tuesdays, Wednesdays, and Thursdays and 4:00pm on Fridays. Per individual contracts, some employees will have varying daily start and end times.

## B. Staff Parent Schedules

Working from home with school age or younger children is a new reality and can be an added challenge for parents.

Nashville Classical encourages staff members to make informed, personal decisions about sending children to childcare providers during the work day. These decisions will likely be informed by your own schedule, your family's health, and the safety measures individual providers take.

While staff work from home, we understand that there may be unexpected times children appear on video or require attention. This is okay. We will encourage our families and teammates to operate with grace for themselves and our working parents. While this does not solve the challenge that many working parents face, we want to make it clear that staff are not missing an expectation if a child is nearby or staff need to momentarily step away during a meeting or a lesson.

Nashville Classical recommends all staff contact their manager directly after reviewing their individual work schedule to discuss potential or ongoing obstacles.

Finally, Nashville Classical encourages staff members with dependents to use our employer-subsidized Dependent Care FSA to pay for childcare from a facility, nanny, or even family member. If you have any questions, please contact the Director of Talent and External Affairs.

## C. Pay Schedule

Employees are paid semi-monthly, with paychecks issued on the 15th and the last day of each month covering two weeks of work. All requisite contributions to benefits will be split evenly between two paychecks each month. If a payday for employees falls on a recognized holiday, the employee's pay is available the day before the holiday.

## D. School Closings Due to Weather

In the event of poor weather conditions such as heavy snow, ice or rain, please check the staff GroupMe for information regarding Nashville Classical cancellations or delays. In the case of inclement weather, Nashville Classical follows the delay and cancellation policies of Metropolitan Nashville Public Schools (MNPS). However, the Principal makes the formal announcement regarding the delay or cancellation's impact on staff and scholars.

Instructional time that is lost as a result may be made up by adding an equal number of days to the end of Nashville Classical year. This decision will be made by the Head of School.

## E. Benefits Program

Employees are eligible to participate in the benefits programs available to all eligible employees (and their eligible dependents), including health, dental, life, and disability insurance benefits, subject to the terms and conditions of the benefit plans. If the Employee chooses to participate in the health, dental, life, and disability insurance benefits Plans, he/she will be responsible for payment of the employee's share of the premiums. Nashville Classical reserves the right to modify the portion it pays of the group medical plan during each renewal. For a detailed description of benefit plans, please refer to the Benefit Summary Plan found on the NCCS Start Page.





# TIME AWAY FROM WORK

The goal of our "Time Away From Work" policies are to create flexible and simple guidelines that protect instructional time. We have approximately 180 days of school and less than 8 instructional hours per day. As we operate virtually, our time is even more precious. While these policies apply to in-person and virtual work, they depend on trust between employees and managers.

## **A. School Vacations and Holidays:**

Employees are not expected to work on days on which Nashville Classical closes for school vacations and holidays; however, teachers will continue to receive their salary during vacations and holidays. With the exception of School vacations, designated holidays, and personal days (described below), teachers do not receive vacation time.

## **B. School Vacations and Holidays: Deans, Assistant Principals, Principals, and Directors**

Deans, Assistant Principals, Principals, and Directors are employed year-round, including during days when Nashville Classical closes for vacations. However, these employees are not expected to work on the following major holidays:

- Labor Day
- 5 days for Fall Break
- 3 days for Thanksgiving (includes the Wednesday before and the Friday after Thanksgiving).
- 10 days Winter Break
- MLK Day
- 5 days for Spring Break
- Religious Holidays (Good Friday, for example)
- Memorial Day
- Juneteenth
- 4th of July (If a Saturday, the prior Friday will be taken as a holiday. If a Sunday, the following Monday will be taken as a holiday)

The 2021 "academic year" ends on May 27th. In Summer 2021

- Principal and Directors report back to school on June 15th (10 summer vacation days)
- Assistant Principals and Dean of Ops report back to school on June 22 (15 summer vacation days)
- Dean of Kindergarten, Dean of Culture and Arts, and Dean of Scholar Supports report back to school on June 29 (20 summer vacation days)
- Coordinator dates will vary

If any employee does not use all of his/her vacation, personal or sick days before the end of the academic year, s/he will not be compensated for the unused days, nor will they be carried over to the next school year.

