

Employee Handbook 2022 - 2023

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WELCOME

5280 High School ("5280" or the "School") is pleased to present you with this Employee Handbook ("Handbook") to provide you with a general overview of 5280's employment policies, standards of conduct, and employee benefits. It sets forth the terms and conditions of employment for all employees of 5280.

This Handbook supersedes any previously issued policy, benefit statements, or memoranda that are inconsistent with the policies as described herein. Please note that the policies articulated in this Handbook do not anticipate every situation that might arise at 5280. Moreover, changing circumstances may, from time to time, require modifications to the policies, rules and benefits outlined in the Handbook. Accordingly, other than the employment at-will provisions, 5280 reserves the right to amend, modify, add to, rescind and/or delete any portion(s) of the Handbook from time to time as it deems necessary or appropriate in its sole discretion.

All employees must read and abide by this Handbook. You are encouraged to speak with the School Director if there are any questions regarding any of the policies contained in the Handbook. If you need additional information after discussion with the School Director, you should direct your questions to the Executive Director.

AT-WILL EMPLOYMENT, WORK SCHEDULES, JOB CLASSIFICATIONS, AND COMPENSATION

At-Will Employment

All 5280 employees are employed on an at-will basis. This means that employees are free to resign at any time, with or without notice and with or without a reason. It also means that 5280 has the very same right and that it may terminate an employee's employment at any time, with or without cause and with or without notice. All 5280 employees are to act with the best interest of students in mind, and if employees foresee the need to resign (or if an employee is to be terminated), it is expected that notice be given as early as possible—again, the best interest of students is primary. 5280 also retains the right to change an employee's position (e.g., job position, title, duties, promotions, demotions, hours, working conditions, and wages) at any time. Nothing in this Handbook shall limit the right to terminate employment at-will or limit 5280's right to change an employee's position at its sole discretion. Only the Executive Director has the authority to make any agreement modifying at-will employment at 5280, and then only if expressed in writing that is signed by the Executive Director and the affected employee.

At-Will Employment Agreements

At-will employment agreements for the following school year are typically made in April. Every employee who is working under the terms of an agreement is entitled to receive a fully executed copy of the agreement. Agreements typically begin August 1st or July 1st, and generally refer to the academic year. However partial year contracts are sometimes used as 5280 may deem necessary.

Work Schedules

In general, 5280 employs teaching staff and support staff. In each of these capacities there may be full-time and part-time staff. In addition, there are sometimes temporary employees and independent consultants. The general schedules for teaching staff and classroom aides, instructional and support staff are found below.

The normal workweek is a five-day period, Monday through Friday. 5280's regular hours of operation are from 8:00 a.m. to 4:00 p.m. In general, employees are informed of their working hours/schedule at the inception of the employment relationship. Working hours and schedules vary depending upon the job classification and the school's needs. 5280 reserves the right to alter schedules at its sole discretion.

Teaching Staff

During the School Year: The School Director will provide teaching staff members and academic coaches / PBL apprentices ("**Teaching Staff**") with an annual work calendar that is aligned with the instructional calendar ("**Instructional Calendar**"). A minimum number of August workdays are scheduled to provide for lesson planning and classroom preparation along with professional development workshops. Teaching staff and classroom aides may be required to work more days than those noted in the annual work calendar in order to adequately prepare for the upcoming school year and in order to meet student and organizational needs during the school year. Employment agreements will specify the minimum number of annual workdays.

During Summer School: In general, teaching summer school is considered additional work and would generate additional pay. Accordingly, additional compensation will be provided for faculty teaching summer school. If you are asked to work in support of the summer school program, you should expect to receive information regarding your summer school work schedule and the rate of pay or compensation for the same.

Administrative and Instructional Support Staff

Instructional support staff includes the School Director, Assistant School Director, Director of Curriculum & Instruction, Postsecondary Counselor, Director of Operations, Director of Recovery, Recovery Coaches, Director of Fundraising & Marketing, and all other central operations and management staff ("**Instructional Support Staff**"). Instructional Support Staff do not ordinarily follow the Instructional Calendar as there are many functions and significant work that must be accomplished even when school is not in session. Accordingly, Instructional Support Staff will need to work more days per year than Teaching Staff. This does not mean that you will need to work during all school breaks and during the entire summer. However, Instructional Support Staff should expect to work during some of this time, depending upon your position and the needs of the organization.

Facilities Maintenance and Custodial Staff

Facilities maintenance staff ("**Facilities Maintenance Staff**") and custodial staff ("**Custodial Staff**") do not ordinarily follow the Instructional Calendar as there are many functions and significant work that must be accomplished even when school is not in session. Accordingly, Facilities Maintenance Staff and Custodial Staff work significantly more days per year than Teaching Staff. Facilities Maintenance Staff members and Custodial Staff members may work during school breaks and during the summer. Facilities Staff members and Custodial Staff members work schedules depend upon the needs of the organization.

Absences, Tardies, No-Calls/No-Shows

All employees are expected to be at work as scheduled. Employees are also expected to notify their supervisor as early as possible if they expect to be absent or tardy for work. Employees who are absent for three days and have not contacted their supervisor will be assumed to have voluntarily terminated their employment as of their third day missed.

Exempt and Non-Exempt Status Classifications and Eligibility for Overtime

Exempt and Non-Exempt Classifications

Upon hiring, all employees are classified as full-time or part-time, and exempt or non-exempt. All employees are either exempt or non-exempt according to provisions of applicable wage and hour laws.

- **Full-time employees** are those who are regularly scheduled to work forty (40) hours per week.
- **Part-time employees** are generally scheduled to work fewer than 40 hours per week. Part-time hourly employees, and part-time salaried employees who work fewer than 32 hours/week, are not eligible for benefits, unless otherwise prescribed by law.
- **Exempt employees** are assigned to positions that are classified by 5280 as exempt based on the standards articulated by the Federal Fair Labor Standards Act and applicable state laws. Employees classified as exempt are not entitled to overtime or compensatory time for extra hours worked. Rather, exempt employees may have to work hours beyond their normal schedules, as work demands require.
- **Non-exempt employees** are covered by the overtime provisions of the Federal Fair Labor Standards Act and applicable state laws. Non-exempt employees are entitled to overtime pay of time and a half for hours worked in excess of 40 in a workweek or 12 hours in a workday. Only actual hours worked in a given workday/workweek can apply in calculated overtime. Compensated holidays for example, are not hours worked and therefore not counted in any overtime calculations. Non-exempt employees are required to record all hours worked and take meal and rest periods in the manner described in this Handbook.

Because all employees are hired for an unspecified duration, these classifications do not guarantee employment for any specific length of time. Employment is at the mutual consent of the employee and 5280. Accordingly, either the employee or 5280 can terminate the employment relationship at-will, at any time.

Non-Exempt Employees Only: Overtime Authorization

Although employees are advised of their normal schedule by their supervisors, variation in 5280's workload may cause fluctuations in working hours and affect employee starting and end times from time to time. In addition, 5280 may require overtime work as it deems necessary or appropriate. All overtime work must be previously authorized by a supervisor. For purposes of determining overtime pay, the 5280 workweek begins at 12:00 a.m. on Monday, and ends at 11:59 p.m. on the following Sunday. A workday begins at 12:00 a.m. and ends at 11:59 p.m. of the same day.

Non-Exempt Employees Only: Meal and Rest Periods

All non-exempt employees are provided the opportunity to take an uninterrupted meal period of at least 30 minutes each day they work more than 5 hours. You should commence the meal period before you complete your fifth hour of work. Thus, if you begin working at 7:30 a.m., for example, you should take your meal period prior to 12:30 p.m. In addition, you should record the actual times that you stop and start work to take a meal period. A second meal period of not less than 30 minutes is also required whenever a non-exempt employee works more than 10 hours in a workday. You should commence your second meal period before you complete your tenth hour of work.

All non-exempt employees are authorized, permitted, and strongly encouraged to take a 10-minute rest period every 4 hours worked or major fraction thereof. Ordinarily, this amounts to two 10-minute rest periods per 8-hour workday. You do not need to record the times of these rest periods. You will be paid for the time spent on your rest periods. During your meal periods and rest periods, you are excused from all duties. In addition, please understand that you may not join together required meal or rest periods in order to take a longer break. Also, you may not miss a required meal or rest period in order to start work later or leave work earlier.

Non-Exempt Employees Only: Timekeeping

All non-exempt employees are required to record all hours worked on time sheets for payroll purposes and to ensure compliance with applicable wage and hour laws. All non-exempt employees must record the exact times that they start and end each work period and anytime they cease/resume working during the workday. Non-exempt employees must also record the exact times that they start and stop each meal period.

Time sheets must be submitted to supervisors by designated cut-off dates. Supervisors will be responsible for signing and

forwarding the time sheets to the 5280 Business Manager. A schedule with due dates for hourly time is circulated each year to assure the payroll deadlines can be met. Any errors on the employee's timecard should be reported immediately to his/her supervisor. A supervisor must approve and initial any changes to an employee's timecard.

Compensation

Rate of Pay: Exempt Employees

If you are a salaried, exempt employee, your annual employment agreement will indicate your annual full-time salary. The annual full-time salary will be prorated if you serve a partial year or work part-time. If you work less than a full contract year, your annual salary will be pro-rated by devising a daily rate based upon the minimum number of workdays specified in your contract, and multiplying that rate by the number of days you have worked. As an exempt employee, you are not eligible for overtime.

Rate of Pay: Non-Exempt Salaried Employees

If you are a salaried, non-exempt employee, you will be quoted an annual full-time salary. The annual full-time salary will be prorated if you serve a partial year or work part-time. The annual full-time salary for salaried, non-exempt positions contemplates forty-hour workweeks and 8-hour workdays. Non-exempt employees are entitled to overtime pay for hours worked in excess of 40 in a workweek or 12 hours in a workday. Only actual hours worked in a given workday/workweek can apply in calculated overtime. Compensated holidays for example, are not hours worked and therefore not counted in any overtime calculations. All overtime work must be previously authorized by your supervisor. Non-exempt employees are required to record all hours worked and take meal and rest periods in the manner described in this Handbook.

