



2018 – 2019 Employee Handbook

Legacy the School of Sport Sciences personnel procedures and job-related information for employees

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Executive Director

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2018 – 2019 Board of Directors and Advisory Committee

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DISCLAIMER:

Employment with legacy school of sport sciences (legacy) is on an “at-will” basis. This means that employment with legacy school of sport science is voluntarily entered into, and the employee is free to resign at will, at any time, with or without notice or cause. Similarly, legacy school of sport sciences may terminate the employment relationship at will, at any time, with or without notice or cause.

This handbook is not an employment contract and shall not be construed to guarantee employment for any specific duration. Nothing contained in this handbook, or any written or oral statement contradicting, modifying, interpreting, explaining, or clarifying any provision of this handbook is intended to create, or shall create, any express or implied contractual obligations that are binding upon either legacy school of sport sciences or the employee. Only the board of directors and/or the executive director has the authority to alter an employee’s at-will status or to enter into any employment contract for a definite period of time. Any such agreement altering any employee’s at-will status must be in writing and signed by the executive director.

Legacy school of sport sciences has prepared this handbook to summarize many of legacy’s policies, procedures, and benefit programs. No handbook can anticipate every circumstance or question about policy. Legacy school of sport sciences reserves the right to revise, add to, or delete any policies or portion of this handbook at any time as it deems appropriate, in its sole and absolute discretion, with or without prior notice to employees. This handbook replaces any prior written and oral communications about the subjects contained in it.

This handbook is designed to be in legacy the school of sport sciences board policy. If there is a conflict between board policy and any provision of this handbook, the policy/provision that was most recently adopted by the board of trustees will be followed.

Employee Handbook Acknowledgement

I acknowledge that Legacy the School of Sport Sciences Employee Handbook does not create an employment contract or otherwise modify my at-will employment status. I understand that no one has the authority to alter an employee's at-will status, or guarantee an employee's employment for a specific period, unless it is approved by the Board of Directors, in writing, and is signed by both myself and the Chair of the Board of Directors.

I understand that Legacy the School of Sport Sciences may amend or withdraw any or all portions of this handbook at any time. I understand that it is my responsibility to comply with the provisions in this handbook, including any revisions, and that failure to comply may lead to disciplinary action. I further acknowledge that any revised information may supersede, modify, or eliminate existing provisions within this handbook. The information contained in this Employee Handbook is important. I acknowledge that I should consult with my supervisor or Human Resources if I have a question regarding the content or that is not answered in this handbook. By remaining employed by Legacy the School of Sport Sciences, I accept and hereby agree to any changes or modifications to this handbook.

I acknowledge that I have read this handbook and agree to read any amendments of the handbook. I understand that I am required to sign and date this Employee Handbook Acknowledgement and return it to Human Resources. I understand a copy of this form will be retained in my personnel file.

Signature of Employee

Date

Print Employee's Name

Introduction

Welcome to Legacy the School of Sport Sciences!

We are very happy you have joined Legacy the School of Sport Sciences (Legacy) team and family. We hope that your tenure with us will prove to be a satisfying and rewarding journey. Our employees are our most valuable strength in service to our students, families and community. As such it is our goal to provide, empowering work environment and to support our team and family so that we can work to our highest capacity.

The purpose of this handbook is to provide information that will help with questions and pave the way for a successful year. The policies and procedures in this handbook are to serve as guidelines. Not all district policies and procedures are included.

This handbook is neither a contract nor intended to alter the at-will status of noncontract employees in any way. Rather it is a guide to and a brief explanation of district policies and procedures related to employment. These policies and procedures can change at any time; these changes shall supersede any handbook provisions that are compatible with the change. Violation of any provision within this handbook may lead to disciplinary action up to and including discharge of employment.

Questions regarding this handbook or any of the policies/procedures should be directed to your supervisor or Human Resources.

The Legacy Tale

Legacy the School of Sport Sciences is the first uniquely developed proposed open enrollment charter school that is designed to prepare students to meet their college and professional goals academically, athletically and professionally, by focusing on the business within athletics. This thematic focus will be applied in context that make connections between schools, community, work and the global enterprise. Legacy proposes to partner with higher education institutions and industry experts to expose students to four athletic career paths: coaching, athletic administration, sports medicine, and or sports media.

Legacy strives to inspire and develop the highest potential in every one of our students. Legacy employees behave by building relationships with those around us through supporting each other, setting high expectations for ourselves and those around us and showing passion by being fanatical about our craft.

Legacy the School of Sport Sciences will succeed by providing diverse academic and life experiences for students, being involved in community groups and activities and providing resources to ensure staff effectiveness.

Mission Statement

The mission of Legacy is to provide a rigorous, well-balanced college preparatory program that focuses on educational experiences through the use of thematic, work-based curriculum for academics, athletics, and professions within athletics.

Vision Statement

The vision of Legacy is to educate and inspire gifted and talented students through their interest of careers in athletics, while maintaining a focus on academic, social, and personal growth.

Employment

Equal Employment Opportunity

Legacy the School of Sport Sciences does not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, disability, military status, genetic information or on any other basis prohibited by law. Employment decisions will be made on the basis of each applicant's job qualifications, experience and abilities.

Accuracy of Information

Legacy relies upon the accuracy of information contained in the employment application, as well as the accuracy of other information provided throughout the hiring process and employment. Employees are expected to provide truthful and accurate information in connection with their employment at Legacy.

Any falsification or misrepresentation in connection with application materials, or during employment, is a serious offense and may lead to discharge of employment or non-selection of an applicant.

Certifications and Licenses

Professional employees whose positions require SBEC certification or professional license are responsible for taking actions to ensure their credentials do not lapse. Employees must submit documentation that they have passed the required certification exam and/or obtained or renewed their credentials to Human Resources.

Employment may be terminated if an individual does not have valid certification or fails to fulfill the requirements necessary to renew or extend a temporary certificate, emergency certificate, probationary certificate or permit. Employment may also be terminated if SBEC suspends or revokes certification because of an individual's failure to comply with criminal history background checks. Contact Human Resources if you have any questions regarding certification or licensure requirements.

Employment Application and Other Forms

New employees are asked to complete the following forms:

1. EMPLOYMENT APPLICATION
2. BACKGROUND AUTHORIZATION
3. PRE-EMPLOYMENT AFFIDAVIT
4. DIRECT DEPOSIT SIGN UP
5. FORM W4
6. EMERGENCY CONTACTS FORM
7. EEO SURVEY
8. PUBLIC ACCESS INFORMATION FORM
9. SSA-1945
10. STATEMENT OF CONFIDENTIALITY
11. COMPLIANCE RECORD FOR STATE CONFLICT OF INTEREST STANDARDS
12. TEACHER RETIREMENT SYSTEM OF TEXAS FORM
13. EMPLOYEE HANDBOOK ACKNOWLEDGMENT
14. WAGE DEDUCTION AUTHORIZATION AGREEMENT
15. SUBSTANCE ABUSE POLICY
16. SEXUAL HARRASMENT POLICY

Current employees may be required to update or execute any of the above forms. Any employee who fails or refuses to complete the above forms or to provide Legacy with requested documentation may be subject to discipline, up to and including termination of employment.