## **C. Sick Days**

Full-time employees are entitled to five (5) paid sick days per school year. Employees hired after August 1 in any given year are granted a pro rata portion of the five (5) sick days for that school year immediately upon the first day of employment. If an employee is not able to report to work (remotely or in person) because of a sickness, or sickness of someone dependent on them for care such as a parent, spouse, partner, or child, it is expected that the employee will contact their direct manager with as much advance notice as possible and by 6:00 am on the day of the absence, allowing enough time for the Principal to find a substitute teacher or temporary help.

Sick days will not roll over from year to year. Sick days cannot be pre-scheduled except in serious circumstances as approved by one's manager. For example, surgeries or pre-scheduled medical procedures that cannot be completed outside of school hours.

## **D. Sick Days due to suspected or diagnosed cases of COVID-19**

If a staff member tests positive for COVID-19 or was exposed to an individual who tests positive to COVID-19 (exposure is defined as interactions greater than 5 minutes and closer than 6 feet), he/she should do the following

- a. Email the Director of Talent & External Affairs and their direct manager immediately. An employee should expect a phone call within 8 hours with a member of the Senior Leadership Team to discuss next steps, including but not limited to: testing, paid leave, and benefits.
- b. Complete the [Daily Staff Health Check](#) to document their condition.
- c. Complete the [COVID-19 Exception Form](#) to request in-person work exceptions.
- d. If a staff member believes he/she were exposed at Nashville Classical, he/she will be instructed to file a Worker's Compensation claim with Martin & Zerfoss, Nashville Classical's insurance broker.

If an individual with a positive COVID-19 test comes into close contact with members of the NCCS staff, staff members will be alerted as soon as possible. Staff members will not be told the identity of the individual with COVID-19 without that individual's consent, but will be told the approximate time or place of exposure. The staff member will then be required to follow aforementioned protocol.

#### **E. Employment Protections for staff with suspected or diagnosed COVID-19:**

Staff members who meet COVID-19-related criteria are eligible for a variety of federal protections, including FMLA and FFCRA and a variety of benefits, including Short Term Disability, Long Term Disability, and Worker's Compensation. Employees are eligible for these benefits whether school is virtual or in-person. We want to be very clear, if staff suspect they have COVID-19, they should act with caution. Please do **not** attend in-person work because you are afraid of running out of your allotted sick days.

Families First Coronavirus Relief Act (FFCRA): All employees, who need to take leave from work for certain specified reasons related to COVID-19, are guaranteed 80 hours (consecutive or nonconsecutive) of paid leave at 100%. These reasons may include the following:

- a. the employee or someone the employee is caring for is subject to a government quarantine order or has been advised by a health care provider to self-quarantine.
- b. The employee is experiencing COVID-19 symptoms and is seeking medical attention.
- c. The employee is caring for his or her child whose school or place of care is closed or whose child care provider is unavailable for reasons related to COVID-19.

Family Medical Leave Act (FMLA): FMLA entitles eligible employees to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave for 12 weeks. Nashville Classical compensates primary guardians at 100% salary for 6 weeks of leave and secondary guardians at 100% salary for 2 weeks of leave. This leave may be applied to caring for a family member sick with COVID-19. See "Time Away from Work Section M" for more information.

Short Term Disability (STD): Staff members enrolled in STD coverage are eligible for leave paid at 60%, up to \$1,000 per week, for up to 13 weeks. After 14 days unable to work, employees enrolled in the STD benefit must complete a form that includes a doctor's authorization. Note that this benefit is not specific to COVID-19, but can be used if a staff member is diagnosed with the virus.

Long Term Disability (LTD): All staff members are enrolled in LTD coverage and are thus eligible for leave paid at 60%, up to \$5,000 a month, until retirement age. After 91 days unable to work, the employee must complete a form that includes a doctor's authorization.

Worker's Compensation: If a staff member believes they were infected with COVID-19 while performing duties within their scope of employment, including but not limited to in-person work or performing a scholar home visit, they may be eligible for Worker's Compensation. If a staff member believes they are eligible for Worker's Compensation, they should contact the Director of Talent and External Affairs to begin the claim's process.