Rate of Pay: Non-Exempt Hourly Employees

If you are a non-exempt, hourly employee, you will be given an hourly rate, but you may have more than one hourly rate if you perform more than one job. Non-exempt employees are entitled to overtime pay for hours worked in excess of 40 in a workweek or 12 hours in a workday. Only actual hours worked in a given workday/workweek can apply in calculated overtime. Compensated holidays, for example, are not hours worked and therefore not counted in any overtime calculations. All overtime work must be previously authorized by your supervisor. Non-exempt employees are required to record all hours worked and take meal and rest periods in the manner described in this Handbook.

Payday

All full and part-time employees of 5280 are paid on the last business day of each month. When either of these days falls on a weekend or holiday, employees are paid on the last workday preceding the weekend or holiday. 5280 encourages all employees to use direct deposit since it expedites your receipt and use of pay.

Employees should immediately report any errors in their paycheck to their supervisors.

Expense Reimbursements

5280 will reimburse employees for approved, reasonable and necessary expenses incurred as a result of attending certain continuing education seminars, making pre-approved office supply or classroom/project purchases, or business travel. All expenditures must be accounted for in writing and original receipts are required for all expenses.

Payroll Withholdings

5280 is required by law to withhold contributions for Federal Income Tax, State Income Tax, Denver OPT tax, Medicare, and, where applicable, Social Security (FICA) from employee pay. Every deduction from the employee's paycheck is explained on the employee's payroll stub. If you do not understand the deductions, please ask for assistance.

EMPLOYEE BENEFITS

General Statement on Benefits

This section provides summaries of some of 5280's employee benefit programs. More detailed information regarding many of these benefits may be found in plan booklets, policies and the company's official plan documents where applicable. While this section of the Handbook contains a general overview of these benefits, it does not describe all of the exclusions, limitations or conditions of each benefit program. If there is any conflict between the summaries found in this Handbook and the terms, conditions or limitations of the actual plan documents, the provisions of the official plan documents and policies will control over these summaries. Employees are encouraged to review the official plan documents and policies for more detailed information. These are available from the School Director and are published at the time of Open Enrollment.

Medical & Health Insurance

5280 offers insurance plans that include medical, vision and dental insurance benefits to eligible employees. These plans may require employee contributions. Employees who opt-out of available medical benefits may be eligible for a monthly opt-out cash incentive; all employees who are eligible for health benefits are eligible for this incentive if they opt-out of medical benefits. Available benefit plans may vary and may change from time to time at 5280's sole discretion. Affected employees will be advised of any such changes as required by applicable law. Employees who meet the eligibility criteria for these plans will be notified of their eligibility and may participate in the same. For more information regarding insurance plans please see the current 5280 Employee Benefits Information Guide.

Retirement Plan Options

In general, 5280 offers the following retirement plan options to eligible employees:

- Colorado Public Employees' Retirement Association ("**PERA**") – required for all PERA-eligible employees (as a substitute for Social Security)
- PERA offers additional retirement savings through the PERAPlus 401(k), an option for PERA-eligible employees

Eligibility is determined according to the terms of each plan.

PERA

Eligible employees are automatically enrolled into PERA, as required by state law. All PERA-includable earnings are subject to payroll deduction, as defined by state law. The Colorado legislature determines the prevailing contribution rates of both the employee and the employer and is subject to change with new legislation. Each year, a PERA representative will be available to answer staff questions about PERA. For more information, visit www.copera.org or call 1-800-759-7372.

PERAPlus 401(k) Plan

PERA provides its members with the opportunity to make voluntary contributions from earned income to the PERAPlus 401(k) Plan to invest for additional retirement income. To allow for tax-free retirement income, employees may have the possibility of a Roth option in this plan. 5280 does not currently match employee contributions to the PERAPlus 401(k) plan. More information on this plan, the available options, enrollment forms, and other assistance can be found at www.copera.org.

Life Insurance

PERA provides its members the option of a voluntary group decreasing term life insurance program, a unit-based plan administered by Unum. Employees who are active PERA members are eligible to enroll in the plan and purchase additional units of coverage. New PERA members may enroll in life insurance within 90 days of employment without evidence of insurability. Members who have been enrolled in PERA for more than 90 days may enroll in life insurance during PERA's annual open enrollment period without evidence of insurability, or at any time, subject to evidence of insurability. More information on this plan, the available options, enrollment forms, and other assistance can be found at www.copera.org.

LEAVES OF ABSENCE

The following leave policies apply to all 5280 employees.

Vacation Days

As 5280 works on a school calendar, 5280 employees have ample vacation time opportunities throughout the year when school is not in session. The school calendar provides opportunities for such employees to take time off during certain breaks during the school year as noted in the school calendar. Thus, no additional vacation days are allotted.

Paid Leave

Eligible employees may use paid leave to take paid time off for any reason, such as personal illness, care for a sick family member, mental health day, travel, or other personal reasons. Paid leave is separated into two categories: “paid sick leave,” and “paid time off.” Paid time off is granted on a first-come, first-served basis, and may be denied if other employees have already been granted leave on a particular day. To request paid leave, email the School Director.

Allotment

Paid leave is accrued in accordance with the Healthy Families and Workplaces Act. Each year, eligible full-time employees will receive six (6) days of paid sick leave, and two (2) days of paid time off, banked on the first day of their contract year. Part-time employees or employees who join the organization after the start of the contract year will be allotted the greater of: (1) the proportion of the typical allotment of 8 days that corresponds to the percentage of the day (for part-time) or year (for mid-year starts) to be worked, or (2) the amount allotted as calculated by the Healthy Families and Workplaces Act. The year in which the paid leave is accrued and may be used aligns with the dates of employment set forth in each employee’s employment agreement (i.e., August 1st – July 31st for teachers). Paid leave may be used in increments as short as ½ day (4 hours). At the end of each year, unused paid leave is handled in the following manner:

- Any unused days will be paid out to employees at the end of the year, at a rate of \$100 for each day of unused paid leave, paid out as regular payroll on the last paycheck of the fiscal year.
- In lieu of receiving payment for unused days, employees may roll up to 4 days of unused paid sick leave over to the next year (to be added to the allotment given the next year). Employees may roll any unused paid time off days over to the next year (to be added to the allotment given the next year). No more than 10 days of paid sick leave may be used in any year.

Qualifying Reasons for Taking Paid Sick Leave:

Employees to use their paid sick leave if the employee:

1. Has a mental or physical illness, injury, or health condition that prevents the employee from working;
2. Needs to obtain a medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition;
3. Needs to obtain preventive care;
4. Needs to care for a family member who falls under the three categories above;
5. The employee or the employee’s family member has been the victim of domestic abuse, sexual assault, or criminal harassment, and the use of leave is to:
 - seek medical attention for the employee or the employee’s family member to recover from a mental or physical illness, injury, or health condition caused by domestic abuse, sexual assault, or harassment;
 - obtain services from a victim services organization;
 - obtain mental health or other counseling;
 - seek relocation due to domestic abuse, sexual assault, or harassment; or
 - seek legal services, including preparation for or participation in a civil or criminal proceeding relating to or resulting from the domestic abuse, sexual assault, or harassment;
6. Due to a public health emergency, a public official closed either:
 - the employee’s place of business, or
 - the school or place of care of the employee’s child, requiring the employee needing to be absent from work to care for the child.

Notification

The employee must provide reasonable advance notification, orally or in writing, of the need to use paid leave, if foreseeable. If the need to use paid leave is not foreseeable, the employee must provide notice as soon as practicable, so the school can secure appropriate coverage for the day.

Termination

Any unused paid leave will be paid out upon termination at a rate of \$100 for each day of unused paid leave, unless termination occurs within 90 days after the paid leave is banked. In the case of termination or resignation within the first 90 days the leave is banked, any unused leave will not be paid out.

No Discrimination or Retaliation

5280 prohibits discrimination or retaliation against employees for using their paid leave.

Colorado Family and Medical Leave Insurance Program (FAMLI)

The Colorado Family and Medical Leave Insurance Program (FAMLI) is a new state-run paid leave program, ensuring that all Colorado workers have access to paid leave. Since 5280 already provides paid leave to all employees, 5280 does not require employees to participate in FAMLI, and allows employees to participate voluntarily if that is best for their own personal situation. For more information, visit <https://famli.colorado.gov>.

Unpaid Leave

Once an employee uses all days of paid annual leave, he/she may be granted additional unpaid leave. Additional unpaid leave must be approved by the School Director. These requests will be considered in a case-by-case manner, and a decision will be made based on the circumstances of the request. To request unpaid leave, email the School Director.

Bereavement Leave

Employees are granted additional paid leave as described in this section for bereavement in the case of death of a primary family member, i.e., spouse or partner, parents, stepparents, sibling, child, stepchild, grandparent, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, or grandchild. For each instance of bereavement, three (3) additional days of paid leave are provided to employees in addition to the annual paid leave described above. These additional days of leave must be used within 30 days of the loss.

Statutory Leave

5280 will honor requests for leaves of absence where required by federal or state law (hereafter referred to as "**Statutory Leaves**"). An example of Statutory Leave is leave for active-duty military service or jury duty. Statutory leave shall not be deducted against or otherwise reduce the paid leave allotted above (i.e., eight days for full-time employees).

Workers' Compensation

The first three days of absence resulting from a work-related injury is paid by 5280. After the first three days, and with the certification of our workers' compensation insurer that the injury qualifies for workers' compensation, insurance payments are provided in lieu of other compensation from 5280.

