



Employee Handbook

FOREWORD

This handbook serves as a reference guide to the benefits and services available to you as a Cristo Rey Jesuit employee and explains your responsibilities to Cristo Rey Jesuit. As you read this handbook, please keep a few things in mind.

First, the handbook contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. Some of the topics treated herein, such as medical and dental coverage, are explained in detail in their official plan documents. Therefore, if you have any questions concerning eligibility for a particular benefit or the applicability of a policy or practice to you, you should address your specific questions to the business office or refer to the plan documents. If there is a discrepancy between this handbook and an official plan document, the official plan document will always overrule this handbook.

Second, the practices, policies and benefits described here may be modified or discontinued by Cristo Rey Jesuit at any time for any reason.

Finally, nothing in this handbook confers any contractual right, either expressed or implied, to remain employed by Cristo Rey Jesuit. Nor does it guarantee any fixed terms or conditions of your employment. Unless you are a contractual employee, you are considered an employee-at-will, meaning that your employment may be terminated at any time for any reason with or without notice by either you or Cristo Rey Jesuit.

Please take the time to read the handbook and become familiar with its contents. Once you have done so, sign and date the Handbook Acknowledgement form that is included with the handbook and return it to the business office. We also encourage you to familiarize yourself with the Student Handbook and Planner. As employees of Cristo Rey Jesuit, we all must share responsibility for enforcing school policies and procedures with our students.

All updates to this handbook can be found on the Cristo Rey Jesuit Web site. Alerts to future versions will be communicated by email to employees.

Thank you for contributing your skills and efforts to making Cristo Rey Jesuit a success.

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EMPLOYMENT

Mission

"Cristo Rey Jesuit exists to transform lives." Our academic and corporate learning program leads our students to bright and prosperous futures. We are a Catholic, co-educational, college preparatory school, empowering students to succeed in college, work and life. In partnership with the Maryland Province Jesuits, the Cristo Rey Network and the philanthropic community, our school embraces families of racial, religious and ethnic diversity from Baltimore's disadvantaged neighborhoods.

Our Corporate Internship Program, in partnership with the Baltimore business community, complements our rigorous curriculum of mind, body and spiritual development. We nurture our students to be men and women in service to others through academic achievement, business experience, faith formation and civic leadership.

Open Door Policy

Cristo Rey Jesuit encourages the open discussion of ideas and concerns. If you have an issue or concern, your first step should be to discuss your thoughts with your supervisor. Be as frank, open and specific as possible. If, after discussing a concern with your supervisor, you feel that he/she is being unresponsive or that your issue was not resolved appropriately, you should speak with the president of Cristo Rey Jesuit.

Employment Philosophy

Cristo Rey Jesuit provides a unique opportunity for employment. Our work is impelled in a special way by the tradition of the Catholic Church and the Society of Jesus.

Consequently, Cristo Rey Jesuit is committed to diversity, open and honest hiring practices, justice in compensation and benefits, treating each person with respect and dignity, peaceful resolution of conflict in the workplace, appropriate assisting in each person's growth and spiritual development, and acting as a just steward of the resources entrusted to it.

Non-Discrimination Policy

Cristo Rey Jesuit High School does not discriminate on the basis of race, sex, color, national or ethnic origin, age, religion, disability, marital status, or sexual orientation in the administration of any of its educational programs and activities or with respect to employment.

The designated Compliance Officer to ensure compliance with Title IX of the Education Amendments of 1972 is Anthony Sochurek, Director of Finance and Facilities, Cristo Rey Jesuit High School, 420 South Chester St, Baltimore, MD 21231, Tel: 410-727-3255. The Coordinator to ensure compliance with Section 504 of the Rehabilitation Act of 1973 is Anthony Sochurek, Director of Finance and Facilities, Cristo Rey Jesuit High School, 420 South Chester St, Baltimore, MD 21231, Tel: 410-727-3255.

Immigration Law Compliance

Cristo Rey Jesuit is committed to employing individuals who are authorized to work in the United States. Cristo Rey Jesuit does not unlawfully discriminate on the basis of citizenship or national origin. In compliance with the Immigration Reform and Control Act of 1986 as a condition of employment, each new employee must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility.

General Expectations

On the most basic level, regardless of the specific tasks or functions of a particular job, each Cristo Rey Jesuit employee is responsible for furthering the school's stated mission.

Cristo Rey Jesuit seeks to attract, develop and retain high quality employees who are committed to model and to teach the school's Catholic and Jesuit values. Consistent with the school's Graduate-at-Graduation Statement, employees are expected to continuously develop their:

- **Openness to Growth** by reading, participating in workshops, seminars, conventions and the like, by enthusiastically participating in the school's staff development and school improvement efforts, and by continually refining/expanding their professional, interpersonal and ministerial repertoires.
- **Spiritual Life** by regularly praying and participating in liturgies, by participating in retreats and/or spiritual direction, and by doing spiritual reading.
- **Intellectual Competence** by keeping current with their subject or functional area and with their knowledge of the latest developments and best practices regarding teaching, learning and effective schools.
- **Capacity to Love** by always showing respect and concern for others, by working cooperatively and collaborating with others, and by volunteering to help the school keep its co-curricular programs and activities staffed.
- **Commitment to Justice** by clearly communicating and upholding high expectations for student learning and appropriate behavior, by consistently and fairly enforcing the school's rules, and by openly supporting service programs and activities.
- **Work Experience** by serving as a model of a dependable and responsible worker, by supporting the students and assisting in their success in the Corporate Internship Program, by helping students deepen their understanding of the value of work both in the rewards it produces and in the opportunities it offers for self-discovery, as well as the use of God-given talents and human growth.

Standards of Conduct

It is the responsibility of every member of the faculty and staff to act in an honest and forthright manner in all workplace concerns; treat co-workers, supervisors, students, families, board members, sponsors, volunteers, and visitors with respect; and conduct oneself in a moral and ethical manner consistent with Catholic principles.

All personnel are expected to avoid situations that present actual, perceived or potential conflict between their interest and the interest of Cristo Rey Jesuit.

In keeping with Cristo Rey Jesuit's mission, it is vital to consistently maintain the highest ethical standards. Employees must not engage in activities which conflict with the interests of Cristo Rey Jesuit, which create even the appearance of impropriety or which impede their job performance at Cristo Rey Jesuit. Such activities include, but are not limited to, the improper payment or receipt of gifts, employment outside Cristo Rey Jesuit that conflicts with Cristo Rey Jesuit's mission or negatively affects job performance, and the disclosure of confidential information without proper authorization or for private advantage.

All employees are expected to maintain appropriate professional boundaries in their relationships with students and exercise professional discretion when sharing personal information.

Employment of Family Members

The term “relative” means a connection between persons by blood, marriage, adoption, domestic partnership, or other close personal relationship including cohabitation.

Employment of relatives in reporting relationships (e.g., employee and direct supervisor) is prohibited in all cases.