#### **F. Personal Days**

Beginning on July 1, full-time academic-year employees are entitled to three (3) paid personal leave days per school year. Employees hired after August 1 are granted a pro rata portion of the three (3) personal leave days for that school year immediately upon the first day of employment. Personal days need to be requested at

least two weeks (14 days) in advance and will be approved by the employee's direct manager. An employee knows that a personal day was approved when he/she receives a calendar invite from the NCCS Approved Leave calendar. Until that point, it is assumed that the leave has not been granted. Staff may not take personal days just before or just after a scheduled vacation.

### **G. Uncompensated Leave**

Unapproved personal days include days taken adjacent to vacation days, days taken without proper notice or documentation, or leave beyond an employee's sick or personal allocation. Uncompensated leave will be reflected on the next applicable employee paycheck.

### **H. Half Personal Days**

Nashville Classical encourages employees to use scheduled PD Days, announced early dismissals, vacation days, etc. for planned appointments (e.g. a regular doctor's checkup visit, a dentist appointment), but understands that emergencies do arise. In these instances, it is possible that a staff member may request to take .5 personal days (defined as less than 4 hours). Half personal days need to be requested at least two weeks in advance and will be approved by the employee's direct manager. Half personal days requested with less than two weeks notice may not be approved or may not be compensated. Staff may not take half-days just before or just after a vacation.

### **I. Emergency Appointments**

Some appointments may require less than half-a-day to complete. In these instances, an employee can schedule an "emergency appointment leave", which is defined as leave of one hour and thirty minutes or less of the work day. The work day is defined under *Schedules and Compensation, Section A*. If an employee ever needs an emergency appointment, he or she should contact his or her manager first for verbal approval. If approved by the manager, the staff member should document it on the Leave Request on the Start Page. This leave does not count against sick or personal leave if under one hour and thirty minutes. If an employee is scheduled to miss more than one hour and thirty minutes of the work day, the leave will count as half of a personal day as described above. **Staff are highly encouraged to schedule emergency appointments during times of the work day that require the least amount of coverage.**

### **J. Jury Duty**

All employees will be granted jury duty leave when summoned for jury duty for the duration of their service. Employees summoned for jury duty should inform the Director of Talent and Development immediately so that alternative accommodations can be made. Employees will be paid regular wages for the duration of their jury duty. Employees are expected to return to work on any day or portion of a day they are released from jury duty. Employees may be asked to provide both a copy of their summons and statement showing the number of hours the juror spent serving each day. Nashville Classical reserves the right to request that the court excuse or postpone the employee's selection for jury duty if it will cause adverse and/or negative economic impacts on Nashville Classical's operation.

### **K. Bereavement Policy**

Full-time employees are entitled to take up to three (3) consecutive days off, with pay, to attend to a family or close friend's death. Employees may be granted additional time without pay or may use unused personal leave days for additional bereavement leave. Employees should contact their direct manager by phone as soon as they believe they may need to take bereavement leave.

### **L. Military Leave**

The Unified Services Employment and Re-employment Act (USERRA) provides job-protected leaves of absence to employees who serve in the military for up to five (5) years (cumulatively) and who are honorably discharged at the conclusion of their service. Such leave will be granted whether the service is voluntary or involuntary. Employees should give their immediate supervisor as much advance notice as possible concerning the dates for reserves/guard training or other uniformed services. Employees in the military reserve/guard provide a copy of their reporting orders to their immediate supervisor as soon as possible.

### **M. Family Care, Maternity, and Adoption Leaves of Absence**

Full-time employees who have completed at least one year of continuous employment will be entitled to an unpaid leave of absence for family care, maternity or adoption. An employee may apply for a family care leave of absence to care for certain members of his/her immediate family (parents, children, spouse, domestic partner, siblings, and grandparents) due to the family member's serious health condition. Family care leaves of

absence also may be used to care for a newborn or newly adopted child as maternity leave, paternity leave, and adoption leave. Family care leaves of absence may be authorized for up to twelve (12) weeks. Proper documentation may be required for these leaves.

An employee may apply for a maternity leave of absence as a result of her pregnancy or childbirth or the pregnancy or childbirth of the employee's spouse or domestic partner. A maternity leave of absence may consist of two types of leave: 1) a disability leave of absence, (for the employee's period of actual disability), and 2) a family care leave of absence (for any additional period of time requested by the employee to care for the newborn child). Total leave time may be up to twelve (12) weeks. If the employee is disabled due to pregnancy for longer than twelve (12) weeks, the employee may continue to qualify for disability leave. The family care portion of a maternity leave must be concluded within the twelve (12) month period following the date of the child's birth.