All Leaves of Absence

If you do take a 5280 Leave or a Statutory Leave, please remain in periodic contact with your School Director/supervisor throughout your leave so that they may anticipate when you will be returning to work. If the reason for the absence is your own serious health condition or injury, you may be required to submit a Return to Work release form from your health care provider to your school director/supervisor prior to being cleared to return to work.

If you need time off for a reason other than those listed above and believe that you have a right to a leave under law, please notify your School Director/Supervisor as early as practical and describe the legal basis under which you seek your leave. Unless otherwise required by law, Statutory Leaves will be unpaid and without company paid health benefits. In general, Statutory Leaves do not include a provision for continued health care benefits.

If your reason for absence beyond five consecutive workdays does not appear on the list of 5280 Leave options above, nor under the requirements of any state or federal statute, you may be subject to a separation from your employment. This does not mean that you will not be considered for re-employment at a later date, but only that you will not have a legal right to such reemployment.

If you have questions about any of the leaves of absence, please contact the School Director.

Nursing Mothers and Lactation Accommodation

Employees may use their meal and/or rest periods for the purpose of expressing breast milk. If required, a reasonable amount of additional time will be provided, as well as a space that is clean, private, and not a bathroom.

GENERAL PERSONNEL POLICIES

Personal Information and Personnel Files

Changes in Personal Information

Please inform 5280 as soon as possible regarding changes of address, telephone number(s), withholdings, emergency contact information, and other such matters.

Personnel File Review

All employees have the right to inspect certain documents in their personnel files, as provided by law, in the presence of a 5280 representative, at a mutually convenient time. Employees also have the right to obtain a copy of their personnel file as provided by law. 5280 will restrict disclosure of personnel files to authorized individuals within the School. A request for information contained in the personnel file must be directed to the School Director. Only the School Director is authorized to release information about current or former employees. Disclosure of information to outside sources will be limited. However, the School will cooperate with requests from authorized law enforcement or local, state or federal agencies conducting official investigations or as otherwise legally required.

If an employee disputes an item in his/her file, the employee may submit a memorandum outlining his/her points of contention. However, no action is required of 5280 in response to such a memorandum unless some other 5280 policy relates to the situation and requires 5280 to take action.

Purchasing and Reimbursement

There will be times when you will want to purchase additional materials and supplies in order to meet the needs of your students and complete your work. The information below provides some options for purchasing materials without paying out-of-pocket expenses or for getting reimbursed if you do use your own money to purchase materials. Feel free to contact the School Director at any time should you need clarification on any of the information provided or if you have other questions.

Debit cards

You may be provided a company debit card to use for instructional purposes. If you are issued a card, you will be required to file expenditure reports and the original, itemized receipts on a regular basis. *Failure to file timely reports and submit receipts may result in the loss of credit card privileges.*

If you have any questions regarding the appropriate use of your school issued debit card, please see the financial policies issued by the 5280 HS Board of Directors and the Card Holder Agreement. A copy of the card holder agreement is attached to this Handbook as Exhibit "A" for ease of reference.

Out-of-pocket expenses

With advance approval of the School Director or your supervisor, you may purchase something out of pocket and receive reimbursement by filing an expense report and *attaching the original, itemized receipts.*

Purchase orders

If dealing with a vendor who is willing to accept a purchase order or if you should need to have a check created to pay to a vendor, you may submit a purchase requisition to the School Director or Office Manager for approval. The School Director or Office Manager will place your order and make payment upon delivery. Please make sure to provide receipts to the Office Manager upon delivery of your order.

Gift of Public Funds Issues

5280 operates as a public school and is subject to prohibitions on use of public funds for gifts. We should not use school funds to purchase gifts for individuals or groups, including flowers, gift cards, or other tokens of appreciation.

School Hiring Requirements

Qualifications

5280's teachers are required to be "highly qualified" as defined by Colorado's implementation of the Every Student Succeeds Act (ESSA). To meet specific school or student needs, exceptions may be made with approval of the School Director.

Criminal Background Checks

It is the policy of 5280 to require fingerprinting and background checks for its employees, consistent with legal requirements.

5280 may, on a case-by-case basis, require an entity providing school site services to certify that the entity's employees comply with the requirements for fingerprinting, unless 5280 determines that the employees of the entity will have limited contact with pupils. To make such a determination, 5280 must consider all relevant circumstances, including factors such as the length of time the contractors will be on school grounds, whether pupils will be in proximity with the site where the contractors will be working, and whether the contractors will be working by themselves or with others. If 5280 makes this determination, 5280 shall take appropriate steps to protect the safety of any pupils that may come in contact with these contractors. If 5280 requires an entity to comply with the fingerprinting requirements, the entity is required to comply with this section.

Departures from 5280

Resignations

Although employment at 5280 is at-will, if an employee decides to terminate his/her employment with 5280, 5280 requests the courtesy of at least two weeks written notice prior to departure whenever possible.

Involuntary Terminations of Employment

5280 may elect to terminate an employee's employment pursuant to its policies and its at-will employment relationship with the employee.

Exit Interviews and 5280 Equipment Returns

Supervisors may ask departing employees to participate in an exit interview. At the time of departure, among other things, 5280 will collect keys, debit cards, pass cards, parking permits, computer equipment, mobile phones and any other 5280 equipment from the departing employee. All 5280-owned property must be returned upon separation of employment.

Salary and Benefits in the Event of Termination

In the event of termination of employment, salaried employees shall be entitled only to the prorated salary earned through the last date of actual service. Non-salaried employees will be paid wages due and owing up through the last date of service. An employee who is terminated will receive his/her final paycheck on their last day of employment. Employees who resign or leave the organization voluntarily will receive his/her final paycheck on the last day of their final month of employment.

If a departing employee is participating in 5280's health benefit plans, the employee will be sent information regarding his/her rights under COBRA.

WORKING IN A SCHOOL ENVIRONMENT

5280's mission and educational principles should be at the center of the way we interact with students, parents, and each other. Fostering a positive school culture depends on observing those principles and on the mutual respect that is at the center of our program.

In particular, this section of the Handbook discusses standards that all of us should observe in our daily work with students. The content should strike you as common sense; yet, as a school employer, 5280 is required by federal and state law to address most of these issues with employees. Accordingly, we ask that you review this section carefully.

Employee-Student Relations Policy: Leading by Example

Because students are always observing the adults around them, we try to continually remind ourselves that every behavior models a value for students. We are aware that we are always modeling for our students how to be an adult, whether we intend to or not.

Part of modeling good behavior includes balancing your work in developing of solid, trusting teacher-student relationships, with drawing appropriate boundaries between adults and students. As incongruous as this balancing may seem, it is a critical aspect of your work.

Make thoughtful decisions regarding teacher-student or staff-student interactions, physical contact and conversation.¹ Make every effort to maintain appropriate boundaries, and to avoid placing yourself in any situation with students that could even be perceived to be inappropriate.²

When any employee, parent, or student becomes aware of facts that suggest that an employee may have crossed the boundaries, he or she must promptly report the suspicion to the School Director. All reports shall be kept as confidential as possible. Prompt reporting is essential to protect students, the suspected employee, any witnesses, and the School as a whole. Employees must also report to the School Director any awareness of, or concern about, student behavior that crosses boundaries or any situation in which a student appears to be at risk.

The School Director will promptly investigate any allegation of a violation of this Employee-Student Relations Policy. Throughout this fact-finding process, the investigating administrator, and all others privy to the investigation, will protect

¹ Examples of actions that could assist you in your work with your students include, but are not limited to:

- Obtaining formal approval (School and parental) to take students off School property for activities such as field trips or competitions
- Maintaining a professional approach to e-mails, text messages, phone conversations, and other communications to and with students, and keeping such communications to matters pertaining to School matters while using School-based technology and equipment whenever possible
- Respectfully and gently correcting if students cross your own personal boundaries
- Asking for advice from senior staff or administrators (such as the Director of Recovery or the School Director) if you find yourself in a difficult situation, or find yourself having questions related to boundaries
- Recognizing the responsibility to stop unacceptable behavior of students and/or coworkers

² Examples of actions that should be avoided include, but are not limited to:

- Becoming involved with a student so that a reasonable person may suspect inappropriate behavior and/or an inappropriate romantic relationship
- Involving students in non-educational or non-school related issues, including, but not limited to, the employee's employment or personal issues
- Giving gifts to an individual student that are of a personal and intimate nature
- Making, or participating in, sexually charged and/or inappropriate comments or jokes
- Sending e-mails, text messages, instant messages, social media messages, or letters to students if the content is not about School activities and not in accordance with applicable School policies or in violation of the School's Social Media Policy
- Using profanity with or to a student

the privacy interests of any affected student(s) and/or employee(s), including any potential witnesses, to the fullest extent possible. In the event the allegation also constitutes a report-able allegation under Colorado law, the School Director shall comply with the legal requirements of immediately reporting the allegation to a child protective agency and shall follow up such report with a written report within thirty-six (36) hours. (See below under Child Abuse Reporting Requirements). Violations of this policy may result in disciplinary action, up to and including termination. When appropriate, violations of this policy may also be reported to authorities for potential legal action.

On Confidentiality and Student Issues

As we work in school environments, we need to remind ourselves about the levels of confidentiality that we are able to keep. As 5280 employees, if a student confides something to you that appears to have safety, health or legal ramifications, you must report the information to the School Director or your supervisor. Working with your School Director or supervisor, the two of you will make decisions as to who may need to be advised. Employees are expected to report any threats or potential threats of self-harm to the School Director.

Child Abuse Reporting Requirements

Colorado law requires that 5280 faculty and staff members adhere to child abuse reporting requirements. As mandated reporters, faculty and staff members must report all known or suspected cases of child abuse or neglect to a child protective agency immediately, or as soon as practically possible.