Employment of relatives in the same department or under the same supervisor is not ordinarily permitted and may occur only after formal review by the school head.

Outside Vendors

No employee may represent an outside vendor that provides or wishes to provide services or goods to the school. Employees are expected to take great pains to avoid any situation which involves or may involve a conflict between their personal interest and the interest of the school. As in all other facets of their duties, employees dealing with suppliers, contractors, vendors, consultants, or any person doing or seeking to do business with the school are to act in the best interest of the school at all times.

Harassment

All Cristo Rey Jesuit employees have the right to work in an environment free of all forms of discrimination and harassment. Harassment includes any conduct that belittles or shows hostility toward an individual. Consistent with Cristo Rey Jesuit’s respect for the rights and dignity of each employee and student, all employees should be aware of the following:

- Harassment on the basis of any protected characteristic is strictly prohibited. This includes any verbal or physical conduct that denigrates or shows hostility or aversion toward an individual or his/her relatives, friends or associates because of race, color, religion, sex, sexual orientation, age, national origin, marital status, veteran status, citizenship or disability that:
 - has the purpose or effect of creating an intimidating, hostile or offensive work environment;
 - has the purpose or effect of unreasonably interfering with an individual’s work performance; or
 - otherwise adversely affects an individual’s employment.
- Harassing conduct includes, but is not limited to:
 - epithets, slurs or negative stereotyping;
 - threatening, intimidating or hostile acts; and
 - written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the school’s premises where it could be viewed by others or circulated by any means in the workplace.
- Sexual harassment in particular is strictly prohibited. Government regulations define sexual harassment as “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, a term or condition of an individual’s employment; . . .
 - [when] submission to or rejection of such conduct . . . is used as the basis for employment decisions affecting such individual;
 - or . . . such conduct has the purpose or effect of unreasonably interfering with the individual’s work performance or creating an intimidating, hostile, or offensive work environment.”

- Employees who violate this policy against sexual and other forms of harassment will be subject to corrective action up to and including termination.
- Any employee who believes that he or she has been the subject of sexual or any other form of harassment by anyone at Cristo Rey Jesuit or by any person who does business with Cristo Rey Jesuit should bring the matter to the attention of his/her supervisor or the president of Cristo Rey Jesuit.
- A prompt and thorough investigation of any alleged incident will be conducted and appropriate corrective action taken if warranted. To the extent possible, complaints of harassment will be treated as confidential.
- Cristo Rey Jesuit will not retaliate in any way against any current, potential or former employee who, in good faith, reports harassment or participates in the investigation of such a complaint or report. Any attempt at such retaliation will not be tolerated and will itself be subject to appropriate corrective action up to and including termination.

Suspicion of Child Abuse: Reporting Protocols for All Employees

Title 5, Subtitle 7 of the Family Law Article, entitled “Child Abuse and Neglect,” of the Annotated Code of Maryland requires persons who have reason to believe that a child has been subjected to abuse or neglect, report that belief to the local department of social services or the appropriate law enforcement agency. This law pertains to employees of public, parochial and private educational facilities.

- Faculty and staff must report all cases of suspected child abuse/neglect to the principal. This refers to suspicion of abuse at the school, as well as to suspicion that a student might have been abused outside of school.
- The principal will work with the president and the director of communications to report this information to Child Protective Services of Baltimore City at 410-361-2235.
- The faculty or staff member who received the information will complete the Cristo Rey Jesuit High School Child Abuse Reporting Form and submit it to the principal. (Forms are available in the office of the school counselor.)
- The principal will report the incident to the president and provide a copy of the written report which will be filed with the school counselor.
- The principal will cooperate fully with the caseworker from Baltimore City, Department of Family Services.

Confidentiality

All Cristo Rey Jesuit records, whether academic, financial, personal, disciplinary or psychological, that were obtained in the process of conducting business or that pertain to Cristo Rey Jesuit or its employees, students, families, corporate internship sponsors or donors are confidential. No employee may, therefore, disclose any confidential record or information to anyone, except where required for a business purpose. No such information, including all paper and electronic documents, files and records, may be removed from Cristo Rey Jesuit’s premises without written permission from a member of the leadership team. The leadership team consists of the president, principal, director of the Corporate Internship Program and the director of finance and facilities. Employees who inappropriately reveal information of a confidential nature will be subject to corrective action up to and including termination.

This restriction does not apply to non-confidential information regarding Cristo Rey Jesuit’s academic or corporate learning programs.

Employment Verification and References

All questions and requests for references and verification of employment regarding a current or former employee of Cristo Rey Jesuit should initially be referred to the business office. Without written authorization, the business office will only confirm that an individual was employed by Cristo Rey Jesuit, his/her job title and the corresponding dates of employment. Once written authorization from a current or former employee has been received, the business office will alert supervisors that references may be given.

All information supplied by applicants or current employees as part of the recruiting and interviewing process, including information on the employment application and resume, must be correct, truthful and complete. Providing incorrect or misleading information may result in denial of employment or corrective action up to and including termination.

Distribution and Solicitation

In the interest of maintaining an efficient, productive work environment, Cristo Rey Jesuit limits the solicitation of employees and the distribution of non-school materials in the workplace. While Cristo Rey Jesuit may authorize a limited number of fund drives, employee participation is entirely voluntary.

Unauthorized solicitation between employees is prohibited during working time or when such solicitation might interfere with other employees who should be or are performing their jobs. Likewise, employee solicitation of other individuals associated with the school, including board members and students, is prohibited during working time. Solicitation includes, but is not limited to, the buying and selling of goods and the seeking of contributions, signatures or memberships in organizations.

Cristo Rey Jesuit also prohibits the distribution or posting of any non-school literature or other materials in work areas at all times. Posted materials are not permitted in common areas such as elevators, hallways, rest rooms, lunchrooms and copying rooms. All materials posted on school premises must be pre-approved by a member of the leadership team.

Non-employees are strictly prohibited from distributing materials or engaging in solicitation for any purpose at any time on Cristo Rey Jesuit's premises.

Parking

All Cristo Rey Jesuit employees are to park in areas designated by the school.

Provision of Transportation to Students

The school does not expect or encourage employees to give rides to students. Doing so poses significant risks for the employee:

- In the event of an accident/injury, the employee's personal vehicle insurance would be primary. (In contrast, Cristo Rey Jesuit's insurance would be primary in an accident involving Cristo Rey Jesuit's vehicle.)
- Giving a student a ride, particularly if no one else is in the vehicle, can make the employee vulnerable to an allegation by the student of inappropriate conduct.

If an employee chooses to give a student a ride home from school in his/her personal vehicle, the employee should contact the parent/guardian to ask for permission. This is for the protection of the students and the employee. Employees are discouraged from providing rides to locations other than the student's home.

Direct Financial Assistance to Students

Cristo Rey Jesuit prohibits any direct financial assistance from employees to students.

