

St. Andrew's-Sewanee School

Employee Handbook



ST.ANDREW'S
SEWANEE

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1.1 Introduction

This handbook has been prepared to introduce you to St. Andrew's-Sewanee School (also referred to as 'SAS' or 'School') and promote a mutual understanding among us. It outlines what you may expect from St. Andrew's-Sewanee School and what St. Andrew's-Sewanee School expects from you. It also provides a record of our commitment to comply with all federal and state laws affecting your employment.

The information in this handbook applies to everyone who works at St. Andrew's-Sewanee School. It is intended to provide answers to most of your questions about working here and information about how to get answers to other questions. Please read all the information carefully and understand that this handbook is a ready reference. This handbook supersedes any previously issued handbooks or policy statements dealing with the subjects discussed herein.

Following your hiring at SAS or when asked after a Handbook revision, electronically sign the "Employee Handbook Receipt and Acknowledgement," and submit it to the Business Office by using our SAS Online HR Portal. This is your acknowledgement that you understand SAS policies and your responsibilities related to them.

Please keep in mind that the information presented in this handbook is not intended to create, nor should it be thought of as, a contract of employment between you and St. Andrew's-Sewanee School. The employment relationship is an at-will one, as explained in more detail in Section 2.3. No one other than the Head of School may alter the at-will employment relationship. Furthermore, the at-will employment relationship may not be altered except in writing directly addressed to you and signed by the Head of School. In addition, this handbook does not intend to limit employees' rights to engage in protected concerted activity.

St. Andrew's-Sewanee School is continually engaged in reviewing and adjusting policies, procedures, and benefits to reflect changes in our operations and the economy. Whenever policies, procedures or benefits are changed, (or new ones are developed) we will inform you. You will be advised of the changes orally, in writing, or in an electronic format. Neither this handbook nor any other custom, usage, or practice shall be construed or relied upon as restricting St. Andrew's-Sewanee School from making any changes it deems necessary or appropriate in the future.

Please understand that no employee handbook can address every situation in the workplace. If you ever have questions about your employment, or if you have difficulty reading or understanding any of the provisions of this handbook, you are encouraged to ask your supervisor, your administrator or the Chief Financial & Operations Officer (CFOO). Likewise, if you have any suggestions related to School policies or procedures, please let us know. Our objective is to provide a work environment that is safe, productive, and conducive to both personal and professional growth.

I wish you success in your employment here at St. Andrews'-Sewanee School!

Karl Sjolund,
Head of School

1.2 A Brief History of St. Andrew's-Sewanee School

In the mid-1800s, Episcopalians in the South decided to found “the Oxford of America,” and began looking for the ideal site. Atop the Cumberland Plateau, a coal mining company agreed in 1857 to deed land to the Church for the founding of a college, with the stipulation that the first class must convene within ten years--a task that would have been simple had not the ensuing years brought the upheaval of Civil War.

In September of 1868, nine boys were rounded up to meet the mining company's requirements and serve as that first class of the Junior Department of the University of the South. By the next year officials were able to entice college-aged students into their classrooms, but the younger men continued to be a part of the University. First called Sewanee Grammar School, the preparatory school for the University of the South was renamed Sewanee Military Academy (SMA) in 1908, a designation that would last for 63 years.

Meanwhile, the Church had begun to focus on the needs of the Appalachian Region. Episcopal nuns from the Community of St. Mary's came to the Cumberland Plateau near Sewanee and established St. Mary's, a school for mountain girls in 1896. In 1905, four miles down the road, missionary monks from the Order of the Holy Cross in New York established a similar institution, St. Andrews, for mountain boys, teaching them carpentry and agricultural skills along with reading, writing, and math.

In 1981, the two remaining Episcopal schools on the mountain, Sewanee Academy (as SMA was then called) and St. Andrew's, merged to become St. Andrew's-Sewanee School, a school which remains true today to its historical beginnings. With the merger of the two secondary schools in 1981, the University of the South relinquished direct control of the preparatory school, but strong links remain in place between the two adjoining schools. A benefit for University of the South faculty and staff is that their children may be educated at St. Andrew's-Sewanee School. The children of School of Theology seminarians receive some financial aid from St. Andrew's-Sewanee School, and some additional assistance from the School of Theology to attend the school each year.

1.3 Our Mission and Vision

St. Andrew's-Sewanee School's Mission is:

- To be an inclusive Christian community in which the Episcopal heritage is central;
- To provide superior preparation for college;
- To provide educational opportunities for those students for whom such experiences might not otherwise be available;
- To bring all members of the community to a richer spiritual, intellectual, social, physical and aesthetic awareness, so that they might lead lives of honor and loving service to God and to others.

In the spring of 2012, the school adopted the Vision statements below. These provide guidance for how we choose to live out that mission and are key to the school's future success.

- Perspective: We celebrate our place while cultivating world-wide connection.
 - Communication: We consider carefully how and what we communicate individually, collectively, and institutionally.
 - Preparation: We foster resourcefulness as we engage in real work in the real world.
 - Voice: We value and empower the many voices in our community.
 - Wellbeing: We understand that the health and wellbeing of individuals and our school must inform and shape every decision.
- [Our Guiding Principles based on the Mission Statement](#)

To be an inclusive Christian community in which the Episcopal heritage is central

- The School is the evolution of a tradition of Episcopal secondary education on the Mountain dating from 1868. The School honors that heritage and affirms it within the School community and in the greater community.
- The School works to create an environment that consciously establishes structures and standards that are at the heart of the Judeo-Christian tradition and recognizes the nature of human sinfulness.
- Redemption is a primary objective in the life of the School.
- The School believes that it is important for students to understand that life is a religious journey and that it is healthy to raise fundamental questions about life and faith.
- The School is committed to employing a full-time chaplain who is a priest and whose principal function is to serve as pastor to the school community.
- The School requires attendance by faculty and students at regularly planned chapel services that are based upon the liturgy of the Episcopal Church.
- The School's requirements include a one-year religion course for 12th graders.
- The School's policies and procedures, while welcoming people of other faiths, will reflect our Judeo-Christian foundation.
- The School believes that it is important to encourage students to serve their community so that they begin to develop the habit of service and learn how they can benefit from interaction with people beyond the St. Andrew's-Sewanee campus.

To provide superior preparation for college

- In order to prepare students for college, the School must not only provide a rigorous academic program but also help students develop the necessary personal skills to function well in a college setting.
- The School serves students with a wide range of academic abilities; therefore, the emphasis in college counseling is to guide students toward a selection of colleges appropriate to their abilities, skills, and interests.
- Students are expected to master essential skills in a learning environment that emphasizes the student as worker; therefore, the School's curriculum is based on the traditional liberal arts with active, experiential learning as its foundation.
- Our curriculum is dynamic and will continue to develop.
- It is the School's responsibility to develop a strong curriculum for all our students; in particular cases, courses at the University of the South are a valuable resource.
- The School recognized that standardized testing is useful in evaluating a student's individual progress, but greater weight is given to more personal methods of evaluation.

To provide educational opportunities for those students for whom such experiences might not otherwise be available

- The School is committed financially and theologically to having and supporting a socio-economically, religiously, and ethnic diverse student body and faculty.
- The School is committed to a strong financial aid program.
- The School is committed to continually examining our community life, our curriculum, and other programs to be certain that the School's environment is one that enable the community to live with its diverse components.

To bring all members of the community to a richer spiritual, intellectual, social, physical, and aesthetic

awareness, so that they might lead lives of honor and loving service to God and others.

- The School's primary concern is the growth of each individual in the community.
- In addition to the pursuit of excellence, students' participation in the breadth of our program offerings is essential; therefore, the arts, athletics, humanities, math, outreach, physical education, religious life, and science are all integral to the School's mission.

Guiding Principles about Community Life

- The School is a boarding and day school, which offers a comprehensive education focusing on the development of the whole child. Optimum enrollment is 250-265 students, with a balance between boarding and day students in the Upper School.
- Ours is a close-knit community whose inherent nature is informal. Administration and faculty strive to uphold clear boundaries for the safety of students while recognizing that flexibility is sometimes necessary to maintain a caring and forgiving community.
- The School believes that a school-parent partnership provides the most effective education for students and continually looks for ways to develop and strengthen school-parent relationships.
- The School accepts that in order to live creatively it must often operate in tension: for example, the tension between justice and mercy, individual life and community life, the public arena and the private arena, the secular and the sacred.
- The School will exercise responsible stewardship of its resources. It shall operate in a fiscally responsible manner and shall develop and maintain its facilities to appropriately reflect and support its mission.
- The advisor system, which aims at establishing close relationships between faculty and students, is vital at our school because of its potential as a support system for student growth.
- The School believes that short-term and long-term planning necessarily involves as many members of the community as possible.
- The School believes it is essential that all programs and personnel be evaluated on a continuing basis and that the School find the ways and means to encourage improvement of programs, as well as faculty and staff performance.
- The School will hold students accountable for their actions and help them understand, and assist them with, their problems.
- The School is aware of the ways in which students change as they age and mature. Consequently, a student's freedom and responsibilities increase as he/she demonstrates growing personal responsibility and maturity.
- The School recognizes that change coming voluntarily from within the individual has a more beneficial effect than imposed change.

1.4 Our Employee Philosophy

Our philosophy about handling employee-related matters is based on the belief that employees should be:

- Treated with respect, dignity, and courtesy.
- Able to earn fair pay in return for satisfactory or better job performance; and
- Provided with a safe, healthy, and pleasant working environment.

St. Andrew's-Sewanee School is committed to achieving these objectives through:

- **Open two-way communication:** We believe that the most desirable relationship exists when employees and administrators informally resolve problems and questions as they arise. We strive

to provide a positive, productive, legal, and ethical work environment. We welcome suggestions for continued improvement and welcome your ideas for better ways to do your job and to create a better learning environment for our students. We encourage all employees to regularly express your work-related concerns, thoughts, fears, or ideas to your supervisor in an open, honest, and fair manner. We believe that such two-way communication will help motivate you to become involved with and accept greater responsibility for the success of your job.

- **Our compensation system:** St. Andrew's-Sewanee School is confident that its compensation system not only encourages good job performance, but also is competitive within our community and the secondary education field.
- **Your personal growth:** We believe that St. Andrew's-Sewanee School can provide you with the right kind of environment for your personal career growth. In return, it is your responsibility to perform your work to the best of your ability and follow our policies and procedures while doing so.

To help resolve any issues that may arise during your employment, please bring any concerns and/or ideas you may have to the attention of your supervisor at a time and place that will allow your supervisor to listen properly to your concern. Many problems can be resolved informally through dialogue between you and your immediate supervisor. If you have discussed this matter with your supervisor and do not believe you have received a sufficient response, if you believe your supervisor is the source of the problem, or if you are not comfortable addressing the issue with your supervisor, we request you present your concerns to the CFOO or the Head of School, the Associate Head of School, or in some cases to the Board Chair. Please be prepared to indicate what the problem is, the person(s) involved in the problem, efforts you have made to resolve the problem, and any suggested solution you may have.

1.5 Our Code of Ethics

Every employee of St. Andrew's-Sewanee School has an obligation to uphold the mission, philosophy and ethical standards of the School.

In addition to the mission and philosophy stated, we affirm the following ethical standards of professional behavior for all employees of St. Andrew's-Sewanee School:

- All members of the St. Andrew's-Sewanee School community should receive the respect to which human beings are entitled. This attitude is demonstrated by honesty, fairness and warmth in dealing with others and an avoidance of threats, intimidation, harmful criticism, and physical and verbal abuse.
- All of us serve as role models and should therefore exercise sound judgment in public and private life with students, parents, friends, and other employees, as well as in the larger community. We must take care to ensure that our behavior and interactions both in- and outside of the School uphold the reputation of the School, and our professional standing as individuals.
- All of us should communicate directly, privately, and constructively with other faculty and staff members involved about a problem that arises or a criticism deemed necessary, whether that problem concerns a student, parent, or other employee. Although the right to disagree with fellow employees, School and administrative decisions and philosophy is guaranteed every employee, that individual must be certain that what he/she says or does cannot be construed as derogatory to St. Andrew's-Sewanee School. At the same time, we encourage employees to openly discuss their working environment and do not intend to limit employees' rights to engage in protected concerted activity as we try to uphold the reputation of our School.
- All members of the St. Andrew's-Sewanee School community should not knowingly misrepresent

- SAS and will not speak on behalf of SAS unless specifically authorized.
- All School information shared with employees or to which employees have access, that is not in the public domain, should be treated as private and confidential.

Violation of this Code of Ethics can result in discipline, up to and including termination of employment.

1.6 Employee Protection (Whistleblower) Policy

SAS strongly encourages the prompt reporting of any of the following: questionable accounting, internal accounting controls or auditing matters; violations of local, state or federal laws or regulations; violations of the School's Code of Ethics; and violations of the policies and procedures of the School.

We ask employees to report the alleged unlawful activity, policy, or practice in writing to the Head of School, CFOO or the Chair of the Board of Trustees, and provide SAS with a reasonable opportunity to investigate and correct the alleged unlawful activity. If you prefer to remain anonymous, your anonymity will be protected as much as the situation allows and to the maximum extent consistent with the School's legal obligations.

SAS will not retaliate against an employee who, in good faith, has made a protest or raised a complaint against some practice of the School, or of another individual or entity with whom the School has or had a business relationship, on the basis of a reasonable belief that the practice is in violation of law or a clear mandate of public policy. SAS will also not retaliate against an employee who discloses or threatens to disclose to a supervisor or a public body any activity, policy, or practice of the School that the employee reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate or public policy concerning health, safety, welfare, or protection of the environment. We take every question and report of policy and ethical violations seriously, and we will not tolerate retaliation against employees who raise an ethical concern in good faith or who participate in an investigation under this policy.

It is the intent of SAS to adhere to all laws and regulations that apply to the organization, and the underlying purpose of this policy is to support the organization's goal of legal compliance. The support and partnership of all employees is necessary to achieving compliance with various laws and regulations.

2.1 Fair Employment Practices

2.2 Responsibility for Employee Policies and Procedures

While the Head of School is responsible for assuring that St. Andrew's-Sewanee School's personnel policies and procedures are administered properly and consistently, he may delegate to administrators and supervisors specific responsibilities for applying the provisions of employee-related policies such as those that deal with hiring new employees, recommending salary adjustments, conducting performance appraisals, resolving employee complaints, handling disciplinary situations and taking care of similar matters.

Questions about policy interpretations may be addressed to your administrator, the CFOO, or the Head of School. Questions about personnel matters not addressed in this handbook should be directed to the CFOO.

2.3 At-Will Employment Relationship

Under the laws of the State of Tennessee, you are employed at will. Just as you have the right to terminate your employment with St. Andrew's-Sewanee School at any time with or without notice and with or without cause, St. Andrew's-Sewanee School reserves the same right to terminate your employment on the same basis. At-will employment means the School may change your pay, benefits, work hours, position or otherwise determine your conditions of employment, including discipline, in its sole discretion.

This paragraph supersedes and takes precedence over any other contrary provisions in this handbook or any other statements or policies of St. Andrew's-Sewanee School. Nothing in the employee handbook or any other School document should be understood as creating guaranteed or continued employment, a right to termination only "for cause," or any other guarantee of continued benefits or employment.

No representative of St. Andrew's-Sewanee School, other than the Head of School, has any authority to enter into any agreement contrary to the foregoing and, further, no such agreement shall be binding upon St. Andrew's-Sewanee School except as individually addressed to you from the Head of School.

2.4 Equal Employment Opportunity

St. Andrew's-Sewanee School is committed to a program of equal opportunity and nondiscrimination with all employees, students and applicants for employment. SAS strives to create and sustain a diverse, inclusive, equitable, and just community that is safe and welcoming for all. We recognize to do so requires commitment, reflection, deliberate planning and action, and ongoing accountability.

We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. All aspects of your working at St. Andrew's-Sewanee School will be governed on the basis of competence and qualifications. It is our intent to maintain a work environment which is free of harassment, discrimination, or retaliation and will not be influenced in any manner by race, color, creed, religion, age, sex, sexual orientation, marital status, pregnancy (including childbirth, lactation and related medical conditions), national origin, ancestry, learning or physical disability, gender identity or expression, genetic information (including testing and characteristics), veteran status, uniformed service member status, socioeconomic status, or any other characteristic or status protected by federal, state, or local laws.

St. Andrew's-Sewanee School is dedicated to the fulfillment of this policy in regard to all aspects of employment, including but not limited to, recruiting, hiring, placement, transfer, training/education, promotion, rates of pay, other compensation, benefits, social/recreation programs, termination and all other terms, conditions, and privileges of employment.

Authority to recruit, screen, and select internal and external candidates for position vacancies at St. Andrew's-Sewanee School usually is delegated to the administrator of the position to be filled, subject to review by the Head of School as appropriate. Standards and procedures concerning placement matters are established by the Head of School and monitored closely to assure equal employment opportunity for all position candidates. Pre-employment drug screens may be required, and background checks will be conducted for new hires and as needed.

When a candidate, either internal or external, is offered a position at St. Andrew's-Sewanee School, s/he will receive an employment letter from the Head of School. The employment letter will identify the

employee's status and explain the terms and conditions of employment.

We are all responsible for upholding the Equal Employment Opportunity Policy. If you believe you have been subject to unlawful discrimination or harassment, you should report the situation to the Head of School, the CFO, an administrator, or your supervisor.

SAS will conduct a prompt and thorough investigation of all allegations of discrimination, harassment, retaliation, or any violation of SAS's Equal Employment Opportunity Policy in a confidential manner. SAS will take appropriate corrective action, if and where warranted. SAS prohibits retaliation against any employee who provides information about, complains, or assists in the investigation of any complaint or discrimination or violation of the Equal Employment Opportunity Policy. Anyone found to be in violation of this policy will be subject to disciplinary action up to and including termination. SAS reserves the right to take appropriate disciplinary action if any complaints under this policy are determined to have been made in bad faith or for an improper purpose.

2.5 Non-Harassment and Sexual Misconduct

St. Andrew's-Sewanee School is committed to providing an environment where students, faculty, staff, volunteers, community members and visitors are treated with respect, dignity, courtesy, and professionalism. SAS has a strict policy against all types of workplace harassment, including sexual harassment and other forms of workplace harassment based upon an individual's race, color, creed, religion, age, sex, sexual orientation, marital status, pregnancy (including childbirth, lactation and related medical conditions), national origin, ancestry, learning or physical disability, gender identity or expression, genetic information (including testing and characteristics), veteran status, uniformed service member status, socioeconomic status, or any other characteristic or status protected by federal, state, or local laws. All students, faculty, staff, and volunteers are subject to this policy.

All forms of harassment of, or by, students, faculty, staff, volunteers, community members, and visitors are strictly prohibited and will not be tolerated. The prohibition applies whether the conduct is direct or indirect, intentional, or unintentional, or in violation of applicable law or not. No employee, even the highest-ranking individual in the School, is exempt from the requirements of this policy.

Sexual Harassment

Before considering the specific issue of harassment, it is to be clearly understood that sexual relationships between faculty, staff or volunteers and students are forbidden and shall result in dismissal.

Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment, a factor in academic or employment decisions, evaluations, or decisions regarding participation in a SAS activity;
- Submission to, or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual;
- Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance or creating an intimidating, hostile or offensive educational or work environment.

While it is not possible to identify each and every act that constitutes or may constitute sexual

harassment, the following are some examples of sexual harassment:

- Unwelcome flirtation, requests, gestures, or pressure for sexual favors;
- Lewd or derogatory comments, slurs, jokes, teasing or intimidating comments and/or behavior;
- Comments regarding sexual behavior or the body of another employee;
- Sexual innuendo and other vocal activity such as catcalls;
- Obscene letters, notes, emails, text messages, audio, videos, invitations, photographs/pornography, cartoons, articles, or other written or pictorial materials of a sexual nature;
- Repeated requests for dates after being informed that interest is unwelcome;
- Retaliating against an employee for refusing a sexual advance;
- Offering or providing favors or employment benefits such as promotions, favorable evaluations, favorable assigned duties or work hours, etc., in exchange for sexual favors;
- Any unwanted physical touching such as patting, grabbing, pinching, or brushing against another's body or assaults, blocking or impeding movements.

Sexual Misconduct

St. Andrew's-Sewanee School will not tolerate sexual misconduct. Any employee who engages in sexual misconduct shall be subject to disciplinary action up to and including termination.

Sexual misconduct includes but is not limited to: engaging in any sexual activity with a student and any of the various forms of sexual harassment listed above. Whether there has been sexual misconduct and/or harassment will be determined by St. Andrew's-Sewanee School. SAS will take every action necessary to investigate complaints and/or claims and will report issues to the appropriate authorities, as the situation deems necessary and as required by applicable law.

There are special risks in any sexual or romantic relationship between individuals in inherently unequal positions, such as supervisor and employee. Such relationships may undermine the real or perceived integrity of the supervision and evaluation provided. They may, moreover, be less consensual than the supervisor or evaluator believes because of the complex and subtle effects of that power. If a supervisor becomes involved with a subordinate employee, the supervisor and/or subordinate employee should disclose the nature of the relationship to an administrator or the CFOO. The School will not allow any supervisor who becomes involved with a subordinate employee to continue to supervise that employee.

Other Harassment

Other workplace harassment is often visual, verbal or physical conduct that insults or shows hostility or aversion towards an individual because of the individual's race, color, creed, religion, age, sex, sexual orientation, marital status, pregnancy (including childbirth, lactation and related medical conditions), national origin, ancestry, learning or physical disability, gender identity or expression, genetic information (including testing and characteristics), veteran status, uniformed service member status, socioeconomic status, or any other characteristic or status protected by federal, state, or local laws.

Even if the motivation behind the conduct is good-natured and without enmity, any conduct that may be offensive or inappropriate is unacceptable. Harassment has no legitimate place in our community and will not be tolerated. A single incident could be grounds for discharge.

Again, while it is not possible to list all the circumstances that may constitute other forms of workplace harassment, the following are some examples of conduct that may constitute workplace harassment:

- The use of disparaging or abusive words or phrases, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to the above protected categories.
- Written or graphic material that insult, stereotype or show aversion or hostility towards an

individual or group because of one of the above protected categories and that is placed on walls, bulletin boards, email, voicemail, or elsewhere on the School's premises, or circulated in the workplace; and

- A visual display of symbols, slogans, or items that are associated with hate or intolerance towards any select group.

Those who supervise or evaluate the work of others, both in academic and employment settings, must base their decisions on the merits of their students or subordinates. To be effective, they must make their decisions fairly and without favoritism.

Implementation of Policy

Harassment and sexual misconduct have no legitimate place in our community and will not be tolerated. A single incident could be grounds for discharge.

Any employee who feels that he or she has witnessed, or been subject to, any form of discrimination or harassment is required to immediately notify his/her supervisor or administrator. If an employee believes that it would be inappropriate to discuss the matter with his or her supervisor or administrator, the employee may bypass the supervisor or administrator and report the matter directly to the Head of School, Associate Head of School or the CFOO. This includes any suspected sexual misconduct by an employee and/or student. The School will initiate an investigation promptly and will take action to correct and/or prevent the harassment or inappropriate conduct. If the School determines that an employee has engaged in harassment or offensive or inappropriate behavior, the employee will be subject to disciplinary action, including but not limited to actions such as reprimand, suspension, demotion, transfer, and termination. The School will take additional actions that it deems necessary, such as reporting the matter to the Tennessee Department of Human Services. Any suspected sexual activity involving a minor will be reported to the appropriate law enforcement authorities, which is Child Protective Services of the State of Tennessee. SAS and all of its employees shall fully cooperate with any such investigation by the law enforcement authorities.

Although St. Andrew's-Sewanee School will try to maintain the confidentiality of an investigation and witness interviews, SAS cannot guarantee such confidentiality as disclosure of some or all of the facts may be necessary to complete the investigation, remedy the situation and enforce the policy. Identities will only be revealed on a legitimate 'need to know' basis or when required by applicable law. As necessary, SAS may monitor any incident of harassment or discrimination to ensure the inappropriate behavior has stopped.

Upon conclusion of the investigation by SAS and/or Child Protective Services of the State of Tennessee, both the alleged victim, if any, and the accused will be advised of the results of the investigation and what action, if any, SAS will or has taken to remedy the situation and enforce this policy. If it is determined that no harassment or sexual misconduct occurred, both the alleged victim and the accused shall be so notified. All relevant parties shall be notified that although no finding of harassment or sexual misconduct was made, and that St. Andrew's-Sewanee School's policy is to protect all employees and students from harassment, sexual misconduct, and retaliation.

The School will not allow or tolerate any reprisals or retaliation of any kind against any individual who, in good faith, makes a complaint about behavior that may be in violation of this policy. SAS reserves the right to take appropriate disciplinary action if any complaints under this policy are determined to have been made in bad faith or for an improper purpose.