Note that it is not the job of the mandated reporter to determine whether the allegations are valid. If child abuse or neglect is reasonably suspected, or if a student shares information with a mandated reporter leading him/her to believe abuse or neglect has taken place, the report must be made. No supervisor or administrator can impede or inhibit a report or subject the reporting person to any sanction.

Employees may, but are not required to report such incidents to the School Director. Reporting such incidents to the School Director does not relieve the employee of responsibility to also immediately report such incidents to the appropriate child protective agency by telephone and to send the required written report. However, employees may work cooperatively to report the incidents and to file one written report.

The report should be made immediately over the telephone and should be followed up in writing. If you have any doubt whether you should report something that concerns the health or safety of the school community, consult with the School Director or supervisor without delay.

Teaching Staff and Instructional Support Staff: Field Trips and Excursions with Students and Transporting 5280 Students

Trips are a part of the learning experience at 5280 and some teachers may organize trips for educational purposes. All applicable 5280 conduct standards as well as guidelines regarding trips must be observed. Proper insurance is needed, and must be confirmed through the Office Manager and/or School Director.

Anytime you transport a student in a vehicle, you must observe 5280 guidelines regarding the transportation of students. These guidelines speak to issues of required permission forms, licenses, insurance, and other related matters.

Any employee who fails to comply with 5280 policies regarding the trips and/or transportation of students may be deemed to have engaged in grossly negligent conduct beyond the course and scope of his or her employment. As a result, any employee who incurs any form of liability resulting from a violation of this policy may, to the extent allowed by applicable law, be solely responsible for any such liability. Finally, as with other conduct standards, violations of these policies may give rise to disciplinary action, up to and including termination.

5280 School Bus and Vans – Driving Requirements

The 5280 vehicles facilitate and expand opportunities for our students to engage in real-world work and integrate into the community. To increase these valuable opportunities for our students, we encourage 5280 employees to be approved to drive the 5280 vehicles. 5280 will support employees wishing to gain school bus driving privileges by granting them appropriate time away from school to obtain certification or training, paying for necessary training/licensing programs, and conducting on-site training specific to our bus to ensure familiarity with the vehicle. To be approved to drive the bus, employees must:

- Obtain a commercial driver's license (CDL) with an S endorsement
- Obtain a CDL medical card
- Successfully complete 5280's bus training and orientation program
- Follow all applicable 5280 policy, including alcohol and drug testing as required by federal law

GENERAL STANDARDS OF CONDUCT

Confidential Information

5280 employees are responsible for maintaining the confidentiality of sensitive information and private information obtained during the course of their employment with 5280 ("**5280 Information**"). It is important to protect and preserve 5280 Information because 5280 devotes significant time, energy, and expense to develop, acquire and maintain the confidentiality of 5280 Information.

5280 Information includes: parent and student information (including student/parent files); student records; family information (including family files); parent and student lists; personnel files and information (other than about the individual employee in question); lesson plans; computer records; financial data; procedure descriptions; strategic plans; software; computer programs; art projects; forecasts; bid information; contract prices; writings; trade secrets; and all know-how and show-how whether or not protected by patent, copyright, or trade secret law. No employee may use or disclose any 5280 Information to any third party unless the use/disclosure is either a regular reporting requirement of the employee's job position, or unless the use/disclosure is expressly approved by 5280 in the form of a written authorization signed by the School Director.

The Office Manager maintains student records. All educational records are confidential. Access to records is subject to the Federal Family Educational Rights and Privacy Act ("**FERPA**") and Health Insurance Portability and Accountability Act ("**HIPAA**") that protects the privacy interests of students. These laws state that employees should only have access to the specific information required in the performance of their job function. Security and confidentiality of student records are critical.

Procedures for parents who wish to access records are described in the 5280 Student-Parent Handbook. Teachers and staff must refer all requests relating to records or student information to the Office Manager. Employees who have any questions regarding this policy in the course of their work should ask their supervisor for clarification.

The obligation to maintain the confidence of 5280 Information survives the employment relationship. Accordingly, employees who depart from 5280 may not reveal 5280 Information after their separation of employment. Any and all 5280 Information shall be returned to 5280 during extended leaves of absence or upon termination of employment.

Failure to comply with this policy may result in disciplinary action, up to and including termination.

5280 Trademarks, Copyrights and Other Intellectual Property

5280 may become the registered owner of trademarks, copyrights and other intellectual property. There are specific logos and marks that are official to 5280 and available for use by 5280 staff members pursuant to the 5280 Brand Identity Guidelines. The guidelines and the logos may be found at: www.5280highschool.org/logos

Dress Code

Employees are asked to dress professionally and to use their common sense with regard to their dress and appearance. Employees must dress in a manner that is consistent with their responsibilities. Attention should be paid to safety and student interaction. The School Director may request an employee to modify their dress if necessary.

Not Acceptable for Any Employee: Exercise attire (including leggings as pants); tank tops; spaghetti strap blouses; low cut or revealing blouses or shirts; short blouses or shirts exposing the torso or hip area; flip-flops and other beach sandals; sweatpants; provocative clothing; clothing inscribed with inappropriate wording or pictures; visible and exposed undergarments; vests worn without shirts underneath; "skin-tight" clothing; shorts or skirts that are as high as mid-thigh length; excessively baggy pants. The only exception would be exercise attire that is necessary to be worn during the course of work relating to a specific school project.

Each employee is expected to come to work appropriately attired.

Personal Business

5280's facilities for handling mail and telephone calls are designed to accommodate 5280 business. Personal mail should be directed to the employee's home address and personal phone calls should be limited to a minimum. Personal calls on landlines should not be made outside 5280's immediate dialing area. 5280's materials, time or equipment may not be used for personal projects, conducting personal business, or conducting work for another employer or entity.

Workplace Relationships

5280 High School recognizes that in a workplace that emphasizes teamwork and requires employees to devote extended hours to their work, relationships of an amorous, intimate, or sexual nature may, at times, develop. Various provisions of Colorado law provide specific legal protections to certain personal relationships of employees. Employees also have legitimate privacy interests in any amorous, intimate, or sexual relationship. Such privacy interests should be respected to the extent this is consistent with employee behavior and the best interests of students.

Barring exceptions for inappropriate behavior or relationships described below, employees of 5280 who are involved in personal relationships with co-employees will not be disciplined or sanctioned for such relationships, but are expected to continue to act in a professional manner at all times. In general, employees must act toward any partner, former partner, third party now involved with a former partner, school staff, students, parents, and vendors with complete and unqualified professionalism at all times.

Inappropriate behavior or relationships may still be grounds for employee discipline or other corrective action. Examples of inappropriate behavior or relationships include, without limitation:

- Behavior violating 5280's sexual harassment policies (including any amorous, intimate, or sexual conduct that is nonconsensual or unwelcome);
- Personal relationships between supervisor and supervisee. Supervisor is defined as a direct manager, an indirect team leader with or without formal authority (such as a grade level chair to a teacher), or a member of a Leadership team that leads employees including the supervisee (such as any member of a leadership team on a campus to a teacher on that same campus). Personal relationships include both new relationships and ongoing relationships, including but not limited to marriage.
- Personal relationships that result in an undisclosed conflict of interest. For example, any action conferring workplace favoritism toward an amorous, intimate, or sexual partner with respect to any aspect of employment (for example, if one employee is called upon to participate in evaluation or audit of another employee and, without giving notice of the relationship, conduct the evaluation or audit activity);
- Permitting a personal relationship to materially interfere with ordinary, professional operation of the workplace (for example, taking work time to address conflict in a current or former amorous, intimate, or sexual relationship).

Nepotism

The basic criteria for appointment and promotion of all 5280 faculty, staff, and student employees will be appropriate qualifications and performance. The intent of this policy is to emphasize that selection of personnel will be based on job-related qualifications. Relationship by family, marriage, or domestic partnership will not preclude hiring or promotion/transfer, as long as the individual meets and fulfills the appropriate appointment standards.

Family members, of third-degree consanguinity or affinity, whose qualifications rank each of them first for the positions under consideration may be employed, so long as neither family member is immediately responsible for, or influences any employment action. In such instances, all decisions will be referred to the School Director for final approval; this includes spouse/partner and any other family hiring.

Term	Definition
Nepotism	Favoritism applied, without regard to merit, through authority or influence by someone in a position of power, toward family members or others for whom the employee is legally responsible. Favoritism is shown by giving preferential treatment in any employment action to family members and others as defined in the policy
Employment Action	Hire, promote, reclassify, supervise, direct, evaluate, make a salary recommendation, assign work or resources, approve leave requests, give any benefit, or terminate employment
Third Degree Family Member	Spouse; domestic partner; mother; father; sister; brother; biological, adopted, or foster child; stepchild; legal ward; grandparent; grandchild; first cousin; aunt; uncle; niece; nephew; mother-in-law; father-in-law; sister-in-law; brother in-law; daughter-in-law; son-in-law; grandparent-in-law; grandchild-in-law; or corresponding step-relatives; or corresponding relatives of the employee's partner; other persons for whom the employee is legally responsible; and anyone who stood in loco parentis (acting in place of a parent and assuming the parent's rights, duties and responsibilities) to the employee as a child
Consanguinity	Is a blood relationship within a family of the same descent
Affinity	Is a marriage, partnership, or other legal relationship (such as adoption)

Individuals must notify the organization if any family member applies for a position for which they will be responsible or may influence the employment actions referred to in this policy. Or, if a relationship is formed during the time in which each member is on staff. In such instances, the individual has a duty to cooperate in making alternative arrangements. Internal and external applicants are required to self-disclose, at the time of application, if the position for which they are applying reports to or supervises a family member. If so, internal and external final candidates for positions must have an approved alternative arrangement in place prior to the appointment. When the conflict of interest cannot be eliminated through alternative arrangements, the hire will not be approved and existing positions may be re-assigned in order to resolve the conflict of interest at the discretion of the School Director.