Employee Categories

All Cristo Rey Jesuit employees fall into one of two basic employee categories:

- **Contractual Employees:** These are faculty, dean of students, assistant principal, nurse, counselor and receptionist who have a teaching or instructional support contract with Cristo Rey Jesuit and provide direct services to our students. Contracts are generally renewable on an annual basis and specify certain terms and conditions of employment. Depending on their specific contract, contractual employees may be full or part-time. All contractual employees hold jobs which are intimately tied to the academic calendar and are allowed time-off consistent with the preparation and successful execution of the academic year.
- **Non-Contractual Employees:** All other employees, whether full-time, part-time, temporary, exempt or non-exempt, are non-contractual employees. All non-contractual employees are employees at will, meaning that their employment relationship with Cristo Rey Jesuit can be terminated at any time, for any reason, with or without prior notice. All non-contractual employees are expected to work throughout the entire calendar year unless a different expectation is specifically stipulated in writing on the employee's job description.

Non-contractual employees may be further categorized as exempt or non-exempt. (All contractual employees are exempt due to their teaching responsibilities.)

Exempt: A status defined by the Fair Labor Standards Act (FLSA) that is determined by employee duties, responsibilities and salary. Exempt employees are not eligible for overtime pay.

Non-Exempt: Another status defined by the FLSA. Non-exempt employees qualify for overtime pay at time and a half for hours worked in excess of 40 in a seven-day workweek.

Part-Time: Part-time at Cristo Rey Jesuit is defined as being regularly scheduled to work less than 30 hours per week. This definition is based on benefit eligibility. Employees who work less than 30 hours per week are not eligible for benefits.

Temporary: A temporary employee is hired for a specified project or time frame. Temporary employees are not eligible for any benefits.

Volunteers: Cristo Rey Jesuit volunteers are hired for a temporary, defined period of time and are considered employees at will. Volunteers are expected to follow the same guidelines as all other employee categories.

Personnel Record

Each individual's personnel record, maintained by the business office, contains information such as education, work history, pay and performance evaluations. It is important to keep this record updated, making sure to notify the business office any time there is a change in:

- Name
- Address
- Home phone number
- Person to contact in case of emergency
- Tax withholdings or exemptions
- Marital status
- Beneficiaries or dependents
- Your employment contract (if you are a contractual employee).

The business office should be informed by an employee whenever she/he has completed external training which strengthens or adds to job qualifications. It is essential for both Cristo Rey Jesuit and the individual's career here that the records contain accurate and up-to-date information on expertise and skills.

If anyone would like to review her/his personnel file, it should be arranged through the business office. Information maintained on employees is confidential. In respect for one's right to privacy, Cristo Rey Jesuit will only verify name, dates of employment and job title to third parties. Cristo Rey Jesuit will release any other information to outside sources only with the individual's express written authorization, except in response to a lawfully-issued subpoena or summons or in compliance with local, state or federal law.

ON THE JOB

Standard of Professional Conduct

All staff will maintain a professional demeanor at all times, participate in professional development and personal enrichment opportunities, fulfill professional responsibilities and make positive contributions to the school community as it pursues its mission.

Appearance and Conduct

How one looks and acts has a powerful impact on relationships with students and co-workers. Students, in particular, look to adults in their school as examples of how to dress and act in the business world. So it is important to model professionalism and respect for others with a neat, well-groomed appearance, business attire and a consistently courteous, positive and proactive attitude.

To give leadership and set an example for student appearance, all male faculty and staff are expected to wear dress slacks and a dress shirt and tie during the school year. Female faculty and staff are asked to use their good judgment in choosing equivalent professional attire. Dress shoes are expected of all faculty and office staff members. This dress code applies to all class and exam days unless otherwise specified.

- From the end of the school term until the students arrive on campus: **business casual**
- From the first date the students arrive until the end of the school year: **proper business attire**

Business Casual Attire is defined as:

- Men: Collared shirt (including turtleneck) and slacks (no jeans) (no jacket or necktie required).
- Women: Similar to above, including slacks (no jeans) or skirt with blouse or sweater.
- Everyone: No flip flops.
- The following are not considered Business Casual Attire and are specifically prohibited: plunging necklines, T-shirts with logos or writing, or sweatshirt; tube tops, tank tops, and halter tops; sweat suit and other athletic attire; hoodies; jean jacket, overalls, cutoffs, shorts, and jeans.

Proper Business Attire is defined as:

- Men: Collared shirt, necktie, nice slacks (no jeans), and sport coat.
- Women: Suit (including business pantsuit), dress, or blazer with skirt or tailored slacks, dressy sweater sets.
- Clergy: Customary clerical garb.
- Everyone: Shoes, no sneakers or flip flops.
- Everyone: Body piercing jewelry (other than earrings in ears) and visible tattoos are not permitted. Any tattoos must be covered.

It is expected that staff will follow the above dress standards when attending school events either on- or off-campus. This includes PTA meetings, parent conferences, back to school nights and other school-sponsored gatherings with exception of athletic events.

Attendance, Punctuality and Dependability

To keep the school running smoothly and efficiently, it is critical that every employee be at work on time every day and ready to work all his/her scheduled hours. Although Cristo Rey Jesuit recognizes that special circumstances do occur from time to time, any absence or tardiness strains the school's resources and is considered by the school to be an obstacle to the pursuit of the school's mission. For this reason, careful attention is given to promptness, absences and overall dependability.

Punctuality is a basic requirement of professional conduct at Cristo Rey Jesuit, and a necessary condition for being in compliance with one's contract or employment agreement, and it is a condition for contract or employment agreement renewal. It is a "stand alone" criterion for evaluating individual professional performance, and it will not be factored in with other criteria.

Notification of lateness by contractual employees

If a contractual employee knows she/he will be late on a given morning, that person should contact their supervisor through person-to-person communication (not voice mail) by no later than 7 a.m. If the supervisor is not available, the employee will contact the school office.

Notification of absence for contractual employees

If a contractual employee knows she/he will be absent, that employee will contact his/her supervisor through person-to-person communication (not voice mail) as far in advance as possible, but no later than 7 a.m. on the day that he/she will be absent. If the supervisor is not available, contact the school office. If the call cannot be made personally, a family member or friend should call the supervisor. If a contractual employee will be absent for more than one day, he/she is required to notify his/her supervisor as early as possible on the day prior to each subsequent absence. Preferably, the contractual employee will notify his/her supervisor by 3 p.m. on that day.

Notification of lateness by non-contractual employees

If a non-contractual employee knows she/he will be late on a given morning, that employee should contact his/her supervisor through person-to-person communication (not voice mail) no later than 8 a.m. If the supervisor is not available, the employee will contact the school office.

Notification of absence for non-contractual employees

If a non-contractual employee knows she/he will be absent, that employee should contact his/her supervisor through person-to-person communication (not voice mail) as far in advance as possible but no later than 8 a.m. on the day of the absence. If the supervisor is not available, contact the school office. If the call cannot be made personally, a family member or friend should call the supervisor. This same process will be repeated every day that a non-contractual employee is absent. A daily call is needed.