Anyone suspected of sexual misconduct and/or harassment may be suspended or placed on leave with or without pay pending the outcome of the investigation. Anyone suspected of sexual misconduct and/or harassment has an obligation to fully cooperate with the investigation. Failure to do so shall result in termination.

Responsibility for implementation of this policy resides with the faculty and staff of St. Andrew's- Sewanee School. Anyone who becomes aware of any harassment or other unprofessional, inappropriate, or offensive conduct is expected to take prompt action to prevent or stop such conduct. This responsibility certainly requires employees to report the harassment or other unprofessional, inappropriate, or offensive conduct to an appropriate member of the administration. Furthermore, all employees have an obligation to fully cooperate with any investigation relative to any suspected sexual misconduct. If an employee has reason to believe anyone has been involved in illegal sexual activity, he/she shall immediately report the information to his/her supervisor or the Head of School and provide a written explanation of the facts relative to the arrest and/or conviction and answer any and all questions about the matter. Failure to comply with the above may result in the employee's termination.

The Chair of the Board of Trustees should be contacted if there is a circumstance involving the Head of School.

Nothing in this policy is intended to discourage open discussion of controversial subjects and the free expression of views.

Specific Actions for an employee to take when harassment involving a student occurs or is reported:

- **If a student feels that they are being harassed by an adult**, the student is strongly encouraged to discuss the matter with the Dean of Students, one of the Chaplains, the Head of School, or any other trusted adult.
- **If a student comes to you with a harassment report involving an adult**, ensure the safety and well-being of the student.
 - Then explain that you will make every effort to protect their privacy; however, you are required to report the issue to the Head of School, Academic Dean, or the Dean of Students.
 - Once reported, the Head of School, Academic Dean, or the Dean of Students will investigate the matter while respecting the privacy concerns of the individuals involved.
 - The Head of School, Academic Dean, or the Dean of Students will follow the administrative procedures for reports of Harassment.
- **If a student feels they are personally being harassed by another student**, the offended student should initiate one of the procedures described below.
 - Informal Action: The student should tell the person to STOP. This may be done in person or in writing. (The student may want to keep a copy of the written request.) The student may do it at the time of the action, or may do it later when the person is not with a group of people. The student should tell the person what was (is) offensive and insist that it stop. If the person understands and the student trusts the behavior will stop, the matter could end there. The student may prefer to tell a teacher, house parent, advisor, another trusted adult, or a proctor. That person will make every effort to protect the student's privacy and will work to resolve the problem.
 - Formal Action: If the student feels that any informal discussion is inadequate or unsuccessful or if the offense is severe, the problem should be communicated to the Dean of Students, the Chaplain, the Head of School, or any other trusted adult.

- **If a student does initiate action by coming to you with a harassment report involving another student:**
 - Ensure the safety and well-being of the student. Explain that you will make every effort to protect their privacy; however, you are required to report the issue to the Dean of Students.
 - Once reported, you may be asked to work with the student to resolve the problem; don't take action without the student's approval (unless the situation is serious enough to threaten the student's health or safety) and do not take action without discussing a plan of action with the Dean of Students.
- The Dean of Students may suggest a meeting to discuss the situation and a mediator for the meeting.
- **If the results of the meeting are unsatisfactory to the accuser or accused,** the Dean of Students will take additional actions which will include:
 - Informing the Head of School of the situation.
 - Gathering information and completing a written report that details what happened. Any investigation will be handled in a way that strives to respect the privacy concerns of the individuals involved.
 - Notification of parents/guardians.

When a student has been found to be in violation of this harassment policy, formal disciplinary action may take place. A written report of the investigation and resolution will be kept on file.

2.6 Disability Accommodation

It is the policy of St. Andrew's-Sewanee School that qualified individuals with disabilities will not be discriminated against because of their disability in regard to job application procedures, hiring, and other employment practices, terms, conditions, and privileges of employment. SAS complies with federal and state disability regulations, including the Americans with Disabilities Act (ADA). Qualified applicants or employees who require accommodation in order for them to perform the essential functions of their jobs should inform their supervisor or administrator of this so that we can together discuss what accommodations are available and appropriate for SAS to accommodate the employee's needs.

SAS will consider the request but reserves the right to offer its own accommodation to the extent permitted by law. SAS will make reasonable accommodations for the known physical or mental disabilities of qualified applicants or employees, unless doing so would cause an undue hardship on the operation of SAS.

2.7 Religious Accommodation

St. Andrew's-Sewanee School is dedicated to treating the religious diversity of all our employees equally and with respect. Employees may request an accommodation when their religious beliefs cause a deviation from the SAS dress code, schedule, basic job duties, or other aspects of employment. The School will consider the request but reserves the right to offer its own accommodation to the extent permitted by law. SAS will grant employees reasonable accommodations when needed to avoid conflicts between work duties and their religious beliefs if it can do so without undue hardship. Employees seeking time off for religious observances should provide as much advance notice as possible, as it may not be possible to honor last-minute requests. Employees may be required to use available vacation time, if any, to cover absences for religious observances or the time off will be without pay. Requests for additional leave or

other accommodations will be evaluated on a case-by-case basis.

2.8 Pregnancy and Nursing Mothers Accommodation

The School will accommodate employees related to pregnancy, childbirth, or a medical condition related to pregnancy or childbirth to the same extent that accommodations are provided for other medical conditions or disabilities, and to the extent required by applicable law, unless doing so creates an undue hardship for SAS. Employees may request an accommodation from their supervisor and/or the CFOO. Any employee who feels that he or she has witnessed, or been subject to, any form of discrimination should immediately notify their supervisor, the CFOO, or other administrator at the School.

St. Andrew's-Sewanee will provide nursing mothers reasonable unpaid break times and a private room for an employee to express breast milk for her nursing child for up to one year after the child's birth or as otherwise required by applicable law. Nursing mothers are encouraged to discuss the length and frequency of breastfeeding breaks with their supervisor and/or the CFOO. Additional benefits may be granted in accordance with state law.

2.9 Conflicts of Interest

As a St. Andrew's-Sewanee employee, you are expected to conduct any outside employment, personal business interests or relationships, financial interests, and other relationships in a manner that will avoid any likelihood or appearance of a conflict of interest. SAS is concerned with conflicts of interest that create actual or potential job-related concerns, especially in the areas of productivity, confidentiality, community/student relations, competitive/peer schools, safety, security, business integrity and morale. Any actual or potential conflict of interest between an employee of the School and a competitor, student/parent, donor, supplier, distributor, or contractor to the School, must be disclosed by the employee to the CFOO and/or to the Head of School. For example, an employee or an employee's immediate family member serving as a board member or owning and having a substantial interest in a competitor, customer, or supplier could be considered a conflict of interest. If an actual or potential conflict of interest is determined to exist, the School will take such steps as it deems necessary to reduce or eliminate this conflict.

Gifts

Gifts and entertainment are an integral part of doing business; however, care must be taken to assure that the giving or receiving of a gift does not result in a conflict of interest or a violation of the law or School policy. To assist you in determining the appropriateness of gifts, donations, and entertainment the following guidelines should be followed.

- Gifts from students and/or parents
Employees may accept gifts of nominal value, one hundred dollars (\$100) or less, such as teacher appreciation gifts, etc. directly from students and/or parents. If the value of the gift is higher than \$100, employees are required to report the gift to the CFOO. In no event, should a School donor contribution affect the treatment and/or grades of students, recommendations, and/or any other preferential treatment.Gifts from Vendors
You may accept gifts from vendors of nominal value, fifty (\$50) or less, such as calendars, t-shirts or other promotional items. Gifts of food, flowers or other items sent to your department for sharing with others are also acceptable, as is a group vendor-sponsored dinner at a conference.

- Entertainment

The following situations are always inappropriate and are expressly prohibited:

- Soliciting a gift, entertainment, or preferred treatment for personal benefit.
- Offering or accepting a gift, entertainment, or preferred treatment intended to influence a purchasing or vendor retention decision.
- Any gift of currency regardless of form, including but not limited to, gift cards or prepaid debit cards over \$50, money orders, or cash.
- Accepting an opportunity to purchase products, services, or a financial interest in a business opportunity or entity under terms not available to your co-workers.
- SAS understands that attending business meals are an acceptable part of the normal course of business. We do ask all employees to use professional judgment to avoid business meals and/or entertainment becoming a conflict of interest.

Employees who are given or offered a gift, entertainment, or preferred treatment in violation of this policy should refuse it and report the event promptly to the CFOO. If there is no opportunity to refuse a gift, it should be returned with an explanation of the School's policy on gifts. If returning it is not feasible, or would offend the giver, SAS will donate it to charity.

Outside Employment and Volunteer Work

We encourage you to be involved in civic, community and church activities outside your working hours.

Whether your outside activities are paid or unpaid, there are circumstances when these activities become an appropriate concern for St. Andrew's-Sewanee School. These include:

- When such activities may be causing or contributing to poor work performance or may impact your work hours and/or scheduling at St. Andrew's-Sewanee School.
- When such activities constitute or appear to constitute a conflict of interest, such as if you privately provide a service that may be offered by the School.
- When such activities reflect negatively on St. Andrew's-Sewanee School.

The School does not intend to limit employees' rights to engage in protected concerted activity or restrain employees in exercising any other right protected by Section 7 of the National Labor Relations Act or any other applicable state or federal law.

If you are in doubt about your outside activities as they relate to the above circumstances, please discuss them with your supervisor or the CFOO.

Employment of Relatives and Friends

We realize that some of our employees have other family members that work at St. Andrew's- Sewanee School. We encourage our employees to refer good talent to our community but also realize the risk and conflict of interest regarding certain relationships in the workplace. We will not employ friends or relatives in circumstances where actual or potential conflicts may arise which could compromise supervision, safety, confidentiality, security, business integrity and morale at the School. For example, a supervisor and/or administrator will not be allowed to exercise authority over a family member/ significant other regarding conditions of work, pay increases, or disciplinary action. It is your obligation to inform your supervisor and/or the CFOO of any such potential conflict so the School can determine how best to respond to the situation.

3.1 Safety and Health

3.2 Drug and Alcohol Policy

The use of illegal drugs and misuse of alcohol or prescription drugs by employees is inconsistent with the commitment of St. Andrew's-Sewanee School to provide a safe, healthy, secure, and productive learning and work environment. Employees who use illegal drugs and misuse alcohol or prescription drugs may have several work-related problems such as increased accidents and injuries, excessive absenteeism and tardiness, lower productivity, missed deadlines, and poor work quality. Equally important, the use of illegal drugs and misuse of alcohol or prescription drugs can also result in several personal health and behavioral problems.

The School encourages employees with drug and alcohol problems to seek help in overcoming the problem before they become subject to discipline for violating this policy. The School will support, assist, and accommodate such employees to the extent required by applicable law. The School will not discipline employees because they request assistance. Employees may not, however, escape discipline by requesting assistance after they violate the School's policy or are notified of their selection for drug or alcohol testing. In addition, employees who request assistance will not be excused from complying with the School's policies. Employees seeking help for drug and alcohol problems should talk with their supervisor, nurse staff, or the CFOO.

Whenever employees are working, operating School vehicles, operating machinery or equipment, present on School premises, or present in any other location performing services for the School, they are prohibited from:

- Using, possessing, buying, selling, manufacturing, distributing, dispensing, or transferring illegal drugs or drug paraphernalia.
- Reporting to work under the influence of illegal drugs, alcohol, inhalants, or prescription drugs that are not prescribed to the employee.
- Possessing or consuming alcohol; and
- Using inhalants.

Employees must report to work fit for duty and free of any adverse effects of illegal drugs, alcohol, or inhalants.

Employees may possess and consume alcohol at SAS sponsored or authorized functions or in certain legitimate business settings such as fundraising events/entertainment. At all such times, however, employees are expected to act responsibly and to drink moderately (not to the point that they are under the influence). The School may withdraw these privileges if an employee abuses them or if an employee violates this policy. In addition, resident employees should not drink alcohol while on duty or in contact with students. Resident employees should always be mindful of their alcohol consumption while on campus, as students can witness their actions/behavior. All resident employees who choose to drink should do so responsibly and privately while on School property. Resident employees are permitted to store alcohol inside their residences.

This policy does not prohibit employees from the lawful possession and use of over the counter and prescribed medications. Employees have the responsibility to consult with their doctors or other licensed

medical practitioners about the effect of over-the-counter and prescribed medications on their ability to perform their specific job duties in a safe manner, and to promptly disclose any work restrictions to their supervisor or administrator.

The School has the authority to ask an employee at any given time to be subject to a drug and/or alcohol test. Below are the main reasons why the School may request a test to be taken:

- **Pre-employment:** All applicants who have received a conditional offer of employment may be asked to pass a Non-DOT or DOT drug test, depending on their position, before they are hired by and/or begin working for the School. Applicants who refuse to cooperate in a drug test or who test positive for drugs may not be hired by the School.
- **Reasonable suspicion:** Employees are subject to drug and/or alcohol testing to the fullest extent allowed by applicable law if the School reasonably suspects them of using, possessing, or being under the influence of alcohol or illegal drugs while they are working, operating School vehicles, machinery or equipment, present on School premises, or present in any other location performing services for the School.
- **Post-accident:** Employees are subject to drug and/or alcohol testing to the fullest extent allowed by applicable law when the School reasonably believes they may have contributed to or caused a work-related accident that results in a fatality or an injury to a person, or damage to School vehicles, machinery, equipment, or other property. Employees must notify their supervisor or administrator as soon as safely possible after any such accident. In no situation should notification take place more than 24 hours after such an event.
- **Random:** Each calendar year, a certain percentage of all School employees who hold a Commercial Driver License and are active in the School's DOT pool will be subject to random drug and/or alcohol testing in accordance with applicable laws set forth by the TN Department of Transportation (DOT). The tests will be unannounced, spread throughout the year, and the selection of employees will be made by a scientifically valid method. Employees who hold a CDL can request to see additional details about our DOT program/policy at any time.

Employees who refuse to cooperate in a drug and/or alcohol test may be terminated.

Employees who test positive for drugs and/or alcohol may verbally challenge the test results when contacted by the Medical Review Officer. Depending on the result of the challenge, the employee may be subject to appropriate disciplinary action up to and including termination of employment.

- Depending on circumstances, an employee's return to work, reinstatement, and/or continued employment may be conditioned on the employee's successful participation in and/or completion of any and all evaluations, counseling, treatment, and rehabilitation programs, passing of return-to-duty and follow-up tests, and/or other appropriate conditions as determined by the School.
- The School may take disciplinary and/or other appropriate action when an employee engages in any conduct or is involved in any crime (including being charged with a crime, except where precluded by applicable law) that could adversely affect or be detrimental to the School's operations, interests, or reputation.
- Information and records relating to test results and other medical information shall be kept confidential and maintained in files separate from employees' personnel files. Such records and information may be disclosed to applicants and employees, any third party designated in writing by an applicant or an employee, a medical review officer, a health care provider responsible for determining an employee's ability to safely perform his/her job and/or the employee's successful participation in and/or completion of any and all evaluations, counseling, treatment, and

rehabilitation programs, to and among the School's managers on a need to know basis, where relevant to the School's defense in a grievance, arbitration, administrative proceeding, lawsuit or other legal proceeding, or as required or otherwise permitted by law.

3.3 Transportation Policy and Procedures

General Guidelines for SAS-owned or SAS-leased vehicles

- School vehicles are to be used for school business only.
- Employees are encouraged to use school-owned vehicles for transporting students. Employees who choose to drive a personal vehicle should be aware that their personal vehicle insurance is primary and that they are assuming personal liability when driving their own vehicle for school purposes. (The School's insurance coverage is on an excess basis.)
- Employees are strongly encouraged to rent a vehicle with unlimited mileage when traveling for the School rather than using your own personal car. This is much less expensive for SAS than reimbursing an employee for mileage driven.
- SAS's commercial insurance covers employees driving a vehicle owned or rented by SAS in the USA and Canada. If a SAS employee rents a vehicle outside of the USA and Canada, the employee should elect the liability and collision coverage offered by the rental company.
- Anyone who drives students or drives for the School in any capacity, regardless of ownership of the vehicle, must be on the Approved Drivers' List, which requires a background and driving check.
 - Before driving either a personal or a SAS-owned or rented vehicle on School business, SAS must have on file for each driver the items below:
 - A copy of his/her current driver's license
 - A current Motor Vehicle Report (MVR) on the driver that has been examined and deemed satisfactory (see MVR Review Criteria section below)
 - All drivers are required to report any moving violation and/or accident to the Business Office within a week of its occurrence. It is strongly recommended that you never have a single student in your personal vehicle unless the situation is an emergency. If you must transport only one student in a non-emergency, you should use a school vehicle.
- Commuting in a SAS vehicle between home and work is prohibited unless authorized by a supervisor or administrator.
- Allowing either an unauthorized SAS driver to drive or an unauthorized passenger to ride in a SAS vehicle is strictly prohibited. An unauthorized passenger is anyone not associated with the school and/or with the reason for that particular trip.
- When away from home on SAS business and in a SAS vehicle, employees, in addition to their official destination, may travel a reasonable distance in the vehicle ONLY to restaurants, places of worship, stores, and the like. Other personal use of the vehicle is prohibited.
- Drivers who have SAS vehicles at their home in anticipation of SAS travel may NOT undertake even a minor trip in a SAS vehicle solely for personal reasons.
- Drivers should keep his/her vehicle as clean as conditions reasonably allow.
- Employees should always attempt to obtain the least expensive fuel possible and practicable.

Driving and Safety Rules

The safety and health of our students and employees is paramount. Every person driving for SAS must adhere to the following rules:

- The drivers shall operate his/her vehicle in a safe, courteous, and proper manner at all times and shall observe all laws, traffic codes and rules of the road. The driver is personally responsible for paying any traffic tickets while driving for SAS.

- The driver is responsible for the safety of all passengers and has the authority to require passengers to behave in an orderly and safe manner.
- Both the driver and passengers must use seatbelts when the vehicle is in motion and equipped with seatbelts.
- The use of cell phones (even hands-free) while driving is strongly discouraged if the driver is alone and prohibited if the driver has student passengers. Should using a cell phone become necessary while students are in the car, the vehicle must be completely stopped and off the road in a safe place.
- Tennessee PC No. 412 states that motorists may not hold a mobile phone or any other stand-alone electronic device while driving. Talking via Bluetooth or headphone use will still be permitted for motorists who are 18 years and older, but drivers may only use one button to answer a call.
 - This law also prohibits these activities while driving: holding your phone with any part of your body; texting, including reading, writing or sending messages; watching, recording or publishing videos; calling; holding your phone to use or view GPS; reaching for a cellphone when it causes the driver to not be properly restrained.
- Upon exiting the vehicle, the driver should remove the key and take it with him/her. Vehicle keys should never be left unattended. Any SAS employees who lose a key may be held financially responsible for its replacement.
- In the event of an accident, the proper authorities should be notified at once. SAS should be notified as soon as possible. The driver's responsibilities are outlined below:
 - Don't let it get worse – stop, secure the scene, get to a place of safety but do not move the vehicle
 - Aid the injured – help injured parties if you are able, but do not move an injured person unless he/she is in more imminent danger.
 - Call it in – contact the police and then SAS Collect info (if possible) – gather the other parties' and any witnesses contact information, complete the accident report and take pictures if it is safe to do so.
 - Make no statement – do not admit fault or blame others, do not discuss the accident with the other party or bystanders, make no statements except to the police or School personnel.

Responsibilities for SAS-owned vehicles

- All SAS-owned vehicles are housed on SAS campus All SAS-owned vehicles used by employees must be checked out for use through the Academic Administrative Assistant. Reservations should be made via email to bus@sasweb.org well in advance of planned trips and at least 24 hours in advance of any use. These requests should include date, departure time, return time, destination, and purpose of the trip. Any vehicle that has not been checked out using this procedure should NOT be driven.
- The Facilities Team is responsible for the distribution of keys. During the week, employees may pick up the key for their reserved vehicle from the Facilities office. Anyone who has reserved a vehicle for use over the weekend must pick up their key by Friday at 3 p.m. When they have finished use of the vehicle, they should drop the vehicle key in the lockbox located outside the Physical Plant Office. Multiple keys will be available if more than one person has need of a specific vehicle during the weekend. In the event of unforeseeable circumstances, spare vehicle keys will be available through the Administrator on Duty.
- The Facilities Team is responsible for the maintenance of each vehicle. Buses are inspected weekly during the school year. Additionally, as required by law, each driver MUST perform a safety inspection before loading a bus. This is also required by SAS before using any SAS vehicle. The

visual inspection should include, but is not limited to, the following:

- The immediate area, for oil or grease leaks in, under or around the vehicle
- Belts and hoses, for cracks, swells, wear, and tear
- Tires, for inflation and tread wear
- Wheels, rims, and fasteners
- Lights, reflectors, mirrors
- Wipers and washers, A/C, heater, defroster
- Brakes for service, parking, and emergency
- Common sense safety precautions will be the responsibility of the driver. For example, buses must not be driven at night if any lights are out; buses must not be driven if brake lights are out, or if there is visual damage to any tire; buses must not be driven when it is raining or threatening rain if wipers are not working.
- The State of Tennessee requires that each bus contain a fire extinguisher, a first aid kit, and a body fluids kit. It is the responsibility of the driver to check for this safety equipment and not to leave without it. The driver must also have a cell phone. Drivers may reserve a phone if one is needed.
- Any safety or mechanical problems should be reported to the Facilities Office in writing, by email, or by calling 931.598-5651 x 3350 and leaving a detailed message as soon as discovered. If the issue poses a threat to safety, drivers should leave a note on the steering wheel to insure no one else drives the bus. All other requests/problems should be reported using the Maintenance Request Link.
- The CFOO will ensure that there is adequate insurance coverage for each vehicle. The insurance documentation should remain in the glove box of each vehicle.
- The Facilities Team will ensure that the vehicle registration is kept up-to-date and that the registration receipt remains in the glove box of each vehicle.
- Any accidents or other damage to buses should be reported in writing or by email to the Facilities Office and to the Business Office as soon as possible. The Facilities Office will tend to the repairs and the Business Office will handle insurance matters. Be sure to include:
 - Who: everyone involved (names, addresses and phone numbers)
 - What: describe what happened (in detail)
 - Where: site of the accident (in detail)
 - When: date and time plus any significant weather conditions
 - Witnesses: anyone who saw what happened (names, addresses, phone #)
- Teachers supervising trips should tell students the estimated time of return. In the event of a breakdown, an accident, or a delay in return of one hour or more, notify the School (Administrator on Duty). Organize day students so they can inform their parents/guardians of the impending lateness.

Motor Vehicle Record (MVR) Review Criteria

The School follows our commercial insurer's MVR guidelines, the details of which are available in the Business Office. In general, drivers must have had their license at least two years, should be at least 21 years of age, with no major violations within the past five years, and with no more than one at-fault accident or one minor violation within the past three years.

Commercial Driver's License Policy

Although having a CDL is not required of all teaching faculty at SAS, the School highly encourages new teaching faculty to obtain a CDL and current employees with a CDL to keep it current. Holding a CDL is, however, a requirement for head coaches for the following sports: football, soccer, basketball, swimming, volleyball, mountain biking and track. Faculty who maintain a CDL and drive during the year will be paid a bonus annually with the last paycheck of the fiscal year (June).

For those employees interested in getting a CDL, The Dean of Students will offer a “CDL support system” to help individuals manage the process. It can be timely and often frustrating; however, the support system will help with the steps/process, as well as provide study material and help with scheduling the skills test.

If an employee chooses to drive an SAS vehicle to a sports event or on an activity trip s/he will be compensated unless the driving occurs during a time when they are already on duty or if they are a coach travelling with their team. This includes Opening Weekend, airport runs, University trips and on the mountain appointments.

SAS will maintain compliance with the Department of Transportation’s federal law limiting hours of work and driving for a CDL holder. Federal law (Federal DOT) states that a CDL holder cannot drive passengers under any of the following circumstances:

- If he/she has been driving for more than 10 hours following 8 consecutive hours off duty
- If he/she has been on duty 15 hours following 8 consecutive hours off duty
- If he/she has been on duty 60 hours in any 7 consecutive days (if he/she does not drive commercial motor vehicles every day of the week)
- If he/she has been on duty 70 hours in any period of 8 consecutive days (if he/she drives commercial motor vehicles every day of the week)

This will primarily affect Friday night trips. If you have been on duty since 8 am Friday morning, you should not drive after 11 pm Friday night. Please be aware of these time limitations and plan accordingly.