Communications Systems Policies

Definitions and Scope

5280's electronic communications systems ("Communications Systems") include, but are not limited to, computers, laptops, e-mail, telephones, cellular phones, tablets, PDAs, text messaging, instant messaging, video conferencing, voice mail, facsimiles, and connections to the Internet and other internal or external networks.

Every user who is provided access to the Communications Systems is responsible for using the Communications Systems in accordance with this policy. Any questions about this policy should be addressed with the School Director.

Ownership and Conditions of Use

The Communications Systems are the property of 5280, and 5280 has provided these for the sole purpose of conducting School-related business as well as other business that is approved by the School Director in conformity with these policies. All communications and information transmitted by, received from, or stored in these systems are school records and the property of 5280.

Electronic communications are a means of business communication. 5280 requires all users to conduct themselves in a professional manner. Users should conduct all electronic communications with the same care, judgment, and responsibility that they would use when sending letters or memoranda written on 5280 letterhead. Special care must be taken when posting any information on the Internet because of the potentially broad distribution of and access to such information.

To protect the integrity of the Communications Systems and the users thereof against unauthorized or improper use of these systems, 5280 reserves the right, without notice, to limit or restrict any individual's use, and to inspect, copy, remove, or delete any unauthorized use of its Communications Systems upon authorization of the School Director. 5280 also reserves the right to periodically monitor the use of its Communications Systems and to access users' voice mail, Internet access, and e-mail for that purpose or any other business-related purpose upon authorization of the School Director or his/her delegates.

Erasing an e-mail message from a mailbox does not necessarily erase all copies of the message on the network. Archived copies may be stored for substantial periods of time and are subject to the provisions of this policy regarding content, review, access, and disclosure.

Confidentiality and Privileges

Information stored on the Communications Systems is intended to be kept confidential within 5280. 5280 has taken all reasonable steps to assure confidentiality and security. Like other means of communication, however, it is not possible to guarantee complete security of electronic communications either within or outside 5280, and care should be exercised when sending or receiving sensitive, privileged, or confidential information electronically. For example, information sent through the Internet can be monitored by external systems en route to its final destination. All users must keep this in mind when forwarding sensitive, confidential, and/or privileged information. Where appropriate, this fact should be disclosed to outside contacts.

Prohibited Use

Users are prohibited from using the Communications Systems for any unauthorized or unlawful purpose, including, but not limited to, the following:

- Users of the Communications Systems are strictly prohibited from using the Communications Systems to deliver a message that is harassing or offensive on the basis of race, color, national origin, ancestry, immigration/citizenship status, religious creed (which includes religious dress and grooming practices), marital status, sex (which includes pregnancy, childbirth, breastfeeding, and related conditions), gender, gender identity, gender expression, transgender status, sexual orientation, age, height, weight, genetic information, disability, military status, or veteran status, or any other consideration made unlawful by federal, state or local laws, ordinances, or regulations. 5280 has policies against discrimination, harassment, and retaliation, and those policies apply to the use of the Communications Systems.
- Users are prohibited from using the Communications Systems for transmitting or making accessible annoying, offensive, defamatory, or harassing material or intentionally damaging or violating the privacy of information of

others.

- Users are prohibited from using the Communications Systems to transmit, display, store, publish, or purposely receive any pornographic, obscene, or sexually explicit material.
- Users must respect all copyrights and licenses to software and other online information, and may not upload, download, or copy software or other material through the Communications Systems without proper authorization.
- Users must not alter, copy, transmit, or remove 5280 information, proprietary software, or other files without proper authorization from the School.
- Users are prohibited from reading, copying, recording, or listening to messages and information delivered to another person's e-mail and voice mail mailboxes without proper authorization, based on legitimate business reasons, from the School Director or his or her delegate. Anyone who receives an electronic communication for which he or she is not the intended recipient must immediately inform the sender that the message was sent improperly and must delete the message from their e-mail and voice mail mailboxes.

Access and Disclosure

The Communications Systems is provided solely for the purpose of conducting School business. Incidental and occasional personal use of the Communications Systems is permitted, but such communications must not disrupt School business, and users do not have any expectation of personal privacy in any matters stored in, created, received, or sent over the Communications Systems.

5280, as owner of the Communications Systems, and to protect the integrity of its systems from unauthorized or improper use, reserves the right for legitimate business reasons, upon authorization of the School Director or one of his or her delegates, to monitor, access, retrieve, download, copy, listen to, or delete anything stored in, created, received, or sent over its Communications Systems without the permission of or prior notice to any user.

Although 5280 entrusts you with the use of voice mail, e-mail, computer files, software, or similar 5280 property, you should keep in mind that these items have been installed and maintained at great expense to the School and are only intended for business purposes. At all times, they remain 5280 property. Likewise, all records, files, software, and electronic communications contained in these systems also are 5280 property. You are advised that electronic files, records, and communications on School computer systems, electronic communication systems, or through the use of 5280 telecommunications equipment are not private. Although they are a confidential part of School property, you should not use this equipment or these systems for confidential messages. The use of passwords to limit access to these systems is only intended to prevent unauthorized access to voice mail, e-mail, and computer systems, files, and records. Additionally, these systems are subject to inspection, search, and/or monitoring by 5280 personnel for any number of business reasons. As a result, employees do not have an expectation of privacy in this regard. Accordingly, these systems and equipment should not be used to transmit personal messages except in necessary situations or when exceptions are specifically sanctioned by management. Voice mail messages and e-mail messages should be routinely deleted when no longer needed. 5280 is not responsible for costs incurred when employees use 5280 telephones or e-mail systems for personal matters.

You should be advised to use voice mail and e-mail as cautiously as you would use any more permanent communication medium such as a memorandum or letter. You should realize that e-mail messages:

- May be saved and read by third parties,
- May be retrieved even after "deletion,"
- May be accessed by authorized service personnel, and
- May be examined by management without notice for business purposes.

There will be times when 5280, in order to conduct business, will utilize its ability to access your e-mail, voice mail, computer files, software, or other 5280 property. 5280 also may inspect the contents of your voice mail, e-mail, computers, computer files, or software to monitor job performance, for training or quality control purposes, or when 5280 suspects that 5280 property is being used in an unauthorized manner.

5280 reserves the right to use and disclose any electronic non-privileged communication on its Communications Systems without the permission of or any prior notice to any user, including disclosure to law enforcement officials.

Discipline for Violations of Policy

Any person who discovers misuse of the Internet access or any of the Communications Systems should immediately contact the School Director. Any user who violates any part of this policy will be subject to discipline, up to and including immediate termination.

Policy May Be Amended at Any Time

The pace of technological change and growth in electronic communications is rapid. This policy applies to all present and future electronic communications systems and devices and to improvements and innovations to existing systems and devices and to completely new technologies, devices, and systems. 5280 reserves the right to amend this policy at any time through an authorized writing from an authorized 5280 representative.

Social Media Policies

Scope

5280 has developed the following policy to establish rules and guidelines regarding the appropriate use of social media by employees. Among other things, this policy applies to situations when you:

- Engage in social media activities during working hours;
- Use 5280 equipment or resources while engaging in social media activities;
- Use your School e-mail address to make a post to a social media platform;
- Post in a manner that purports to represent the School; and/or,
- Interact with School students or parents/guardians of School students (regarding School-related business) on the Internet and on social media sites.

For the purposes of this policy, the phrase “social media” refers to the use of a website or other electronic application to connect with other people, including, but not limited to, Facebook, Instagram, Twitter, Pinterest, LinkedIn, Snapchat and YouTube, as well as related web-based media, such as blogs, wikis, and any other form of user-generated media or web-based discussion forums. Social media may be accessed through a variety of electronic devices, including computers, cell phones, smart phones, PDAs, tablets, and other similar devices.

This policy is intended to supplement, not replace, 5280’s other policies, rules, and standards of conduct. For example, School policies on confidentiality, use of School equipment, professionalism, employee references and background checks, workplace violence, unlawful harassment, and other rules of conduct are not undercut by this policy.

Standards of Conduct

The following rules and guidelines apply when participating in social media activities that are governed by this policy:

- Comply with the law at all times. Do not post any information or engage in any social media activity that may violate applicable local, state, or federal laws or regulations.
- Do not engage in any discriminatory, harassing, or retaliatory behavior in violation of School policy.
- Respect copyright, fair use, and financial disclosure rules and regulations. Identify all copyrighted or borrowed material with proper citations and/or links.
- Do not post Confidential Information (as defined above in this Handbook) about 5280, its employees, or its students. Remember that most student information is protected by FERPA, including any and all information that might identify the student.
- Ensure that any students who are represented in photos have parent permission on file before photos are published publicly.
- Refrain from using your 5280-authorized e-mail address to register on social media websites, blogs, or other online tools utilized for personal use.
- Never represent yourself as a spokesperson for 5280 unless authorized to do so.

Creating and Using School-Affiliated Social Media

A “School-affiliated social media account” is one that is created for the purposes of conducting School business, interacting with School students under any circumstances, interacting with School parents or guardians for School-related matters,

facilitating lesson plans and classroom teaching, holding oneself out to be a representative of the School, and/or other School-related and School-driven purposes. This does not include an employee's personal social media account created primarily for individual use and that simply references where the employee is employed and/or connects with other School employees.

Employees should communicate and connect with students on School-affiliated social media accounts (not personal ones). Employees should communicate and connect with students' parents or guardians regarding School-related matters on School-affiliated social media accounts (not personal ones).

The School has final approval over all content and reserves the right to close the social media account at any time, with or without notice. Any unlawful, inappropriate, or unprofessional communications may result in disciplinary action, up to and including termination. Any 5280-affiliated social media created and/or used in violation of this policy may result in disciplinary action, up to and including termination.