An employee who fails to follow this notification process may be considered to have voluntarily resigned. Similarly, excessive absenteeism or tardiness in and of themselves may result in corrective action up to and including termination.

Snow Days

School closings will be announced on WBAL-TV and notification will be made via the Cristo Rey Jesuit telephone tree and school Web site. Cristo Rey Jesuit will follow Baltimore City schools for all delays and cancellations for inclement weather, however, the cancellation of classes does not necessarily mean the school offices or CIP are closed. When classes are cancelled, Cristo Rey Jesuit is closed. On days when school is closed due to inclement weather, it is the responsibility of employees to regularly check voicemail and email. It is also the responsibility to ensure that work obligations are fulfilled.

Facilities staff members are required to report as soon as possible for snow removal and other weather-related duties on snow days. If there is uncertainty about work status on a snow day, it is the responsibility of the non-contractual employee to contact his/her supervisor for further clarification and instructions. If a non-contractual employee incorrectly assumes that he/she is not expected to report to work, and does not report for work, that employee will be charged a vacation day.

Should the school remain open but an individual believes that the weather or road conditions are too dangerous to come to work, she/he should use her/his best judgment. If it is decided to stay at home, the same notification procedure should be followed as used for any absence. The day will be deducted from paid leave time as a vacation day.

Safety

Maintaining a safe environment for learning and work is a top priority for Cristo Rey Jesuit. Each employee is responsible for pointing out and taking action to correct unsafe conditions and for working in a safe manner. Each employee should be familiar with exit routes, evacuation areas and the use of fire extinguishers in case of an emergency.

If someone is injured or becomes ill while at work, the accident or illness should be reported to the supervisor immediately. If a person collapses or appears to need immediate attention, do not attempt to move the person. Notify the principal or dean of students. They will call 911 in accordance with the procedures in the Cristo Rey Jesuit Crisis Management Manual that they follow in that emergency situation.

In case of fire, pull the nearest fire alarm and follow the evacuation procedures practiced during school fire drills and as set out in the Crisis Management Manual available in every desk in the school. Once it is certain the fire is contained and it is safe to do so, you may return to the building only with the permission of the principal or the dean of students. They can give permission to enter the building once the Fire Department personnel have officially communicated to them that it is safe for Cristo Rey Jesuit staff to re-enter the building. Do not attempt to extinguish the fire on your own.

The elevator should not be used during any emergency.

The building will close at 7 p.m. each workday. Faculty and staff are to leave the building by 7 p.m. unless a scheduled event is occurring. Athletic practices must be concluded in sufficient time to allow all to exit the building by 7 p.m.

A sign in book will be established on weekends. On the weekends, the last person to exit the building will be responsible for setting the alarm.

Security

Part of maintaining a safe environment is taking reasonable security precautions. Employees should follow all specified procedures regarding locked doors and alarms and cooperate with law enforcement officials in the event of a breach of security.

When a particular classroom is not in use, its doors and windows should be closed and locked and lights and air conditioners should be turned off. Likewise, computers should be turned off or password enabled when one is away from her/his desk.

Never, under any circumstances, should school keys be given to a student unless specifically authorized by a member of the leadership team. If the school must re-key or if its security is compromised in any way through an employee's negligence with regard to keys, that employee may be liable for any expense and may be subject to corrective action up to and including termination.

Building Closing Time

Healy Hall and the Weinberg Academic Center close at 7 p.m. daily (M-F) during the school year for staff. The only exceptions are scheduled meetings, school events or athletic events that take place in the gym after 7 p.m. All practices must end in sufficient time for parents to pick up their students by 7 p.m. The security guard will begin his/her final rounds at 6:30 p.m. to remind staff of the building closing time. The guard will lock the doors and set the alarm at 7 p.m. Teams returning from away athletic events will need to be supervised by their coaches and the coaches will be responsible for securing the building after hours. CRJ cannot be responsible for staff safety after 7 p.m. Please note: The school closes daily at 5:30 p.m. for students.

Visitors

All visitors should report to the school office. The receptionist will request all visitors to present state-issued photo ID. The receptionist will sign each visitor into the visitor sign-in book. Visitors must wear a visitor's badge at all times. The staff person whom the visitor is seeing should escort the visitor and remain with him/her at all times. The staff person should escort the visitor out of the building.

International Student Trips

The school does not support student international trips. This is based on the ever-changing world situation and the costs involved.

Illegal Drug Use and Controlled Substance Abuse

An employee's right to a safe and healthy work environment includes a workplace free of illegal drugs. Illegal drug use or the abuse of controlled substances can severely affect an employee's performance, increase absenteeism and damage the school's reputation in the community it serves.

Cristo Rey Jesuit therefore prohibits the sale, purchase, use, possession or being under the influence of any controlled substance (other than that legally prescribed for the individual taking it) while on Cristo Rey Jesuit's premises or while conducting business for Cristo Rey Jesuit.

"Being under the influence" means that an employee's normal physical or mental abilities are detrimentally affected by the use of a substance. Employees who are taking prescription drugs that may cause an adverse reaction while at work should report this to their supervisor for the protection and safety of fellow employees and students. In addition, any employee arrested in connection with an illegal drug violation must notify his/her supervisor within five calendar days of the arrest. Any employee who violates any aspect of this policy may be subject to corrective action up to and including termination.

Alcohol Use

Generally, Cristo Rey Jesuit's position regarding alcohol use is the same as that for controlled substances— with the exception of moderate consumption at a school function as described below.

Although the introduction of alcohol into the workplace can increase the potential for unacceptable and/or unsafe behavior, Cristo Rey Jesuit recognizes that there are limited school-related social situations—such as seasonal parties and other school-sponsored celebratory events—during which the moderate consumption of alcohol may be acceptable. The leadership team of Cristo Rey Jesuit must approve the serving of alcohol at any such event in advance. Cristo Rey Jesuit requires all employees at these events to exercise good judgment and keep their alcohol consumption well within professional standards of conduct and cultural norms.

Drug and Alcohol Testing

Testing is the only way to know with certainty whether someone has used drugs or alcohol in violation of the school's policy. Based on these considerations, testing for drugs and/or alcohol under certain circumstances is part of Cristo Rey Jesuit's drug-free workplace program. The methods used to determine the presence of alcohol or drugs in the system under this policy include a saliva, urine, blood and/or breath test.

IMPORTANT NOTE

Temporary employees, independent contractors and volunteers are not subject to drug and alcohol testing.

Kinds of Tests: For the safety of our employees, Cristo Rey Jesuit may test for drugs and/or alcohol in the following circumstances:

Reasonable Suspicion Drug and/or Alcohol Testing: Cristo Rey Jesuit shall test its employees for drugs and/or alcohol when a supervisor/manager has reasonable suspicion, as defined in the Appendix, of drug and/or alcohol use. Reasonable suspicion will be documented and will not be based on rumor, speculation, or unsubstantiated information of third parties. Referrals for reasonable suspicion shall be made to an employee's supervisor.