Criminal Background Checks

Legacy must check the criminal history of each person who intends to serve in the following areas: as an employee in any capacity, as a contractor who will have direct contact with students and any person who files, in writing, an intention to serve as a volunteer. Such checks will be conducted through the form of fingerprinting, with the exception of volunteers, for whom name-based checks will be required. Each individual serving or expected to serve in the roles above will be expected to comply and submit the necessary information for the background check.

Employee Arrests and Convictions

An employee must notify his or her principal or immediate supervisor and Human Resources in writing within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of any felony, and any of the other offenses listed below:

- Crimes involving school property or funds
- Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator
- Crimes that occur wholly or in part on school property or at a school-sponsored activity
- Crimes involving moral turpitude

Moral turpitude includes the following:

- Dishonesty
- Fraud
- Deceit
- Theft
- Misrepresentation
- Deliberate violence
- Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor
- Crimes involving any felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance
- Felonies involving driving while intoxicated (DWI)
- Acts constituting abuse or neglect under the SBEC rules

The District is authorized to and will periodically obtain updated criminal history information regarding current employees. If an educator is arrested or criminally charged, the Executive Director is also required to report the educator's criminal history to the Division of Investigations at TEA.

New Employee Orientation

During the first few weeks of employment, an employee must attend an orientation that will include the following areas:

- Human resources review;
- Campus tour;

- Receipt of credentials necessary for facility, access keys and other materials as appropriate;
- System logins and technology equipment.

Legacy the School of Sport Sciences Office Hours

Standard hours of operation in the Administrative Office areas are from 7:30 a.m. until 4:30 p.m. Students are in session from 7:00 a.m. until 4:55 p.m.

Regular Work Hours

Legacy has a standard workweek of 40 hours per week, excluding time off for lunch or other personal breaks. Scheduled hours for employees vary from department to department.

A full-time, non-exempt employees generally work a Monday through Friday schedule of 40 hours divided into five (5) eight-hour workdays, unless a different schedule is approved in writing by the employee's principal/department administrator and the Executive Director.

Exempt employees are expected to work the hours necessary to complete their assigned work to the satisfaction of their supervisor without regard to scheduled hours and without expectation of additional compensation.

Part-time employees are staff members who regularly work fewer than 49% of employment. Part-time and seasonal employees are not eligible to participate in or receive benefits. Part-time employees do not receive leave days or paid holidays. Part-time employees only receive compensation for hours worked.

Attendance

Legacy employees are expected to be reliable and punctual in reporting to work each scheduled day. If an employee will be late to work or is unable to work as scheduled, the employees should notify his or her supervisor in advance as soon as possible. There will be no approval of absences (personal or vacation) during the 90 day probation period of new hires, unless approved by the Executive Director.

Legacy recognizes there will be occasions when an illness or other personal event may result in an unscheduled absence. As such, Legacy the School of Sport Sciences has a leave policy.

Poor attendance and/or repeated tardiness is disruptive to the operations of Legacy and may lead to disciplinary action, up to and including discharge of employment.

Employee Absences

When it is necessary for an employee to be absent, the procedures listed below must be followed:

1. Employee is expected to report anticipated absences to his/her principal/department administrator as soon as possible.
2. Employee must contact his/her principal/department administrator to report an absence no later than 8:00 p.m. of the preceding day. If this is not possible, notification must be made to his/her principal/supervisor before 6:00 a.m. on the day of the absence. Leaving messages on the voice mail or with other employees is not acceptable.

- a. Upon returning to work, the employee must clock in and complete an Absence Request through the designated time clock system along with appropriate documentation that may be related to the absence or;
- b. As soon as the employee is aware of absence, the employee can request time off using the designated time clock system app via personal computer or cell phone and upload the appropriate documentation that may be related to the absence.

A careful record of absenteeism and tardiness is kept by Human Resources and becomes part of an employee's personnel record. To the extent permitted by law, absenteeism and tardiness lessens an employee's chance for advancement and may result in discharge of employment.

Voluntary Resignation and Job Abandonment

An employee who voluntarily resigns his or her employment without notice, or who fails to report to work without notice to or without approval from his or her supervisor, may be considered to have voluntarily terminated employment with Legacy the School of Sport Sciences. Failure to give notice may be considered job abandonment. An employee who has not reported to work and has not given notice of absence for three (3) days will be considered to have resigned.

Substitute Teacher Folder

Classroom teachers are required to have a substitute folder readily accessible. This folder will be kept in the teachers classroom at all times and updated as needed. The folder should contain the following at all times:

- Lesson plans;
- Alternative activities, if needed;
- Seating charts – if applicable;
- Class rosters;
- Discipline plan;
- Fire drill and disaster routes;
- Name and room number of a staff member to answer questions;
- Names of helpful students; and
- Special instructions unique to classroom teacher's location or subject area.

Attendance and Absences

Leave Policy and Procedures

Each employee working for a full school year receives seven (7) days of leave each year, this is to cover personal and sick days. This personal leave may not accumulate from year to year. Each person regularly employed for a partial year shall earn personal leave prorated based on the first day of employment, up to the maximum of seven (7) workdays per year.

If an employee reaches a balance of less than two (2) days during the school year, the employee will receive a Notice of Personal Leave Balance letter. If an employee is absent in excess of their accumulated personal leave balance, the employee will receive a Letter of Attendance Standard Expectations. Continued violation of attendance standards and excessive absenteeism could result in discharge of employment.

It is the policy of Legacy to provide opportunities for employees to take leave under appropriate conditions. Legacy recognizes a variety of circumstances where leave may be appropriate. An employee who qualifies for leave must follow the procedures below:

To request a leave of absence, the employee must submit an Absence Request through the designated time clock system to his/her principal/department administrator that provides the appropriate information that may include:

1. The type of leave that is being requested;
2. The period requested
3. When appropriate (e.g. Sick Leave, Family Medical Leave, Disability Leave) a written statement from an attending physician on official letterhead outlining the nature of the illness and anticipated recovery time;
4. Adoption documents from the appropriate Adoption Agency; and
5. Official Military Duty assignment documents.

The request for leave is to be submitted to the principal/department administrator at least three (3) days before the date the leave is requested. In the event circumstances will not permit a leave request three (3) days in advance, the request must be made as soon as feasible. No action will be taken until documentation for Absence Request has been submitted. If you do not comply with school policies and procedures for absence notification or for leave requests, you will not be paid for those days of absence even if you have leave available.