Access

Employees are reminded that 5280's various electronic communications systems, including, but not limited to, its electronic devices, computers, telephones, e-mail accounts, video conferencing, voice mail, facsimiles, internal and external networks, computers, cell phones, smart phones, PDAs, tablets, and other similar devices, are the property of the School. All communications and information transmitted by, received from, or stored in these systems are 5280 records.

As a result, 5280 may, and does, monitor its employees' use of these electronic communication systems, including for social media activities, from time to time. 5280 may monitor such activities randomly, periodically, and/or in situations when there is reason to believe that someone associated with 5280 has engaged in a violation of this, or any other, School policy. As a result, employees do not have a reasonable expectation of privacy in their use of or access to the School's various electronic communications systems.

Discipline

Any violation of this Social Media Policy may result in disciplinary action, up to and including immediate termination.

Retaliation Is Prohibited

5280 prohibits retaliation against any employee for reporting a possible violation of this policy or for cooperating in an investigation of a potential violation of this policy. Any employee who retaliates against another employee for reporting a possible violation of this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Questions

In the event you have any questions about whether a particular social media activity may involve or implicate the School, or may violate this policy, please contact the School Director.

Social media is in a state of constant evolution, and 5280 recognizes that there will likely be events or issues that are not addressed in these guidelines. Thus, each 5280 employee is responsible for using good judgment and seeking guidance, clarification, or authorization before engaging in social media activities that may implicate this policy.

Smoking

5280 is a smoke-free work environment. Accordingly, smoking (including vapes and e-cigarettes) is prohibited on school premises.

Drug and Alcohol Abuse Policy

5280 strives to provide a safe and productive work environment for its employees. 5280 recognizes that inappropriate drug and alcohol use is highly detrimental to the work place and counterproductive to the quality and efficiency of service that 5280 desires to provide and the healthy culture 5280 desires to foster. Accordingly, 5280 has established a policy against the improper and/or unlawful use of alcohol and drugs at work.

For purposes of this policy, "illegal drugs" includes, but is not limited to, substances that are prohibited by law (such as cocaine, heroin, etc.), controlled substances, marijuana (including medicinal marijuana), and prescription drugs (if they are not prescribed for the person using them and/or not being used as prescribed). "Drug paraphernalia" means any accessory for the use, possession, manufacture, distribution, dispensation, purchase, or sale of illegal drugs. "Under the influence" means that the employee is affected by alcohol and/or illegal drugs in any detectable manner.

Prohibited Conduct

Pursuant to this policy, all employees must report for work fit to perform their job duties. 5280 prohibits the following:

- Reporting to work or working, under the influence of, or while using illegal drugs or alcohol (including consuming alcohol during working hours, during meal and rest periods, while on field trips, or while traveling with students on school trips).
- Use, possession, distribution, sale, dispensation, purchase, or manufacture of any alcohol, illegal drugs, or drug paraphernalia while: (a) reporting for work; (b) being on call; (c) on duty; (d) on 5280 premises; (e) operating or occupying a vehicle owned or leased by 5280; or (f) in the course of being engaged in 5280's activities or business.
- Being under the influence of alcohol or illegal drugs while: (a) reporting for work; (b) being on call; (c) on duty; (d) on 5280 premises; (e) operating or occupying a vehicle owned or leased by 5280; or (f) in the course of being engaged in 5280's activities or business.
- Storing alcohol, illegal drugs, or drug paraphernalia in a locker, desk, automobile, or other repository on 5280 premises.
- Refusing to submit to an inspection or testing when requested by management.
- Failure to keep all prescribed medicine in its original container, which identifies the drug, date of prescription, and the prescribing doctor.

In addition, if you are required to take any kind of prescription or nonprescription medication that will affect your job performance, you are required to report this to your supervisor. Your supervisor will determine if it is necessary to temporarily place you on another assignment or take other action as appropriate to protect the safety of you, other employees, students, clients or guests.

Searches

5280 may at times conduct unannounced searches of 5280 property for alcohol, illegal drugs, drug paraphernalia, and/or unauthorized controlled substances or to ensure compliance with any other 5280-related policy. This includes desks, storage areas, and rooms normally used to store employees' personal property. As a result, employees do not have an expectation of privacy in this regard.

Additionally, whenever 5280 suspects that an employee has sold, purchased, used, or possessed alcohol, illegal drugs, drug paraphernalia, and/or unauthorized controlled substances on 5280 premises, 5280 may inspect the employee's personal effects (including parcels, purses, bags, and briefcases) or automobile on 5280 property. As a result, employees do not have an expectation of privacy in this regard.

Testing

Certain drug/alcohol testing may be required: (1) When an employee is involved in a work-related accident or unsafe practice where the safety of the employee and/or of others may be jeopardized; and/or, (2) Where two or more supervisors, employees, or medical personnel observe an employee acting in such a manner to raise suspicion that the employee is under

the influence of a drug or alcohol and/or is acting in such manner that they may harm themselves or another employee. Such a test may be required of 5280 may require a test by intoxilator, blood test, urinalysis, medical examination, or other drug/alcohol screening of those persons whom 5280 reasonably suspects of using, possessing, or being under the influence of a drug or alcohol.

Any refusal to submit to such testing will be considered a positive screen. An employee's consent to submit to such a test is required as a condition of employment, and an employee's refusal to consent may result in disciplinary action, including termination for a first refusal or any subsequent refusal.

Violations

Compliance with this policy is a condition of employment at 5280. Failure or refusal of an employee to cooperate fully, sign any required document, or submit to any inspection or testing will result in discipline, up to and including termination. Violations of this policy may result in disciplinary action, possibly including termination of employment.

Employees should be aware that participation in a rehabilitation program will not necessarily prevent the imposition of disciplinary action, including termination, for violation of this policy. Employees who undergo voluntary counseling or treatment and who continue to work, if any, must meet all established standards of conduct and job performance.

5280 also may bring the matter to the attention of appropriate law enforcement authorities when deemed appropriate.

Other Conduct Standards

Violation of any 5280 policy noted in this Handbook and/or any of the following standards may result in disciplinary action, up to and including immediate termination. This following is a list of prohibited conduct that is illustrative only; other types of conduct injurious to security, personal safety, student welfare, employee welfare, and the School's operations also may be prohibited. In general, the following are the types of actions that may result in discipline:

- Falsification of employment records, employment information, time records, or other School records. This includes making false statements or omitting material information in the application procedure for employment.
- Unreported absences, excessive absenteeism, repeated tardiness, failure to observe working schedules, including meal and rest periods (if applicable).
- Intentionally supplying false information in order to obtain a leave of absence or other benefits from the School.
- Using abusive, profane, threatening, indecent, or foul language and/or having inappropriate physical contact with students, parents, or other employees at any time on School premises.
- Committing a fraudulent act or a breach of trust under any circumstances.
- Failing to keep confidential information pertaining to parents, students, or vendors.
- Engaging in unlawful harassment, discrimination, or retaliation.
- Gambling on School premises.
- Violation of the Drug and Alcohol Abuse Policy, including, but not limited to, refusing to submit to a drug/alcohol test mandated by the School.
- Smoking or using tobacco products on School property.
- Theft, damage, or destruction of any School property or the property of any employee, student or visitor.
- Provoking a fight or fighting during working hours or on School property.
- Carrying firearms or any other dangerous weapons on School premises at any time.
- Violation of any conduct, safety, health, security, or other School policies, rules, or procedures.

This statement of prohibited conduct is not an exhaustive list, and it does not alter the School's policy of at-will employment. The School and you retain the right to terminate the employment relationship at any time, with or without reason or advance notice.

SAFETY POLICIES

Environmental Health and School Safety Policies

Given our focus upon project-based learning, we often engage students in projects that involve the use of power tools, lab chemicals, and art materials. Consideration of student safety must always be at the forefront of our preparation for these activities. Always make sure that students are trained in proper use of equipment and that you provide adequate supervision to minimize the risk of injury. If you have any questions regarding the use of products, chemicals, paints, power tools, or any other instrument used in your work, please discuss your questions or concerns with the School Director.

5280 is committed to providing and maintaining a healthy and safe work environment for all employees, students, clients and guests. Toward this end, 5280 has established certain policies pertaining to safety issues. Please see the 5280 High School Comprehensive Safety and Emergency Management Plan.

Employees are expected to follow safety precautions and to exercise good judgment and caution in the performance of their work. Employees must immediately report any unsafe or hazardous condition to their supervisors. Every effort will be made to address problems as soon as possible.

Employees also are expected to immediately report workplace accidents involving personal injury, no matter how minor they may seem, to their supervisors. Timely reports are necessary in order to comply with laws and in order to process any applicable insurance and/or workers' compensation benefit claims.

For further information regarding 5280's environmental health and school safety policies and practices, please contact the School Director and review the 5280 High School Comprehensive Safety and Emergency Management Plan.

Reporting Suspicious Activities/Persons

The welfare of our employees and students and the security of our facilities depend upon the alertness and sensitivity of every individual to potential security risks. Work with the school's front desk to see that visitors have signed into visitor logs and are wearing visitor tags/badges as appropriate. Suspicious persons or activities should be reported to the School Director and/or Director of Operations. We should all be vigilant and mindful of our surroundings in order to maintain the security of facilities and the welfare of our students and staff members insofar as is possible.

Staff-Invited Personal Guests on Campus

Campus guests who are not directly involved with the School's educational program or support activities should be minimized. This includes the children and relatives of staff members. While family member and guest visits are welcome on special occasions, we ask staff that staff be aware of the impact these personal visits have on the professional school environment. The School Director may prohibit personal guests on campus if they are impacting the educational or support programs of the School.

Animals on Campus

Animals are not allowed on School grounds, with two exceptions:

1. Service animals specially trained or equipped to help a person with a disability
2. Animals approved by the School Director to be used as part of the School's educational or student support program. Examples include Director-approved mental health support dogs, or Director-approved animals used in a science class, etc.