Post-Accident Drug and/or Alcohol Testing: All employees who may have caused or contributed to an accident, as defined below, shall be subject to a drug and/or alcohol test as soon as possible following the accident.

For the purposes of this policy, an accident is an unplanned, unexpected, unintended, or intentional event that occurs on school property, on school business, or during working hours, or which involves school-supplied motor vehicles or motor vehicles being used for school purposes and which results in any of the following:

- A fatality
- Bodily injury requiring immediate medical treatment away from the accident scene
- Damage to a motor vehicle in excess of \$1,000
- Non-vehicular property damage in excess of \$1,000.

Unless medical attention is needed, an individual must remain available for testing. An individual who does not make himself or herself readily available for testing may be deemed to have refused to be tested. If the individual must leave the scene of the accident, he/she must make every effort to be

tested or to contact his/her supervisor at Cristo Rey Jesuit and to inform the supervisor of his/her whereabouts.

A post-accident alcohol test must occur immediately or no later than 8 hours following the accident, and a post-accident drug test must occur immediately or no later than 32 hours following the accident. For more information on the timing of post-accident tests, refer to the post-accident referral procedures in the procedures section of this document.

Follow-Up Drug and/or Alcohol Testing: Employees referred by Cristo Rey Jesuit for treatment will be required to sign a rehabilitation agreement and may be subject to follow-up drug and alcohol testing.

- For drugs. Individuals referred for a drug problem will be subject to unannounced testing for the illegal use of drugs. Follow-up drug testing applies during the two-year period following referral and upon return to work.
- For alcohol. Individuals in a safety-sensitive position who are referred for an alcohol-related problem will be subject to unannounced testing for alcohol use. Follow-up alcohol testing will begin following completion of an alcohol treatment program and will continue until Cristo Rey Jesuit High School determines that the individual's alcohol use does not pose a direct threat to workplace safety. This determination will be based upon an ongoing case-by-case assessment by the school whether the individual's alcohol use poses a direct threat to safety of himself/herself or others in the workplace. However, follow-up alcohol testing will not occur beyond the time frame established for follow-up drug testing, set forth above.

Cost of Testing: The school will pay for any drug and/or alcohol test that it requests or requires. Should an employee request a retest, the cost is to be assumed by the employee unless otherwise stated.

Right to a Retest: An employee who tests positive on a confirmatory drug test required by the school may consult with the Medical Review Officer (MRO) to identify possible legitimate, biomedical explanations for the positive result. In addition, the employee may request in writing a retest of the original specimen at his/her expense within five (5) working days after the employee has been informed of the confirmed positive test result. An employee who tests positive for alcohol by breath is automatically given a retest, at the time of the original collection, as a confirmation.

Smoking

Cristo Rey Jesuit maintains a smoke-free environment, both as a model for students and for health, safety and legal reasons. Smoking is prohibited in any form at any time on school premises. Employees who do smoke are asked to do so off the school's property and on their own time. When moderating an event on school premises, please politely inform guests of this policy. Employees who violate this policy may be subject to corrective action up to and including termination.

Workplace Violence

Cristo Rey Jesuit strictly prohibits weapons of any kind on school premises or at any school-sponsored event. Likewise, Cristo Rey Jesuit will not tolerate violence of any kind in the school. If one becomes aware of any individual making verbal or physical threats, engaging in violent or intimidating behaviors or possessing a weapon of any kind in the school, the incident should be reported immediately to a member of the principal or dean of students.

Furniture or Equipment Ordering

No furniture or equipment is to be ordered without approval of the Director of Finance and Facilities in consultation with the school President. Requests with justification will be forwarded to the Director of Finance and Facilities for approval or disapproval. Any furniture or equipment ordered without this approval will be returned to the vendor.

Expectation of Access to all School Property and Equipment

All Cristo Rey Jesuit electronic and voice communications systems as well as all information transmitted by, received from, or stored in these systems are school property and are intended for school usage. Personal use of any software or hardware, including but not limited to the organization's computers, e-mail and voice-mail systems or school-provided access to the Internet, is discouraged.

Everyone should be aware that Cristo Rey Jesuit has the technical capability to monitor its electronic and voice communications systems. Such monitoring could include Internet usage of any kind, employee files (including those maintained on computer diskettes, network drives or other hardcopy form), and voice-mail and e-mail messages. Therefore, the same standards with respect to the quality and tone of the content of electronic and voice communications should be applied as would be done with any other means of business communication.

Likewise, all materials located on school premises are considered school property and may be subject to access as well. One should be aware, therefore, that if business needs warrant, all offices, desks, lockers, drawers and their contents, including files marked "personal" or "private," may be searched.

Use of School Resources

School facilities, equipment and supplies are for school use. However, a supervisor may occasionally allow the use of school resources for one's own personal use on a limited basis. Unauthorized use of any school resources or abuse of these resources may result in corrective action up to and including termination. In particular, no one may use Cristo Rey Jesuit's letterhead or envelopes for personal correspondence not related to school business. Any outgoing personal mail should be prepaid and any personal, long-distance calls that are made from a school telephone should be reimbursed to the business office.

As with any school property, reasonable care should be exercised to make sure these resources are not lost, stolen or damaged in any way.

No employee may purchase or contract for any products or services without obtaining prior approval from the appropriate member of the leadership team. Likewise, employees should not expect to be reimbursed for any purchases made without prior approval.

School-Issued Credit Cards

Employees who are issued Cristo Rey Jesuit credit cards should take great care in their use. They are only permitted to charge Cristo Rey Jesuit-related expenses on these school-issued cards. Timely submission of credit card statements with appropriate backup is required. Employees who lose their credit card more than twice will lose the privilege of a school-issued credit card. Failure to protect the card will be reflected in the employee's performance evaluation. Failure to abide by these guidelines may result in revocation of the credit card privilege.

Faculty and Staff Laptop Computers

Each employee who is given a laptop for school use will be required to sign a form that acknowledges the fact that when the laptop is taken out of the school buildings, the employee's homeowner's or renter's insurance become liable if the laptop is lost or stolen. If the employee does not have such insurance and a laptop is lost or stolen, he or she will be required to reimburse the school.

Cell Phone Use

If the school determines that an employee should be issued an employer-owned cell phone, the employee will be charged \$10 per month for personal use of the phone. In addition, any extra charges such as long distance for personal use or excess data use will require the employee to reimburse the school. Personal phones transferred to Cristo Rey may incur a termination fee from their cell phone carrier. Cristo Rey will not be responsible for this fee.

An employee who regularly uses their personal cell phone for Cristo Rey purposes, *at the request of Cristo Rey Jesuit*, will be reimbursed at a rate of \$60 per month.