Please note that all requests must be in writing; no verbal requests or mentioning of an Absence Request in casual conversation will be accepted. Employees may not use personal leave on the first day or last day of school, the day immediately before or after a holiday, during professional development days or during state or local testing periods. An employee will be docked the daily rate of pay for leave taken on these days. Any and all exceptions to this rule must be submitted through the designated time clock system and approved by the Executive Director

An absence from duty request that has been denied may be appealed in accordance with Legacy's Grievance Policy and Procedures. Local personal leave days may not be combined with school holidays.

Leave Terms and Conditions

Medical Release

An employee's request to work shall be accompanied by written medical certification of the employee's ability to perform essential job functions immediately upon return to duty. This certification must be provided to the principal/department administrator and Human Resources before the first day of returning to work. An employee cannot provide a certificate on the same day that he or she returns to work.

Failure to Return to Work

An employee's failure to return from maximum available long-term leave may result in his or her discharge of employment.

Employee Reinstatement

All employees of Legacy are subject to assignment by the Executive Director. Therefore, an employee returning from any type of absence or leave may be assigned to a different position, just as an employee not on leave. However, when possible to meet the educational needs of Legacy's students, efforts shall be made to return the employee to the same position held by the employee before the leave. If the educational needs of Legacy do not allow such an assignment, a suitable assignment will be made subject to availability. Legacy shall meet return to work provisions found in the various leave laws. The employee's pay and benefits shall resume or continue as specified in the policy under which the employee's leave was granted. An employee returning from leave shall be entitled to return no later than the start of the next school year after making a written request to Legacy to return. An employee's reinstatement may be delayed until the start of the next school year if the employee's leave ends within the last reporting period or within the last six (6) weeks of school.

Restricted Duty

If a physician recommends restricted duty, the Executive Director may approve the employee's return to duty subject to the availability of a position allowing designated restrictions. An employee assigned to restricted duty who refuses to accept the assignment may be subject to termination of his or her employment.

Availability

Should the employee cease to be employed by Legacy before the end of his or her contract year, leave earned will be prorated based on actual days employed. Any leave days used but not earned shall be deducted from the employee's final paycheck. Employees who resign shall forfeit all local personal days.

Donation of Leave

Employees may not donate unused leave to another employee.

Types of Leaves and Absences

Family or Medical Leave Act (FMLA)

Eligible employees may take up to twelve (12) weeks of unpaid, job protected leave in a 12-month period for specified family and medical reasons. Employees are eligible if they have worked for at least 1,250 hours in the past 12 months for the school. Employees may take this leave for the following reasons: birth of a child, placement or care of a foster child, care for a child, spouse, or parent with a serious medical condition or for your own serious health condition that prohibits you to perform our duties at Legacy the School of Sport Sciences. Leave is unpaid, but an employee may use remaining paid leave days that are available at the time of request. Employees may request intermittent leave or reduced schedule to care for a family member or their own serious health condition. Please provide thirty days advanced notice, or as much notice as possible. Medical certification is required before employee leave begins; periodic reports and statements of intent to return to work may be requested by his/her principal/department administrator as well as a medical certification to return to work after the leave has been completed. Benefits will remain the same up to the twelve weeks, after which, employees may purchase continuing coverage through the COBRA rules.

Immediate Family -- for family leave, the term "immediate family" includes:

1. Spouse or partner;
2. Son or daughter, including a biological, adopted or foster child; a stepchild; a legal ward; or a child for whom the employee stand *in loco parentis*;
3. Parent, step-parent, parent-in-law, or other individual who stands *in loco parentis* to the employee;
4. Sibling, step-sibling, sibling-in-law, son-in-law or daughter-in-law;
5. Grandparent and grandchild; and
6. Any person who may be residing in the employee's household at the time of illness or death if such person is treated by the employee as a member of the employee's family.

Personal Leave

Days taken as "personal leave" must be requested a minimum of three days in advance. Employees may not use personal leave immediately before or after a holiday, during professional development days, or during state and local testing periods. The effect of the employee's absence on the educational program or department operations,

as well as the availability of substitute teachers, will be considered by the principal/department administrator. School administration will always try to honor timely requests for personal leave that comply with policy requirements, but an employee's principal/department administrator may deny the absence request if absences among other staff (bad weather, professional development, illness) would affect the efficient and effective operation of the campus or department.

All employees will be governed by the following conditions:

1. Accept seven (7) days of personal leave benefits with the understanding that your performance evaluation and salary increases will include a review of your attendance record during each scholastic year.
2. Accept the condition that no payment will be received for personal leave taken beyond the annual seven (7) days of personal/sick leave benefit.

Sick Leave

Sick leave is part of the seven (7) personal days of leave earned each year. It can only be used in half and full day increments. Sick leave may be used for the following reasons:

- Employee and immediate family sickness
- Employee and immediate family doctor appointments

Two (2) Hour Leave

This leave type is to be used on an infrequent, exception only basis. It can only be used in two hours or less timeframes. This leave requires an employee to find a replacement or any of their duties and prior approval from their principal/department administrator. Such leave will be documented and deducted if 39.5 hours are not met weekly.

Adoption Leave – Employees qualifying for FMLA leave are permitted 12 calendar weeks of adoption leave following the adoption of a child. Employees not qualifying for FFMLA, but rather for temporary disability only, are permitted six (6) calendar weeks of leave following the adoption of a child.

Temporary Disability Leave – The maximum length of temporary disability leave for auxiliary personnel shall be 60 calendar days. The maximum length of temporary disability leave for all other employees' shall be 180 calendar days. Recertification is required at 30-day intervals. Temporary disability leave shall run concurrently with FMLA and/or workers' compensation. If a temporary disability is foreseen, then the request for temporary disability leave must be completed 30 days in advance. If the temporary disability is unforeseen, then the request must be submitted as soon as possible. If an employee does not return to work after 12 weeks of FMLA leave all benefits will be terminated. Employees may continue to participate in Legacy's group insurance programs during their twelve weeks of leave but must pay their portion of those benefits.

Jury Duty – An employee shall be granted leave with pay and without loss of accumulated leave for jury duty. The employee shall be required to present documentation of service and shall be allowed to retain any compensation for this service. An employee who is subpoenaed to appear before a court shall be required to present documentation and shall not be required to use local personal leave.

Other Court Appearances – Absences for court appearances related to an employee's local personal business shall be deducted from the employee's local personal leave; or if accrued leave time is not available, shall be taken by the employee as leave without pay.