An employee may apply for an adoption leave of absence for the adoption of a child or placement of a foster child in the employee's home. Adoption leaves of absence may be authorized for up to twelve (12) weeks. The adoption leave of absence must be concluded within twelve (12) months following the date of the adoption or placement.

Nashville Classical will compensate primary guardians for six (6) weeks at 100% salary for maternity disability, family care, or adoption leave. Nashville Classical will compensate secondary guardians for two (2) weeks at 100% salary for maternity disability, family care, or adoption leave. Any additional leave is uncompensated. However, an employee's benefits remain intact during this time.

#### **N. Returns from Leave**

If an employee returns to work at or before the scheduled expiration of a leave of absence and within twelve (12) weeks, he or she is entitled to return to the same or an equivalent job, if available, with no reduction in salary or benefits. If an employee requires more than one family care leave of absence in any rolling twelve (12) month period, then the employee's job will be held for a total of ninety (90) days. The ninety (90) day period will include all leave time used in connection with all family care leave taken during the previous twelve (12) months, not just the leave time used in connection with the current leave.

If an employee does not return to work at or before the scheduled expiration of the leave, the employee will be considered to have voluntarily resigned. The employee's resignation date is the date the twelve (12) week period has ended.

# PROFESSIONAL CONDUCT

## A. Dress Code

All staff members are expected to set a positive example for students virtually by dressing professionally when performing any duties associated with Nashville Classical.

When in front of scholars, Male staff members are expected to wear a collared dress shirt. A necktie is recommended and encouraged. Female staff members are expected to wear professional blouses with sleeves. Dresses and blouses may be sleeveless, but only in the most literal sense—any form of tank top or spaghetti strap is strongly discouraged.

Whether in a virtual or in-person setting, the following items are considered to be inappropriate professional dress: tank tops, sweat suits, athletic tops, revealing clothing, see-through clothing or exposed undergarments, untended facial hair, and facial piercings.

Please note that if a staff member reports to work virtually or in person dressed in an unprofessional manner, they may be asked to find more suitable garments. Exceptions to this policy will be made on certain occasions and for certain staff, such as the PE Coach or Operations staff.

If a staff member believes they need an accommodation for their attire, including for religious or health purposes, they should contact the Director of Talent and External Affairs directly.

## B. Virtual Backgrounds

All staff members are expected to conduct all virtual meetings, classes, tutoring, or any other virtual sessions with an appropriate background. Staff are encouraged to independently verify before appearing on camera that their background is free of any tobacco, alcohol, profanity, inappropriate books or photographs, or other items that do not present a professional image.

## C. Electronic Mail, Communications and Information Systems Policy

Nashville Classical's email and other computer applications are intended for use by employees engaged in administrative or educational work. Employees who use these systems for personal communications are subject to the terms of this policy. Nashville Classical reserves the right to review all email messages and Internet transactions, and users of Nashville Classical's systems have no right to privacy in messages either sent or received. Electronic media users draft messages with the awareness that it is a permanent record. "Deleted" messages may exist on a hard drive, in a backup system, etc., and may be discovered in a lawsuit. For this reason, e-mail is treated as any other final work product that could be read in the future by a third party.

The use of obscene or harassing language when sending email or GroupMe message is strictly prohibited. Similarly, employees may not use the Internet to send, access, display, download or print pornographic or sexually explicit materials, derogatory, racial or religious messages, or other material, which a reasonable person would find offensive. Such conduct may be grounds for discipline including termination or report to law enforcement.

## D. Filming and Taking Photos of Scholars

Nashville Classical asks all families to sign media waivers upon enrollment. However, when taking pictures or videos of scholars, staff members must use professional judgement. Purposefully recording misbehavior or noncompliance may only occur with explicit permission from the scholar's parent or guardian. These images or videos may only be shared with that scholar's parent/guardian. Teachers may not take pictures or videos of scholars which would cause a reasonable person to view the scholar in a negative light. Such conduct may be grounds for discipline including termination.