E-Mail, the Internet and Other Electronic and Voice Communications

As previously stated, all Cristo Rey Jesuit electronic and voice communications systems are school property and intended for school usage. As such, misuse of these systems is subject to corrective action up to and including termination.

Examples of inappropriate use of electronic and voice communication systems include, but are not limited to, the sending, posting or forwarding of any message which:

- Treats employees or others in a manner that is abusive, harassing, intimidating, threatening, discriminatory, obscene or otherwise inappropriate or unprofessional;
- May be disruptive or harmful to morale;
- Solicits or proselytizes on behalf of political or religious causes or other non-school individuals or organizations; or
- Contains confidential or proprietary information in violation of applicable school policies.
- Contains comments or questions that are, or may be perceived as, provocative or negative in tone or content

If one receives an inappropriate message, the supervisor or a member of the leadership team should be notified immediately. Also, all unnecessary e-mail and voice-mail messages should be deleted in order to help maintain the efficient use of these systems and reduce the chances that a message is taken out of context and becomes subject to misinterpretation.

As technology continues to advance, issues affecting security, privacy and confidentiality will undoubtedly be raised. All employees are expected to use their best judgment and seek the advice and consent of the leadership team before posting or transmitting any work product, student or school information, or any other information or images which could be accessed by the general public. Modification of the school's web page, email from or to school-based address, or electronic communication using the school's name, logo or image can create a liability for the school and affect the school's public reputation. Cristo Rey Jesuit reserves the right to approve any such changes, actions or uses of technology that employ school resources or are of a public nature.

Work Area Maintenance

A clean, orderly and safe work environment should be maintained so as not to disturb others or create hazardous conditions. When selecting personal items for the work area, one should always remain respectful.

No items should be posted or taped to any doors, door frames, windows or bare walls. Any flyers or other such items must be posted on bulletin boards.

Classroom cabinets, shelves and ledges must be kept tidy at all times

Recycling

Cristo Rey Jesuit provides single-stream recycling of paper, bottles, cardboard, glass and aluminum. Blue recycling baskets are placed throughout the campus for use by faculty, staff and students. All are encouraged to reduce waste and recycle.

Corrective Action

Cristo Rey Jesuit recognizes that people work best in an orderly work environment with reasonable practices and performance standards that are easily understood and fairly administered. If an employee is not performing at an acceptable level or has behaved inappropriately, corrective action can help the individual improve. The corrective action process generally consists of progressive steps, with each step providing support and warning of escalating consequences if improvement does not occur. It is important to remember that, depending upon the severity of the offense and the surrounding circumstances, any or all of the corrective action steps leading up to termination of employment may be skipped.

Compensation

Performance Reviews

Cristo Rey Jesuit's performance review process creates a framework for ongoing interaction between the employee and the supervisor with regard to performance. If one is a contractual employee, the evaluation will focus on instructional skills and classroom objectives, but will also include goals and objectives established with the supervisor.

If one is a non-contractual employee, the performance review will be determined by the achievement of goals and objectives that the employee and the supervisor set at the beginning of each fiscal year and by how those objectives have been achieved. One knows in advance what goals she/he will be working toward and by what measures the evaluation will be made.

Punctuality and attendance are minimum requirements for contract and employment agreement renewal.

Paychecks

All employees are paid on a bi-weekly basis on Tuesdays. If the normal payday falls on a school-recognized holiday, paychecks will be distributed on the next work day. Paychecks will still be distributed to employee's mailboxes if the regular payday falls within an extended school holiday. Paychecks will **not** be released prior to this schedule for any reason.

All non-exempt employees must fill out timesheets every two weeks recording the hours they worked for that week as well as any hours not worked that fall within their regular work schedule. Exempt employees, on the other hand, do not need to complete timesheets every week. Instead, exempt employees fill out timesheets only for time not worked—such as vacation, personal or sick time—at the end of the month in which the time was taken. Each employee will secure the approval of his/her supervisor for his/her timesheet and will submit it to the coordinator of administration and accounting by the following Monday at 12 p.m. in order for payroll records to be updated.

One may choose to be paid either by check or through direct deposit to a savings or checking account of one's choice (providing the bank has direct deposit capability). To activate direct deposit, complete a Direct Deposit Authorization form, available from the business office, and return it with a voided personal check. Due to bank processing requirements, it may take up to four weeks to activate a request for direct deposit.

If a paycheck is lost, the business office must be notified as soon as possible. The business office will stop payment on the original check and issue a replacement check.

Each pay period, the pay stub or direct deposit notification will include a statement of earnings that indicate one's gross pay minus all voluntary and statutory deductions, including tax withholding, for both the current pay period and year-to-date. The amount of federal tax withheld is affected by the number of exemptions claimed on Form W-4 (Employee's Withholding Allowance Certificate). Therefore, if one's marital status changes or the number of exemptions previously claimed increases or decreases, a new Form W-4 must be completed and submitted to the business office.

Overtime

As required by federal law, Cristo Rey Jesuit pays all non-exempt/hourly employees overtime for all hours worked in excess of 40 in a workweek. Cristo Rey Jesuit's workweek begins at 12:01 a.m. on Saturday morning and ends at midnight the following Friday.

Compensatory Time for Non-Contractual Employees

Compensatory time—time off in exchange for or in recognition of extra hours worked—may be granted at the supervisor's discretion for exceptional situations. If one is a non-exempt employee, the supervisor may give the option of either getting paid overtime or taking comp time in the same workweek in which the extra hours were worked. In the case of an exempt employee who receives comp time, the time off will need to be scheduled with the supervisor's approval. This does not apply to contractual employees.

Benefits

One's total compensation package includes pay and certain other paid benefits that an employee becomes eligible for beginning in the month after the employee has worked 30 days. For example, Cristo Rey Jesuit will pay a percentage of the cost of medical and dental coverage. The full-time employee also receives personal term life insurance of \$100,000 and Short-Term Disability and Long-Term Disability (LTD) to provide partial income continuation protection should the employee become disabled.

In addition, all full-time employees are eligible to participate in Cristo Rey Jesuit's 403(b) Retirement Savings Plan the month after working 30 days. Because most contributions made to a 403(b) Plan are tax-deferred, allowing the employee to delay paying taxes on contributions until they are withdrawn from the plan, Cristo Rey Jesuit strongly encourages participation to the extent one is able.

Cristo Rey Jesuit will contribute three percent (3%) of the employee's gross salary to the 403(b) Plan and will also match fifty percent (50%) of the first four percent (4%) of pay the employee contributes each year to the Plan.

Employees are vested in the employer's contribution according to this schedule:

- 33 1/3% after completing 1 full year
- 66 2/3% after completing 2 full years
- 100% after completing 3 full years

The employee becomes eligible for participation in the 403 (b) Plan beginning in the month after the employee has worked 30 days. One can contribute up to \$16,500 per year (\$22,000 for those over 50) for the 2011 tax year.