Bereavement Leave

If a full-time employee experiences the death of an immediate family member, Legacy will provide up to three (3) days of paid time. The days are to be considered as bereavement leave days. An employee may request to use additional vacation or local personal paid leave time if the employee has such leave available. An immediate family member is defined as follows:

1. Spouse or partner
2. Son or daughter, including biological, adopted, or foster child; a stepchild; a legal ward; or a child for whom the employee stand *in loco parentis*;
3. Parent, step-parent, parent-in-law, or other individual who stands *in loco parentis* to the employee;
4. Sibling, step-sibling, sibling-in-law, son-in-law, or daughter-in-law;
5. Grandparent and grandchild; and
6. Any person who may be residing in the employee’s household at the time of illness or death if such person is treated by the employee as a member of the employee’s family.

Military Leave of Absence

Legacy is committed to protecting the employment rights of employees serving in the uniformed services who must be absent due to military leave. Legacy will comply with applicable state and federal laws regarding an employee’s absence due to service in the uniformed services.

For an immediate family member, employees will receive up to three (3) days of paid leave.

Maternity

Maternity leave is for those employee that will be out for an extended time due to the birth or adoption of a child. Employees can receive up to six weeks of non-paid maternity leave, unless they opt to use any available paid time off days.

Compensatory Time

Employees may not use compensatory time.

Staff Development

Employees requiring leave to attend training must have approval in advance.

Other Absences – Any other leaves granted or days of absence shall result in a deduction of the daily rate of pay for each day of absence unless otherwise provided.

Holidays– See School Calendar

Please reference the duty calendar for the days that employees are required to attend. Legacy will be closed during the following recognized holidays and school breaks:

Labor Day	September 3, 2018
Fall Holiday	October 8, 2018
Thanksgiving Day	November 19, 2018 – November 23, 2018
Winter Break	December 19, 2018 – January 4, 2019
Dr. Martin Luther King Day	January 21, 2019
Spring Break	March 11, 2019 – March 15, 2019
Memorial Day	May 27, 2019

Vacation Leave

Legacy provides vacation leave to all eligible employees and requires employees to plan for its use in advance.

Accumulation

Eligible employees will be given vacation time at the beginning of the school year based on the following schedule. If an employee terminates during the school year, all leave will be prorated based on the actual days worked.

- One (1) week paid vacation after employment.
- Two (2) weeks paid vacation after the first 12 months of employment.
- Three (3) weeks paid vacation after five (5) years of employment.
- Four (4) weeks paid vacation after ten (10) years of employment.

For new employees, vacation leave will be prorated based on the actual number of days worked.

Employees may accrue a maximum of 25 vacation days and only three (3) days can be carried over to the next school year.

Requests for Use of Vacation Leave

Requests for vacation leave should be submitted to the principal/department administrator at least two (2) weeks in advance. In the event, circumstances will not permit a vacation request at least two weeks in advance, the request must be made as soon as feasible. Requests are approved at the discretion of the principal/department administrator.

When possible, requests for vacation will be granted as requested by employees. However, employees must bear in mind that operating the school requires adequate number of trained staff at all times. To maintain quality education services, knowledgeable employees must be in key areas whenever the school is open. This must be kept in mind when scheduling vacations and this can mean that a request for vacation will be denied if it would cause insufficient staffing of the school. To request vacation leave, the employee must submit a completed Absence Request in the designated time clock system.

Compensation of Unused Vacation Leave

Employees will not be paid for unused vacation leave except at the time of discharge/resignation of employment.

When an official holiday occurs during a vacation, that day is not charged against vacation time. Sickness during vacation may be taken as personal days if verified by a doctor's certificate.

Forfeited Vacation Days

More than three (3) available vacation days not taken within the year starting with the anniversary date and ending at the end of the school year will be forfeited.

Vacation time is important, and staff certainly earn and deserve the vacation time coming to them. Requests for vacation time will be honored but must be balanced against adequately staffing the school to serve the public best.

Please note that all requests for vacation must be in writing; no verbal requests or mentioning of a vacation in casual conversation will be accepted.

Benefits

Health and Supplemental Insurance

Medical insurance benefits are available to all employees during the annual open enrollment period and during the first 30 days of employment. Supplemental benefits are available to all new employees. These benefits include participation in group dental, vision and other voluntary plans.

Legacy will contribute at least 50% towards the cost of the coverage for medical insurance for all full time employees. However, all employees must pay the remaining cost of medical insurance benefits. Other supplemental benefits are available to all full time employees at the employee's expense.

Cobra

Legacy School of Sport Sciences will notify employees of their potential rights under COBRA upon separation from employment with the school.

Texas Teacher Retirement System (TRS)

Employment that makes one eligible for membership in TRS is:

- Regular employment in a public, state-supported educational institution in Texas that is expected to last for a period of four and one-half months or more;
- For one-half or more of the standard full-time workload; and
- With compensation paid at a rate comparable to the rate of compensation for other persons employed in similar positions.

An employee of a public, state-supported educational institution in Texas meets these requirements if the member's customary employment is for 20 hours or more each week and for four and one-half months or more in one school year. Full-time service is employment that is usually 40 clock hours per week. If the TRS-covered employer has established a lesser requirement for full-time employment for certain positions, full-time service includes employment in those positions. In no event may fulltime employment require less than 30 hours per week.

All new TRS Eligible employees are eligible for benefits on the first day of the month following the first day worked, or the date they become eligible for benefits. At no time will employees be eligible for coverage before the first day worked by the employee. If an employee does not enroll within 31 days of eligibility, that employee will be eligible to enroll during the next open enrollment opportunity.

All regular employees of the public education system in Texas (employed for four and one-half months or more, for one-half time or more of the standard full-time workload, and paid at a rate comparable to other persons employed by that employer in similar positions) must participate in TRS, unless an exception to TRS membership applies.

The exceptions to TRS membership include but are not limited to:

- A substitute, as defined by TRS Rules (To be considered a substitute, the individual must be serving in a position currently held by another employee and paid at a rate of pay that does not exceed the rate for substitute work established by the employer.);
- A person employed on a temporary (less than four and one-half months), part-time (less than one-half time), seasonal, or on an irregular basis.

Substitutes not receiving TRS service retirement benefits that work at least 90 days a year may also be eligible for TRS membership and to purchase one year of creditable service. TRS provides members with an annual statement of their accounts showing all deposits and the total account balance for the year ending August 31, as well as an estimate of their retirement benefits.

Legacy the School of Sport Sciences will make all required contributions for employees eligible for TRS benefits on a timely basis. Individuals who are planning retirement and retirees who are considering employment after retirement should contact the Legacy's HR Department for the current administrative procedure.

Employees can contact TRS by calling 800-223-8778 or 512-542-6400. TRS information is also available on the web at www.trs.state.tx.us.

Employees who plan to retire under TRS should notify the HR Team as soon as possible.

Unemployment Compensation Insurance

Employees who have been laid off or terminated through no fault of their own may be eligible for unemployment compensation benefits. Employees are not eligible to collect unemployment benefits during regularly scheduled breaks in the school year or the summer months if they have employment contracts or reasonable assurance of returning to service.