Extra Safety Guidelines for Buses

Faculty and staff driving students in school buses are asked to adhere to the following safety guidelines:

- While loading and unloading, please orient the bus so that students do not have to cross a street. Use parking lots whenever possible as drop-off/pick-up points.
- Remind students to engage their seat belts (if applicable) and remain seated when the bus is in motion.
- Remind students that they should not approach the bus while it is still in motion, but to wait until the bus has come to a complete stop.
- When driving Middle School groups, the following additional steps are recommended:
 - If a second adult is on the bus, have that adult explain the exit procedure while the students are still seated, and the door is closed. The adult should exit and then escort the students to the destination while the bus is moved to a parking location.
 - If there is not a second adult present, then one of two procedures should be used:
 - With the door closed and the students seated, driver puts the bus in neutral and sets brake. The driver then explains the exit procedure, escorts the students from the bus away from the street to a safe, supervised location, then returns to park the bus.
 - The bus is parked in a safe location and shut down. The driver then escorts the students to the destination.
- Middle School students are often inattentive of traffic and other hazards. Please supervise them while they travel from bus to destination and back. Make every effort to load and unload away from traffic and in a location where there is a safe route to walk.

3.4 Tobacco and Smoke Free Environment

St. Andrew’s-Sewanee School recognizes the hazards caused by exposure to environmental tobacco

smoke, as well as the life-threatening diseases linked to the use of all forms of tobacco. The use of any and all smoke products is prohibited both in SAS vehicles and on the SAS campus.

This policy applies to all persons on campus, including employees, visitors, volunteers, contractors, and temporary employees. It is the employee's responsibility to ensure that his or her visitors comply with this policy.

3.5 Bicycle Helmets

A helmet is required if you ride a bicycle on SAS campus. This policy is for everyone's safety and sets a good example for our students.

3.6 Workplace Violence

St. Andrew's-Sewanee School has Zero Tolerance for workplace violence and violence of any sort on the SAS campus. The safety and security of our employees, students/parents, volunteers, vendors, contractors, and the general public is of essential importance. Violations of this policy will result in discipline, up to and including immediate termination.

Threats or acts of violence made by an employee against another person's life, health, well-being, family, or property will not be tolerated. Workplace violence is any act of intimidation, aggression, harassment, or threat, either in person, telephonically, electronically or by mail.

Any employee who is aware of harassment, a threat of violence, actual violence or other suspicious activity must immediately report the situation to one of the following:

- 911 or Campus Security (in an emergency)
- Head of School
- Administrator

Unfortunately, sometimes non-employees may try to bring their personal disputes into our workplace. To protect your safety and the safety of your co-workers, please immediately report to your supervisor or Human Resources personal situations which may bring violence to our workplace. By being forewarned we can take appropriate measures to try and protect you and/or your co-workers. Employees who report potential workplace violence from a domestic or personal dispute do not need to fear corrective action or retaliation.

Each case will be promptly and confidentially investigated to determine whether a threat or violence has occurred. All investigations will be designed to protect the privacy of, and minimize suspicion toward, all parties concerned. Allegations that are substantiated will result in disciplinary action, up to and including termination, against the person engaged in the threat/violence. This includes employees as well as business relationships. Likewise, malicious accusations made in bad faith will result in disciplinary action, up to and including termination, against the party making the accusations.

In carrying out all School policies, it is essential that all employees understand that no existing policy, practice, or procedure should be interpreted to prohibit decisions designed to prevent a threat from being carried out, a violent act from occurring, or a life-threatening situation from developing.

3.7 Firearms on Campus

No one other than deputized law enforcement officers may ever be armed or carry a weapon on campus for any reason. Weapons can include guns, knives, stun guns, and any other device that could potentially be used as a weapon. Utility knives (e.g. Leatherman style) and pocket knives are permitted by employees only if the maximum blade length is 3 inches or less. Residential employees are prohibited from keeping personal weapons and ammunition on campus.

3.8 Inclement Weather

St. Andrew's-Sewanee School makes every effort to be in session on regularly scheduled school days. In the event that there is inclement weather or another event requiring a delay, closing, or a switch to an on-line schedule, a decision will usually be made by 6 a.m. and will be texted and emailed to students, faculty, and staff, and posted to the school's website, Facebook page, and Instagram account. It will also be posted to Sewanee Classifieds. Bus service will run according to the delay.

If weather requires an early dismissal students, parents, faculty, and staff will be notified by text alerts and email. Bus service will run according to the new schedule.

The Head of School and Dean of Students will make one of the following choices: hold a regular class day, delay classes until 10am, pivot to online learning, or cancel classes. Regardless of weather conditions during the academic year, boarding students and residential faculty remain on campus. SAS is never closed if boarding students are on campus, so the term 'closed' regarding class cancellations should be used only with external parties.

- **Non-exempt employees:** Regardless of class schedules or cancellation, each employee should do his or her best to arrive at work without sacrificing personal safety. Should an employee be unable to work on such a day or come in later than normal, he or she may take an accrued vacation day, a personal day, or forgo payment for that day (or portion of the day). Any employee who wants to extend his or her hours another day during the work week to avoid using an accrued vacation day or going without pay may request to do so. As the Facilities team is responsible for maintaining the buildings and grounds so that SAS can remain open and safe during inclement weather for our boarders and resident employees, all Facilities employees are asked to make every effort to be present for work on time, or earlier if called in during such times, including working overtime as may be required.
- **Non-residential teaching faculty:** If classes are cancelled, or moved to online, non-residential teaching faculty should not come to campus. If classes are not cancelled, each teacher should do his or her best to arrive to class on time without sacrificing personal safety. An employee unable to work on such a day should notify the Head of Middle or Upper School or the Academic Administrative Assistant.
- **Residential teaching faculty:** In the event of class cancellations, all residential faculty members are expected to work with our boarding students at the direction of the Dean of Students.
- **Administrative faculty:** Regardless of class schedules or cancellation, all administrative faculty should do his or her best to arrive at work without sacrificing personal safety. An administrator who is unable to arrive at campus should communicate with his or her office throughout the day.

If a weather emergency occurs during the workday, the Head of School will decide if and when classes may be cancelled and when employees may leave before the end of the normal workday. If the School closes earlier than usual, employees present that day will be paid for the time they normally would have worked. However, before leaving early, each employee should check with his/her supervisor to ensure critical job

functions are covered in some manner.

3.9 Severe Weather

Several SAS administrators closely monitor the weather when either severe thunderstorms are eminent or in the case of tornado watches and warnings. If dangerous conditions develop or a tornado watch is announced, faculty should bring all students indoors and away from windows. In the event of a tornado warning, faculty, staff, and students will be alerted via text alert and campus siren. Students in Simmonds should remain there and not be allowed to walk between buildings. Tornado plans for each building are to be followed. The all-clear will be communicated via text alert to SAS employees and communicated verbally to students.

3.10 Lockdown/Dangerous Persons on Campus

Anyone who suspects or confirms there is a dangerous person on campus should notify the Academic Office, Dean of Students or Head of School's office. In the event of an emergency which requires the campus to "lockdown," several warnings will be initiated:

- Campus siren with lockdown sound – a constant, held siren/sound
- Email with LOCKDOWN in the subject line
- Text alert to all employees and students
- Air horns if the siren cannot be accessed quickly

Lockdown procedures during the school day (8am to 3pm)

- Each teacher in a traditional classroom should do the following:
 - Quickly check hallways for students
 - Lock classroom doors
 - Close blinds
 - Turn out lights
 - Seat students on the floor against a wall away from doors and windows
 - Ensure students are quiet
 - Ensure cell phones are silenced and not used
- If a teacher is not in a traditional classroom, the teacher should gather students into rooms which can be locked: equipment rooms, mechanical rooms, bathrooms, backstage hall (in McCrory) and follow the lockdown procedures.
- Employees in office spaces should do the following:
 - Lock classroom doors
 - Close blinds
 - Turn out lights
 - Remain quiet
 - Silence and do not use cell phones

Lockdown procedures outside of the school day

- Try to find a lockable room with either no windows or windows with blinds and follow the above lockdown procedures.
- If you are outside and close to a building, go to that building, lock the doors if you can, and follow the above lockdown procedures.
- If you are in Simmonds (3:00pm-5:00pm), sweep building and take all students to a classroom and follow lockdown procedures

- If you are in the Gym/Music Rooms/Theater, move all students to a lockable room and follow lockdown procedures.
- If you are on the playing fields and close to the gym, go to the gym and get into an appropriate room. If you are too far, enter the woods so that you are not visible from the campus.
- If you are at the Farm or the Res, enter the woods so you are not visible from campus and wait for all clear.
- If you are in a residence house, gather students into one room or faculty apartment and follow lockdown procedures.
- Facilities employees should gather up any visible students and enter the nearest building and follow lockdown procedures.

Lockdown Procedures on Weekends

- Residential faculty should send all students to dorms to gather in one or two rooms or faculty apartment and follow lockdown procedures.
- If you are in the Dining Hall, residential faculty should gather students into kitchen/serving area and lock all outer doors and follow lockdown procedures.
- If you are in the Union, gather all students in the stairwell, lock outer doors and follow lockdown procedures.
- If you are off campus, DO NOT return to campus. Keep any students that you have with you. Go to a safe place such as the Sewanee Police Department.

If we/you are in the Chapel

Currently there is not a way to lock the Chapel. We are working toward finding a solution; however, if a lockdown should occur:

- Quickly move students into a locked room/s in Langford OR
- Quickly move students to Gym OR
- Barricade Chapel doors

Remain in lockdown until law enforcement officials or administrators communicate an "ALL CLEAR" via a text alert or email.

3.11 Drone Policy

No student-owned or employee-owned drones are allowed on campus.

3.12 Contagious Diseases and Illnesses

It is the responsibility of any person in the school community (including students, faculty, staff and personnel of our food service) to report immediately to the Head of School any contagious disease that may pose a direct threat to the health and safety of others. Any disease which poses a significant risk of communicating itself to others, including, but not limited to, HIV, AIDS, chicken pox, varicella virus, hepatitis-ABCDE, COVID-19 and its variants, and Tuberculosis (TB), should be reported to the Head of School.

Whenever the Head of School becomes aware that a person in the school community is infected with a contagious disease which poses a significant risk of communicating itself to others, the Head of School may call for special measures to protect the health of other persons, and shall refer the matter for advice to an ad hoc committee. This committee, which may consist of a physician, the school chaplain, an

attorney, Dean of Students, and Director of Finance and Operations shall conduct an inquiry into the matter referred to it.

The committee shall seek information from medical experts and public health agencies such as the Center for Disease Control and the National Institutes of Health. In reaching its recommendation, primarily the committee will consider whether the infected individual would create a direct threat to the health or safety of other individuals. The information obtained by the ad hoc committee shall remain strictly confidential.

The committee shall report its findings and recommendations to the Head of School. The committee's recommendations and any action taken by the Dean of Students shall fully remain confidential if possible.

In the interim, the contagious person may be isolated as much as possible for the acute phase of the illness. If that person is a domestic boarding student, recovery at home for the acute phase should be considered. In those cases where contagious diseases are disabilities under the Americans with Disabilities Act (ADA), the school will consider a reasonable accommodation for any affected employee or student.

All employees are required to wear gloves and/or masks when cleaning up any type of body fluid spills. Any faculty or staff involved with a person who has had an accident in which bleeding or spills of any body fluids occur should handle each case with the use of a body fluids kit. In the above situations, the cleaning should be accomplished by using a 10% solution of bleach and water. When specific body fluid spills necessitate cleaning (e.g. vomiting, bleeding, etc.), the surface should be cleaned several times. Removal of the soiled gloves should be accomplished without the outside of the gloves touching the wearer's skin.

3.13 Reporting Child Abuse and Neglect - Mandatory

What is Child Abuse and Neglect

- Physical abuse: Non-accidental trauma or physical injury of a child, or failure to protect a child from harm.
- Neglect: Failure to provide for a child's physical survival needs to the extent that there is harm, or risk of harm, to the child's health or safety.
- Sexual abuse: When a child is involved in intentional sexual acts that produce sexual arousal and/or gratification for the perpetrator or sexual behaviors/situations in which there is a sexual component.
- Psychological harm: A repeated pattern of caregiver behavior or extreme incident(s) that convey to children they are worthless, flawed, unloved, unwanted, endangered. May include both abusive acts against a child and failure to act.
- [Who Must Report Child Abuse?](#) Everyone in Tennessee is a mandated reporter under state law. Any person with reasonable cause to believe a child is being abused or neglected must, under the law, immediately report to the Tennessee Department of Children's Services or to local law enforcement. The reporter can remain anonymous.
- [Failure to Report](#) Failure to report abuse is a violation of the law and a Class A misdemeanor, carrying a sentence of up to three months imprisonment, a fine or both. Those who report and "act in good faith" are immune from any civil or criminal charges which may result. The reporter has the right to remain confidential and anonymous.
 - [Information You Will Be Asked to Provide](#)
 - Child(ren) names, ages, address, phone numbers, race, and school/daycare information

- Parent(s), Legal Guardian(s), or caretaker(s) information
- Other household members information
- Nature of the harm or specific incident(s) that precipitated the report
- Specific allegation(s), date(s) and descriptions(s) of the injuries or dangers
- Identities of alleged perpetrator(s) and their relationship(s) to the victim
- Witnesses to the incident(s) and how to reach those witnesses
- Details of any physical evidence available
- Perpetrator's current access to the child
- Present condition of the child (alone, in need of medical attention, etc.)
- The location of the child and directions to that location
- Any statements from the child
- Parent's or perpetrator's explanation of the alleged child victim's condition or the incident
- Parent's current emotional, physical or mental state, especially feelings about the child and reactions to the report
- How the reporter came to know the information and the reporter's thoughts about the likelihood of further harm to the child
- [Possible Indicators of Abuse and Neglect](#)
 - The child has repeated injuries that are not properly treated or adequately explained.
 - The child begins acting in unusual ways ranging from disruptive and aggressive to passive and withdrawn.
 - The child acts as a parent toward his or her brothers and sisters or even toward their own parents.
 - The child may have disturbed sleep (nightmares, bed wetting, fear of sleeping alone, and needing nightlight).
 - The child loses his/her appetite, overeats or may report being hungry.
 - There is a sudden drop in school grades or participation in activities.
 - The child may act in ways that are developmentally inappropriate, such as sexual behavior that is not normal for his/her age group.
 - The child may report abusive or neglectful acts.
 - *Note: The above signs can indicate something is wrong but do not necessarily indicate abuse or neglect.*
 - A free online training offers the public information on how to report child abuse and neglect in Tennessee. It explains how the process works, plus policies, laws and what reporters can expect.
 - [Access the training](#)

3.14 Reporting on the Job Injuries, Illness, and Accidents

It is the responsibility of every employee of the School to maintain a healthy and safe work environment. Any accident or injury to a **student, employee, volunteer or visitor** which rises above the level of minor (treated with minimal first aid) must be reported immediately to emergency responders (911), OR the on-campus nurse, OR SAS athletic trainer OR the SAS Administrator on Duty for first aid and/or immediate medical attention.

A reportable injury or accident is defined as any event that results in physical harm to a person such that the individual: 1) is (or may be) referred to a medical provider; AND/OR 2) will miss school or work; AND/OR 3) will lose time from training or competition. Example ONE – minor bug bites do not need to be

reported, but a hornet, wasp or bee sting should be reported, as these latter bites could require referral to a medical provider. Example TWO - a scraped knee does not need to be reported, but a knee which hurts and causes ambulatory issues should be reported. Example THREE – a blister on the foot does not need to be reported, but a sprained ankle should be reported.

After the situation is stable, the adult who witnessed the incident or to whom the incident was first reported (coach, teacher, house parent or other adult) should fill out an Incident Report as soon as possible using the SAS Incident Report form found on the Team Drive. This form is then automatically sent to the Business Office, nurses, Dean of Students, Director of Athletics, and the Athletic Trainer. If the party involved is an SAS student, the medical provider (nurse or athletic trainer) who then sees or treats the individual should fill out another Incident Report which should be sent to the above group AND the student's parent(s)/guardian(s).

For SAS Employees, if you are injured in the workplace or performing work duties, you must complete an incident report immediately.

Do not try to handle medical emergency situations yourself. Do not move or treat an injured person. Call for qualified assistance, as noted above, immediately.

The Incident Form is found on the SAS All Employee Team Drive and requires a Google login.

Workers' Compensation Claims

If the injured party is an employee and the situation is not an emergency but requires medical attention, contact the Business Office within fifteen (15) business days of the injury **(in addition to filling out the Incident Report form)**. The Business Office will notify the school's Workers' Compensation insurance and give you a panel of physicians who are authorized to treat you. If your work injury requires emergency treatment, go to an Emergency Room and then report to the Business Office for Workers' Compensation claim information when your situation has stabilized.

3.15 Availability of Asbestos Management Plans

The management plan for asbestos containing building materials required by the Federal Asbestos Hazard Emergency Response Act (AHERA) has been performed for St. Andrew's- Sewanee School in Franklin County, Tennessee. The management plan is on file at the School and is available for public inspection. If desired, a copy of the plan may be obtained upon payment of a reasonable reproduction cost. For information, please contact the CFOO.

3.16 Keys, Security & Lost and Found

Keys to Buildings

Keys and fobs are available from the Facilities Office. Report any lost or stolen keys, fobs, passes, or other similar devices to your administrator or the Facilities Office immediately so it can be deactivated until found. Faculty and staff members may not duplicate school keys as all keys are coded and inventoried. If additional keys are needed, let your administrator know. Be especially careful to keep all school keys secure. NEVER GIVE A KEY OR A FOB TO A STUDENT UNDER ANY CIRCUMSTANCES.

Security

You should also refrain from discussing with non-employees specifics regarding School security systems, alarms, passwords, etc. Personal passwords for access to the School's various IT related systems should never be shared with others and should be changed frequently to avoid unauthorized access by others.

We also request that you immediately advise your supervisor of any known or potential security risks and/or suspicious conduct of students, employees, or visitors of the School. Safety and security is the responsibility of every employee and we rely on you to help us keep our premises secure.

St. Andrew's-Sewanee School is not responsible for replacement of lost or stolen personal valuables. Protect your valuables by locking your desk, work area, and vehicle and putting valuables out of sight. Do not leave money or valuables in an unlocked desk. Store your wallet and purse in a secure place. Upon leaving work, lock all desks, lockers, and doors protecting valuable or sensitive material in your work area and make sure all valuables are out of sight.

Lost and Found

If you do lose something, report the loss to the Academic or Head of School's Administrative Assistant with a description of what is missing. If you find an item of personal property, turn it in to the Academic Offices or Head of School's Office as soon as possible.

3.17 Pets

Non-residential employees and visitors are not allowed to bring pets on campus. Residential employees should inquire about the process and requirements, including deposit fees, for being able to have pets on campus. Regulations for residential employees' pet ownership are in Faculty Guidelines. Anyone who observes a breach of the rules for campus pets, who witnesses a pet bothering a student, or who has a complaint about a campus pet should make a report in writing to the Dean of Students or CFOO.

3.18 Mail Use

Non-residential employees should limit usage of the School's mail service to business purposes and may receive personal packages here only if the delivery service will not deliver to your home. Do not use the School postage meter for your personal mail. If you notice any suspicious packages or envelopes, please report this to the Business Office immediately.

4.1 SAS Employee Roles and Expectations

4.2 Employee Categories and Classifications

When employed at St. Andrew's-Sewanee School, you are placed into one of several different types of employment categories. These categories determine your eligibility for overtime pay and benefits from St. Andrew's-Sewanee, as well as your responsibilities and our expectations regarding your work.

Teaching faculty, Administrative faculty, and Staff

- Your hiring letter states whether you are a teaching faculty, administrative faculty, or a staff employee. This categorization is based on the position which occupies the majority of your time.
- A **teaching faculty** member teaches SAS courses or is involved with students on a regular and professional basis.

- An **administrative faculty** member does not teach students and is involved in the administration of the School.
- A **staff** member does not teach students and supports either the administrative or teaching faculty in carrying out their responsibilities.

Non-Exempt and Exempt Classification

Your hiring letter states whether you are a non-exempt or exempt employee.

- A **non-exempt employee** is an individual who is entitled to overtime compensation for all hours worked in excess of 40 in a workweek (or in accordance with applicable state law if differently defined). A non-exempt employee is paid for actual hours worked. You will be paid one and a half times your hourly wage for each hour worked beyond 40 hours per payroll week. Non-exempt employees, in most cases, include clerical and Physical Plant staff.
- An **exempt** employee is not subject to the overtime provisions of the Fair Labor Standards Act or other applicable state law due to the nature of the work, job responsibilities, and salary range. You receive a fixed salary for doing your job regardless of the number of hours worked and are exempt from overtime pay. Exempt employees' compensation is intended to compensate for all hours worked in each workweek. There is no additional pay for extra hours or reduced pay for less than normal hours. Exempt employees, in most cases, include teaching and administrative faculty positions. Depending upon the job, there may be other applicable exemptions.

In the rare event that there is a legitimate reason to make a deduction to an exempt employee's pay, the deduction must be made in full day increments. If an exempt employee works any hours during a day, it is the School's intention that they will be paid for the full day. There are a few exceptions to this requirement (i.e. disciplinary purposes, etc.). Our goal is to ensure that all exempt employees are treated and paid fairly in accordance with the FLSA. If you have any questions, please contact the CFOO or your administrator.

Full-time, Part-time, Temporary or Seasonal

- Your hiring letter states whether you are full-time or part-time, seasonal or temporary employee; the number of hours you are expected to work weekly and the months you are hired to work (if applicable); and whether you are eligible for benefits. All employees listed above will be subject to the SAS onboarding process for new hires.
- A **full-time administrative faculty employee** or **full-time staff employee** is an individual who is normally scheduled or expected (i) to work at least 32 hours per week AND (ii) to work at least 36 weeks during the academic year or 52 weeks during the calendar year. All full-time administrative faculty employees and full-time staff employees are benefit eligible (i.e. health insurance, 403(b) savings, vacation, and sick days). In some cases, an employee considered full-time under the Affordable Care Act (i.e. a person scheduled and expected to work on average 32 hours per week) may be eligible for health insurance benefits, yet may not be eligible for the remaining School-sponsored benefits.
- A **full-time teaching faculty employee** workload and expectations are listed below; full-time faculty members work at least 36 weeks during the academic year, from opening meetings through closing meetings. Teaching faculty members with a workload of at least 80% are benefit eligible. Those who are benefit-eligible share equally in weekend duty teams for student supervision and activities on a rotating basis. While every job at SAS is unique, and rarely does a job match this list precisely, specific responsibilities of full-time teachers include the following or their equivalent.
 - Teach 4 year-long classes (or 5 year-long classes with no APs)
 - Sponsor 2 trimester afternoon programs

- Additional clubs, activities, or committee assignments as designated
- Participate in continual departmental curricular review and development
- Communicate proactively with parents
- Serve as an advisor to students and keep regular contact with advisees' parents
- Attend chapel, assemblies, faculty meetings, and advisory periods
- Plan and support grade level events and house activities
- Be available during work periods for student support
- Serve on weekend team for campus supervision and activities
- Participate in working groups and departmental planning
- Serve as a substitute for colleagues in classes and afternoon programs
- Assist with other responsibilities in the academic day, such as driving students to and from the University and other destinations on the Mountain
- Provide creative offerings and support for special events and projects such as Opening Weekend/Orientation, Family Weekend, House Cup events, Winterim, Earth Day, and Commencement Weekend
- Support students by attending school events, such as plays, concerts, and games
- Acquire and maintain a TN CDL Bus-driving License (if applicable to coaching responsibilities)

SAS Guidelines for Faculty provides further details of expectations of faculty including *Characteristics of Successful Faculty Members* and *Principles of Good Teaching at SAS*.

Residential Faculty are provided room and board in exchange for additional residential duties found in the ***SAS Guidelines for Faculty***.

- A **part-time administrative faculty member or part-time staff employee** is an individual who is normally scheduled or expected (i) to work fewer than 32 hours per week OR (ii) to work fewer than 36 weeks during the academic year or 52 weeks during the calendar year. Part-time administrative faculty and staff employees are, in most cases, ineligible for employee benefits. Please refer to Core Benefits (section 7), as there are a few benefits a part-time employee may be able to participate in that are not employer sponsored.
- A **part-time teaching faculty** workload is considered to be less than an 80% workload. Part-time teaching faculty are, in most cases, ineligible for employee benefits. Please refer to Core Benefits (section 7), as there are a few benefits a part-time employee may be able to participate in that are not employer sponsored.
- A **seasonal employee** is an employee who is hired into a position for which the customary annual employment is six months or less and who is compensated for less than 1,000 hours per plan year. In most cases, seasonal employees are not eligible for benefits other than those specifically required by law. For example, a coach is considered a seasonal employee and is usually paid at the end of the coaching season. Seasonal employees are covered by the St. Andrew's-Sewanee professional liability insurance and workers' compensation policies while teaching at the school.
- A **temporary employee** is scheduled to be employed for a limited time only or whose work is intended for a particular project or need, usually of a short duration such as three to four months, and who is compensated for less than 1,000 hours per plan year. A temporary employee is not eligible for benefits other than those specifically required by law. For example, a substitute teacher is considered a temporary employee and is paid on a monthly basis. Temporary employees are covered by the St. Andrew's-Sewanee professional liability insurance and workers' compensation policies while working at the school.