EQUAL EMPLOYMENT OPPORTUNITY POLICIES

Equal Employment Opportunity Policy

5280 is an equal opportunity employer and makes employment decisions, including, but not limited to, hiring, firing, promotion, demotion, training and/or compensation on the basis of merit. It is the policy of 5280 to afford equal employment and advancement opportunity to all qualified individuals without regard to race, color, national origin, ancestry, immigration/citizenship status, religious creed (which includes religious dress and grooming practices), marital status, sex (which includes pregnancy, childbirth, breastfeeding, and related conditions), gender, gender identity, gender expression, transgender status, sexual orientation, age, height, weight, genetic information, disability, military status, or veteran status or any other consideration made unlawful by federal, state or local laws, ordinances, or regulations.

5280 is committed to complying with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in the operations of 5280 and prohibits discrimination, unlawful or otherwise, by any employee of 5280, including supervisors and co-workers.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, 5280 will make a good faith effort to provide reasonable accommodations for the known physical or mental limitations of an otherwise qualified applicant or employee with a disability, unless undue hardship would result to 5280. An applicant or employee who believes he or she requires an accommodation in order to perform the essential functions of the job should contact the School Director to request such an accommodation, specifying what accommodation he or she needs to perform the job. 5280 will analyze the situation, engage in an interactive process with the individual, and respond to the individual's request.

If you believe you have been subjected to discrimination, please follow the complaint procedure outlined below.

Unlawful Harassment

5280 is committed to providing a workplace that is free of unlawful harassment. In keeping with this commitment, 5280 maintains a strict policy against unlawful harassment of any form including harassment based on race, color, national origin, ancestry, immigration/citizenship status, religious creed (which includes religious dress and grooming practices), marital status, sex (which includes pregnancy, childbirth, breastfeeding, and related conditions), gender, gender identity, gender expression, transgender status, sexual orientation, age, height, weight, genetic information, disability, military status, or veteran status, or any other consideration made unlawful by federal, state or local laws, ordinances, or regulations.

This policy applies to all persons involved in the operation of 5280, including supervisory and non-supervisory employees. 5280 will take all reasonable steps to prevent or eliminate unlawful harassment by non-employees, including students, parents, customers, clients, and suppliers who have workplace contact with 5280 employees.

Prohibited unlawful harassment includes, but is not limited to, the following behavior:

- Unlawful harassment in any form, including verbal, written, physical, and visual harassment.
- Unwanted sexual advances, requests for sexual favors, or visual, verbal, or physical conduct of a sexual nature when:
(1) submission to the conduct is made an explicit or implicit term or condition of employment; or (2) submission to or rejection of the conduct is used as basis for employment decisions affecting the individual; or (3) the conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, or offensive working environment. This definition includes many forms of offensive behavior. The following is a partial list:
 - Unwanted sexual advances;
 - Offering employment benefits in exchange for sexual favors;
 - Making or threatening reprisals after a negative response to sexual advances;
 - Visual conduct such as leering, making sexual gestures, or displaying sexually suggestive objects, pictures, cartoons, or posters;
 - Verbal conduct such as making or using derogatory comments, epithets, slurs, sexually explicit jokes, unwanted sexual advances or propositions, invitations or comments about any employee's body or dress;
 - Verbal abuse of a sexual nature, graphic verbal commentary about an individual's body, sexually degrading words to describe an individual;
 - Letters, notes, e-mail, instant messaging, Internet usage or other forms of correspondence or media

- containing sexually explicit, pornographic, or sexually-suggestive subject matter; and,
 - Physical conduct such as touching, assault, or impeding or blocking movements.
- Visual conduct such as derogatory posters, photographs, cartoons, drawings, or gestures;
- Verbal conduct such as threats, epithets, derogatory comments, or slurs;
- Physical conduct such as assault, unwanted touching, or blocking normal movement: and,
- Letters, notes, e-mail, instant messaging, Internet usage or other forms of correspondence or media containing threats, epithets, or derogatory subject matter.

It is important to note that unlawful sexual harassment can occur when males sexually harass females or other males, and when females sexually harass males or other females.

This policy applies to all phases of employment, including, but not limited to, recruiting, testing, hiring, upgrading, promotion, demotion, transfer, layoff, termination, rates of pay, benefits, and selection for training.

Employees who violate this policy are subject to discipline up to and including the possibility of immediate termination of employment.

If you believe you have been subjected to unlawful harassment, please follow the complaint procedure outlined below. Employees must report conduct prohibited by this policy whether or not they are personally involved.

Retaliation

5280 prohibits retaliation against any employee because of the employee's opposition to a practice, discussion of wages, or conduct the employee reasonably believes to be unlawful or because of the employee's lawfully protected participation in an investigation or proceeding. Any retaliatory adverse action because of such opposition or participation may be unlawful and will not be tolerated. All such retaliation is unlawful.

If you believe you have been subjected to unlawful retaliation, please follow the complaint procedure outlined below.

5280's Complaint Procedure (Discrimination, Unlawful Harassment, Retaliation)

Any employee who believes that he or she has been discriminated against, unlawfully harassed, or retaliated against (or who has knowledge of such conduct occurring) **must** promptly report the facts of the incident(s), the name(s) of the individual(s) involved, and the names of witnesses, to his or her supervisor or to the School Director, the Executive Director, or any of the 5280 Directors. The report should include reference to direct quotations when language is relevant, and any documentary evidence (notes, pictures, cartoons, e-mails, etc.). If the employee believes that his or her supervisor is involved in the alleged conduct, the report should be made directly either to a 5280 Officer of the Board, or any other supervisor to whom the employee feels comfortable reporting. It is the responsibility of each employee to immediately report any violation or suspected violation of this policy to one or more supervisory employees.

Supervisors **must** report any alleged incidents of discrimination, unlawful harassment, or retaliation to a 5280 Officer of the Board, even if the supervisor believes that the alleged conduct does not rise to the level of violating 5280's policies or applicable law. This will allow 5280 to engage in appropriate action.

Upon receipt of each complaint, 5280 will conduct a prompt, objective, and thorough investigation of all claims. 5280 will make efforts to protect the privacy and confidentiality of all concerned parties to the extent possible and consistent with the process of a thorough investigation. There will be no retaliation against any employee for using this complaint procedure in good faith or for honestly filing, testifying, assisting, or participating in any manner in any investigation, proceeding, or hearing conducted by a governmental enforcement agency. If an employee believes that he or she has been retaliated against for making a complaint, he or she should contact the School Director, their supervisor, the Executive Director, or a 5280 Officer of the Board.

If 5280 determines that unlawful conduct has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee who is found to have engaged in discrimination, unlawful harassment, or retaliation is subject to disciplinary action, up to and including the possibility of immediate termination of employment. Appropriate action will also be taken to deter future conduct. Any supervisor or manager who knew about such unlawful conduct and took no action to stop it or failed to report the harassment to the School Director, Executive Director, or a 5280 Officer of the Board, or some other appropriate management employee also may be subject to discipline up to and including the possibility of immediate termination of employment.

Employees who believe that they have been unlawfully discriminated against, harassed, or retaliated against may also file a complaint with the local office of the Colorado Civil Rights Division ("CCRD") or the Equal Employment Opportunity Commission ("EEOC"). The CCRD as well as the EEOC can also order an employer to hire, reinstate, or promote a victim of discrimination, harassment, and/or retaliation or make other changes 5280 policies. The address and phone number of the local CCRD and EEOC offices can be found in your local telephone directory or online.

Whistleblower Policy

5280 requires directors, officers, employees, staff members, and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As agents and representatives of the School, we must practice honesty and integrity in fulfilling our responsibilities, and we must comply with all applicable laws and regulations and the School's internal policies.

This policy is expressly subject to, and is not intended to supersede, any and all child endangerment and mandatory reporting obligations required by law.

It is the responsibility of all 5280 officers, employees, staff members, and volunteers to report what they believe are material violations of law, School policy, or questionable accounting or auditing matters by 5280 or its officers, directors, employees, staff members, volunteers, agents, or other representatives relative to the School. This responsibility includes notifying 5280 if an action needs to be taken in order for the School to be in compliance with the law, School policy, or with generally accepted accounting practices.

The types of concerns that should be reported include, for purposes of illustration and without being limited to, the following:

- supplying false or misleading information on 5280's financial documents, reports to grantors, investors, and/or lenders, tax returns or other public documents;
- providing false information to or withholding material information from auditors, accountants, lawyers, directors, or other representatives responsible for ensuring the School's compliance with fiscal and legal responsibilities;
- embezzlement or misappropriation of funds for private benefit (i.e., use of 5280 assets for personal gain or benefit);
- material violation of any law, regulation, 5280's internal policies or other policies to which the School is subject;
- discrimination based on race, color, national origin, ancestry, immigration/citizenship status, religious creed (which includes religious dress and grooming practices), marital status, sex (which includes pregnancy, childbirth, breastfeeding, and related conditions), gender, gender identity, gender expression, transgender status, sexual orientation, age, height, weight, genetic information, disability, military status, or veteran status, hair style, type, or texture as protected in the CROWN Act, and
- planning, facilitating or concealing any of the above or similar actions.

5280 will use its commercially reasonable best efforts to protect any director, officer, employee, staff member, or volunteer who in good faith reports a suspected violation or concern under this Whistleblower Policy against harassment, discrimination, retaliation or, in the case of an employee, adverse employment consequences as a result of such report. An employee, staff member, or volunteer who retaliates against someone who has reported a suspected violation or concern in good faith is subject to discipline up to and including termination of employment, termination of contractor relationship, or dismissal from the volunteer position. This Whistleblower Policy is intended to encourage and enable directors, officers, employees, staff members, and volunteers to raise serious concerns within the School for internal investigation and appropriate action.