Workers' Compensation Insurance

Workers' Compensation insurance covers employees of Legacy should they sustain an injury that arises out of and in the course and scope of employment of which compensation is payable under the application sections of the Texas Labor Code, Division of Workers' Compensation rules and law. Legacy has established an Employee Injury Benefit Plan, which is intended to conform to the requirements for an employee welfare benefit plan under the Employee Retirement Income Security Act of 1974, as amended ("ERISA"). Legacy has coverage for its employees under the Texas Workers' Compensation Act and has established a separate employee injury benefit plan.

Employees injured on the job, even a slight injury, must immediately complete an incident report with the athletic trainer. The incident report should immediately be delivered to Human Resources to allow the school to stay in compliance with worker's compensation laws. If medical attention is required, the employee will be directed to go to a medical facility/provider that accepts Workers' Compensation. The medical facility/provider will call the Business Office for the employee's work location before treatment to verify that the injury/illness is job-related; therefore, it is imperative that Human Resources is promptly notified. The doctor's bill and medical expenses will be paid for job-related injuries. If an employee is injured, he/she has responsibilities, including but not limited to, the following:

- Complete an injury report with the athletic trainer;
- Seek medical treatment, if necessary;
- Ensure Human Resources receives a copy of the medical statement; and
- Keep the principal/department administrator and Human Resources informed of status of the injury.

When returning to work, the employee must have a Return-to-Duty Release Form from his/her doctor and must provide this release to Human Resources. Human Resources will review the medical release with the Executive Director to determine if the return is permitted. The employee will not be allowed to work until clearance is approved.

If an injured employee is out for more than nine (9) calendar days due to the injury, the employee must contact Human Resources regarding Absence from Duty options. Employees who have questions concerning their rights or responsibilities under Workers' Compensation should contact Human Resources. Employees who are unable to work because of work-related injury will be notified of their rights and responsibilities under Texas Labor Code.

An employee absent from duty because of a job-related illness or injury may be eligible for worker's compensation weekly income benefits if the absence exceeds five (5) calendar days. An employee receiving workers' compensation wage benefits for a job-related illness or injury may choose to use personal leave or any other paid leave benefits. An employee choosing to use paid leave will not receive workers' compensation weekly income benefits until all paid leave is exhausted or to the extent that paid leave does not equal the pre-illness or injury wage. If the use of paid leave is not elected, then the employee will receive only workers' compensation wage benefits for any absence resulting from a work-related illness or injury, which may not equal his or her pre-illness or pre-injury wage.

HIPAA

The Health Insurance Portability and Accountability Act of 1996 ("HIPAA") established rules for protecting individual Personal Health Information ("PHI"). HIPAA provides individuals certain rights regarding their PHI, and requires employers and other individuals to adhere to restrictions on how PHI is disclosed. Every employee should respect the rights of others and only disclose PHI about themselves and others to those with a need to know. Disclosure of PHI without the written approval of the individual is a violation of federal law.

Occupational Safety and Health Administration ("OSHA")

Legacy strives to reduce dangers to health and safety by creating and maintaining improved working conditions, free from recognized hazards that might cause serious physical injury. In accordance with the Occupational Safety and Health Act ("OSHA"), Legacy maintains a log of all occupational injuries and illnesses, and asks that employees report such injuries and illnesses within 48 hours so that Legacy may report these occurrences within a lawful period of time to the nearest OSHA office.

As employees of Legacy:

- You have the right to notify Legacy or OSHA about workplace hazards. You may ask OSHA to keep your name confidential.
- You have the right to request an OSHA inspection if you believe that there are unsafe and unhealthful conditions in your workplace. You or your representative may participate in that inspection.
- You can file a complaint with OSHA within 30 days of retaliation or discrimination by Legacy for making safety and health complaints, or for exercising your rights under the OSHA Act.
- You have a right to see OSHA citations issued to Legacy. Legacy must post the citations at or near the place of the alleged violation.
- Legacy must correct workplace hazards by the date indicated on the citation, and must certify that these hazards have been reduced or eliminated.
- You have the right to copies of your medical records and records of your exposures to toxic and harmful substances or conditions.
- Legacy must post this notice in your workplace.
- You must comply with all occupational safety and health standards issued under the OSHA Act that apply to your own actions and conduct on the job.

As your employer:

- Legacy the School of Sport Sciences must furnish all employees a place of employment free from recognized hazards.
- Legacy must comply with the occupational safety and health standards issued under OSHA.

If you would like more information regarding your OSHA rights or additional information, visit www.osha.gov or call 1-800-321-OSHA.

Compensation

Salaries and Wages

All Legacy positions are classified as either exempt or nonexempt according to federal law. Professional employees and academic administrators are generally classified as exempt and are paid on a salary basis regardless of the number of hours worked. Exempt employees are not entitled to overtime compensation. Employees classified as nonexempt are paid a salary based on an hourly wage. Nonexempt employees are not allowed to work beyond 40 hours within a work week. If nonexempt employees are approved by the Executive Director to work beyond 40 hours a week, they will receive overtime pay at time and half. The workweek is defined as Monday through Sunday.

Payroll

Employees are compensated based upon a Board-approved salary schedule that may be amended by the Board from time to time. All employees of Legacy participate in the Texas Teacher Retirement System instead of paying into the Social Security retirement system. However, Medicare contributions remain a deduction each pay period.

Payroll occurs on a semi-monthly basis and is distributed to all employees on the 10th and the 25th of each month. Paid salary begins on the date defined in the Offer Letter and continues until a salary amendment has been approved by the Board of Directors unless an employee is terminated or resigns.

Employees absent due to an illness on either payroll check date will receive their employee checks through direct deposit. If an employee designates someone to pick up his or her payroll check, the designated person must bring a hand-written letter with the employee's signature along with the designee's picture identification. The identification must either be a driver's license or Department of Public Safety identification card.

Direct Deposit

Direct deposit is Legacy's preferred method of payment for all employees paid by Legacy. Direct deposit enables Legacy to facilitate the distribution of pay to employees in a safe, secure and timely manner. To enroll in direct deposit, an employee must complete the required paperwork with Human Resources.

Mistake in Payroll or Expense Reimbursement

Employees are required to immediately notify their principal/department administrator in the event of a suspected mistake in their payroll or expense reimbursement. Failure to report an overpayment in payroll or an expense reimbursement may result in disciplinary action. Correction pay will be paid on the next payday following the date of the discovery of error.

Hours Worked: Exempt Employees

All exempt employees who are compensated on a salary rather than hourly bases are paid their salary for all hours worked during the work week, regardless of the actual number of hours worked.