4.3 Volunteers

Volunteers assisting in St. Andrew's-Sewanee School activities are not employees and thus are ineligible for pay and benefits. Any employee who works with a volunteer should make sure that each volunteer is familiar with the policies, procedures and practices that govern the conduct of employees with similar responsibilities and abide by them. All volunteers working directly with students will be subject to a background check and will have to complete other requirements designated by the School.

4.4 Consultants and Contractors

Consultants and contractors are ineligible for St. Andrew's-Sewanee School employee benefits other than specified by the contractual arrangements. All consultants and contractors that are working directly with students will be subject to a background check and will have to complete other requirements designated by the School.

4.5 New Hire Probationary Period

The first 90 calendar days of your employment is considered a probationary period. During this period, you will become familiar with St. Andrew's-Sewanee School and your job responsibilities. During this time, SAS will also have the opportunity to monitor your capabilities and skillsets, quality of work, work ethic, and overall performance. If, at the completion of this probationary period, we believe that the quality and value of your performance merits your continued employment and work remains available, you will enter the "regular employment classification". Your probationary period with the School can be shortened or lengthened as deemed appropriate by your supervisor and/or administrator and will be communicated to you in writing. Completion of this probationary period does not imply guaranteed or continued employment. Successful completion of the probationary period does not change the nature of the "at-will" employment relationship and should not result in an expectation of employment for any specific period of time.

4.6 Performance Evaluations

Each **staff** member will undergo a periodic performance review with his/her supervisor; this will be conducted at least annually.

The **teaching faculty's** current evaluation and professional growth process follows:

St. Andrew's-Sewanee School's Faculty Observation and Professional Growth Plan is composed of a collaborative, non-evaluative component and an administrative, evaluative component. The non-evaluative component utilizes Professional Learning Communities (PLCs) with the goal of professional growth through discussion of pedagogy and professional development, shared reading, and classroom visits. The administrative, evaluative component utilizes the Faculty Assessment Rubric, which includes classroom teaching, afternoon programs, and residential life. Faculty use the Rubric as a self-assessment tool twice a year and include their reflections in their Professional Development Portfolio. Administrators

use the Rubric as an evaluative tool to promote the development of faculty. All teaching faculty are observed every year by a teaching administrator. The observations are unscheduled, and the frequency of observations is determined by the number of years the teacher has been at SAS. All observations are followed by a feedback meeting between the teacher and the administrator. After all observations and meetings are completed, the administrator completes the Faculty Assessment Rubric and submits it to the Head of School's office.

When any problems or concerns arise, it is the responsibility of the administration to address them in a timely and forthright manner. When administrators fall short of expectations, the Head of School should be made aware and is responsible for addressing the problem in a timely and forthright manner.

Each **administrative and teaching faculty member** meets annually with the Head of School who will discuss his general observations about his/her performance, your goals and objectives, and anything you think will improve your experience at SAS. A positive performance evaluation does not guarantee an increase in salary, a promotion, or continued employment. Based on this meeting and other information provided by School administrators, the Head of School will make one of three decisions about each faculty member:

- Assuming the Board of Trustees in its winter budget meeting makes no change in the size of the faculty, a continuation of employment communication for the following year will be issued, OR
- A decision about issuing a continuation of employment letter will be delayed until such time as enrollment numbers are clear, OR
- The Head of School will have another meeting with you to discuss your future at SAS.

St. Andrew's-Sewanee School is an at-will employer, as noted in the Introduction and several other places in this Handbook. Following an employee's initial hiring, we hope the employee will remain until and unless the Head of School deems that the relationship is no longer beneficial to our students and/or the School. The Head's decision will take into consideration the employee's fulfillment of his or her role and expectations and may include observations made by administrators and others.

4.7 Work Schedule and Attendance Expectations

Administrative Faculty and Staff Employees

Based on the needs of the School, the work schedule for these individuals is generally year-round. The normal workweek schedule for full-time employees generally consists of 40 hours per week, eight hours per day, for five days during the workweek.

The normal workday starts at 8:00 a.m. and ends at 4:30 p.m. You may alter your eight-hour workday schedule by prior agreement with your supervisor as long as regularly scheduled hours are worked each week. Your supervisor will consider your personal needs and the School's needs in scheduling your working hours.

There may be times when you are required to work on a holiday, weekend, or evening. This is a normal expectation of working in a school.

You are expected to be at work as scheduled and on time. While you may be absent or late occasionally, excessive absences and late arrivals create a hardship for your co-workers who must do your job as well as their own.

If you are running late or are unable to work, you must notify your supervisor immediately. Absences and

late arrivals can be either excused or unexcused depending on the reasons that you are out. Your supervisor will make the final decision based on the circumstances. Some examples of acceptable reasons for absence or tardiness include:

- Personal illness or injury
- Hospital confinement
- Jury or witness duty
- Death in the immediate family
- Personal business of an emergency nature
- Voting (if your work hours prevent you from getting to the polls during the time they are open).

Your employment status, the reason for the occurrence, and your available paid time off, will determine if you will be paid for excused absences or tardiness.

If you leave work early for any reason, you must have your supervisor's advance approval to do so. Depending on the circumstances, your supervisor will determine whether your absence is excused or unexcused. Frequent absences or excessive tardiness, whether excused or unexcused, can be grounds for disciplinary action and/or dismissal (see section 9.3).

Teaching Faculty

SAS recognizes that daily Teaching Faculty schedules vary depending on class load and responsibilities. Additional schedule requirements for teaching faculty, such as weekend duty, driving, dorm duty and residential faculty responsibilities (when applicable) are detailed in the Faculty Guidelines. Teaching faculty should be available for meetings five days prior to Opening of School in August) and five days after Commencement in May. Some teachers who are also coaches will begin work prior to the opening of school with pre-season sport activities.

Most faculty members hired prior to academic year 2007-2008 are employed annually from September 1 through August 31. Most hired in academic year 2008-2009 and later are employed annually from August 1 through July 31.

For planned absences, the faculty member will make the request for absence to the Department Chair, who contacts the Academic Dean or Middle School Director for approval. The Academic Administrative Assistant will follow up with a confirmation email to the teacher requesting coverage, the teacher covering, the Department Chair, the Academic Dean, and the Middle School Director indicating how coverage has been assigned.

For an unplanned absence, the faculty member will call the Academic Administrative Assistant at 931-598-5651 between 7:30 and 8:00 a.m. The Academic Administrative Assistant will follow up with a confirmation email to the teacher requesting coverage, the teacher covering, the Department Chair, the Academic Dean, and the Middle School Director indicating how coverage has been assigned.

In both planned and unplanned absences, the faculty member will provide lesson plans to the Academic Administrative Assistant by email or in person.

Residential faculty members are expected to remain on campus until students leave for vacation and to return prior to the students' return.

4.8 Telecommuting

Objective: Telecommuting allows employees to work at home, on the road or in a satellite location for all or part of their workweek. St. Andrew's – Sewanee School (SAS) considers telecommuting to be a viable, flexible work option when both the employee and the job are suited to such an arrangement.

Telecommuting may be appropriate for some employees and jobs, but not for others. (i.e., teaching faculty and Facilities team members.) Telecommuting is not an entitlement. It is not a companywide benefit, and it in no way changes the terms and conditions of employment with SAS. Because SAS is in the "people business", telecommuting arrangements/assignments will be considered only on a temporary or part-time/hybrid basis.

Procedures: Any telecommuting arrangement made will be for an agreed amount of time, with a specified trial period, and may be discontinued at will and at any time at the request of either the telecommuter or the organization. Every effort will be made to provide 5 days' notice of such change to accommodate commuting, child care and other issues that may arise from the termination of a telecommuting arrangement. There may be instances, however, when no notice is possible.

Eligibility: Individuals requesting formal telecommuting arrangements must have completed a minimum of 10 continuous months of regular employment with SAS, and must have a satisfactory performance record.

Before entering into any telecommuting agreement, the employee and Supervisor, with the assistance of the human resource department, will evaluate the suitability of any such arrangement, reviewing the following areas:

- Employee suitability. The employee and Supervisor will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful telecommuters.
- Job responsibilities. The employee and Supervisor will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement.
- Equipment needs, workspace design considerations and scheduling issues. The employee and Supervisor will review the physical workspace needs and the appropriate location for the telework.
- Timeline for evaluating the arrangement.

If the employee and Supervisor agree, and the human resource department concurs, a draft telecommuting agreement will be prepared by the business office, signed by all parties, and the trial period will commence.

Evaluation of telecommuter performance during the trial period will include regular interaction by phone and e-mail between the employee and the Supervisor, and weekly face-to-face meetings to discuss work progress and problems. At the end of the trial period, the employee and Supervisor will discuss/evaluate the arrangement and make recommendations for continuance or modifications and agree on the duration of the arrangement. Evaluation of telecommuter performance beyond the trial period will be consistent

with that received by employees working at the office in both content and frequency but will focus on work output and completion of objectives rather than on time-based performance.

An appropriate level of communication between the telecommuter and supervisor will be agreed to as part of the discussion process and will be more formal during the trial period. After the conclusion of the trial period, the Supervisor and telecommuter will communicate at a level consistent with employees working at the office or in a manner and frequency that is appropriate for the job and the individuals involved.

Equipment: The employee's regularly issued equipment/technology is available for the employee's use in their telecommuting arrangement. The school will not be responsible for supplying any additional equipment (hardware, software, modems, phone and or data lines, furniture, or other equipment) or for personal contracts necessary to support service needs (internet service). Equipment supplied by the organization will be maintained by the organization. Equipment supplied by the employee, if deemed appropriate by the organization, and service contracts will be maintained by the employee. SAS accepts no responsibility for damage or repairs to employee-owned equipment. SAS reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the organization is to be used for business purposes only. The telecommuter must sign an inventory of all SAS property received and agree to take appropriate action to protect the items from damage or theft. Upon termination of employment, all company property will be returned to the company, unless other arrangements have been made.

The employee will establish an appropriate work environment within his or her home for work purposes. SAS will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.

Security: Consistent with the organization's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of proprietary company and customer information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.

Safety: Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. Injuries sustained by the employee in a home office location and in conjunction with his or her regular work duties are normally covered by the company's workers' compensation policy. Telecommuting employees are responsible for notifying the employer of such injuries as soon as practicable. The employee is liable for any injuries sustained by visitors to his or her home worksite.

Telecommuting is not designed to be a replacement for appropriate childcare. Although an individual employee's schedule may be modified to accommodate childcare needs, the focus of the arrangement must remain on job performance and meeting business demands. Prospective telecommuters are encouraged to discuss expectations of telecommuting with family members prior to entering a trial period.

Time Worked: The telecommuting agreement will include the number of hours and method of timekeeping that the Employee shall use while working remotely. The Employee shall work for the agreed-upon number of hours each week and shall record and report their time to the Supervisor in the manner agreed upon.

Telecommuting employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using SAS's time-keeping system.

Hours worked in excess of those scheduled per day and per workweek require the advance approval of the telecommuter's supervisor. Failure to comply with this requirement may result in the immediate termination of the telecommuting agreement.

Exempt employees will be required to track their time worked and submit it to their supervisor as part of the evaluative process.

Policies Remain in Effect: Employees permitted to work remotely must continue to abide by SAS's Employee Handbook and all other applicable employee policies, including Faulty Guidelines and Parent/Student policies. Failure to follow SAS policies may result in termination of the remote work arrangement and discipline, up to and including termination of employment.

Availability and Communications: The Supervisor shall advise the Employee of their reasonable expectations for the Employee's work schedule and availability for meetings and communications with supervisors (for example, daily phone calls, weekly status reports, in-office visits, etc.). The Employee shall make themselves available and communicate as advised.

Employee Tax Implications: It will be the Employee's responsibility to determine any personal income tax implications of maintaining a home office. SAS will not provide tax guidance; nor will SAS assume any additional tax liabilities. The Employee is encouraged to consult with a tax professional to discuss income tax implications.

4.9 Children in the Workplace

In general, unenrolled children of school employees should not accompany their parents when the parents are working. Neither enrolled nor unenrolled children of school employees should accompany their parents when school is not session. If there is a question or an exception needed, the employee should contact the appropriate administrator.

4.10 Personnel Records

Important events in your service with St. Andrew's-Sewanee School are recorded and kept in your personnel files. Examples of the records included in your personnel file are your application for employment, reference letters, employment letter, performance reviews, change of status documents, commendations, disciplinary warnings, and educational attainment indicators.

Personnel records are maintained for all employees as required by current employment laws. Your personnel files are maintained in strict confidentiality by the Head of School and the Business Office, and only those with the responsibility and need to know will have access. No information contained in the personnel files will be given to anyone outside SAS unless employee permission is granted in writing, access is required by legal subpoena, information is given in response to a simple employment verification request, or information is requested by authorized law enforcement agencies or local, state or federal agencies conducting official investigations or audits. Employee verification must be completed by the Business Office only. For former employees, only date of hire, separation date, and position held may be provided.

You are responsible for updating your personal information in Paycom, our HRIS (Human Resources Information System) within 30 days following any changes. This includes any changes in your address,

telephone number, email address, marital status, dependents, tax withholdings, and emergency contact information. This is important to remember since such changes may affect your employee benefit eligibilities and/or coverage.

Personnel files containing employee medical information unrelated to work performance and attendance are maintained by the Business Office under separate file according to federal law.

If an employee wishes to review his or her personnel or medical file, he or she may do so after giving the School reasonable notice in accordance with applicable law. Inspection must occur in the presence of a School representative. Personnel files are the property of SAS and cannot be removed from the office in which they are maintained.

4.11 Verification of Employment Eligibility

All new hires are required by federal law to verify their identity and eligibility to work in the United States. You will be required to complete the federal form I-9, Employment Eligibility Verification Form. Failure to provide proof of work eligibility and identification within three (3) days of your date of employment may result in immediate dismissal. If you are currently employed and your status has changed, please inform your supervisor.

4.12 Personal and Employment Reference

There may be times when external parties require information about your employment at SAS. You should direct all such inquiries to the Business Office. The Business Office will respond to an employment reference request by sharing your job title and your dates of employment. In all interactions with employment references, SAS will act in good faith and will only share truthful, fair and unbiased information. If additional information is requested for identity, employment, salary or other information, such information will be released only when you specifically authorize this disclosure in writing. You may either authorize the requesting agency in advance of its request or provide such authorization directly to the Business Office.

4.13 Dress Code

When school is in session, St. Andrews-Sewanee School employees are expected to dress in a neat and professional manner: slacks, collared and/or dress shirt, and tie for men; and dresses blouses, skirts, or slacks for women. Graphic t-shirts, sweatshirts and sweatpants, jeans, cargo pants, shorts, flip flops and athletic shoes are not considered neat and professional. Leggings may only be worn with dresses, tunics, or long blouses. Visible piercings should be limited to the ears. Hair should be a natural-type color. Because a variety of clothing styles and options exist, the Head of School will determine if any questionable variation on this code is allowed. If an employee's dress is determined inappropriate the supervisor or administrator can send the employee home to change clothes after the first warning. Any time missed will have to be taken as paid time off, if available. Repeated violations will result in disciplinary action up to and including termination.

Dress code exceptions: On Fridays, any employee may wear an SAS collared shirt from the School Store with pants or skirts. Physical Education, Adventure Education teachers, and teachers engaging in field work or taking their class on an outdoor excursion may wear SAS athletic attire, including length appropriate shorts, while teaching those classes. Coaches may wear SAS coaching attire, including length

appropriate shorts, on game days.

St. Andrew's Sewanee School Facilities Team Dress Code Policy Updated March 2021

The Facilities Team, being one of the most visible on the SAS campus, is dedicated to making a positive contribution to the professional atmosphere of the school. By exhibiting a neat and clean appearance, we are more proficient in assisting and serving in a professional and courteous manner. By clearly identifying ourselves and our roles on campus, we increase the security of our community.

The dress code for the facilities team is as follows:

- **Shirts** – The school will issue up to 6 shirts in any combination of departmentally accepted designs (button front, polos, t-shirts, and fleece in short or long sleeves). (Additional shirts may be purchased from the school.) Shirts will be replaced on an as-needed basis. Worn shirts must be returned, when practical. The Facilities Team work shirt is only to be worn during work hours. During special assignments (i.e., painting or working with staining chemicals, solid color t-shirts are acceptable.) Tank tops are not acceptable attire.
- **Pants**- Employees will provide their own pants. Acceptable options will be dark blue, black, denim or khaki. They must be neat and clean and pass the Facilities Manager's approval. During the summer, capris and long shorts of the same color choices are acceptable. Shorts will be no more than 3 inches above the knee. (No knit shorts, no spandex, or no sports type pants.)
- **Shoes** – Footwear is to be provided by the individual employee and should be in good condition. For safety precautions, all facilities personnel shall wear closed-in shoes to work. This is defined as shoes that fully cover an employee's feet from toe to heel. Any type of modification to this safety factor requires a doctor's statement. Steel toed shoes are required when working with equipment or when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, and where such employee's feet are exposed to electrical hazards.
- **Outerwear** – All Facilities Team members will be provided with one Cold-weather weight logo jacket for use when working outdoors or traveling between locations. A rain jacket will be provided to those who habitually work outdoors.
- **Hats** – Hats are optional. If an employee chooses to wear a hat, solid color hats are acceptable. The only logo acceptable on hat must bear the SAS name of logo; no other logo or language is acceptable. Hats are to be worn with the bill facing in the forward position.
- **ID cards** – Each Facilities Team member shall be issued an Identification card, which must be worn and visible during their work shift.

In the event that a Facilities team member resigns, or their work duties are terminated, their SAS issued attire and ID shall be returned to the Facilities Manager before collecting their last paycheck.

Any and all of this policy is subject to change at the discretion of the CFOO.

5.1 Employee Pay

5.2 Compensation Philosophy

St. Andrew's-Sewanee School compensation philosophy is to be:

- Equitable and fair
- Competitive relative to our peer schools.
- Subject at all times to the Administration or Board's determination.

- Teaching Faculty salaries are usually determined by the person's teaching experience, both related and unrelated experiences, and conventional master's degrees (+\$1,000) and doctorate degrees (+\$2,000).

5.3 Pay Period

Beginning July 1, 2021, non-exempt employees (hourly) are **paid twice** monthly (on the 16th and end of month) for the previous payroll period (24 pay periods per year instead of 26.) The pay periods run for the hours worked from the 11th of the month to the 25th, and the 26th through the 10th. The regular payroll week, for purposes of computing overtime, consists of the 7-day period beginning each Monday morning and ending the following Sunday evening.

Exempt employees (salaried) are paid **twice monthly**, on the 16th and the last day of the month (24 pay periods instead of 12.) Payments for work from the 1st – 15th are made on the 16th and for work from the 16th -end of month are paid on last day of the month.

If a regularly scheduled payday falls on a Saturday, checks will be issued on the preceding Friday, and if it falls on a Sunday, checks will be issued on the following Monday. When payday falls on a banking holiday, checks will be issued on the preceding banking workday.

We require all employees to enroll in direct deposit to make sure employees receive their checks consistently and on time, regardless of vacation and holiday schedules.

5.4 Payroll Deductions

The School is required by federal, state, and certain local laws to withhold certain deductions from your paycheck. This includes your Federal Withholding Tax, and FICA contributions (Social Security and Medicare) as well as any other deductions required under law or by court order for wage garnishments. The amount of your tax deductions will depend on your earnings and the number of exemptions you list on your federal Form W-4. Each time an employee wishes to adjust tax withholding a new W-4 must be completed through the SAS Online HR Portal. You may choose optional deductions through Paycom, our HRIS, and/or arranging them with the Business Office at the time of initial employment or at appropriate later dates. These may include insurance premiums, retirement contributions, flexible spending accounts, meal charges, SAS Fund gifts, student fees, or other services. Any changes in payroll deductions must be requested through Paycom or received in writing by the Business Office at least two weeks prior to payday. Your deductions will be reflected in your wage statement.

In the event a garnishment is received by St. Andrew's-Sewanee School to be placed against your pay, we are required by law to make deductions in accordance with the garnishment. The Business Office will inform you when such assistance has been requested.

Although SAS takes every precaution to avoid errors in your paycheck, at times errors can occur. If you believe that a deduction has been taken from your salary improperly (one not allowed by law), or if you believe that any other error has been made, promptly report **in writing** the error you believe occurred to the Business Office. If an error is found, the adjustment will be made promptly, along with our continued commitment to avoid such error in the future.

5.5 Overtime

Employees in non-exempt positions are entitled to overtime compensation under federal and state wage and hour laws. Non-exempt employees will be paid one and one-half times their normal straight time rate of pay for hours worked in excess of forty (40) hours in a payroll week, unless otherwise required by law. Overtime pay is based on actual hours worked.

Holidays, vacation days, FMLA leave, or any other leave of absence or time off will not be considered hours worked for purposes of computing overtime.

Non-exempt employees have the flexibility to clock in 15 minutes early or clock out 15 minutes late (15-minute rule) without supervisor approval in order to finish up assignments, as needed. Your supervisor must approve in advance all overtime of more than 15 minutes and all under- time of more than 15 minutes.

When operating requirements or other needs cannot be met during regular working hours, non-exempt employees will be offered overtime opportunities. All overtime work must be pre-approved in advance, by your supervisor, before working any overtime hours (outside of the 15 minute rule). Working unapproved overtime is not allowed and may result in disciplinary action, up to and including termination (see section 9.3). Non-exempt employees should not access job related emails or conduct other job duties outside of approved work hours. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

There are weekends throughout the year during which overtime will be required for some employees. Examples are Opening Weekend, Family Weekend, Alumni Weekend and Commencement.

If you believe you are being required to work overtime but are not being paid for it, contact the CFO.

Exempt employees are not entitled to overtime pay. The School intends to maintain the salary basis of all its salaried exempt employees. The School's policies are to be interpreted in accordance with the salary basis requirements of the Fair Labor Standards Act and state law.

5.6 Lunch Breaks

St. Andrew's-Sewanee School encourages all employees to take a lunch break to re-energize and re-charge. The School also complies with all federal and state regulations regarding rest and meal periods. Non-exempt employees are legally provided with a thirty-minute unpaid lunch break when they are scheduled to work at least six consecutive hours, per Tennessee law. Your lunch break can be taken between 11:00 A.M. and 1:00 P.M. Any change in this schedule or flex time is at the discretion of your supervisor. Academic clerical and maintenance employees normally work different schedules as established by their supervisors and the requirements of their jobs.

This lunch break is your own time and you are relieved from all work-related duties. The School requests that non-exempt employee's clock in and out for their meal periods and that all meal periods are accurately observed. Please notify your supervisor at the soonest opportunity if you are unable to or prohibited from taking a meal period.

The typical lunch period for exempt employees is usually thirty to sixty minutes and is taken and/or adjusted at the discretion of the employee and supervisor.

5.7 Recording Time

St. Andrew's-Sewanee School's goal is to produce your pay in a timely and accurate manner. Federal Wage and Hour Regulations require us to keep accurate records of hours worked by non-exempt employees. It is the responsibility of every non-exempt employee to accurately record time worked. Time worked is all the time actually spent performing work.

Each **non-exempt employee** must use Paycom, our HRIS, to clock in and out each day and ensure their time records are accurate. All completed timecards should be submitted online by every other Monday afternoon of payroll week.

Your supervisor must authorize your use of paid/unpaid leave, overtime, or under-time. Employees are responsible for entering their designated vacation, sick leave, and other paid/unpaid time into Paycom.

Employees are required to notify the School of any pay discrepancies, unrecorded or mis-recorded work hours, or any voluntary or involuntary missed meal periods. Any changes to your recorded time must be documented and approved by your supervisor and/or Business Office Associate through Paycom.

Employees should not clock in earlier than is necessary before beginning the workday (with the exception of the 15-minute rule as explained in Section 5.5). Do not ever clock in for any other employee and do not request that they do so for you. Altering, falsifying, tampering with time records, or recording time for another employee may result in discipline, up to and including termination.

While exempt employees are not required to record their hours worked, exempt employees are required to keep track and designate when they are taking vacation, sick days, etc. using Paycom. Exempt employees should understand their responsibility to notify their supervisor in the event of absences and to manage their time in a professional manner. Exempt employees have the flexibility to make up absences at various times during the pay period but will need to ensure your supervisor is aware and agrees with your plan.