Each employee also receives updated, specific information on medical and dental coverage options during Cristo Rey Jesuit's open enrollment period each year. One should refer to these documents if there are any specific questions regarding benefits.

In the event that benefit premiums increase more than 12% in one year, the school reserves the right to amend the coverage offered and/or to make changes to benefit package in order to control costs.

Cristo Rey Jesuit has an agreement with Loyola University Maryland whereby tuition is discounted by 50% for employees who enroll in a graduate Education or Liberal Studies program in pursuit of a graduate degree. In addition, Cristo Rey Jesuit employees are invited to audit any course across the college. Cristo Rey Jesuit also has an agreement with Notre Dame of Maryland University whereby tuition is discounted by 40% for employees who enroll in the graduate program in Catholic School Leadership. This benefit may incur a tax liability and employees should check with their tax advisor prior to enrolling.

TIME OFF

Vacation

Time for relaxation and “recharging” is important for everyone.

Contractual Employees

Since all contractual employees receive time off according to the school calendar, they are not eligible for vacation benefits.

Non-contractual Employees

All full-time, non-contractual employees, however, work throughout the fiscal year, which at Cristo Rey Jesuit runs from July 1 to June 30. Each full-time non-contractual employee is granted 10 vacation days per year. After five years of service, an employee is granted an additional five vacation days. Part-time employees are granted time off on a pro-rated basis.

The vacation year runs from August 1 until July 31. The vacation year is different than the fiscal year, because we do not want employees feeling pressured to use up vacation days in June because of the demands of year-end activities that happen during June.

Cristo Rey Jesuit encourages each employee to take all the vacation time for which she/he is eligible and does not pay salary in lieu of vacation time except at termination. Generally, all vacation must be scheduled and taken within the fiscal year it was earned. A non-contractual employee may carry over up to three (3) days of vacation time from one vacation year to the next, but the maximum number of days available at the beginning of any vacation year will never exceed thirteen (13). A person may take vacation before earning it in the vacation year. However, if one terminates employment with Cristo Rey Jesuit and has taken more vacation time than was earned, the person will owe Cristo Rey Jesuit the dollar equivalent of the difference. On the other hand, employees will be paid for any earned, unused vacation time they may have upon terminating from Cristo Rey Jesuit.

Each employee should work with the supervisor in advance to schedule vacation time. Whenever possible, vacations should be scheduled when school is not in session so as to minimize the impact of one’s absence. Every effort will be made to accommodate requests for vacation scheduling based on departmental needs.

Holidays that fall during a scheduled vacation are counted as holiday time, not vacation time.

Holidays

All full-time employees are eligible for certain paid holidays per year. The holiday schedule for the upcoming fiscal year will be distributed in August of each year.

Personal Time

All full-time employees may request up to 5 days of personal time each year, and they cannot be carried over to the following fiscal year. Part-time employees are allocated personal time on a pro-rated basis, allowing them personal days in proportion to their part-time status.

Contractual Employees

Personal time can be requested to observe religious holidays or attend to personal business (doctor's visits, moving, etc.). A contractual employee must request personal time at least five work days in advance using the personal day request form. The supervisor will notify the employee within 24 hours if the request has been granted.

In the case of a teacher, special conditions exist for a personal day request. A teacher is required to arrange his/her coverage from among those substitutes approved by the principal. Together with the personal leave request form, a teacher must submit the name(s) of the substitute and the lesson plans. The principal will review the request and the proposed lesson plans, and will notify the teacher of his decision within 24 hours.

Personal leave will not be granted on a "critical teaching day," a "special activity day," or on the day before or the day after a three-day weekend or any longer vacation period. The determination of "critical teaching" and "special activity" days will be made by the president.

The calendar of these blocked days will be published for the following school year by June 30. The calendar will cover the twelve-month period from between July 1 to and June 30. The school president, with the advice of the CIP director and the principal, may adjust this calendar at any time during the year as unforeseen "critical teaching" and/or "special activity" days arise.

Non-contractual Employees

Personal time can be used to observe religious holidays, supplement vacation time or attend to personal business (doctor's visits, moving, etc.). Personal leave will not be granted on certain blocked dates as determined by the school president. The calendar of these blocked days will be published for the following school year by June 30. The calendar for these blocked dates will cover the twelve-month period July 1 to June 30 between July 1 and June 30. The school president, with the advice of the CIP director and the principal, may adjust this calendar at any time during the year as unforeseen days arise that require the presence of non-contractual employees.

Personal time must be scheduled in advance with the supervisor's consent and cannot be carried over to the following fiscal year. No one can be paid for personal time that is not taken, including any unused personal time remaining when one's employment terminates with Cristo Rey Jesuit. Part-time employees are granted personal time off on a prorated basis.

Bereavement

In the unfortunate event of a death in an employee's immediate family, the employee may take up to three workdays off with pay. For purposes of bereavement, immediate family is defined as spouse, child, step-child, parents, step-parents, siblings, step-siblings, grandparents and grandchildren and a spouse's parents, siblings and grandparents. If one's bereavement needs extend beyond these relationships or timeframe, the supervisor may approve leave depending upon work requirements.

Jury Duty

Cristo Rey Jesuit recognizes the importance of juries in our legal system and encourages the fulfillment of one's civic duty if called upon to do so. If someone is summoned to report for jury service or subpoenaed as a witness in court, she/he must submit the summons to the supervisor as soon as possible. If the jury duty falls at a time when it is impossible to be away from work, the court may allow the choice of a more convenient time to serve if one requests it in accordance with the court's procedures. Cristo Rey Jesuit will continue to pay one's salary (excluding overtime) while serving as a

witness or on jury duty during regular working hours. The individual may also keep the compensation received from the government for jury service.

Military Leave

If one is called up for military service, such as National Guard, military reserve duty or training, that person will continue to receive the base salary (excluding overtime) for up to two weeks in any fiscal year. One may also keep his/her military pay. Additional unpaid leave or any available vacation and/or holiday time may be taken as needed to fulfill one's military service obligations.

As soon as orders for active or reserve duty are received, the supervisor should be notified so that suitable arrangements can be made in advance for the absence.

Sick Days

As mentioned earlier, Cristo Rey Jesuit recognizes that one may occasionally be disabled by injury or illness. To protect against loss of income due to unavoidable illness or injury, Cristo Rey Jesuit provides full-time employees with up to five sick days per fiscal year. Sick days may be used for one's own illness or injury or for that of a dependent. Depending upon the illness or injury, one may also be eligible for Family and Medical Leave.

Sick days cannot be carried over from one fiscal year to the next, and there is no pay for unused sick days. If one is ill or injured and cannot report to work, the same procedure should be followed as for any other unscheduled absence. (Notification of absence for contractual and non-contractual employees, p.12.)

If one is absent for three or more consecutive workdays due to an illness or injury, she/he will be expected to provide a note from a health care provider excusing the absence and releasing the person to return to work.

Cristo Rey Jesuit may require a physician's certificate indicating that the employee's physical condition prohibited them from working.