Hours Worked: Non-Exempt Employees

Non-exempt employees will be paid at the rate of 1.5 times their regularly hourly rate of pay for all time worked in excess of 40 hours in any one workweek. Overtime is never at the employee's discretion. An employee may work overtime only after receiving authorization from the employee's supervisor and the Executive Director. Working overtime without prior authorization may result in disciplinary action.

A non-exempt employee is never permitted to work “off the clock.” While all hours will be compensated appropriately, an employee’s failure to report hours accurately whether too low or too high is cause for disciplinary action. Employees should immediately report to the Business Office any effort by the principal/department administrator to participate, encourage or even permit an employee to work “off the clock” in violation of this overtime provision.

Attendance Records

Employee attendance records must be kept complete and accurate. They are maintained by the Business Office. Attendance records are subject to unannounced reviews to ensure proper use. Falsification of time records is a serious offense and may lead to disciplinary action, up to and including termination of employment.

Travel Expense Reimbursements

Before an employee incurs travel expenses related to Legacy business, the employee must submit a travel request form for approval of the principal/department administrator. Mileage for the use of an employee’s personal car will be reimbursed at the rate of reimbursement approved by the Board of Directors.

Travel expenses from approved travel must be itemized and detailed on Legacy’s travel reimbursement form. Taxes and tips cannot be reimbursed with state or local school funds. To be reimbursed, all original receipts for travel expenses must be included with the reimbursement form and submitted to the employee’s principal/department administrator.

Payroll Deductions

Legacy will only deduct wages from an employee’s pay under circumstances that are allowable under state and federal law. Additionally, any wages that an employee has requested and authorized in writing will be deducted. If there is a deduction that has been made that the employee believes is in error, the employee should immediately contact the Business Office.

Non-Discrimination & Anti-Harassment

Non-Discrimination

Legacy does not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, disability, military status, sexual orientation, gender identity, genetic information, or any other class, characteristic or activity protected under state and federal law. Employment decisions will be made by each applicant’s job qualifications, experience, and abilities.

Reasonable Accommodation

In the event an employee needs to request a reasonable accommodation or a variance in Legacy’s stated policies and/or procedures due to the employee’s disability, as defined by the Americans with Disability Act, or the employee’s sincerely held religious belief, the employee should notify his or her principal/department administrator and/or the Business Office.

Anti-Harassment

Legacy is committed to creating and maintaining a work environment free of all forms of unlawful harassment. Employees are prohibited from engaging in all forms of unlawful harassment, including harassment based on race, sex, religion, national origin, disability, age, genetic information, veteran status, sexual orientation and any other protected class status.

Harassment based on any of the aforementioned protected classes may include, but is not limited to, many different types of actions: verbal (e.g., derogatory comment), physical (e.g., assault) or visual (e.g. internet materials). Sexual harassment does not have to be a sexual nature, however, and can include offensive remarks about a person's sex. Both victim and harasser can be either a woman or man, and the victim and harasser can be the same sex. The harasser can be the victim's supervisor, a supervisor in another area, a co-worker, or someone who is not an employee of Legacy.

Reporting Discrimination and/or Harassment

This section applies to both incidents of harassment and discrimination.

Employees should promptly report an incident of discrimination or harassment to the employee's immediate supervisor, human resources or executive director. The employee should not assume that witnesses to the incident will know the conduct is unwelcomed; an employee should not rely on a witness to report the conduct of the employee. Informing the harasser that the conduct is unwelcomed is not a report of harassment since the harasser may not self-report the violation to management or the Business Office.

Any supervisor/manager who receives information indicating a concern about harassment or discrimination must report it to the Business Office, even if the information comes from someone other than the target of the harassment or discrimination, or even if the person expressing the concern indicates that he/she does not wish to have the harassment or discrimination reported.

Legacy will promptly investigate any report and take appropriate remedial action. If the harassment or discrimination continues, the employee must immediately report the incident so that the matter can be reopened and addressed.

Retaliation for reporting what an employee believes to be harassing or discriminatory conduct or for participating in an investigation of alleged harassment or discrimination is prohibited. Any retaliation should be reported according to the same procedures as reporting discrimination or harassment.

Any employee engaging in any type of discrimination, harassment, and/or retaliation will be subject to disciplinary action, up to and including discharge. Any supervisor who has knowledge of such behavior yet takes no action to report it is subject to disciplinary action, up to and including discharge.

Employment Standards

Employment Standard

All employees are expected to:

- Meet established expectations of job performance;
- Comply with attendance policies;
- Be responsible in the performance of job duties;
- Be efficient;
- Respect the personal and property rights of all individuals one comes in contact with during the course of Legacy business

- Follow job instructions;
- Maintain a courteous and professional demeanor; and
- Be on time.

Employees who do not adhere to these standards are subject to disciplinary action, up to and including discharge.

Unacceptable Employee Conduct

Employees are expected to follow all laws, policies, regulations, terms and conditions of employment and directives of the school. Legacy the School of Sport Sciences expects its employees to act in a mature, professional and responsible manner. The following is a non-exclusive list of prohibited employee conduct. Employees who engage in any conduct listed below are subject to disciplinary action up to and including discharge. This is not intended to be a complete list, and it does not alter the at-will relationship between employees and the school.

- Violation of the rules affecting the health and safety of students and the efforts of to operate efficiently and effectively.
- Negligence or any careless action which endangers the life or safety of another person, or damages or destroys property of Legacy the School of Sport Sciences.
- Intoxication or under the influence of controlled substances while at work or representing Legacy the School of Sport Sciences. The use, possession or sale of a controlled substance.
- Possession of firearms, weapons or explosives on Legacy’s property, while on duty or while representing Legacy.
- Fighting or threatening violence toward anyone on school premises or when representing Legacy, including “horseplay” or provoking a fight between others.
- Insubordination or other disrespectful conduct.
- Threatening, intimidating or coercing fellow employees on or off Legacy premises, at any time for any reason.
- Engaging in an act of sabotage; willful or with negligence causing the destruction or damage of Legacy property, or the property of fellow employees, volunteers, contractors, or visits, in any manner.
- Theft of Legacy the School of Sport Sciences property or the property of fellow employees, students, contractors, or visitors.
- Unauthorized possession or removal of any school property, including documents, from the premises without prior approval from a supervisor.
- Unauthorized use of Legacy equipment or property, including using Legacy’s equipment for personal use or profit.
- Dishonesty, falsification or misrepresentation on an application for employment or other work records; falsifying reasons for leave of absence or other data requested by Legacy and/or alteration of Legacy’s records or documents.
- Breach of confidentiality of personnel or student information.
- Malicious gossip, spreading rumors or otherwise engaging in behavior designed to create discord and lack of harmony.
- Unsatisfactory performance or conduct.
- Smoking on school property.