5.8 Chapel Services

The school offers chapel services three times per week for our students. Most teaching faculty members are required to attend chapel services. Administrative Faculty are highly encouraged to attend services, workload permitting. Staff employees are welcome to attend chapel services if approved to do so by their supervisor (workload permitting). Staff employees are allowed to clock-in before they attend services.

5.9 Travel Time Pay

At times, some non-exempt positions will require travel. Employees in positions classified as hourly and non-exempt under the Fair Labor Standards Act (FLSA) are eligible for compensation for the time they spend traveling and the School's policies are below:

Non-exempt employees who are required to travel for their job will be paid at their normal straight time rate of pay for the time they spend traveling for their job. Those hours will be factored into the overtime calculation. A manager must pre-approve all travel.

Travel Time Defined

When an employee travels away from home on a required business trip, travel time is defined as including the time the employee leaves home to the time the employee reaches his or her destination. If an employee is traveling to a location, then the destination is either the hotel or the worksite (if the employee travels directly from the airport to work). If the employee is returning home from a location, the destination is his/her home (assuming the employee lives in or near Sewanee).

Travel between home and work or between the hotel and worksite is considered normal commuting time and is not compensable unless otherwise required by applicable law. However, if an employee is performing work-related errands/deliveries while commuting from home to work or conducting business for the School before or after the workday that would be considered work time, that time must be counted as hours worked. Time not worked during the day, i.e., sightseeing, running errands, meal periods, etc. are not considered work time.

If an employee who regularly works on the SAS campus is given a special one-day assignment in another city and returns home the same day, the time spent in traveling to and returning from the other city is work time and must be counted as hours worked. The School may deduct/not count that time the employee would normally spend commuting to the regular worksite.

Calculating and Reporting Travel Time

Employees are responsible for accurately tracking, calculating, and reporting travel time. Personal meal periods should be deducted from all travel time.

If an employee requests a specific travel itinerary or mode that is different from the one authorized (a different mode of transportation that may lengthen the hours of the trip), only the estimated travel time associated with the authorized schedule, route and mode of transportation should be reported on the timesheet.

5.10 Travel Expenses & Reporting

The purpose of this policy is to define employee travel rules and the authority for incurring and approving travel expenses by taking into consideration what is reasonable and customary. While this policy does contain suggested expense limits, we ask all employees to use professional judgment when incurring expenses on behalf of the School.

St. Andrew's-Sewanee School travel is limited to business activities for which other means of communication is inadequate and for which prior approval of the employee's supervisor has been received. Employees should be cost conscious in their travel choices and should make every effort to book their travel arrangements as far in advance as possible in efforts to reduce the overall trip cost.

SAS will reimburse an employee for all reasonable and customary expenses while traveling on authorized School business. The School pays the actual amounts incurred for appropriate expenses when employees are on travel assignments. SAS assumes no obligation to reimburse employees for expenses that are not in compliance with this policy.

Expenses are to be charged to a School credit card, School account, or personal credit card and subsequently turned in on a monthly expense report along with copies of all trip receipts. Employees must file expense reports no later than 30 days following the completion of the trip or of incurring the expense. The employee's supervisor who approves and signs expense reports is responsible for accurately reviewing expense reports for compliance. The School's Business Office will administer, reimburse, and

make payment to employees according to applicable law.

Below are the School's expense guidelines:

Airline tickets

- Air travel reservations should be made in such a manner as to secure the best coach or economy fare available.
- Employees are encouraged to use non-direct flights when the savings are substantial.
- When a trip is canceled after the ticket has been issued, the traveler should inquire about using the same ticket for future travel.
- Upgrades for air travel, airline club dues, in-flight movies/refreshments are not reimbursable.

Lodging

- Employees are expected to secure the best available hotel rate. A single room with a private bath in a moderately priced business class hotel is the standard.
- Hotel charges, reasonable tips, Internet connectivity, and business center costs (i.e. copy, fax, etc.) are reimbursable.
- In-room movies, other forms of personal entertainment, and refreshment bar purchases are not reimbursable.

Meals

- Business meals including tips are reimbursable.
- Customary reimbursement per personal meal for breakfast and lunch is up to \$15.
- Customary reimbursement per personal meal for dinner is up to \$30.
- Personal consumption of alcohol is not reimbursed unless the meal is donor-related and appropriate given the situation.
- In many circumstances, it is in the best interest of the employee and the School for the employee to refrain from consuming alcoholic beverages during School functions. However, in the event an employee chooses to consume alcoholic beverages in connection with a School function, SAS expects that employees will act in accordance with the School's Drug and Alcohol policy (see section 3.2).

Car rental, bus, taxi, parking

- Employees are strongly encouraged to rent a car for traveling over 100 miles from SAS. This is much less expensive than having SAS reimburse for mileage.
- Employees are asked to use rental car firms having existing relationships with the School and, where feasible, have negotiated discounted rates.
- Whenever multiple employees are traveling together, every effort to rideshare or carpool must be made. If driving a personal vehicle, the employee will be reimbursed using the current allowable IRS Standard Mileage Rate.
- Employees should try to reserve a car in the compact or economy rental car category and utilize the rental car gas option that is most cost effective.
- Rentals cars, parking fees (except for short-term at airports), tolls, taxi fares and related tips are reimbursable.

For all other school expense purchases please see section 10.8.

6.1 Paid Time Off and Leave Benefits

6.2 Holidays

Teaching faculty have the same holiday schedule as the students.

All **full-time administrative faculty and staff employees** are eligible for eight and a half (8.5) paid holidays per year. SAS will grant paid holiday time starting immediately upon hire. The amount of pay you receive for a holiday is based on your normal straight time rate of pay. A paid holiday is not considered in calculating overtime.

The 8.5 paid holidays are as follows:

- New Year's Day
- Good Friday – ½ day
- Memorial Day
- Independence Day
- Thanksgiving
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve

The paid holidays are determined by the administration in advance and a calendar is published annually. When a fixed holiday falls on a Saturday, it is usually recognized on the preceding Friday. When a fixed holiday falls on a Sunday, it is usually recognized on the following Monday. Labor Day is not a paid holiday. With your supervisor's permission, you may take your accrued personal or vacation time on this day.

Depending on how the year-end holidays fall on the calendar, SAS may close for the week between Christmas and New Year's and require that year-round employees use one vacation day during that period. Several months' advance notice will be given when this occurs.

On occasion, you may be required to work on a School holiday. With your supervisor's agreement, an exempt employee should schedule another day off in lieu of the missed holiday. A non-exempt employee who is required to work on a holiday will be paid double-time for all hours worked (assuming a 40-hour work week).

6.3 Vacation Benefits

Employee vacation benefits are depicted in the Employee Category Chart and explained below.

Chart legend:

FT = full-time

PT = part-time

o2c = opening meeting to closing meeting

52 = year-round

o2c+ = opening meeting to closing meeting plus some work in between

BE = benefit-eligible

NBE = not benefit-eligible

Given that **teaching faculty** are free to be away from work during the five weeks (approximately) of academic recesses (Thanksgiving, Christmas, and Spring Break) and periods during the academic day when they do not have direct responsibilities, SAS does not provide for additional vacation days for teaching faculty during the school year. We do, however, recognize the need to be absent from work for various

reasons. SAS will attempt to accommodate faculty members who must be away from work for professional development opportunities, illness, special family events, appointments that cannot be planned around work related responsibilities, and other types of unforeseen circumstances. The Associate Head of School and/or Head of School will handle each case on an individual basis. A faculty member will be contacted by an administrator if it is determined that a pattern of excessive absence has developed. The administrator and faculty member will work together to address the issue.

Full-time administrative faculty and 52-week staff employees are eligible for paid vacation benefits (prorated if appropriate). (Refer to section 4.2.) St. Andrew’s-Sewanee School offers vacation benefits to provide eligible employees paid time off for rest and relaxation away from the work environment as well as a chance to travel, pursue personal interests, enjoy your family and friends, and take care of personal matters. Your vacation benefit is based on your continuous service with the School. Employees start earning vacation on the first day of employment. Newly hired or rehired employees are eligible to start using their earned vacation days after their probationary period. The longer you have worked for the School, the more vacation you may earn. The vacation leave year is January 1 – December 31. Leave is prorated for mid-year hires and departures.

Full-time, 12 month teaching administrator positions are a hybrid of the teaching and administrative functions of our school. While, like teaching faculty, they are considered “away” from school during the academic year breaks, the reality is that they are still “on call” and most often working during these periods. As teachers, the opportunity to schedule time to recharge is not available during the academic year. Your vacation benefit is based on your continuous service with the School. Employees start earning vacation on the first day of employment. Newly hired or rehired employees are eligible to start using their earned vacation days after their probationary period. The longer you have worked for the School, the more vacation you may earn. The vacation leave year is January 1 – December 31, with black-out dates for scheduling vacation during the academic year. Leave is prorated for mid-year hires and departures.

Vacation days may be taken in full (8-hour) or half-day (4-hour) increments. Vacation time earned or allotted in a calendar year must be taken by the end of the following calendar year or it will be forfeited and not paid out. You may not carry over more than one year of vacation at the end of the year.

The amount of pay you receive when you take vacation days is based on your normal straight time rate of pay. Vacation hours are not considered in calculating overtime and vacation time is not accrued if the employee is on leave of any kind, unless required by applicable law.

Although the School will attempt to schedule all vacations at the times requested, accommodating the School’s work cycle must always be considered in granting vacation time. In addition, effective planning requires that your vacation be scheduled in advance and cleared with your supervisor. There will be times that due to staffing and School needs, your vacation request may be denied. If two or more requests conflict in any given department, preference may be given to the employee with the longest length of service.

The maximum amount of vacation pay you can earn for any given year is as follows:
Eligible **full-time 52-week non-exempt staff employees** earn vacation time each month according to their years of service measured from their service date below. These hours assume the employee is working 40 hours a week; those who are benefit-eligible but work fewer than 40 hours a week may have appropriately reduced vacation hours earned.

Years of

Hrs earned per

Hours earned

<u>service</u>	<u>pay period</u>	<u>per year</u>
0 to 7 years	3.33	80 hours / 10 days
8 to 14 years	5	120 hours / 15 days
15+ years	6.66	160 hours / 20 days

Non-exempt employees' vacation time is requested and approved in Paycom, as are vacation accrual amounts.

Full-time o2c non-exempt staff employees have the same vacation as the students.

Eligible **full-time administrative (teaching and non-teaching) faculty** are allotted vacation days each calendar year (prorated if appropriate) according to their position and their years of service measured from their service date as follows:

<u>Years of service</u>	<u>Days earned per year</u>	Directors, Administrators
0 to 7 years	15 days	20 days
8+ years	20 days	20 days

Administrative faculty employees are required to enter their vacation time at least monthly in Paycom; vacation accruals are also maintained there.

When your employment at St. Andrew's-Sewanee School is terminated, an employee may be eligible to be paid out for vacation hours earned/allotted but unused, as long as the employee is leaving SAS in good standing and gives a minimum 14-day notice prior to departure. An eligible non-exempt employee will be paid out for vacation hours that are earned but unused as of their termination date. An eligible exempt employee will be paid out a pro-rated amount of their unused allotted vacation hours for the year based on the month of their termination date. The employee must be present at work on their final day to qualify.

Please note that no vacation time accrues while an employee is on an approved leave of absence.

6.4 Sick Benefits

Employee paid sick-time benefits are depicted in the Employee Category Chart and explained below.

Chart legend:

FT = full-time

o2c = opening meeting to closing meeting

o2c+ = opening meeting to closing meeting plus some work in between

BE = benefit-eligible

PT = part-time

52 = year-round

NBE = not benefit-eligible

The School has no set policy for **teaching faculty** regarding short-term and extended illness. The Associate Head of School and/or Head of School will handle each case on an individual basis. Please see the FMLA section (6.12) for extended leaves and complete the required requests should you feel your circumstances may qualify for FMLA.

Full-time administrative faculty and staff employees are eligible for paid sick time (see section 4.2). The sick leave year is January 1 – December 31. Paid sick time for non-exempt employees must be taken in one-hour increments. Employees start earning sick time on the first day of employment. Newly hired and rehired employees are eligible to use sick time after the successful completion of their probationary period. The amount of pay you receive for a sick day is based on your normal straight time rate of pay. A sick day is not considered in calculating overtime.

If you are too sick to work, you should notify your supervisor as soon as possible and as appropriate. Sick time is granted ONLY when an employee has a medical appointment, is sick or injured, or when the employee is needed to care for a member of an employee's immediate family (spouse, child, stepchild, parent, brother or sister) due to illness or injury. This leave at times can be pre-planned, which is preferable; however sometimes this leave may be used to cover certain emergency situations outside the employee's control.

Full-time non-exempt 52-week staff employees accrue 3.33 hours of paid sick time each pay period, starting with their first full pay period. A maximum of 80 hours, or 10 days, of paid sick time may be accumulated during the leave year. Only 240 hours, or 30 days, of accrued sick time can carry forward at the end of any calendar year. No paid sick time is accrued when an employee is on leave of any kind. Non-exempt employees' sick time is requested and approved in the SAS online HR portal, as are sick time accrual amounts.

Eligible full-time o2c non-exempt staff employees are allotted sixteen hours (two days) of paid sick time an academic year.

Full-time administrative faculty employees are allotted 10 days, or 80 hours, per calendar year (prorated if appropriate) for time off due to illness. Only 240 hours, or 30 days, of allotted sick time can carry forward at the end of any calendar year. Administrative faculty employees are required to enter their sick time taken at least monthly into Paycom, our HRIS; sick time accruals are also maintained there.

Sick leave is only given on an as needed basis, so any accrued/allotted, unused sick days are not eligible to be paid out at the end of the year or upon termination with SAS.

The Family Medical Leave Act (see section 6.12) provides for extended unpaid sick leave in certain circumstances for all eligible employees.

Any sick leave taken under false pretenses will be addressed under the disciplinary process.

Please note that no sick time accrues while an employee is on an approved leave of absence.

6.5 Personal Time

St. Andrew's-Sewanee understands that occasionally childcare, eldercare, religious events, or other important reasons may prevent employees from reporting for work or cause them to be late. St.

Andrew's-Sewanee offers up to two (2) days of paid personal leave each year, on an as needed basis, for **full-time non-exempt 52-week staff employees** (see section 4.2).

The leave year is January 1– December 31. Personal days must be taken in two-hour increments.

The primary purpose of this leave is to help employees financially when certain life events occur that prevent them from working. **Personal time is to be used for various life circumstances that cannot be taken care of outside normal working hours.** This leave at times can be pre-planned; however sometimes this leave may be used to cover certain emergency situations outside the employee's control. You must request the use of personal time as soon as possible, and *your supervisor must approve your use of such time in advance*. This type of leave does not carry over to the following year and is not eligible to be paid out at the end of the year. The amount of pay you receive when you take personal days is based on your normal straight time rate of pay. Personal leave hours are not considered in calculating overtime and can be used after the employee's probationary period is over.

EMPLOYEE CATEGORIES

as of August 2019

CLASS	SCHEDULE	HOURLY/NON-EXEMPT or SALARY/EXEMPT	SICK HOURS EARNED PER PAY PERIOD (prorated if <40 per week)	SICK DAYS AWARDED PER CAL YEAR	PERSONAL HOURS AWARDED PER CAL YR	VACATION HOURS EARNED PER PAY PERIOD (prorated if < 40 hours per week)			VACATION DAYS AWARDED PER CALENDAR YR	
						0 -7 YRS OF SERVICE	8 -14 YRS OF SERVICE	15+ YRS OF SERVICE	all except directors & admins, 0-7 yrs	directors, admins and all 8+ yrs
FT	o2c	hourly		2.0						
FT	o2c	salary								
FT	o2c+	hourly		2.0						
FT	o2c+	salary								
FT	52	hourly	3.08		16	3.08	4.62	6.16		
FT	52	salary		10					15	20
PT	o2c or 52	hourly								
Seasonal		hourly or salary								
Temp		hourly or salary								

FT and BE	32+ hours a week during scheduled work time or 80%+ for teachers
PT and NBE	< 32 hours a week during scheduled work time or < 80% for teachers

o2c = 36 weeks (34 weeks of classes PLUS 1 week of opening meetings before classes begin and at least 2 days after commencement)

*BE = benefit eligible
NBE = not benefit eligible*

*o2c+ examples
academic administrators - work weeks expected during summer
nurse - some summer work + preseason
some coaches - preseason
school store duties in June*

6.6 Bereavement Leave

St. Andrew's-Sewanee School recognizes the importance of taking leave on the occasion of a death in the immediate family. All full-time employees are eligible for bereavement leave.

SAS offers up to three days of paid bereavement leave as needed. Bereavement leave may be taken in full (8-hr) or half-day (4-hr) increments. Bereavement leave is intended to be used to make arrangements for or to attend funeral services when the death occurs in an employee's immediate family. Immediate family is defined as your spouse, child, stepchild, parent, parent-in-law, stepparent, grandparent, or sibling.

Employees who wish to take time off due to the death of an immediate family member must notify their manager immediately. If you need additional paid time off, you may use personal or accrued vacation days, with advanced approval from your supervisor.

The amount of pay you receive for a bereavement leave day is based on your normal straight time rate of pay. Bereavement hours are not considered in calculating overtime.

6.7 Jury Duty

In the event an employee is called for jury duty, the employee should immediately notify and give a copy of the Juror's Notice (summons and/or subpoena) to his/her supervisor so he/she has time to plan around the employee's absence. You will be granted an excused leave of absence for the length of time required for jury duty. Jury duty leave may be taken in full (8-hr) or half-day (4-hr) increments.

SAS will compensate you the difference between any jury pay received and your normal wages, up to 8 hours per day, for each regularly scheduled workday on which you are required to attend jury duty, thereby ensuring no loss in pay resulting from jury duty. When you return to work, you should provide your supervisor with verification from the court of the number of days you served on the jury duty and the amount of your pay.

If your jury duty lasts for less than four hours on any regularly scheduled workday, you are expected to report to work for the rest of the workday.

The School will not discharge, penalize, intimidate or in any manner discriminate against an employee for serving jury duty if such employee, prior to taking time off, gives the required notice.

6.8 Voting

SAS encourages employees to fulfill their civic responsibilities by participating in elections. Generally, employees are able to find time to vote either before or after their regular work schedule. If employees are unable to vote in an election during their non-working hours, SAS will grant up to three (3) hours of time off to vote. Employees should request time off to vote from their supervisor at least two working days prior to the Election Day, and SAS may select when the leave occurs, so as to minimize disruption to the workplace.

6.9 Military Leave (USERRA)

The School complies with applicable federal and state laws regarding military leave and re-employment rights. An unpaid military leave of absence will be granted to members of the uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (with amendments) and all applicable state and local laws. Documentation of the need for the leave is required to be submitted to your supervisor and the Business Office.

An employee returning from a military leave of absence will be reinstated in accordance with state and federal law. You must notify your supervisor of your intent to return to employment based on the requirements of the law.

In the event you are benefit-eligible and participate in a military leave that requires you to take time off work, St. Andrew's-Sewanee School will, as a benefit, pay the difference between your normal school straight time rate of pay and your military pay for up to 14 days per calendar year. You must provide documentation of your military pay and provide as much advance notice as possible to your administrator.

During your military leave taken under USERRA, you retain the rights to health insurance coverage at the employee premium for yourself and previously covered dependents for up to 30 days. Individuals performing military duty of more than 30 days may elect to continue employer sponsored health care for themselves and their covered dependents for up to 24 months, however, you may be required to pay up to 100% of the full (both employee and employer) premium rate. Vacation, sick or personal days will not accrue while you are on military leave. However, service members are able (but are not required) to use accrued vacation or personal leave while performing military duty.

If you are participating in the School's retirement plan prior to your military leave, your and the School's contributions to your retirement plan will cease while you are on military leave. Upon re-employment as provided in this policy, employees who have taken military leave will not be treated as having incurred a break in service. Immediately upon reemployment, the employee may, at the employee's election, make any or all employee contributions that the employee would have been eligible to make had the employee's employment not been interrupted by military service. Such contributions must be made within a period that begins with the employee's reemployment and that is not greater than three times the length of the employee's military service. Employees will receive all associated School matches for such contributions.

There are many requirements and benefits offered under USERRA. The above information informs you of some of your benefits under USERRA but it is not exhaustive. Please see the Business Office or refer to the state and federal law for more information.

6.10 Other Tennessee State Leaves

The Company provides all leave(s) as required by federal, state, and local laws. If you have a need for leave not covered in the Handbook, please contact the CFOO to discuss your situation.

There are various types of leave for which you may be eligible, such as Tennessee Army and Air National Guard active state duty leave, the Tennessee State Guard and Civil Air Patrol leave, Active Volunteer Firefighter leave, amongst others.

6.11 Personal Leave of Absence

A leave of absence (leave) is defined as a non-FMLA unpaid approved absence from work for a specified period of time for medical, parental, or other approved reasons.

As our primary goal is to serve students and the mission of the School, requests to be away from classroom, residential and other responsibilities (other than illness or family emergency) are discouraged. However, in certain circumstances, a full-time employee may desire to request an unpaid leave.

Understanding that absences place a strain on students, colleagues, and administrators, such requests should be made well in advance of the desired leave time. Approval rests with the Head of School in consultation with the Administration. Approved unpaid leave will reduce pay the appropriate and applicable amount, based on each employee's specific terms and situation.

Employees who request time off, in addition to vacation and other leaves required by law, may request a personal leave of absence without pay generally for up to a maximum of 60 days. An extension may be approved in limited circumstances. Job performance, discipline issues, absenteeism, department requirements, and the reason for the leave will all be taken into consideration when considering a request. While on leave, an employee must maintain contact with their supervisor and/or Business Office designee at the agreed upon times. Failure to maintain contact may result in voluntary termination of employment. Failure to return to work upon the expiration of the leave or refusing an offer of reinstatement for which the employee is qualified will also result in voluntary termination. Your employment may or may not be protected depending on applicable laws and the reason(s) for the leave.

An employee will be required to use any accrued vacation, sick or personal leave time prior to taking an unpaid leave of absence. No benefits will accrue while on leave. Additionally, you will not be paid for a holiday that occurs during the unpaid portion of the leave.

If the leave extends longer than 60 days, the employee will be placed on "inactive" status and School benefits will cease until such time as the employee returns to an "active" status.

6.12 Family and Medical Leave Act (FMLA)

General

SAS recognizes that there are times when an employee may need to be absent from work due to qualifying events under the Family and Medical Leave Act (FMLA). Accordingly, we will provide eligible employees up to a combined total of 12 weeks of unpaid FMLA leave per leave year for the following reasons and any other leave authorized by the FMLA:

- Parental Leave: For the birth of a child or placement of an adopted or foster child (see Section 6.11 and 6.12 for additional maternity and paternity leave information).
- Personal Medical Leave: When an employee is unable to work due to his or her own serious health condition that makes the employee unable to perform one or more of the essential functions of the employee's job.
- Family Care Leave: To care for a spouse, child, or parent with a serious health condition.
- Military Exigency Leave: When an employee's spouse, parent, son, or daughter (of any age) experiences a qualifying exigency resulting from military service (applies to active service members deployed to a foreign country, National Guard and Reservists); and

- **Military Care Leave:** To care for an employee's spouse, parent, son, daughter (of any age), or next of kin who requires care due to an injury or illness incurred while on active duty or was exacerbated while on active duty. Note: A leave of up to 26 weeks of leave per 12-month period may be taken to care for the injured/ill service member.

Key Policy Definitions

- **Eligible employees** under this policy are those who have been employed by SAS for at least 12 months (need not be consecutive months and under certain circumstances hours missed from work due to military call-up will also be counted) and have performed at least 1,250 hours of service in the 12-month period immediately preceding the date leave is to begin.
- **Leave year** for the purposes of this policy shall be a calendar year.

Notice and Leave Request Process

- **Foreseeable Need for Leave:** If the need for leave is foreseeable employees must give at least 30 days' notice. If 30 days' notice is not practicable, notice must be given as soon as possible. Employees are expected to complete and return a leave request form prior to the beginning of leave. Failure to provide appropriate notice and/or complete and return the necessary paperwork will result in the delay or denial of leave.
- **Unforeseeable Need for Leave:** If the need for leave is unforeseeable, notice must be provided as soon as practicable and possible under the facts of the particular case. Normal call-in/attendance notification procedures apply to all absences from work including those for which leave under this policy may be requested. Employees are expected to complete and return the necessary leave request form as soon as possible to obtain the leave. Failure to provide appropriate notice and/or complete and return the necessary paperwork on a timely basis will result in the delay or denial of leave.
- **Leave Request Process:** To request leave under this policy, employees must obtain a leave request form from the Business Office and return the completed form to the Business Office. If the need for leave is unforeseeable and employees will be absent more than three days, employees should contact their supervisor or the Business Office by telephone and request that a leave form is mailed to their home. If the need for leave will be fewer than three days, employees must complete and return the leave request form upon returning to work.
- **Call-in Procedures:** In all instances where an employee will be absent, the call-in procedures and standards established for giving notice of absence from work must be followed.