Reporting Violations and Concerns

General: All reports should be in writing unless it is impractical to do so. Although the School will accept anonymous reports, it is important to understand that anonymity can hinder investigation, since it is impossible to seek additional information from an anonymous source. For that reason, it is essential that anonymous reports contain as much specific information as possible.

Employees and Staff Members: Whenever possible, employees and staff members should submit their concerns directly to their supervisor or to the next level of management as needed until matters are satisfactorily resolved. However, if for any reason an employee or staff member is not comfortable speaking to his/her supervisor or manager or does not believe the issue is being properly addressed, the employee or staff member may contact the Executive Director. If the matter involves the Executive Director, or the employee or staff member is not comfortable reporting the matter to the Executive Director, the matter may be reported directly to the chair of the board.

Volunteers: Whenever possible, volunteers should submit their concerns directly to their volunteer coordinator or supervisor or to the next level of organizational management (if known) as needed until matters are satisfactorily resolved. If for any reason a volunteer is not comfortable speaking to his/her coordinator or supervisor, he or she may report the matter to the

School Director or Executive Director.

School Director: The School Director may submit his/her concerns to the Executive Director or the Chair of the Board.

Handling of Reported Violations

The School will investigate all reports filed in accordance with this Whistleblower Policy with due care and promptness. For matters reported directly to chair of the board, Executive Director, or the School Director, the reportee shall promptly acknowledge receipt of the complaint to the complainant and, when possible, refer the matter to the board of directors to address and conduct an investigation to determine if the allegations are true, whether the issue is material, and what, if any, corrective action is necessary. Upon the conclusion of this investigation, the investigators shall promptly report its findings to the Executive Director, School Director and full board of directors, as applicable.

In the event the act of wrongdoing involves a member of the board of directors, the deliberations and investigations of the board of directors will not include the involved person. All deliberations and investigations shall comply with the conflict of interest policy of the School. If the identity of the complainant is known, such identity shall not be disclosed to the involved person if reasonably possible.

Investigative Authority of board of directors

The board of directors, or a committee thereof, has full authority to investigate suspected violations and concerns reported under this Whistleblower Policy and may retain outside legal counsel, accountants, private investigators, or any other resource that the investigating body reasonably believes is necessary to conduct a full and complete investigation of the allegations.

Acting in Good Faith

Anyone submitting a report under this Whistleblower Policy must do so in good faith and have reasonable grounds for believing the matter reported involves a material violation of law or the School policy or a questionable accounting or auditing practice. Unfounded allegations that have been made maliciously, recklessly, with gross negligence, or with the knowledge that the allegations are false, may result in disciplinary action.

Confidentiality

Reports of suspected violations or concerns, and investigations pertaining thereto, will be kept confidential to the extent possible. However, consistent with the need to conduct an adequate investigation and take corrective action, the School cannot guarantee complete confidentiality. Disclosure by the School staff or other representatives of information relating to an investigation to individuals not involved in the investigation may result in disciplinary action.

Additions to Employee Handbook – Addendum

Colorado Healthy Families & Workplaces Act

Starting January 1, 2021, in the case of a public health emergency—as defined by the Health Families and Workplaces Act (HFWA)—all employees are eligible for supplemental emergency sick leave. Up to 80 hours of paid sick leave is available (or, for an employee working under 40 hours per week, two weeks of their regular hours) during a public health emergency—48 hours of paid sick leave for any purpose set forth in the *Paid Leave* section of this Handbook and 32 additional hours for any of the below purposes:

1. To self-isolate (or care for a family member who is self-isolating) due to the employee (or family member) being diagnosed with, or having symptoms of, a communicable illness that is the cause of a public health emergency;
2. To seek or obtain (or care for a family member needing) medical diagnosis, care, or treatment if experiencing symptoms of a communicable illness that is the cause of a public health emergency;
3. To seek for oneself (or care for a family member needing) preventive care concerning a communicable illness that is the cause of a public health emergency; or
4. If the employee is excluded from work or has to care for a family member who's excluded from work, by a government health official, or by an employer, due to the employee or the employee's family member having exposure to, or symptoms of, such an illness (whether or not they are actually diagnosed with the illness);
5. Being unable to work due to a health condition that may increase susceptibility or risk of such an illness; or
6. To care for a child or other family member whose school, child care provider, or other care provider is either unavailable, closed, or providing remote instruction due to the public health emergency.

To request the use of supplemental emergency sick leave, notify the School Director. The right to COVID-related leave through HFWA continues until four weeks after all applicable public health emergencies end or are suspended.

Remote Work Policy

In general, all employees are expected to perform duties on the premises of 5280 High School and not remotely. In emergency or unique situations, remote work may be approved on a temporary basis by the School Director. When working remotely is approved, employees will still be expected to record time accurately and to maintain prompt and frequent communications with students, families, school leaders, and team members. Approval to temporarily work remotely does not exempt an employee from a requirement to report to the office in specific and unique situations.

COVID Health Precautions

The health of 5280's employees, students, and community is of paramount concern at all times, but particularly during the unprecedented COVID-19 outbreak. 5280 will be closely monitoring the ever-evolving federal, state, and local responses to the outbreak in order to formulate policies that will ensure that a healthy and safe environment is preserved for all staff and students. Employees will be promptly notified as these precautions are implemented and/or amended.

5280 CONTACT LIST

School Mailing/Billing Address:

1200 W Mississippi Ave
Denver, CO 80223

Executive Director:

Melissa Mouton, MD, MPH
melissa.mouton@5280highschool.org
303-525-2771 (cell)

School Director:

Kyle Kirby
kyle.kirby@5280highschool.org
720-470-3132 (cell)

Outside Contacts of Interest

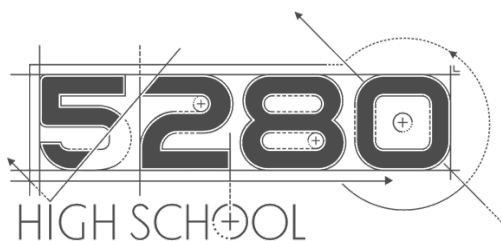
Colorado Public Employees' Retirement Association (PERA)

You can reach PERA by phone, at 1-800-759-7372. The website address is www.copera.org.

PERA has a regional office in Denver where you can meet one to one with a retirement program specialist. The office address is 1301 Pennsylvania St, Denver, CO 80203.

PERA also has publications on its website that we would recommend if you are seeking more information on retirement programs or more information.

EXHIBIT "A"



CARDHOLDER USER AGREEMENT

You are being entrusted with a 5280 High School purchasing debit card, issued by First Bank. The card is provided to you based on your need to purchase materials for 5280. Your signature below indicates that you have read and will comply with the terms of this agreement.

1. I understand that I will be making financial commitments on behalf of 5280 and will strive to obtain the best value for 5280. I will ensure vendors apply all applicable tax-exemption to my purchases.
2. I have read and will follow the Purchasing Card Policies and Procedures. Failure to do so could be considered as misappropriation of 5280 funds. Failure to comply with this Agreement may result in revocation of my use privileges.
3. I understand that my purchasing card is not to be used for personal purchases for myself or others. Using the card for personal charges could be considered misappropriation of 5280 funds. Should I accidentally use this account for a personal purchase, I will promptly reimburse 5280 in full for any expense incurred.
4. The Purchasing Card is issued in my name. I will not allow any other person to use the card. I am considered responsible for any and all charges against the card.
5. The Purchasing Card is company property. As such, I understand that I may be periodically required to comply with internal control procedures designed to protect 5280 assets.
6. If the card is lost or stolen, I will immediately notify First Bank by telephone at 303-237-5000 and the School Director.
7. I will submit a monthly spending report, which will report all purchasing activity during the statement period, which the School Director will review and compare to monthly report from First Bank. Since I am responsible for all charges (but not for payment) on the card, I will reconcile the statement on a monthly basis and resolve any discrepancies by either contacting the supplier or First Bank.
8. I agree to surrender the Purchasing Card immediately upon termination of employment, whether for retirement, voluntary, or involuntary reasons.

Employee Signature

Date

Employee Name (Print)

2022-2023 EMPLOYEE HANDBOOK ACKNOWLEDGMENT AND RECEIPT

ALL EMPLOYEES MUST READ THIS EMPLOYEE HANDBOOK AND FILL OUT AND RETURN THIS PORTION TO THE SCHOOL DIRECTOR WITHIN ONE WEEK OF RECEIPT.

I have received a copy of 5280'S 2022-2023 Employee Handbook. I have carefully read and understand its contents and agree to follow the policies stated therein. I agree that the School and I both have the right to terminate my employment at any time, with or without notice, and with or without cause. I further understand that transfers, demotions, suspensions, employee discipline, and changes in the terms and conditions of employment may be administered at the sole and absolute discretion of the School. I understand that I am an at-will employee. I understand that these conditions of my employment may not be modified orally and may only be modified in a writing signed by the Executive Director and me.

I understand that nothing in the Handbook is intended, nor should be construed, as a limitation of my right and the School's right to terminate the employment relationship at any time, with or without notice, and with or without cause, or the School's absolute right to transfer, demote, suspend, administer discipline, and change the terms and conditions of employment at its sole discretion. I understand that nothing in the Handbook is intended, nor should be construed, to create an implied or express contract of employment contrary to this express at-will agreement or to the School's absolute right to transfer, demote, suspend, administer discipline, and change the terms and conditions of employment at its sole discretion. I understand that the School reserves the right to depart from and modify the policies stated in the Handbook at its sole discretion, with the exception of my at-will status and the School's absolute right to transfer, demote, suspend, administer discipline, and change the terms and conditions of employment. Other than my at-will employment agreement, the foregoing constitutes the entire terms of the agreement between me and the School regarding the duration and at-will nature of my employment and the School's absolute right to transfer, demote, suspend, administer discipline, and change the terms and conditions of employment at its sole discretion.

Employee Signature

Date

Employee Name (Print)