Performance Evaluations

The job performance of all employees will be reviewed by the employee's supervisor on a regular basis. Performance evaluations are based on an employee's assigned job duties and other job-related criteria. All employees will participate in the evaluation process with their assigned supervisor at least semi-annually according to a schedule developed by the Executive Director. These evaluations provide both the employee and his or her supervisor the opportunity to discuss job performance, identify and correct areas of improvement, encourage and recognize strengths and discuss purposeful approaches for meeting goals.

Written evaluations will be completed at least semi-annually. Employee salary increases will be determined by board-approved evaluation criteria. All employees will receive a copy of their written evaluation, have performance conference with their supervisor, and be given an opportunity to respond to the evaluation. Evaluation documents are confidential and will be filed in the employee's personnel file.

Violence in the Workplace

Legacy is committed to providing a safe workplace that is free from violence or threats of violence. Any and all acts of violence in the workplace are prohibited and subject to disciplinary action, up to and including discharge. Additionally, any and all threats of violence, direct or indirect, serious or said in jest, are prohibited. All threats will be taken seriously and are subject to disciplinary action, up to and including discharge.

Employees concerned about family violence being brought into the workplace or onto the work parking lot are encouraged to notify their supervisor or the Business Office.

Any employee who receives a protective or restraining order that lists Legacy as a protected area is required to provide the Business Office with a copy of the order and information requested by Legacy to identify the individual subject to the order.

Drug-Free Workplace

Legacy is committed to maintaining a drug-free work environment, and each employee is responsible for the maintenance of such an environment. The unlawful maintenance, distribution, possession, or use of a controlled substance (i.e. drugs) and/or use of alcohol or tobacco in the workplace, or while conducting Legacy business, are prohibited.

Additionally, an employee must notify Legacy of any criminal drug statute conviction for a violation occurring in the workplace, or while conducting Legacy business, no later than five (5) days after such conviction. A report of conviction must be sent to Human Resources.

Violation of this policy may lead to disciplinary action, up to and including discharge.

Legacy may ask an employee to submit to a drug and alcohol test whenever it reasonably believes that the employee may be under the influence of drugs or alcohol at the work place in violation of the Drug-Free Workplace policy, including, but not limited to the following circumstances: evidence of drugs or alcohol on or about the employee's person or in the employee's vicinity; unusual, bizarre or erratic conduct that suggests the employee is impaired by, or under the influence of, drugs or alcohol; or an on-the-job accident or injury circumstances that suggest the possible use or influence of drugs or alcohol in the injury.

Nothing in this policy prohibits, or in any way limits, the lawful use of prescription or non-prescription drugs. However, an employee must inform his/her immediate supervisor if he/she is using a prescription or nonprescription drug which could impair work performance or pose a risk of harm to the employee, to others, or to property. It is the employee's responsibility to determine from his or her physician(s) if the medication can impair work performance or pose such a risk. If the lawful use of lawful prescription or nonprescription drugs does limit or otherwise impair the employee's ability to perform the essential functions of his or her position or otherwise creates a safety risk; the Business Office will meet with the employee to determine whether a reasonable accommodation is available.

Suspicious Behavior

Employees are encouraged to report any suspicious behavior observed at school or at any school-related or school-sponsored activity. Strangers or former employees walking unaccompanied in areas not generally open to the public should be pointed out to a supervisor.

Former Employees

Former employees may not enter areas that are not open to the public after they are no longer employed with Legacy.

Employee Dress Code

Employee dress should be neat and clean and appropriate for a professional appearance. While shoes must be worn at all times, houses shoes (e.g., slippers) and flip-flops are not allowed. Denim jeans are allowed on Mondays or Fridays if worn with Legacy paraphernalia. Tennis shoes may be worn. Jeans must be free from holes and frays. If an employee is unsure of the appropriateness of a particular item of clothing, the employee should choose not to wear it. Shorts and leggings are not allowed.

An administrator may require an employee to cover tattoos and/or remove facial jewelry. Additionally, because it is difficult to establish a specific dress code standard, the Legacy administrator may require an employee to change his or her dress/attire if it is in the administrator's best judgement that it is inappropriate.

Exceptions to the dress code may be considered in order to make reasonable accommodations for an employee's disability, as defined by the Americans with Disabilities Act, or an employee's sincerely held religious belief.

Conflicts of Interest

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This section establishes only the framework within which Legacy wishes to operate. Legacy the School of Sport Sciences framework is also guided by applicable state and federal law governing conflicts of interest and nepotism applicable to Texas open-enrollment charter schools and nonprofit entities. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact Human Resources for more information or questions about conflict of interest.

No “presumption of guilt” is created by the mere existence of a relationship with an employee, contractor or vendor that may be a potential conflict of interest. However, if employees have any influence on transactions involving purchases, contracts or leases, it is imperative that they disclose to their immediate supervisor, the Business Office, or the Executive Director as soon as possible, the existence of any actual or potential conflict of interest, so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has significant ownership in a firm with which Legacy the School of Sport Sciences does business, but also when an employee or relative receives any benefit, including but not limited to a kick-back, bribe, substantial gift, or special consideration, as a result of any transaction or business dealings involving Legacy.

An employee with reason to believe that an actual or potential conflict of interest exists must bring that concern to the attention of that employee’s immediate supervisor, the Business Office, or the Executive Director.

Outside Employment

An employee’s primary job responsibility shall be to Legacy the School of Sport Sciences. Employees may engage in work outside the school to the extent there is no conflict of interest or conflict with their responsibilities to Legacy the School of Sport Sciences, relating to work time, job responsibilities or otherwise.

Employee Monitoring

Employees do not have an expectation of privacy in any work areas (e.g. offices, desks, file cabinets, etc.) or in any Legacy property, either owned or leased. Work areas and Legacy property are subject to search at any time if there is reasonable suspicion. Any of the following may be monitored if they occur during business hours and/or on school property: phone calls, voice-mail, e-mail (work and personal) and internet activity.

Audio & Video Recordings

An employee is prohibited from making any audio or video recording while acting in the course and scope of their employment or while on school property without the written consent of all parties subject to the recording. School functions such as athletic activities or performances are exempt from this prohibition.

Office Dating

Employees who are in administration/management/supervisory roles are prohibited from dating any employee over whom they have direct or indirect supervision. Also, individuals who work within the Business Office are prohibited from dating any Legacy employee.

If two employees are involved in a dating relationship, it must be notified to Legacy the School of Sport Sciences Human Resources Department. Public displays of affection and favoritism in the course of employment are prohibited.

Violation(s) of this section may result in disciplinary action, up to and including discharge.

Conduct that occurs during a disagreement or following a termination of the relationship must not violate Legacy’s harassment policy.