Leave Increments

- **Parental Leave:** Leave for the birth or placement of a child is normally taken in a single block but may be taken on an intermittent or reduced schedule basis, in four (4)-hour increments. An intermittent leave must be approved by the appropriate administrator. Parental Leave must be completed within 12 months of the birth or placement of the child; however, employees may use parental leave before the placement of an adopted or foster child to consult with attorneys, appear in court, attend counseling sessions, etc.
- **Family Care, Personal Medical, Military Exigency, and Military Care Leave:** Leave taken for these reasons may be taken in a block or blocks of time. In addition, if a health care provider deems it necessary or if the nature of a qualifying exigency requires, leave for these reasons can be taken on an intermittent or reduced-schedule basis. Intermittent leave must be taken in four (4) hour increments.

Paid Leave Utilization During FMLA Leave

Employees taking personal medical, family care, military exigency and/or military care leave are required to utilize up to fourteen (14) accrued vacation days, personal leave and/or sick days (if available) during this FMLA leave and may choose to use more if desired and available. FMLA leave, vacation, sick, short term disability, and/or other forms of paid leave benefits run concurrently to the fullest extent allowed by applicable law. An employee may be paid for a holiday while on FMLA if the holiday falls in a week where the employee is still using paid leave to cover the absences or is scheduled to work any day of the payroll week. If the employee has exhausted their paid leave and they are on unpaid FMLA during the week of the holiday, they will not be paid for the holiday.

Certification and Fitness for Duty Requirements

Employees requesting family care, personal medical, or military care leave must provide certification from a health care provider to qualify for leave. Such certification must be provided within 15 days of the request for leave unless it is not practicable under the circumstances despite the employee's diligent efforts. Failure to timely provide certification may result in leave being delayed, denied, or revoked. You can obtain a form for this medical certification from the Business Office. In the School's discretion, employees may also be required to obtain a second and third certification from another health care provider at the School's expense (except for military care leave). Recertification of the continuance of a serious health condition or an injury/illness of a military service member will also be required at appropriate intervals.

Employees requesting a military exigency leave may also be required to provide appropriate active-duty orders and subsequent information concerning particular qualifying exigencies involved.

Employees requesting personal medical leave will also be required to provide a fitness for duty certification from their health care provider prior to returning to work which states you are able to resume work at the equivalent or former workload you carried. If you do not provide this medical certification, you will not be permitted to return to work.

Scheduling Leave

Where possible, employees should attempt to work with the School to schedule leave so as not to unduly disrupt operations. If FMLA leave will cause business operations disruption, the School may require you to reschedule the leave if it is medically possible to do so.

While you are on FMLA leave, you must update the Business Office every two weeks on your leave status or as otherwise agreed upon, including whether you intend to return to work and the date on which you will return to work, if known.

Health Insurance

The School will maintain an employee's health insurance coverage during leave on the same basis as if he or she were still working. Employees must continue to make timely payments of their share of the premiums for such coverage. If available paid leave is substituted for FMLA leave, the employee's share of group health plan premiums must be paid by the method normally used during paid leave (usually payroll deduction). An employee on unpaid FMLA leave must make arrangements to pay the normal employee portion of the premiums in order to maintain insurance coverage. Failure to pay premiums within 30 days of when they are due may result in a lapse of coverage.

Return to Work

Employees returning to work at the end of leave will be placed in their original job or a substantially equivalent job. Employees will not lose any benefits that accrued before leave was taken. If you do not

return during or at the end of your FMLA leave, you lose your right to return to your former job or a substantially equivalent one.

At SAS, employees are hired for a specific school year or term. If your return to work from FMLA leave takes place after the time period designated in your employment letter as the ending date of employment, your future employment cannot be guaranteed as such is the case with all employees.

Spouse Aggregation

Eligible spouses who both work for SAS are limited to a combined total of 12 workweeks of leave per leave year for the birth or placement of a child and for the care of a parent with a serious health condition. Similarly, spouses employed by the School will be limited to a combined total of 26 weeks of leave to care for a military service member with a serious injury or illness if each spouse is a parent, spouse, son or daughter, or next of kin to the service member. When spouses take military caregiver leave as well as other FMLA leave in the same leave year, each spouse is subject to the combined limitations of the reasons for leave listed above. This type of leave aggregation does not apply to leave needed because of an employee's own serious health condition, to care for a spouse or child with a serious health condition, or because of a qualifying exigency arising out of the fact that the employee's spouse, child, or parent is a military member on "covered active duty."

General Provisions

- **Failure to Return:** Employees failing to return to work or failing to make a request for an extension of their leave prior to the expiration of the leave will be deemed to have voluntarily terminated their employment.
- **Alternative Employment:** No employee, while on leave of absence, shall work or be gainfully employed either for himself, herself, or others unless express, written permission to perform such outside work has been granted by the School. Any employee on a leave of absence who is found to be working elsewhere without permission will be automatically terminated.

6.13 Maternity Leave

The School provides benefit-eligible **full-time faculty and staff employees** up to six weeks of paid maternity leave. If applicable, FMLA leave and short-term disability leave run concurrently with the maternity leave benefit. Short-term disability payments are included as part of the paid maternity leave.

Short-term disability payments cover 60% of weekly earnings to a maximum benefit of \$1,000 per week for up to 11 weeks. Once the disability commences, the short-term disability payments will start after a 14-day elimination period. During the elimination period, the School will pay the employee his/her full wage or salary. For the four weeks following the elimination period, the School will supplement your short-term disability payments in order to ensure that you are paid your full salary or normal straight time rate for six (6) weeks total (SAS pays 100% the first two weeks, and STD pays 60% and SAS pays 40% of your salary the remaining four weeks). If you have additional paid time off, you can also elect to use your remaining accrued days (sick, vacation, personal, etc.) to supplement your short-term disability payments if you are off work longer than six weeks.

You must notify your supervisor and/or the Business Office in writing as soon as possible of your need for maternity leave. In normal circumstances, such notification will be construed as a precondition of eligibility for maternity leave. The Business Office will work with you to start the FMLA and short-term disability process. You can also plan out how you would like to use your available paid time off options while you are on leave. In some cases, new mothers elect to save several paid-time off days in the event

they will need to use them in the future to care for their baby in the first few months.

At the end of your maternity leave, you and (if appropriate) your doctor must provide assurance that you are medically fit to return to work and assume your duties. Your return to work will be delayed if you cannot provide such assurances.

6.14 Paternity Leave

The School provides benefit-eligible full-time faculty and staff employees up to one week of paid paternity leave. You must request such leave in advance. If applicable, FMLA leave runs concurrently with this leave (see section 6.12).

7.1 Core Benefits

7.2 General Information

Eligible employees at St. Andrew's-Sewanee School are provided a wide range of benefits. A number of the programs (such as Social Security, Workers' Compensation, Unemployment Insurance, etc.) cover all employees in the manner prescribed by law.

Benefit eligibility is dependent upon a variety of factors, including employee classification. The following benefit programs are available to eligible employees:

- Retirement Benefits
- Health Insurance Benefits
- Flexible Spending Account
- Health Savings Account
- Dental Insurance Benefits
- COBRA continuation of coverage for dental insurance
- Extension of Medical Benefits
- Life Insurance
- Accidental Death & Dismemberment Insurance
- Short Term Disability Insurance
- Long Term Disability Insurance
- Social Security, Medicare, and Unemployment Compensation
- Workers' Compensation Insurance
- Professional Liability Insurance
- Food Service and Meal Benefits
- Campus Facilities
- Other Privileges
- Health Services
- Tuition Remission for Dependents at SAS
- Tuition Remission for Dependents at University of the South
- Tuition Remission for Employees at University of the South
- Professional Development

While St. Andrew's-Sewanee School would like to continue these benefits in perpetuity, the School reserves the right to change or discontinue them at any time. In the event of any questions or conflict regarding actual benefits, the terms of the actual benefit plan document will control. St. Andrew's-

Sewanee School's sole obligation is to pay its share of the premium. St. Andrew's- Sewanee School is not liable for the payment of any claims or benefits if the administrator of the plan and/or insurance company denies coverage or fails to pay.

Specific eligibility requirements, benefit payments, terms and conditions and associated costs for these benefits are on-line, in descriptive booklets prepared by the insurance carriers or available from the Business Office. The descriptions in the following sections are only brief summaries for your general information.

The existence of the employee benefits described in this section, in and of itself, does not signify that you will be employed for the requisite length of time necessary to qualify for such benefits or that you will meet other eligibility requirements. Additionally, St. Andrew's-Sewanee School reserves the right to modify its employee benefits for any reason in a manner consistent with applicable legal requirements.

7.3 Retirement Benefits

St. Andrew's-Sewanee School has established a 403(b) defined contribution retirement plan to provide employees the potential for future financial security in retirement. The 403(b) savings plan allows you to elect how much salary you want to contribute and to direct the investment of your plan account, so you can tailor your own retirement package to meet your individual needs.

Any employee scheduled to work a minimum of 1,000 hours annually (or 20 hours or more per week) may join the SAS defined contribution plan with no employer match. However, the School will contribute a dollar-for-dollar matching amount up to 5% of salary each pay period for all benefit-eligible employees. A benefit eligible employee is an employee that is considered full-time based on the description in section 4.2. The percentage match is subject to change each academic year but will generally be in the 4% to 8% range. Employee and School contributions are both vested immediately.

You should make all contributions with the advice of your tax professional, financial planner, or attorney. You are responsible for determining the amount that can legally be contributed to your retirement plan and the way in which these funds are invested within TIAA. If you would like to enroll in the 403(b) savings plan, please use the SAS Online HR Portal to fill out the Salary Reduction Agreement form and to create a TIAA account or contact the Business Office.

Complete details of the 403(b) savings plan are described in the plan documents. The plan documents are controlling documents and will be updated with changes accordingly.

The School makes pension assessments to the Church Pension Fund for eligible employees who are Episcopal clergy and whose duties at school are clergy related.

7.4 Health Insurance Benefits

St. Andrew's-Sewanee School offers a group health insurance plan and pays a portion of the health insurance premium for benefit eligible employees and their families who choose to enroll in the School's group health plan.

Any SAS employee who is scheduled to work a minimum of 1,000 hours annually may enroll in the School's group health insurance plan. However, the employee is responsible for his/her entire insurance premium unless he or she is benefit-eligible. An employee that is benefit eligible for the 'employer sponsored' group health insurance benefit is any employee who is classified as full-time (see section 4.2) or works at least 30 or more hours per week on average (or the equivalent) in accordance with applicable law. Please view the current employee and employer premium rates on the SAS Online HR Portal or contact the Business Office.

You are first eligible for health insurance coverage on the first day of the month following the employee's date of hire, or date he or she becomes eligible. For example, if the date of hire is Monday, June 8, then coverage is effective July 1. However, if an employee's date of hire is the first working day of the month and the first calendar day of the month, coverage for the employee will commence on the first day of that month, provided that the employee enrolls within 30 days of that date.

Employees must enroll in health coverage within 30 days of your date of hire or date of eligibility. If an employee does not enroll when initially eligible, the employee must wait until the next open enrollment period to enroll. The initial online enrollment process will lead you through the steps on how to elect or waive coverage digitally.

You are responsible for updating your enrollment information online and/or informing the Business Office of any change in family status (for example, birth or adoption of a child, marriage, or divorce) within 30 days of such an event.

At retirement, if (a) an employee is at least 61 years of age, and (b) has worked at St. Andrew's- Sewanee School for at least 25 years, and (c) has been on the School's health and/or dental insurance for at least ten years, the employee and/or the employee's spouse (each of whom must be at least 61 when the employee retires) can remain on the School's health and/or dental insurance. The School and the retiree and/or spouse will share equally the premium expense. Coverage will end when the insured(s) becomes eligible for Medicare. *For more details regarding retirement health insurance benefits, please contact the Business Office.*

7.5 Flexible Spending Account (FSA)

St. Andrew's-Sewanee provides employees with an option to enroll and contribute to a Flexible Spending Account (sometimes known as a cafeteria plan or IRS Section 125 plan). This account allows benefit eligible employees to set aside specific pre-tax dollars for qualifying medical, dental and dependent care expenses. You do not have to be enrolled in the SAS health insurance plan to utilize this benefit. You should consult with your tax professional, financial planner, or attorney to see if participation in a FSA is right for you and if you meet all eligibility requirements.

To participate you must be a benefit eligible employee. A benefit eligible employee is an employee that is considered full-time based on the description in section 4.2. New employees can enroll immediately and

will be able to start contributing the first of the month after 30 days of employment. Enrollment information is available on the SAS Online HR Portal and in the Business Office for new hires and for employees during open enrollment.

7.6 Health Savings Account (HSA)

St. Andrew's-Sewanee provides employees with an option to enroll and contribute to a Health Savings Account, also known as an HSA. An HSA is a tax-exempt savings account that, when paired with a Qualified High Deductible Health Plan (QHDHP), can be used to pay for certain qualified medical expenses. The money you put into your HSA account is tax deductible and the funds in your account grow tax-free. Your HSA balance can be carried over year after year if they are not spent. HSA's are owned by the individual, not the employer.

You do not have to be enrolled in the SAS health insurance plan to utilize this benefit; however, you do have to be enrolled in a Qualified High Deductible Health Plan. Benefit eligible employees may receive an employer contribution semi-annually to help offset some of their initial healthcare expenses. This amount will vary year to year based on the School's financial situation and your family size. A benefit eligible employee is an employee that is considered full-time based on the description in section 4.2.

You should consult with your tax professional, financial planner, or attorney to see if participation in an HSA is right for you and that you meet all eligibility requirements. Enrollment information is available on the SAS Online HR Portal and in the Business Office for new hires and for employees during open enrollment.

7.7 Dental Insurance Benefits

The School pays a portion of the dental insurance premium for benefit eligible employees and their families who choose to enroll in the School's group dental plan. A benefit eligible employee is an employee that is considered full-time based on the description in section 4.2. Please view the current employee and employer premium rates on the SAS Online HR Portal or contact the Business Office.

You are first eligible for dental insurance coverage on the first day of the month following the employee's date of hire, or date he or she becomes eligible. For example, if the date of hire is Monday, June 8, then coverage is effective July 1. However, if an Employee's date of hire is the first working day of the month and the first calendar day of the month, coverage for the employee will commence on the first day of that month, provided that the employee enrolls within 30 days of that date.

Employees must enroll in dental coverage within 30 days of your date of hire or date of eligibility. If an employee does not enroll when initially eligible, the employee must wait until the next open enrollment period to enroll. The initial online enrollment process will lead you through the steps on how to elect or waive coverage digitally. You are responsible for updating your enrollment information online and/or informing the Business Office of any change in family status (for example, birth or adoption of a child, marriage, or divorce) within 30 days of such an event.

7.8 COBRA Continuation of Coverage for Dental Insurance

As defined by the federal Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), the School offers continuation of dental insurance coverage. In certain instances where coverage under the plan is

lost (referred to as qualifying events), such coverage is offered at the employee's expense, usually at a slightly higher rate than the group rate.

The duration of COBRA continuation coverage depends upon whether the coverage is for the employee or the qualifying beneficiaries and the type of qualifying event. The Business Office can provide a full explanation of your rights under COBRA.

7.9 Extension of Medical Benefits

The School's medical insurance is through The Episcopal Church Medical Trust, which is a church organization. COBRA applies to non-church benefit plans and thus does not apply to those covered by the School's medical plan. However, employees and/or their dependents may be eligible for extension of benefits for a limited time in certain instances when coverage would otherwise cease. The maximum extension period is 36 months.

The Medical Trust will notify you regarding your eligibility for the extension of benefits after your insurance has been terminated by the School. The notification includes the cost and duration of the medical extended coverage options. There can be no break in coverage between termination and enrollment in the extension of benefits. For more details, please contact the Business Office.

7.10 Life Insurance

The School pays 100% of the premium for group life insurance equal to your annual salary for benefit eligible employees up to the age of 70. A benefit eligible employee is an employee that is considered full-time based on the description in section 4.2. You must notify the Business Office of any change in employment status that would make you eligible or ineligible for this benefit. Enrollment in the group life insurance plan is automatic for eligible and newly hired employees.

The School also offers voluntary life insurance that may be purchased through payroll deductions by eligible employees. Information about this benefit will be mailed to your home address shortly after you are enrolled in the group life insurance program.

7.11 Accidental Death & Dismemberment Insurance

The School pays 100% of the premium for AD&D insurance equal to your annual salary for benefit eligible employees up to the age of 70. A benefit eligible employee is an employee that is considered full-time based on the description in section 4.2. You must notify the Business Office of any change in employment status that would make you eligible or ineligible for this benefit. Enrollment in AD&D insurance is automatic when you are enrolled in the life insurance program for eligible and newly hired employees.

7.12 Short Term Disability Insurance

The School pays 100% of the premium for short-term disability insurance for benefit eligible employees. A benefit eligible employee is an employee that is considered full-time based on the description in section 4.2.

This short-term disability insurance plan provides financial protection for you by paying a portion of your

income while you are disabled. The amount you receive is based on the amount you earned before your disability began. If you are eligible and qualify, the current benefit you will receive is 60% of weekly earnings up to a maximum of \$1,000 per week for up to 11 weeks. Rates are subject to change based on the controlling documents and policy. The Business Office can provide more detailed information. You must notify the Business Office of any change in employment status that would make you eligible or ineligible for this benefit. Enrollment in the short-term disability plan is automatic for eligible and newly hired employees.

7.13 Long Term Disability Insurance

The School pays 100% of the premium for long-term disability insurance for benefit eligible employees. A benefit eligible employee is an employee that is considered full-time based on the description in section 4.2.

This long-term disability insurance plan provides financial protection for you by paying a portion of your income while you are disabled. The amount you receive is based on the amount you earned before your disability began. If you are eligible and qualify, the current benefit you will receive is 60% of monthly earnings up to a maximum of \$6,000 per month. The benefit length will vary depending on each individual's age and situation. Rates are subject to change based on the controlling documents and policy. The Business Office can provide more detailed information. You must notify the Business Office of any change in employment status that would make you eligible or ineligible for this benefit. Enrollment in the long-term disability plan is automatic for eligible and newly hired employees.

7.14 Social Security, Medicare and Unemployment Compensation

SAS withholds income tax from all employees' earnings and participates in FICA (Social Security) and Medicare withholding, and matching programs as required by law. The School pays the stipulated percentages of each employee's gross salary into appropriate accounts maintained by federal agencies.

Unemployment compensation insurance is paid for by the School and provides temporary income for employees who have lost their job under certain circumstances. Your eligibility for unemployment compensation will, in part, be determined by the reasons for your separation from the School.

7.15 Workers' Compensation Insurance

It is St. Andrew's-Sewanee School's policy to provide you with safe working conditions and instructions covering safe working methods, and to make available special equipment to protect you from particular hazards. You are responsible for observing safety regulations, using the safety equipment provided and practicing safety at all times.

Workers' compensation is designed to provide benefits to all employees for work related injuries. Workers' compensation insurance coverage is paid for by the School and governed by state law. The workers' compensation system provides for coverage of medical treatment and expenses, occupational disability leave, rehabilitation services, as well as payment for lost wages due to work related injuries. Special benefit amounts are prescribed by law, and each case is handled individually.

All work-related accidents, injuries, and illnesses **MUST** be reported to your supervisor **IMMEDIATELY** upon occurrence. Failure to report such occurrence may jeopardize and/or delay your claim for workers'

compensation benefits. Failure to report may also result in disciplinary action or, in extreme cases, termination. If your injury is the result of an on-the-job accident, you must fill out an Accident Report form (see Appendix C) and may be subject to appropriate post-accident drug and or alcohol testing. In most cases, you will be required to submit a medical release before you can return to work.

Neither St. Andrew's-Sewanee School nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by SAS.

7.16 Professional Liability Insurance

The School pays 100% of the premium for individual professional liability coverage for all trustees, administrators, and faculty and staff, including seasonal and temporary employees.

7.17 Food Service and Meal Benefits

SAS provides meals and healthy food options for our students and employees. Below are the guidelines in order to take advantage of our food benefits and services:

- During the academic year, all employees working mid-day may eat weekday lunches in the Dining Hall at the School's expense.
- When on duty, non-residential employees may eat weekend meals at the School's expense. For example, you will not be charged if you are present for a school function such as a Board meeting, weekend duty, etc. Non-residential employees are always welcome to eat in the Dining Hall at all other times by signing in at the Dining Hall and the expense will be payroll deducted.
- Residential employees and their immediate family members are encouraged to eat all meals during normal serving hours in the Dining Hall at the School's expense.
- Guests are welcome at meals. If the guests are personal friends, please sign them in on the clipboard provided and note the employee to be charged. If the guests are business-related, there is no personal charge, but you should sign them in and note the area of SAS to be charged.
- Student group sponsors need to notify the Food Service Director at least 48 hours in advance if students will not be eating a regular meal in the Dining Hall, will need sack meals, or will need a meal at a different time. A Special Meal Request Form is available on the SAS All Employee Resources team drive.
- Special arrangements for events involving food should be made directly with the Food Service Director according to the Catering Guidelines found on CORE.
- Day students who elect to eat meals other than lunch in the Dining Hall must sign in. These charges will be added to the monthly billing statement sent to their parents/guardians.
- All food should be consumed in the Dining Hall or central Quad (with the exception of a plate taken to a sick family member or a similar situation), and all glasses, dishes, and silverware should remain in or be returned to the in the Dining Hall. Do not allow students to take tableware away from the Dining Hall or Quad.
- Your comments and suggestions are welcome. Please communicate them to the Food Service Director, Dean of Students, or the CFOO at any time.

7.18 Campus Facilities

You and your family are welcome to use St. Andrew's-Sewanee School campus facilities, such as the library and recreational facilities within the policies established for their use.

You and your immediate family may attend School-sponsored programs free of charge whenever students are admitted free of charge. You and your immediate family may attend athletic events without charge.

You and your immediate family may use the Res for recreational purposes.

The Res is for St. Andrew's-Sewanee School use ONLY and is NOT open to the public.

Guests must always be accompanied by an SAS employee. One guest is permitted per SAS employee or family member.

FOR PERMITTED SWIMMING AND WATER SPORTS PROGRAMMING:

- All swimmers must pass a swim test (or wear a life jacket) and review the rules with lifeguards before entering the water.
 - The swim test will be conducted with no more than 8 swimmers at a time.
 - Swimmers must enter the water by jumping feet first from the wooden dock and completely submerging and resurfacing.
 - Swimmers must tread water for 60 seconds without signs of distress.
 - Swimmers must swim to the floating dock and back without signs of distress.
 - Lifeguards or supervising adults may require life jackets at their discretion.
- Swimmers must always be within the swimming zone.
 - The swimming zone is a triangle formed by the wooden dock, the floating dock, and submerged rocks.
 - Swimmers must be visible to lifeguard at all times.
 - Swimmers may not jump off the back of the floating dock.
 - Boats are not restricted to the swim zone.
- Diving is only allowed from the floating dock and in the direction of the exit ladder.
- Swimmers must not intentionally submerge for long periods of time.
 - Games that require prolonged submersion like breath-holding competitions are prohibited.
 - No rough behavior, risky games, or horseplay.
 - Games involving pushing people off the floating dock are prohibited unless life jackets are worn.
 - Lifeguards/adults may remove swimmers for any behaviors that they deem inappropriate.
- Personal floatation devices must be worn if using boats.
- No glass, dogs, rope swings, swimming when dark, or playing with rescue equipment.
- Smoking and fires are prohibited.
- Fireworks, firearms, and other weapons are not permitted.
- Trash is not to be thrown in the water or left on the grounds.
- Conduct befitting a school environment will always be displayed.

Only those groups preapproved by SAS administration are permitted to use the Res. And are those "grandfathered" into this policy (Tiger Tennis, Shakerag, lifetime res passes)

The members of these groups will sign waiver agreements in order to be able to swim.

There will be annual training of all lifeguards who will provide duty to the Res.

7.19 Other Privileges

As an employee of St. Andrew's-Sewanee School you have access to duPont Library at The University of the South. There are also University of the South sponsored concerts, lectures, and other events usually at a reduced rate. You will need to show your SAS school identification in order to be eligible for possible discounted rates.

7.20 Health Services

A registered nurse is on duty during the work week in the Health Center for SAS students for the following:

- First aid and emergency assistance
- Evaluation of episodic illnesses and administration of medication and treatments as necessary.
- Health resource information.
- Referral to community health organizations and medical professionals as necessary; and
- Flu shots for a fee, if available.