## E. Social Media

Nashville Classical employees are personally responsible for the content they publish online. Your online behavior should reflect the same standards of professionalism that you use in all other interactions. Inappropriate postings, including but not limited to discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful content will not be tolerated and may result in disciplinary action, including termination and report to law enforcement.

The lines between public and private, personal and professional are blurred in the online world. By virtue of

identifying yourself online as affiliated with Nashville Classical, you become a de-facto representative of Nashville Classical. You should ensure that the content associated with you is consistent with your work at Nashville Classical and Nashville Classical's mission. You should ensure that any posts made on sites where you identify yourself as an employee at Nashville Classical contain disclaimers that make it clear that the opinions you express are solely those of the author and do not represent the views of Nashville Classical.

It is recommended that employees use a restricted profile setting to limit access to your personal information on social networking sites.

Employees are not permitted to accept "friend" or "follow requests" from current students at Nashville Classical. Likewise, employees should exercise caution when accepting requests from parents on social networking sites.

#### **F. Media Policy**

We strive to build the reputation of this growing institution. At the same time, we need to speak to external constituents with a consistent voice. To ensure the quality and consistency of information disseminated to media sources, all media contacts are to be handled by the Head of School, or his or her designee, regardless of who the media representative is, whom he or she represents, or how innocuous the request.

All press releases or other promotional materials are to be approved by the Head of School or his or her designee prior to dissemination.

#### **G. Confidentiality**

It is the policy of Nashville Classical to ensure that the operations, activities and business affairs of Nashville Classical are kept confidential to the greatest possible extent. If, during the course of employment, the employee acquires confidential information or proprietary information about Nashville Classical and its students, such information is to be handled in strict confidence and is not to be discussed with persons outside Nashville Classical. Such confidential information includes, but is not limited to, the following: student records, compensation, certain policies and procedures and, and building and security-related information. Employees are responsible for the internal security of such information. Should the occasion arise in which employees are unsure of their obligations under this policy, it is the employee's responsibility to consult with their supervisor prior to the release of any information that might be deemed by Nashville Classical to be confidential.

Please remember that keeping all of Nashville Classical's proprietary information confidential is part of your employment arrangement with Nashville Classical. This obligation shall remain in effect during your employment at Nashville Classical and at all times thereafter.

This does not restrict an employee's right to discuss information regarding the terms and conditions of their employment as protected under the National Labor Relations Act.

#### **H. Mandated Reporter Policy**

All School personnel are mandated reporters of suspected abuse and/or neglect. Mandated reporters are required to report suspected child maltreatment immediately when they have "reasonable cause to believe that a child who is 17 years of age or younger and known to them in a professional or official capacity has been harmed or is in danger of being harmed –physically, sexually, or through neglect—and that a caregiver either committed the harm or should have taken steps to prevent the child from harm."

Once you become aware that a student may be a victim of abuse or neglect, you MUST take the following steps:

1. Report online or call the DCS hotline at 1-877-542-2873
2. Take next steps as appropriate.
3. If appropriate, you can always notify your direct supervisor or the Head of School. However, if you suspect abuse, you are the mandated reporter.

An Administrator can assist you in understanding the ramifications of the call and, when appropriate, can contact the parent/guardian with you. No one in the workplace, even a supervisor, is permitted to suppress, change, or edit a report of abuse. A mandated reporter who willfully fails to report suspected incidents of child abuse or neglect is subject to license suspension or revocation, and commits a misdemeanor. Falsely reporting information to the hotline is also a misdemeanor.

## **I. Off Campus Behavior**

When off campus, Nashville Classical recommends that staff members comply with CDC and local health official guidelines to stop the spread of COVID-19. This includes, but not limited to, wearing a mask in public, following restrictions on gathering sizes, and social distancing.

## **J. Outside Employment and Activity Policy**

Helping students achieve their full academic potential, and working to help Nashville Classical realize its mission will take a significant investment of time from every staff member. To that end, employment outside of Nashville Classical is strongly discouraged. Any outside employment that an employee decides to pursue must not conflict in any way with staff responsibilities within Nashville Classical. Examples of outside employment include babysitting, providing paid external trainings, etc. Staff members who choose to babysit for children enrolled in Nashville Classical are doing so outside of their responsibilities as a Nashville Classical staff member and are expected to disclose with their manager.