Workplace Investigation

There are instances when Legacy may wish to investigate personnel matters. Employees are required to cooperate in any investigation. Refusal to participate, or actions taken to compromise the effectiveness of any investigation, may result in discharge of employment. If an employee is instructed not to discuss the matter being investigated, failure to abide by this instruction may also result in discharge of employment. This restriction excludes the employee's privileged communications with his or her own private legal counsel.

Updated/Current Employee Information

Employees are required to regularly update:

- A change in home address or telephone number;
- A change in marital status or the number of dependents;
- A change of insurance beneficiary;
- A change in the number of exceptions claimed for income tax purposes;
- The driving record or status of an employee's driver's license, if the employee operates any Legacy vehicle or operates his or her vehicle for work-related duties, not including driving to and from work;
- A legal change of name; and
- The Public Information Act from indicating whether certain personal information may be released to the public.

Updates should be made by Human Resources.

Allowable Uses of Legacy the School of Sport Sciences Property

Employees may use Legacy property only for a purpose that is consistent with applicable law and to implement a program that is described in Legacy's charter.

Employees of Legacy may use local telephone service, cellular phone, electronic mail, internet connections, or social media for incidental personal use under the following circumstances:

- Such incidental personal use must not result in any direct cost paid with state funds. If this does happen, the employee who caused the direct cost to be incurred by Legacy must reimburse Legacy;
- Such incidental personal use must not impede the functions of Legacy;
- The use of Legacy property for private commercial purposes is strictly prohibited;
- Only incidental amounts of an employee's time for personal matters, comparable to reasonable coffee breaks during the day, are authorized under this section; and
- Cell phone usage is not permitted during instructional time. Employees may use cell phones, during lunch breaks, before and after school or in emergency situations.

An employee may be required to compensate Legacy for any damage and/or destruction the employee causes to Legacy property.

Violation(s) of this section may result in disciplinary action, up to and including discharge.

Computer and Internet Use

Except the incidental personal use described herein, access and use of Legacy's computers, computer networks, electronic mail, and internet are only for educational and administrative purposes. The access to material that is obscene, child pornography, or harmful to minors is prohibited.

Failure to comply with this section may result in disciplinary action, up to and including discharge.

Administration of Medication to Students

The administration of medication to students must be done in accordance with Legacy the School of Sport Sciences board policy. All employees, agents, and volunteers are prohibited from administering any medication to a student unless expressly authorized by Legacy.

Reporting Child Abuse/Child Neglect

An employee, volunteer, or agent who believes a child has been adversely affected by physical, sexual, or mental abuse or neglect must make a report within 48 hours of first suspecting such abuse or neglect. The report must be made to law enforcement or the Department of Family and Child Protective Services.

Traffic Violation

If an employee, during the course of Legacy business, receives a traffic violation, the employee will be personally liable for any expenses incurred from that violation.

Time Clock

All employees, except administrators, must clock in upon arrival and clock out before leaving the campus on a daily basis.

Grievance Procedures

Employees who have a complaint about their terms or conditions of work are encouraged to resolve their concerns informally with their supervisor. If the employee is not satisfied with the outcome of the informal resolution, then the employee may file a formal complaint according to the procedures below.

Except a complaint against the Executive Director, each complaint must initially be brought at the lowest level of review, at the immediate supervisor review level. If the complaint is against the supervisor, then the complaint may be initially brought at the Executive Director level.

Supervisor Review of Complaint

Where an employee has a complaint or concern regarding the terms or conditions of work, the individual shall first bring the complaint or concern in writing to the appropriate supervisor. The complaint must be brought within 15 school days of the date that the complainant knew or should have known of the alleged harm. The complaint must be specific, and where possible suggest a resolution. The supervisor must hear the complaint, attempt to remedy the complaint in the best interest of the affected parties, and document the outcome. The supervisor must respond to the complainant and issue a final decision in writing within 10 days of the supervisor's receipt of the complaint.

Executive Director Review of Complaint

If the complaint is not satisfied with the final decision of the supervisor, then the individuals may file a written appeal to the Executive Director. This written appeal shall be filed with the Executive Director's office within 10

days of the individual's receipt of the final decision from the supervisor. The complaint shall include a copy of the prior written complaint along with a copy of the final decision of the supervisor. A copy of the appeal shall also be delivered to the supervisor.

The appeal and a possible suggestion for resolution must be specific. The complaint shall not include any new issues or complaints unrelated in the original complaint.

The Executive Director, or the Executive Director's designee, shall respond to the complaint and issue a final decision in writing 15 days of receipt of the written appeal.

Board of Directors Review of Complaint

If the complainant is not satisfied with the Executive Director's final decision, then the individual may appeal the complaint in writing to the Board of Directors within 10 days of receiving the Executive Director's final decision. The complaint shall be directed to the President of the Board and shall include a copy of the written complaint to the Executive Director along with a copy of the Superintendent's final decision. A copy of this appeal shall also be delivered to the Executive Director.

The President of the Board, at the next regular meeting of the Board, shall provide a copy of the complaint record to all board members. The Board's decision shall be decided on a review of the record developed at the Executive Director's level. Any action of the Board of Directors regarding the complaint shall be taken in compliance with the Texas Open Meeting Act.

Discipline

To correct employee misconduct at the earliest stage possible, Legacy administration may implement a stair-step disciplinary procedure. Such procedure may begin first with a verbal warning. The next offense would proceed to a written warning; the next step is a suspension; followed by discharge of employment.

Though Legacy may utilize such stair-step disciplinary procedures, Legacy reserves the right to skip any or all steps and immediately discharge the employee.

The stair-step disciplinary procedure does not forfeit the at-will status of its employees and Legacy preserves the at-will nature of the employment relationship. Accordingly, discharge may be initiated by Legacy at any time, with or without cause, and with or without notice.

Separation from Employment

Resignation

An employee is expected, but not required, to give as much notice as possible regarding the resignation from Legacy. Typically, two (2) weeks (10 business days) is considered sufficient notice of time. Legacy requests that employees submit their resignation in writing to their supervisor, the writing should include the employee's anticipated last work day.

Legacy reserves the right to require the employee to resign immediately rather than work during the notice period.

Exit Interview/Questionnaire and Discharge

An exit interview will be conducted with each employee that voluntarily resigns from employment or is discharged.

To reduce the risk of employee violence or vandalism, upon an employee's discharge from employment, Legacy administration may request that an employee leave the facility immediately upon separation from employment.

If accompanied by a Legacy administrator, the employee will be permitted to gather his/her belongings before being escorted to the exit.

The exiting employee is prohibited from taking any Legacy property or information with him/her; the employee is not to retain in hard copy or soft copy any Legacy information. Legacy reserves the right to examine any boxes, briefcases, or another receptacle of an exiting employee to ensure these rules are being followed.

An exiting employee who has been discharged is not to return to the premises of Legacy without prior written approval from the Business Office or the Principal of the school campus.