In order to effectively track sick days, a supervisor will complete a brief form to be submitted to the business office for each sick day taken by one of his/her direct reports.

Sick days are for illness and are not to be used as additional vacation days.

Maternity/Adoption Leave

As a caring community, Cristo Rey Jesuit strives to support employees who are welcoming a child into their families. To this end, the school has established this policy, to provide certain benefits to eligible employees in addition to those that may be available to them under the Family Medical Leave Act (FMLA).

Maternity leave will be granted to female employees for up to six weeks, unless otherwise specified by the employee's physician, beginning with the employee's last day of work prior to the birth or adoption. Maternity leave is unpaid leave; however, employees may use accumulated vacation, sick or personal time. Cristo Rey Jesuit has purchased short-term disability insurance for all of its full-time employees. This insurance will normally pay up to 60% of the employee's salary during the period of pregnancy-related disability. The maximum weekly benefit is \$750. Benefits begin after the 7th consecutive day of the pregnancy-related disability up to a maximum of 13 weeks if deemed medically necessary by the employee's physician. Adoption does not qualify as a medical disability. Therefore, disability insurance would not be available.

Family and Medical Leave

The Federal Family and Medical Leave Act (FMLA) guarantees eligible employees up to twelve weeks of unpaid leave per year, with job retention and continued health care insurance benefits, for any of the following qualifying reasons:

- to care for a child after birth, or placement for adoption or foster care;
- to care for a spouse, child or parent who has a serious health condition; or
- one's own serious health condition that makes job performance impossible.

In order to be eligible for leave under the FMLA, one must have been employed by Cristo Rey Jesuit for at least one year and worked a minimum of 1,250 hours in the twelve months preceding the start of the proposed leave. Also, 30 days notice to the business office must be given before beginning the leave. When this is not feasible (as in the case of a medical emergency, for example), there must be as much notice as possible, but at least within one or two workdays of learning of the need for leave. It is one's own responsibility to keep one's supervisor and the business office aware of the status of one's condition and return-to-work date.

As part of the benefit package, Cristo Rey Jesuit employees are covered by a short-term disability insurance plan which will pay the employee 60% of earnings (\$750/week maximum) for 13 weeks should they become disabled. Employees are also covered by a long-term insurance Plan that will pay employees 66 2/3% of earnings (\$5,000/month maximum) until they are age 65. Depending upon the qualifying condition, sick days may run concurrently with Family and Medical Leave and will be counted towards the twelve-week leave entitlement under the FMLA.

Medical certification from one's health care provider may be required. Failure to comply with the requested documentation within the timeframe allowed may result in a delay or denial of a request for leave.

Going out on leave or continuing a leave without approval may result in corrective action up to and including termination.

Leave for a personal serious health condition or that of a spouse, child or parent may be taken intermittently or on a reduced work schedule, if medically necessary, provided the total length of leave does not extend beyond the maximum amount of family and medical leave available. Leave for the care of a child after birth or for placement for adoption or foster care must be completed within twelve months of the birth or placement and may only be taken intermittently with the supervisor's advance, written approval.

Upon return from Family and Medical Leave, a person will be reinstated to the same job held before the leave began or to an equivalent job. An equivalent job is one which has the same status, pay, benefits and other employment terms as the previous job and which entails substantially equivalent skill, effort, responsibility and authority.

The FMLA contains numerous additional prerequisites, requirements and guidelines for both employers and employees. The business office must be notified before taking leave under this Act, and the business office will provide guidance through the leave request process.

Special FMLA Provisions for Contractual Employees

The FMLA allows for special provisions for “instructional employees.” This term is narrowly defined to include only those employees whose principal function is to teach and instruct students, thereby excluding staff and administration. At Cristo Rey Jesuit, only contractual employees qualify as instructional employees.

If one is a contractual employee, the special provisions are as follows:

A. Intermittent or Reduced Leave

If one requests intermittent or reduced leave for planned medical treatment for more than 20 percent of the total number of working days in the period during which the leave would be used, Cristo Rey Jesuit may require the person to elect either to: 1) take leave for a “particular duration” of time which is not greater than the duration of the planned treatment; or 2) be transferred to an alternative position.

B. Leave greater than five weeks prior to end of term

If one begins her/his leave more than five weeks prior to the end of the academic term, Cristo Rey Jesuit may require that the person continue taking leave until the end of that term if: 1) the leave is of at least three weeks duration; and 2) the return to employment would occur during the three-week period before the end of that term.

C. Leave less than five weeks prior to end of term

If the leave begins during the five weeks prior to the end of the academic term, Cristo Rey Jesuit may require that the person continue taking leave until the end of that term if: 1) the leave is longer than two weeks; and 2) the return to employment would occur during the two-week period before the end of that term.

D. Leave less than three weeks prior to end of term

If the leave begins during the last three weeks prior to the end of the academic term and the leave is longer than five working days, Cristo Rey Jesuit may require that the person continue taking leave until the end of that term.

LEAVING CRISTO REY JESUIT

Resignations

If a person decides to terminate employment with Cristo Rey Jesuit, it is strongly encouraged that she/he give the supervisor at least a two-week advance notice in writing. In the case of a contractual employee who decides to leave prior to the expiration of her/his contract, written notice must be provided to the school, as specified in the contract, at least sixty days in advance of the effective date of termination.

On her/his last day of work, the employee will be asked to return any keys and other school property in her/his possession. One's final paycheck will be available within the regularly scheduled pay period, less any outstanding, unpaid obligations one may have to the school (including any vacation time taken but not yet earned). The business office will notify a departing employee of her/his benefits and available options once she/he leaves and will ordinarily conduct an exit interview on or near the last day of work.

Medical/Dental Coverage

If the employee currently has medical and/or dental coverage with Cristo Rey Jesuit, that coverage will end on the last day of the month in which the person terminates. At this time, one will have the option to continue coverage as mandated by the Maryland State Continuation of Coverage law.

Maryland State Continuation of Coverage

Employees terminating employment for any reason other than gross misconduct have the right to continue their health coverage under the Cristo Rey Jesuit Plan for themselves and their dependents. If employees elect to do so, they must submit their intentions in writing and pay the monthly premiums directly to the insurance companies. The law requires that employees be afforded the opportunity to maintain continuation coverage for eighteen months.

Retirement Savings Plan

Eligibility to participate in Cristo Rey Jesuit's 403(b) Retirement Savings Plan will end when an employee terminates employment, retires, remains on an unpaid leave of absence for more than twelve months or dies. At such time, the employee (or the employee's estate in case of death) will be eligible to receive a distribution from the Plan for the value of the employee's contributions, plus any vested matching contributions from the school.

Each one must choose whether they want the distribution rolled over to another fund or paid out directly within sixty days. Because of the significant tax implications involved in how the distribution of funds is made, Cristo Rey Jesuit strongly encourages that each one seek the advice of a tax accountant prior to making a distribution election.