In the event of outside employment, employees must disclose the employment to his or her manager and must conduct employment outside work and must avoid use of school property, equipment or facilities in connection with outside work while on School time.

Outside employment or any kind of outside activities that may conflict with the employee's position at Nashville Classical must be reported to the Director of Talent and External Affairs.

## **K. Home Visits**

Overnight stays by students in staff homes is strictly prohibited. Staff may visit student homes but should never invite students into their own home unless they have advance written permission from the Head of School and should never be alone with children in an employee's own home.

## **L. Staff Parents**

If a staff member is a parent of a scholar, they may have friends of their scholar in their home. If a staff member decides to have friends of their scholar in their home, including for overnight stays, they are not acting as a school employee. In other words, these activities are outside the scope of their employment and the staff member must communicate to families that he/she is acting independently of Nashville Classical.

## **M. Workplace Relationships**

Nashville Classical is committed to maintaining a good relationship with its employees. It is important to Nashville Classical that workplace romantic or intimate relationships avoid suspicions of favoritism, loss of employee morale, and/ or the potential accusations of harassment.

Nashville Classical prohibits romantic, dating, or intimate relationships between an employee whom he/she directly supervises or whose terms or conditions of employment he/she may influence (examples of terms or conditions of employment include promotion, termination, discipline, or compensation). This prohibits all members of the administration from engaging in any workplace relationship because such relationships tend to create compromising conflicts of interest or the appearance of such conflicts.

While Nashville Classical has no intention of violating team member privacy, all consensual romantic or intimate workplace relationships need to be disclosed to the Director of Talent and External Affairs, even if the relationship is not prohibited under this policy. For relationships that are permitted, Nashville Classical expects that -- during working time and while on campus -- employees are conducting themselves in an appropriate workplace manner that does not interfere with organizational productivity. If an employee allows a personal relationship with co-workers to adversely affect the work or learning environment, the employee will be subject to disciplinary action up to and including termination.



## **CONCLUSION**

This manual is for the benefit of all employees of Nashville Classical, both new and experienced. This manual sets out and explains Nashville Classical's basic employment policies and supersedes all previous manuals and written or implied policies.

Occasionally, it may become necessary to modify, change, update, revoke, replace or even terminate the policies outlined in this manual, and Nashville Classical reserves the right to make changes at any time at its discretion. Generally, you will be informed about the change, but changes may also be made without notice. The language in this manual is provided for informational purposes only. It contains some of the policies and practices of Nashville Classical but is not intended to be a statement of all policies and practices. They are not intended to, and do not, create or constitute a contract of employment or promise of any kind between Nashville Classical and its employees. No agent or other representative of Nashville Classical, except the Head of School, has the authority to make any promises, representations or statements concerning employment for a specified period of time or contrary to the policies outlined in this handbook.

This manual applies to all employees of Nashville Classical, unless otherwise stated. Managerial and supervisory employees, however, will at all times be held to the highest duty of loyalty to Nashville Classical and the highest standards of behavior. At all times, Nashville Classical remains solely responsible for the interpretation of this manual's provisions and their applications. In applying its policies, procedures and benefits, Nashville Classical retains the right to make decisions based on the Administration's assessment of its needs and consideration of the specific facts and circumstances presented by each situation. If you have any questions, please do not hesitate to contact the Head of School.

## **ACKNOWLEDGEMENT OF RECEIPT OF MANUAL**

I have received my copy of the Manual, which outlines the personnel policies of Nashville Classical. I will familiarize myself with the information in the Manual and agree to observe these policies in all aspects.

I recognize that the Manual does not constitute a contractual agreement and that either Nashville Classical or I may terminate my employment at any time for any reason, with or without cause, and I understand that no manager or representative of Nashville Classical, other than the Head of School has any authority to enter into any employment agreement for a specified period of time or to make any promises or commitments contrary to the foregoing. Further, any such agreement, if made, shall not be enforceable unless it is in writing and signed by both myself and the Head of School.

I understand that the information contained in the Manual represents guidelines only, and that Nashville Classical may change, rescind or add to any policies, benefits or practices described in this Manual at any time at its sole and absolute discretion with or without prior notice.

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Employee's Signature

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Date

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Employee's Printed Name