While our Health Center also provides limited health care services to SAS employees, the nurses do not offer evaluation of episodic illnesses or administer medication or treatment for employees.

7.21 Tuition Remission for Dependents at SAS

Children who are federal income tax-dependents of benefit-eligible employees of St. Andrew's- Sewanee School are granted 90% tuition remission if they are admitted. You are responsible for fees, books and miscellaneous expenses. These charges may be deducted from your paycheck and spread over either ten or twelve months. This option requires additional enrollment with the Business Office. All charges for a School year must be paid within that School year.

To qualify for remission, the student must meet all admission, academic, and social requirements. You may apply for tuition remission by contacting the Director of Financial Aid prior to the start of the academic year.

Your eligible children qualify for tuition remission as long as you are a benefit eligible employee of St. Andrew's-Sewanee School and your student is in good standing. A benefit eligible employee is an employee that is considered full-time based on the description in section 4.2.

7.22 Tuition Remission for Dependents at University of the South

St. Andrew's-Sewanee School may receive the equivalent of three tuitions per academic year for benefit eligible employees' children. If more than three students desire to use the tuition benefit, the amount of tuition received by each student would be decreased proportionately. Students eligible for this benefit must be accepted by the University and abide by the same rules that the University has for all students receiving financial aid.

A SAS employee is eligible for this benefit following four consecutive years of benefit eligible employment. An employee who has not served the School for four years may temporarily receive this benefit on a year to-year basis if the three slots provided by the University are not being utilized. A benefit eligible employee is an employee that is considered full-time based on the description in section 4.2.

An eligible student who wishes to transfer to The University of the South in the middle of an academic year is not eligible for the benefit unless a slot provided by the University is available. If an eligible student wishes to transfer for the fall semester of an academic year, s/he must notify the Head of School by January 1st of that same calendar year. At that time, the Head of School will notify families currently utilizing the benefit about the possible decrease in benefit for the following academic year.

This benefit, which is administered through the Head of School's office, is available for a maximum of four years per student.

7.23 Tuition Remission for Employees at the University of the South

Full-time benefit eligible SAS faculty and staff may be eligible for tuition remission for courses taken at the University of the South. Eligibility is based on the number of SAS students who are enrolled in University courses. If student registrations are 15 or fewer, two faculty members may be eligible for the benefit. If the number is 16 to 20 inclusive, one faculty member may be eligible. If the number of student registrations exceeds twenty, faculty members may not be eligible. In each case, remission for full-time SAS faculty and staff members is restricted to one course per semester. Faculty members interested in this benefit should contact the Director of Faculty prior to registering for courses at the University.

7.24 Professional Development Funds

SAS has three Professional Development Funds.

- The largest fund for Professional Development is divided 80/20 between teaching faculty (80%) and administrative faculty and staff (20%). These funds may be applied for by submitting a proposal including a description of the project, a budget, and a timeline. Funding priorities for a given year will be announced when the call for proposals is issued. The application deadline is April 15 for Teaching Faculty and September 1 for all other employees. Awards will be determined by May 1 and September 30, respectively. This fund is supervised by the Head of School with input from Academic Dean for teaching faculty and supervised by Head of School with input from the CFOO for administrative faculty and staff.
- There is a smaller fund for teaching faculty professional development to be used throughout the year. There is an application process but no set deadline. This is supervised by the Academic Dean.
- There is a similar fund for administrative faculty and staff professional development to be used throughout the year. This fund is supervised by the CFOO with input from the appropriate administrator.

8.1 Employee Communications

8.2 Faculty and Staff Email Announcements

Emails containing announcements are sent to your School email address. You are expected to read the information pertaining to you and your job in a timely manner and are responsible for responding to the contents as appropriate.

8.3 Solicitation and Distribution

St. Andrew's-Sewanee School recognizes that individuals and organizations sponsor fund-raising activities to finance worthwhile projects and support fellow co-workers. The following rules regarding solicitation and/or distribution of literature for activities not sponsored by the School must be observed.

- Solicitations and distributions may not be done during working time or in working areas.
- Solicitation or distribution of literature by any third party on SAS' property is strictly prohibited at all times.

The word "solicitation" as used in this policy means selling items or services, requesting or urging anyone to support or join any organization, association, group/cause or to give or pay or obligate themselves to give or pay money to any of the foregoing for any reason. The word "Distribution" as used in this policy means passing out any type of advertising, handbills, business cards, circulars, forms, or other documents, except materials prepared or approved by SAS for business reasons. Solicitation and distribution performed through verbal, written, or electronic means is covered by this policy.

8.4 Confidential Information

During the course of your employment at St. Andrew's-Sewanee School, you may have access to information about students, parents, employees, alumni and alumnae, donors, financial and employee data, information not yet made public, future plans, and other confidential matters. All employees are expected to maintain personally identifiable information regarding our employees and students, as well as all confidential School information in strict confidence. This policy protects the interests of you and SAS in the safeguard of confidential, unique, and/or valuable information.

Information about SAS, personally identifiable information about its employees (i.e. addresses, personal phone numbers, dates of birth, social security numbers), and information about students is to be kept confidential and divulged only to individuals with both a need to receive and authorization to receive the information.

Do not disclose any confidential information to any source without proper authorization. When in doubt, communicate with the appropriate administrator before taking any action. Violation of this policy is subject to disciplinary action up to and including termination.

All records and files maintained by SAS are confidential and remain its property. Records and files are not to be disclosed to any outside party without the express permission of a supervisor Confidential information includes, but is not in any way limited to, financial records; business, marketing, and strategic plans; personnel and payroll records regarding current and former employees; the identity or contact information for and any other account information on students, parents, alumni and alumnae; inventions, programs, techniques, and processes; and any other documents or information regarding operations, procedures, or practices. Confidential information may not be removed from SAS' premises without express authorization.

8.5 School Data Protection and Privacy

Phone, Voicemail, Email, Fax, Internet, Computer, Software, Technology (“School’s System” or “System”) and any other data of any kind stored, utilized, or transmitted by St. Andrew’s- Sewanee School owned or leased equipment is the property of SAS intended for business use. This policy applies to all employees, volunteers, contractors, vendors, and any others accessing and/or using the School’s System through onsite or remote terminals.

The School’s System, and all data transmitted or received through the System, is the exclusive property of the School. No individual should have any expectation of privacy in any communication over this System and should not use these systems for information they might wish to keep private. No individual should interpret the use of password protection as creating a right or expectation of privacy. Any individual permitted to have access to the School’s System will be given a voicemail, long distance code, email and/or Internet address and/or access code, and will have use of the System, consistent with this policy.

The School reserves the right to monitor, intercept, and/or review all data transmitted, received, or downloaded over the System. Any individual who is given access to the System is hereby given notice that the School will exercise this right periodically, with or without prior notice and with or without the prior consent of the employee. Such access and monitoring will be undertaken after consultation with the School’s administration and will be conducted with due regard for confidentiality.

For those employees who have access to the School’s Phone/cell phone, Internet, and/or the School’s Wi-Fi, this service is provided for business use only. All communications conveyed by this system shall be deemed the property of SAS. No one is authorized to make personal long-distance calls from SAS phones. Please use a cell phone or personal calling card for such calls. Boarding students may also use residential house common room phones. All other telephones are off-bounds for students.

Occasional, incidental, and infrequent use of the Internet, Email, or Phone for reasonable non-business purposes may also be appropriate, but common sense and good judgment must be exercised to assure no use is abusive or inappropriate. Spending five minutes occasionally to check a stock price, get driving directions to a social event, or refill a prescription online is reasonable. Spending more time online or downloading large files is not reasonable because it can diminish the efficiency of online business systems and can hinder productivity. If you choose to use the School’s system for personal use, such messages will not be treated differently than business messages.

8.6 Press and Media Communications

From time to time, our School may become involved in news stories or potential or actual legal proceedings of various kinds. Only the Head of School and the Director of Communications & Marketing may give information to the press or other media. Occasionally, the Director of Communications & Marketing may give clearance to another person prior to contact with the media. Faculty and staff should not respond to questions from the media.

If at any time you are contacted by the media regarding School business, first refer the reporter to the Director of Communications & Marketing or the Head of School; and second, notify the Director of Communications & Marketing that you have been contacted. Violation of this policy is subject to disciplinary action.

8.7 Technology Acceptable Use Policy

Overview

The following policy establishes the use standards and expectations for the use of St. Andrew's- Sewanee owned desktops, laptops, and tablets, network systems, file storage, email, instant message, voicemail systems, and St. Andrew's-Sewanee provided Internet connections, collectively referred to as "systems" throughout this document. This list may not be exhaustive and includes any future technology systems provided by St. Andrew's-Sewanee for use by students, employees, and guests.

Effective security is a team effort involving the participation of all students, employees, and guests using SAS systems. It is the responsibility of every computer user to know these guidelines and conduct their use accordingly.

Purpose

Since inappropriate use of school owned systems exposes St. Andrew's-Sewanee to risk, it is important to specify exactly what is permitted and what is prohibited. The purpose of this policy is to detail the acceptable use of school owned information technology resources for the protection of all parties involved.

Scope

This policy applies to all St. Andrew's-Sewanee students, employees, and guests using technology provided by the organization.

Policy Summary

This summary section is intended to capture the "spirit" of the policy. Points will be described in more detail following the summary.

- Systems are provided primarily for the fulfilment of St. Andrew's-Sewanee's purpose.
- Use good judgement regarding reasonable personal use of St. Andrew's-Sewanee systems.
- Do not tamper with or break the system or expose it to security risks, including viruses.
- Do not break the law.
- Do not use systems to access objectionable material, including pornography, even if it may be legal.
- Your actions and data on St. Andrew's-Sewanee Systems is not private and may be monitored at any time, even if you are using a personally owned device, connected to St. Andrew's-Sewanee owned networks.
- Conduct yourself as a responsible and professional representative of St. Andrew's- Sewanee.

Use and Ownership

St. Andrew's-Sewanee's systems have been provided to facilitate the organization's mission and purpose. Students, faculty, and staff are permitted to access Systems in the execution of their roles at SAS. These systems, including email and phone services are not to be used for personal gain or to advocate for non-SAS purposes.

St. Andrew's-Sewanee provided Internet connections, electronic communication systems, and hardware are the property of SAS. Additionally, all documents composed, content created, and messages and attachments composed, sent, received, or stored on the Internet and communications storage systems are and remain the property of SAS. For creative or intellectual content, exceptions may be made on a case by case basis and should be discussed with SAS Management.

Incidental and occasional personal use of St. Andrew's-Sewanee provided systems is permitted provided it does not:

- Adversely affect the efficient operation of the computer system
- Violate any provision of St. Andrew's-Sewanee policy, or regulation, law, or guideline set forth by local, state, or federal jurisdiction.

Additionally, St. Andrew's-Sewanee guest Wi-Fi is available and intended for personal use by guests and staff who are using their personal devices.

Privacy

No user should have any expectation of privacy in any message, file, image, or data sent, retrieved, or received by use of SAS equipment and/or access. SAS has a right to monitor any and all aspects of its computer systems including, but not limited to, websites, instant messaging systems, and social media visited, material downloaded or uploaded, and e-mail sent or received. Such monitoring may occur at any time, without notice, and without the user's permission.

Prohibited Activities

The activities listed below are by no means exhaustive but attempt to provide a framework of prohibited use.

- Any use that violates any local, state, federal or international law.
- Any use that disrupts normal operation of systems.
- Any use that introduces a security breach, including network sniffing, ping floods, packet-spoofing, denial-of-service, unauthorized access to systems, etc.
- Circumventing any security system in place.
- Downloading and installing unauthorized software from the Internet onto SAS-owned computers, including games, "trial" versions of software, screensavers, fonts, plug-ins, add-ins, and shareware programs. The purpose of this policy is to ensure that software is properly licensed and safe.
- Accessing, downloading, printing, or storing information with sexually explicit content.
- Downloading or transmitting fraudulent, threatening, obscene, intimidating, defamatory, harassing, discriminatory, or otherwise unlawful messages or images
- Uploading or downloading copyrighted materials or proprietary organization information without authorization.
- Uploading or downloading unlawfully obtained audio and video content, such as licensed music, movies.
- Any sharing of Personal Identifiable Information (PII), regarding employees, constituents, customers, or guests, including payment information, health-care information, etc.
- Sending unsolicited email messages, including "spam" or other advertising materials to individuals who did not request it.
- Any form of harassment via email, instant messaging, social media, telephone, or other means.
- Unauthorized forging of email headers.

User Responsibility

The conduct of the users who access the Internet or send e-mail containing the St. Andrew's- Sewanee's domain address(es) may be perceived as reflecting on the character and professionalism of St. Andrew's-Sewanee. When engaging in such conduct, whether for personal use or official purposes, employees are expected to do so in a responsible and professional manner.

All users are responsible to protect their issued computer systems against the introduction of viruses. When using SAS's Internet access or electronic communications, equipment, and capability, individuals must:

- Use the Internet or electronic communications systems responsibly only in accordance with this policy.
- Maintain the conditions of security (including safeguarding passwords) under which they are granted access to such systems.
- Check with the appropriate staff member or IT resource prior to downloading or accessing a file or document if the source of the file or other circumstances raises doubts about its safety.

It is the user's responsibility to protect their system passwords.

- Do not share your username and/or passwords with others, including other staff, guests, family members, etc.
- Do not write your password down, especially on a post-it next to your keyboard. Use a password manager such as LastPass or Dashlane.
- Notify IT as soon as possible if you believe your password may have been compromised so that your credentials can be changed, and security monitoring enabled.

Applicability of other Policies

This document is part of the school's cohesive set of security policies. Other policies may apply to the topics covered in this document and as such the applicable policies should be reviewed as needed.

Enforcement

This policy will be enforced by the Technology Department. Violations may result in disciplinary action, which may include suspension, restriction of access, or more severe penalties up to and including termination of employment. Where illegal activities are suspected, the school will report such activities to the applicable authorities. If any provision of this policy is found to be unenforceable or voided for any reason, such invalidation will not affect any remaining provisions, which will remain in force.

8.8 Employee Device Agreement

SAS employees will be provided an SAS-owned computer for use as their primary work computer. This computer is provided to you for use during your employment at SAS and remains the property of SAS.

- Below is the essence of the agreement you will be asked to sign when you accept the SAS computer for work use.
 - I will follow all guidelines established in St. Andrew's Sewanee's **Acceptable Use Policy, Employee Handbook** and other technology policies that apply to me.
 - I will follow the guidelines listed below for proper care of the devices.
 - I will use the devices for work and professional development purposes. I will not install any software on the devices that have not been approved by St. Andrew's Sewanee's IT department. (Requests for software installation should be made with at least 7 days' notice).
 - I will not disable or uninstall any system management, antivirus, or antimalware software that is provided with the device by the IT department.
 - I will be responsible to ensure that my work documents are saved to an appropriate file location that is backed up, such as St. Andrew's Sewanee's provided servers and/or cloud locations.

- I will report any issues I encounter to the IT department service desk.
- I understand that the IT department may “wipe” the computer to troubleshoot or repair issues that make it unstable or unusable. I understand that it is not the responsibility of the IT department to backup files that have not been stored in appropriate server or cloud locations.
- I understand that I will be required to return the computer to St. Andrew’s Sewanee School IT department at the time of its replacement or in the event of my employment termination.
- I understand that any physical damage to the system may be my responsibility.
- **Guidelines for Proper Care of the Device**
 - The device is not to be loaned to or used by anyone else, including students, or family members.
 - Other individuals, including children should not be allowed to play with the device.
 - Proper care should be given to the device at all times:
 - Give appropriate care as for any electronic device.
 - Keep food, drink, and liquids away from the device.
 - When transporting the device, ensure that it is in an appropriately padded bag to prevent accidental drops or falls.
 - Do not attempt to repair a damaged or malfunctioning device. This may void a warranty.
 - Do not attempt to upgrade hardware or software.
 - Ensure that the device is kept out of reach of small children and pets.
 - Provide proper security for the device at all times.
 - Secure the device in a safe place when unattended.
 - Do not leave the device in a car. If you must leave it in a car, ensure that it is out of sight (preferably in a locked trunk) and that the car is locked.
- **Damage, loss or theft of the SAS device**

Any damage, loss or theft of the device must be reported to the IT department. You will not be held responsible for issues resulting from normal work-related use, but may be responsible for all or part of any damage, theft or loss of the device and/or related equipment due to negligence or misuse.

7.25 Employee Bring Your Own Technology (BYOT) Support Policy

Overview

In addition to devices owned by St. Andrew’s-Sewanee School, employees may choose to bring personal devices to the school. In addition to personal use, employees may use these devices for certain school-related tasks. For the purposes of this document, “technology” can refer to any device that an employee may bring to SAS that is not owned by the school, including personal devices that residential employees may use in their SAS-provided residences.

Support for non-SAS devices is limited to ensuring that the devices can connect to the appropriate SAS networks, for school use, and have the access necessary to fulfill SAS’s objectives.

This policy describes the expectations for employee devices, including but not limited to computers, tablets, smartphones, game systems, and smart televisions.

Your primary “work computer”

As mentioned above, SAS employees will be provided an SAS-owned computer for use as their “primary

work computer.” SAS will make every effort to ensure that the assigned system is appropriate for the role in which it is used. In some rare cases, employees may request to use a personally owned computer for their work. In general, it is the policy that employees should use their SAS-owned computer for SAS work. This allows SAS to properly ensure that systems are configured to comply with SAS security and acceptable use policies, especially regarding restricted and confidential data.

- Employees requesting to use a personally owned device as their primary work computer must request permission to do so from their supervisor. A valid use-case should accompany the request. A valid use-case is a situation where the employee-owned system has a capability that is required for execution of the employee’s SAS role but falls outside of the capabilities available in a system provided by SAS. These cases should be extremely limited and temporary, as the goal is to provide employees with equipment appropriate to their job responsibilities.
- SAS provided technical support for BYOT devices will be limited to providing network access to guest or faculty BYO networks. Personal devices should only be connected to guest or specified BYO networks. These networks have limited access to internal school networks, servers, printers, and other internal resources for security purposes
- If an employee’s personal device is not functional, SAS technical staff will not be responsible for troubleshooting it. The technical staff may refer the employee to a local repair shop or other support service. If available, the technical support team may provide a loaner Chromebook for the faculty member to use for classroom instruction while repairs are underway.

Personal computers, tablets, and smartphones

SAS employees, especially those who live on campus, may have personal computers, tablets, and smartphones that they wish to use on campus networks. The following points apply to personal devices owned by employees:

- SAS takes no responsibility for the support of employee-owned devices.
- Employees are responsible to ensure that their personally owned computers are appropriately protected against viruses and malware.
- Personal devices should only be connected to guest or specified BYO networks. Residential faculty may connect to the residential network.

Game consoles, smart TVs, and other devices

Residential employees may have game consoles, smart TVs and other devices that they wish to connect to the SAS network provided in their SAS residence. These devices are not generally prohibited, but must comply with the following policies:

- SAS takes no responsibility for the support of employee-owned game consoles or smart TVs.
- Personal devices should only be connected to residential or specified BYO networks.
- Some game consoles and smart TVs require network settings that are not compatible with security functions of the St. Andrew’s-Sewanee School network. Many of these devices are designed for use in a smaller, home network environment which operates much differently than a large school network. The SAS networks are designed to prioritize security and functionality to achieve school objectives. The SAS Technology Department will take into consideration reasonable measures to allow personal devices to function within the residential network for residential faculty only, and consideration will be made on a case- by-case basis.
- Personal devices such as game consoles, smart TVs, smart speakers must not interfere with the primary, educational, and business functions of the network. Devices that cause interference, including using excessive bandwidth, etc. will be addressed by the Technology Department and SAS Administrative Team as appropriate. Actions to remedy the situation may include blocking or limiting access, bandwidth, or other measures. The Technology Department will make reasonable

efforts to communicate with the device owner to resolve such issues.

Wi-Fi access for personal devices

SAS provides several Wi-Fi networks for connectivity while on campus. The SAS network extends throughout campus buildings, including classroom spaces, offices, community

gathering spaces, and residential buildings. Certain networks are designed for internal access to school-owned resources such as printers and file servers. Other networks are designed to provide internet access only.

- All SAS networks are shared by many users. Network security settings are in place to limit access between connected computers and protect systems from malware that seeks to connect to insecure computers.
- Internal networks are designed to be used by SAS computers that meet minimum security requirements.
- SAS provides guest, residential, and student Wi-Fi networks with specific security settings for use. Each network requires a network password which will be changed periodically to
- limit unauthorized access. As much as possible, networks will be named in such a way as to make their purpose self-evident. The SAS Technology Department can assist employees with selecting the correct network. Passwords will be provided or published as appropriate for the intended audience.

Enforcement

This policy will be enforced by the SAS Administration in consultation with the Technology Department. Violations may result in disciplinary action, which may include suspension, restriction of access, or more severe penalties up to and including termination of employment.

7.26 Crisis Communication Plan

Parents

In the event that parents need to be contacted, the Director of Communications & Marketing will communicate with all parents via text alert and/or email.

Employees

In the event of a School-wide emergency in which all employees must be contacted, the Director of Communications & Marketing will send a text alert and/or an email to all faculty and staff. Supervisors are asked to be sure all employees have been contacted.

7.27 Social Media

At St. Andrew's-Sewanee School, we understand that social media can be a fun and rewarding way to connect with family, friends, and co-workers. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines.

St. Andrew's-Sewanee School takes no position on your decision to start or maintain a personal blog or participate in other personal social networking activities. However, SAS reserves the right to monitor comments or discussions about the School, field/industry, including educational services and peer schools, posted in public areas on the internet by anyone, including employees and non-employees. Ultimately, you are solely responsible for what you post online. You may be personally responsible for any litigation

that may arise should you make unlawful defamatory, slanderous, or libelous statements against any supervisor, board member, student, parent, donor, or employee of the School.

Employees should refrain from using social media while working unless it is work related as authorized by your supervisor. As there are inherent and unique risks and responsibilities in maintaining online relationships with students, such relationships are strongly discouraged at SAS.

Carefully read the below guidelines, the School's Code of Ethics, and EEO Statement and Harassment Policy, and ensure your postings are consistent with these policies. Postings that include unlawful discriminatory remarks, harassment (as defined by our EEO policy), and threats of violence or other unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

When posting information:

- Maintain the confidentiality of School- and student-related sensitive information as discussed in the Confidential Information Policy (see Section 8.3).
- Do not create a link from your blog, website, or other social networking site to the School website that identifies you as speaking on behalf of St. Andrew's-Sewanee School.
- Do not create SAS-related websites, blogs, or social media accounts without the permission of the Director of Communications & Marketing.
- Never represent yourself as a spokesperson for St. Andrew's-Sewanee School. If the School is a subject of the content you are creating, do not represent yourself as speaking on the School's behalf. For the sake of clarity, consider including this disclaimer, "The views expressed here are my own and do not reflect the views of my employer."
- Respect copyright, trademark, and similar laws and use such protected information in compliance with applicable legal standards.

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

Nothing in the Media policy or the Social Media policy is intended to interfere with, restrain, or prevent employee communications regarding wages, hours, or other terms and conditions of employment, or to restrain employees in exercising any other right protected by Section 7 of the National Labor Relations Act or any other applicable state or federal law or regulation.

9.1 Disciplinary Policy

9.2 Grievances

Under normal circumstances, you should immediately discuss with your supervisor your work-related problems, questions, or complaints. The simplest, quickest, and most satisfactory solution often will be reached at this level.

If the discussion with your supervisor does not answer your question or resolve the matter to your satisfaction within five working days, you may then present the matter within the next ten workdays, orally or in writing, to the CFOO. Under normal circumstances, you should receive a response within ten

workdays of the time the complaint is received by the CFOO.

If the matter is still not resolved satisfactorily by this time, you may present your case within 30 working days, in writing, to the Head of School. The Head of School will review the matter and generally try to respond within 30 workdays of the date that it is received.

When the issue personally involves your supervisor, department head or the Director of Faculty, you may bypass that individual(s) and proceed to the next person in authority. At any time, you may seek the advice and counsel of the CFOO in how best to resolve the matter. The School will not tolerate any retaliation against a person who has expressed good faith concerns or complaints about the terms or conditions of his or her employment.

9.3 Disciplinary Guidelines

In order to promote a smooth and successful operation, maintain a positive working atmosphere, and inform all employees of the kind of conduct expected while at work, St. Andrew's-Sewanee School has adopted disciplinary guidelines. The guidelines are not intended to be exhaustive. Disciplinary action taken in any case will be at St. Andrew's-Sewanee School's discretion and will depend on the facts of each case and the employment record of the person involved, in accordance with the at-will policy (see section 2.3). St. Andrew's-Sewanee School considers unacceptable any action on the part of the employee that is not in support of the mission of the school. The existence and/or use of the disciplinary guidelines does not alter the at-will employment relationship. Further, the disciplinary guidelines may be changed from time to time at the discretion of St. Andrew's-Sewanee School. You will be advised of changes as they occur.

You may be disciplined for the following reasons

- **Unsatisfactory Performance**, which includes but is not limited to:
 - Failure to perform duties to required standards
 - Chronic lateness or absence
 - Absence from work without calling in
 - Insubordination (resistance to properly exercised authority)
 - Working overtime without prior authorization
 - Not working your regular scheduled hours
 - Violation of any school rules.
- **Misconduct**, which includes but is not limited to:
 - Unauthorized possession or use of property or equipment belonging to the school or a co-worker, student, or campus visitor
 - Deliberate destruction of property or equipment belonging to the School or a co-worker, student, or campus visitor
 - Repeated use of obscene, profane, or abusive language
 - Reporting to work under the influence of alcohol or controlled substances
 - Possession or use of illegal drugs on campus
 - Theft
 - Physical or verbal abuse of a co-worker, student, or campus visitor
 - Participation in illegal gambling activities
 - Harassment or sexual misconduct (see section 2.5)
- **Criminal Acts**, which includes, but is not limited to conviction of any crime or misdemeanor, whether on or off campus.

Your disciplinary action may take the following form(s):

- **Verbal Warning:** Following a formal verbal warning, a written description of the offense and the action taken will be shown and explained to the employee. A copy will be placed in the employee's personnel file.
- **Written Warning:** A written record of the offense and the action taken shall be shown and explained to the employee and a copy shall be placed in the employee's personnel file.
- **Probation:** You may be placed on probation for unsatisfactory performance or misconduct. This is an administrative action short of dismissal when there is a reasonable expectation that you can change your performance or conduct. A probation period may be up to six months depending on the nature and severity of the event(s) leading up to the probation. At the start of your probationary period, you will have a performance appraisal or other consultation with your supervisor. You and your supervisor will agree upon a specific written plan for correcting the performance or conduct. Employees who repeatedly struggle with chronic absenteeism may be required to bring in a doctor's note or additional documentation for them to be able to return to work. These excuses will be filed, and the absent days noted in the employee's file and in your written performance plan. During the probationary period, your supervisor and/or others specified in the written plan will monitor your performance closely. You are also ineligible for salary increases. Prior to or at the end of the probationary period, you will either be reinstated or dismissed. Probation does not alter the at-will relationship (see section 2.3).
- **Suspension:** You may be suspended from work for performance considered detrimental to St. Andrew's-Sewanee School or for misconduct. Normally, suspension is without pay and is considered an action just short of dismissal. During your suspension, the Head of School or his/her designated representative will investigate the circumstances that led to your suspension. Upon completion of this investigation, you will be reinstated, placed on probation, or dismissed. This provision in no way limits St. Andrew's-Sewanee School's at-will relationship with you or their rights to dismiss an employee without suspension. Suspension without pay will be for a period specified in writing. If you are reinstated, you may be granted back pay depending upon the circumstances surrounding your suspension and the outcome of the investigation.
- **Dismissal: Your employment is terminated.**

9.4 Non-Disciplinary Termination

St. Andrew's-Sewanee School is an "at will" employer under the laws of the State of Tennessee (see section 2.3). You may be terminated for reasons other than disciplinary action. These reasons include but are not limited to:

- **Voluntary Resignation:** You may resign at any time by giving appropriate notice to your supervisor.
- **Mutual Agreement:** Both you and the school feel your employment relationship should be ended.
- **Workforce Reduction:** The school may sever your employment relationship for budgetary reasons or programmatic redirection.

10.1 Working with SAS Support Offices

10.2 Maintenance - The Facilities Team

The Facilities Team manages all maintenance, custodial and transportation for the school. Our goal is to support the students, faculty/staff, and programs for the St Andrew's-Sewanee Community. Facilities staff are available from 6:30 a.m.-4 p.m., Monday through Friday. All emergency maintenance calls during non-office hours should be directed by phone to the Facilities Management. Non-emergency requests during

non-office hours may be requested in School Dude.

Routine Requests

- The procedure for Reporting Maintenance Problems/Concerns can be found on SAS All Employee Resources shared google drive as a document named "Reporting Maintenance Problems/Concerns." Another way to access the same reporting site is to go directly to <https://login.myschoolbuilding.com/msb>. This automated system directs a work order to the Facilities Office where it is prioritized, assigned, and dispatched. Simply fill in the blanks, location, description, and time available for the work to be performed. Examples: Torn screens, loose hardware, door locks not working, etc.
- Please report promptly ALL problems involving health and safety issues, water leaks, and heating/air conditioning problems. When in doubt call and leave a message with John Relford 931-463-2109. IF THE PROBLEM IS URGENT, IT IS BEST TO CONTACT EARLY IN THE DAY OR ASAP BY PHONE SO WE CAN REACT IN THE MOST EFFICIENT MANNER.
- Requests for capital improvements such as painting, carpeting, equipment, etc., should be addressed via email to the CFOO for budgeting, scheduling, and prioritizing purposes.

Emergencies

- **Daytime Emergencies:** For emergencies 8 am-4 pm Monday-Friday, please contact the Academic Administrative Assistant (ext. 3132), Facilities Office (ext. 3350) or the Head of School Administrative assistant (ext. 2113). Each of these folks have radios to dispatch Facilities personnel immediately (toilet overflowing, bodily fluid issues, etc.)
- **After Hours Emergencies:** Urgent maintenance problems or emergencies after normal working hours that cannot wait until the following day (e.g., serious roof leaks, plumbing leaks, etc.), should be reported immediately to the or Facilities Manager (cell 931-636-4086). It is also important to inform the AOD.

Vehicles/Transportation

- Vehicle mechanical issues should be reported immediately by calling John Relford (931- 598-5651 x 2109). Leave a detailed voice message. Emailing bus@sasweb.org is also acceptable. If the vehicle is unsafe to drive, notify the AOD and leave a note on the steering wheel so no one else drives it in that condition.

10.3 Facilities – Events on Campus

On-Campus Events Requests Which Always Require Facilities Use Committee Approval

The following events must always be approved by the Facilities Use Committee:

- Requests by anyone to use SAS space for camps, workshops or other events not directly related to normal school operations
- Requests by faculty or staff for personal use such as a family reunion
- Requests by alumni or outside groups to use the campus for any reason
- If an event is PROGRAMMATIC BUT NOT ROUTINE, approval is needed. Such events usually involve the general public. Examples: blood drive, multi-team athletic events, outside parties camping on campus, performance events in McCrory. (This includes events which occur only annually.)
- If an event is NOT PROGRAMMATIC and NOT ROUTINE, approval is needed. Such events involve the general public or invited guests. Examples: Monteagle Assembly use of Tucker for a board meeting, SAS employee use of school facilities for personal activities, Harpeth Hall's cross- country camp, Cravens family reunion, CAST Studio Tour.

The Facilities Use Committee, chaired by the CFOO, is the point of entry for any request to use SAS facilities, which is not both routine and programmatic. Contacting the CFOO first will ensure that there are no space conflicts and that the facilities requested are scheduled on the SAS calendar and are ready for the event in question. Depending on the type and duration of use, a Facilities Use Fee may be assessed.

Requests will be reviewed regularly by the Facilities Use Committee. Notifications, favorable or not, will be communicated via email within two weeks of the request.

On-Campus Events or Meetings Which Do NOT Require Facilities Use Committee Approval Those involved in an event, which is programmatic and routine, are responsible for its organization and communication. Such events normally affect only SAS parents and students. Examples: SAS athletic events, SAS theatre performances, SAT testing, internal committee meetings. An organizer or sponsor of a meeting or event held at SAS should:

- Reserve the location. As far ahead as possible, contact the following to reserve space:
 - Board Room: Assistant to the Head of School
 - Tucker Dining Room: Assistant to the Head of School
 - Spencer Room: Assistant to the Head of School
 - Robinson Dining Hall: Food Service Director
 - McCrory Hall - Theatre: McCrory Hall Coordinator
 - Library: Librarian
 - Athletic Areas: Director of Athletics
 - Chapel: Chaplain
 - Gallery: Gallery Director
- Contact the Facilities office to ensure proper set-up and cleanliness of the space(s). Use the Maintenance Request Link on CORE to let them know at least one week before an event the spaces you will utilize, time of event, special set-up needs, etc.
- Contact Food Service Director if food or drink will be served. Our food service needs at least 48 hours' notice in order to provide minimum refreshments or box lunches (with supplies on hand) and one week's notice for special needs which involve ordering supplies. Meet with the Food Service Director to go over the budget and all the arrangements at least three days ahead of the event.
- Contact the Director of Communications & Marketing to have the event placed on the school calendar (even if it is not a public event) and to request any printed materials or media announcements, including Sewanee Classifieds.
- Alert the community to the event via email, SAS-A-FACTS, and/or Chapel announcements.
- Clean up usually includes resetting the space for the next use and lock-up or coordinating with the Facilities staff to handle these details.

10.4 Student Recruitment - Admission and Financial Aid

Members of the faculty and staff are encouraged to assist with admission in several ways.

- Notify the Admission Office of any prospective students and their parents/guardian by sharing in writing appropriate information, including contact information.
- Tell your friends and family about our school. You are our best ambassadors and cultivators for future students, parents/guardians, and alumni.
- Encourage current students to be ambassadors for St. Andrew's-Sewanee School. Urge them to be positive about SAS and make sure their public behavior is exemplary and always in the best interest of the school. If a student wants to bring a friend to campus, please let the Admission Office know in advance so that we can provide information and schedule an interview if

appropriate.

- Encourage alumni to become recruiters for SAS. They can send the names of prospective students to us via phone or email or use the “Refer a Student” section of the SAS website Alumni page. We will handle the follow-up and thank alumni for their volunteer recruiting efforts.
- Please allow prospective students to visit your classroom whenever the lesson is appropriate, and their presence would not present problems.
- Please email any thoughts you have after meeting with prospective students or any suggestions that you have concerning admission in general to admission@sasweb.org.
- Be involved in the community and in professional organizations.

10.5 Fundraising – Advancement

The Office of Advancement exists to encourage alumni, families, and others to become actively engaged in the life of the School and to advance its vision and mission through their voluntary philanthropic support. The SAS Community includes more than 10,000 individuals, organizations, and foundations; trustees, alumni, parents and guardians, faculty and staff, and friends of the school are among our closest philanthropic partners.

Each year, Advancement reaches out through personal visits, print and electronic communications, phonathons, and publications to promote the three primary programs which provide for the short- and long-term needs of the School: The SAS Fund (annual operating and program needs), capital campaigns (most often, for facility-based needs of the School), and planned giving (estate-based gifts to grow our endowment or provide for other areas). Within these, and beyond, Advancement is responsible for safeguarding the School's status as a 501(c)(3) charitable institution and ensuring that all efforts comply with various laws and regulations. The Office also upholds industry-wide best practices and is committed to a nationally recognized Donor Bill of Rights.

Ways You Can Help: Accepting Gifts and Coordinating Fundraising Efforts

- Notify Advancement of anyone who may have the potential to be a significant donor to the School or who expresses an interest in making a gift
- Deliver any cash-based gifts (i.e., cash, checks) you might receive to Advancement as soon as possible so that we may appropriately acknowledge the donor(s) and comply with audit requirements. School policy requires Advancement to acknowledge gifts within 48 hours of receipt.
- Inform Advancement of any in-kind gifts (i.e., books, equipment, furniture, instruments, uniforms, etc.) that might come directly to you. Wherever possible, please work with Advancement as soon as you learn of a donor's interest in making an in-kind gift to confirm that the School is able to accept the gift. (Note: Contributed professional services do not constitute a charitable gift per IRS regulations.)
- Consult with the Director of Advancement before initiating any fundraising efforts for specific programs or projects. (This includes student organizations you may sponsor who wish to raise funds for any reason.) It is important that these projects be coordinated with other worthy causes within the School community.
- Accept invitations from the Head of School, the Board of Trustees, or others to represent Faculty-Staff at events such as Alumni Weekend, philanthropy dinners, and recognition and dedication events.

Ways You Can Help: Include SAS in your own philanthropy plans

As your own plans allow, please consider including SAS in your personal philanthropy. Exemplary Faculty-Staff giving, of the SAS Fund in particular, sends a strong message to the wider SAS Community--as well as foundations--when they too are encouraged to give.

While Faculty-Staff participation is voluntary, our goal will always be to have 100% participation in The SAS Fund each year. In February 2019, the National Association of Independent Schools (NAIS) reported the Median Annual Giving % Participation by Faculty-Staff (across 1,229 member schools) to be 93.6%. By comparison, Faculty-Staff participation at SAS for 2017-2018 was 77.8%.

Whether you support the SAS Fund each year as part of our annual Faculty-Staff campaign, go beyond that with a gift to a larger project, or choose to include SAS in your estate plans, all gifts of every amount are important and appreciated.

10.6 Connecting with Alumni of SAS – Alumni Relations

The role of the Alumni Relations Office is to foster connectivity with all alumni so they will take an active interest in the life of the School, which includes providing financial support as well as volunteering their time and talent. All SAS community members are asked to share news of alumni with the Alumni Office, especially when they visit campus. The Alumni Office updates contact, business, and family information for alumni on a continual basis, produces the class notes section for the school magazine, and tracks alumni engagement. To help facilitate this connectivity, the following is asked:

- Always inform the Director of Alumni if an alumnus/a has been invited to campus for any programmatic reason, even if they decline the invitation, and be sure the Director is aware of alumni participation in any campus activity.
- Advise when alumni visit campus for any reason, if possible, get a photo with them and share that with the Alumni Office.
- Provide all alumni news to the Alumni Office – oftentimes alumni will only visit with specific teachers and we may be unaware of any updates; we would rather learn of something multiple times rather than not at all.
- Remember, today's students are tomorrow's alumni. You are a student's most knowledgeable source of impressions and opinions of the school as an institution, and their attitude and inclination to support the school in future years will be a direct result of your influence.
- Do not hesitate to contact a member of our staff if you need help:
 - Locating an alumna/alumnus - whether as a contact, classroom speaker, or for personal correspondence.
 - Completing or identifying grants to further your teaching or to purchase needed equipment.
 - If you would like to survey alumni for school-related projects.

10.7 Speaking for the School - Communications & Marketing

Communications & Marketing builds awareness, understanding and goodwill among the School's key constituencies and supports the efforts of the Advancement and Admission Offices in presenting a consistent and accurate picture of the School. Specific areas of responsibility of the Communications & Marketing Office are as follows:

- Crisis Management and the Media - Calls from the media should be directed to the Communications & Marketing Office or to the Director of Communications & Marketing (931- 636-5535) after hours. Faculty and staff should not respond to questions from the media (see sections

8.5 & 8.6).

- Internal Communications - Faculty and staff members may send announcements to faculty and staff using facultystaff@sasweb.org. Be mindful that not all students, faculty, and staff are present in Chapel nor are all faculty and staff present at faculty meetings. Verbal announcements should also be communicated via facultystaff@sasweb.org or Daily Announcements.
 - Use facultystaff@sasweb.org only when you really need to get to the majority of faculty and staff members. If you only need to be in touch with a certain group (Middle School teachers, committee members, etc.), please develop a list for corresponding with that group.
 - Send all-school (students, faculty, and staff) announcements to smidgett@sasweb.org for inclusion in Daily Announcements.
 - Be sure your subject line is as accurate and as informative as possible.
 - Please refrain from using this for non-school announcements. This should never be used for political endorsements as this may compromise our 501(c)(3) status.
 - Keep your message as brief as possible.
 - Refrain from sending the same announcement more than twice.
 - In an effort to help our community manage its time wisely by limiting unnecessary emails, think carefully before using Reply All.
- Parent/Guardian Communications
 - The Communications & Marketing Office sends weekly broadcast emails (SAS-A-FACTS) to parents/guardians with information about key events, honors and accomplishments, volunteer opportunities, etc. Appropriate submissions for SAS-A-FACTS are school-wide or multi-grade announcements and should be sent to the Communications & Marketing Administrative Assistant by Tuesday at noon for inclusion in that week's SAS-A-FACTS. Submissions should be as brief as possible but may refer parents/guardians to additional information available on sasweb.org or SASSAFRAS. Be aware that the primary audience for SAS-A-FACTS is parents/guardians, but it will be copied to faculty, staff, and students through everyone@sasweb.org. Student announcements should be sent via Daily Announcements.
 - If you need to communicate with a specific group of parents/guardians (chorus members, sophomore class, etc.), use the RenWeb email utility.
 - Paper letters and additional broadcast emails will be reserved for significant communications from administrators, the Head of School, and Board members.
- School Design Consistency - All school publications, stationery, invitations, T-shirts, athletic team apparel, items for sale in the school store, and any items which are printed with the school name, seal, or logo should be consistent in terms of design, insignia, typestyle, color, and quality of content. The Director of Communications & Marketing sets such standards and approves or designs new materials. Any printed materials should be approved by the Director of Communications & Marketing prior to production. Programs/invitations for all events to which parents/guardians or the public are invited should be designed or approved by the Communications & Marketing Office.
- Marketing - Marketing efforts are intended to build an audience of prospective students and admission referrals. The Communications & Marketing Office handles most publications and social media intended for an external audience as well as the sasweb.org site, including the school calendar.
 - External Website & Social Media: The Director of Communications & Marketing serves as the Webmaster and has final responsibility for the majority of the content on the website and the oversight of the sports calendars and the alumni and Gallery pages (which are managed by others). The Director of Communications & Marketing also maintains the

School's social media accounts and is responsible for the accuracy of all external websites (i.e., Boarding School Review, AdmissionsQuest, SmugMug, Pinterest, Tumblr, etc.).

- Materials Development & Advertising: The Office of Communications & Marketing coordinates the creation of all admissions materials, including brochures and advertisements and coordinates all media buys.
- Media Relations - The Office of Communications & Marketing initiates most media releases with the exception of Gallery news (Gallery Director) and sports scores (individual coaches -- see The Sports Information Manual, provided by the Office of Communications & Marketing, for guidelines). Your involvement with our efforts is appreciated and the Director of Communications & Marketing welcomes your ideas for promotional opportunities. To help us, please:
 - Make us aware of any mistakes or inaccuracies on the website or in our publications.
 - Provide publicity information for scheduled events (theatre productions, art exhibits, etc.) to the Office of Communications & Marketing at least two weeks in advance of the event.
 - Email information about student or faculty awards or accolades to the Office of Communications & Marketing in a timely manner.
 - Do not create School-related websites, blogs, or social media sites without the permission of the Director of Communications & Marketing.
 - Consider submitting entries for the faculty blog (Faculty Voices) and encourage students to participate in the student blog (Student Voices).
 - Explore opportunities to share student-created academic work via the School's multi-media sites.
- Summer Programs - The Communications & Marketing Office also coordinates summer programs on campus, working in conjunction with the Director of Physical Plant, the Facilities Use Committee, and individual camp directors. Proposals for summer programs should be submitted to the Director of Communications & Marketing in January.

10.8 Money, Human Resources, Risk Management - Business Office

This office is charged with the management of all the business and financial affairs of the School. The practices and procedures of this office and the School are subject to an annual audit by an independent external firm.

Purchases

- Before an order is placed, a Purchase Order must be completed. The Purchase Order must be authorized by the person with budgetary responsibility for the purchase. Some vendors have been instructed not to charge anything to the School unless they have been provided a Purchase Order number. Purchase Orders are available from department heads.
- Purchase Orders and Authorizations to Pay must be signed by an administrator and the purchaser and turned in to the Business Office no later than noon on Wednesday to have a check on Friday.
- Checks are cut and signed on Friday by 1 p.m. Please do not ask for one earlier unless the situation requires an urgent response.
- Purchase Orders and Authorizations to Pay must include the account number and name to which the purchase should be charged and a legible signature. Each person with budgetary responsibility will be given a list of his/her accounts.
- The School should not be charged sales tax on most purchases. You may obtain a Tennessee Certificate of Exemption from the Business Office.
- The School is a member of both MISBO and E&I, large school purchasing consortiums. These memberships entitle SAS to purchase at greatly reduced prices from selected vendors. The Business Office maintains the information on these consortiums. Please check with the Business

Office before you buy.

Expense Reimbursement

If you pay out of your pocket for a school purchase, please submit an Authorization to Pay for reimbursement. All reimbursements will be accomplished via an electronic credit to your bank account at the end of each month. No reimbursements will be made with a check or out of petty cash. Please make sure the Business Office has your correct banking information (Direct Credit Authorization Form or through our SAS Online HR Portal).

The need for expense reimbursement should not occur frequently. The School has accounts with most vendors. Please check with the Business Office if you are unsure about a vendor. If you pay for School purchases yourself, you will generally be charged sales tax for which you will not be reimbursed. If you use the School's account, sales tax will not be charged.

Legal Issues

The Business Office will try to make faculty and staff employees aware of any changes in legislation or case law, which might have an impact on their work at SAS or their benefits. If necessary, procedures will be changed to comply with newly adopted legislation.

Financial Reporting

Faculty members with budgetary responsibilities will receive quarterly detail and summary reports showing their annual budget along with their actual year-to-date revenues and expenditures. Please review these reports when you receive them. If you have questions about any of the line items, please notify the Business Office. If you need access to a report between normal reporting cycles, please request one from the CFOO via email.

Budgeting

In the fall of each year SAS begins the budget process for the following fiscal year. Each faculty member with budgetary responsibility will be asked to assist in the formulation of the budget. Capital or operating budget requests should be turned in to your supervisor/administrator by mid-November. All requests will be given consideration during the budget process. By early December, the budget is presented to the Head of School in draft form. In January, the final balanced budget is presented to the Board of Trustees for approval. The budget will be finalized at either the January or April meeting. In uncertain years, the Board may postpone approval of the budget until their summer meeting.

10.9 Chaplaincy

One of the underlying assumptions for St. Andrew's-Sewanee School is "to be an inclusive Christian community in which the Episcopal heritage is central." The Chaplain, with the Head of School and the Student Vestry, facilitates the corporate spiritual life of the community in the following areas:

- Overseeing the liturgical life of the community by planning regular community worship in the Episcopal tradition.
- Attending to the pastoral needs of students, faculty, staff, and parents/guardians (when appropriate).
- Teaching in the School's academic curriculum, especially with involvement in the Senior Religion Course, and in other areas where the Chaplain's qualifications meet the needs of the school; and
- Encouraging and participating in outreach programs

11.1 In Conclusion

11.2 Changes in Policy

The School expressly reserves the right to interpret, change, or rescind any or all of its policies, including those described in this handbook, at any time and without prior notice except the policy of at-will employment.

Changes to applicable federal, state, or local laws or regulations are deemed to be adopted whether specifically stated in this policy or not. As noted above, this policy and any oral representation related to it does not create a binding employment contract of any kind or any promise of job security. Nor does this handbook intend to interfere with, restrain, or prevent employee communications regarding wages, hours, or other terms and conditions of employment, or to restrain employees in exercising any other right protected by Section 7 of the National Labor Relations Act or any other applicable State or Federal law or regulation.

Changes will be effective on dates determined by St. Andrew's-Sewanee School. Revised and new policies supersede previous policies. Other than the Head of School, no employee has any authority to alter the foregoing. You will learn about changes as soon as possible by email. The online handbook will be updated as soon as is practicable.

Revisions to this handbook will be issued from time to time. Your suggestions as to how it can be more helpful are always welcome and should be referred to the CFOO.

11.3 SAS Employee Handbook Acknowledgment

By signing below, I acknowledge that I have received access to the online Employee Handbook and understand that it is my responsibility to read the Employee Handbook in its entirety. I agree to comply with the rules, policies, and procedures set forth herein, as well as any revisions made to the Employee Handbook in the future. I understand that this Employee Handbook supersedes and replaces any and all prior Employee Handbooks. I understand that the School retains the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to the employees and the School. I also understand that if I violate the rules, policies, and procedures set forth herein that I may be subject to discipline, up to and including termination of my employment.

I understand that the School reserves the right to revise, delete, and add to the provisions of this Employee Handbook at any time without further notice. I understand that in most cases the School will try to notify me as soon as possible through my school email account or other available platform. I understand that SAS is an at-will employer and this Employee Handbook is not intended to create contractual obligations with respect to any matters it covers and that the Employee Handbook does not create a contract guaranteeing that I will be employed for any specific time period. I understand nothing in this handbook is created to infringe on any available legal rights.

I understand that this Employee Handbook refers to current benefit plans maintained by the School and that I must refer to the actual plan documents and summary plan descriptions as these documents are controlling.

If I have questions about the content or interpretation of the Employee Handbook, I will ask my supervisor or administrator.

Employee Signature

Employee Name Printed

Date