

employee
handbook



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Revision Date: July 20, 2012

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WELCOME

INTRODUCTION

This employee handbook has been prepared to welcome you and to provide basic information about our policies, procedures and benefits. We hope you find it to be a convenient guide to the policies, procedures and benefit programs. We urge you to read it carefully and familiarize yourself with its entire contents.

Our Company is founded on the principles of teamwork and continuous improvement, both of which are essential to the competitive business environment. We recognize the value of providing world class benefits to our employees and the value of a work environment conducive to teamwork and continuous improvement. The contents of this handbook is presented as a summary only and is not intended to be a complete or detailed description of all information, policies or procedures of the company. Should you have questions after reading this booklet, please enlist the help of Human Resources at HRE, Inc.

For the purpose of this handbook, “the Company” as well as “HRE, Inc.” shall refer to Human Resources Experts, Inc. “Worksite location” and “the Academy” shall refer to Great Lakes Academy.

MISSION STATEMENT

The employees of HRE, Inc. that make up the staff of Great Lakes Academy are committed to educating our students to the highest level of their academic achievement regardless of family background, socio-economic level, gender, race, religion or ethnic origin.

We believe all students can learn and will demonstrate mastery over challenging subject matter including English, Mathematics, Science and Social Studies.

Our purpose is to prepare our students to be responsible citizens, thinkers and life long learners. Working collaboratively, we will increase parental and community involvement and promote partnerships while expanding the social, emotional and academic growth of our students.

This mission reflects the beliefs of the Academy Board of Directors and Management.

The Academy community will nurture, motivate, educate and elevate all students by promoting academic excellence and responsible citizenship.

AT WILL EMPLOYMENT POLICY

The policies, procedures and benefits described in this handbook, while providing necessary guidance in your employment, should not be construed as a contract of employment. For example, in any situation where insurance is provided, the terms of the insurance policies will prevail. Further, your employment is for no definite period of time and either you or the Company may terminate your employment at any time, with or without notice, and with or without cause. Only the President of Human Resources Experts, Inc. has the authority to enter into an employment contract and the binding employment contract must be in writing and signed by both the President and the employee. In addition, the Company reserves the right to modify its policies, procedures and benefits from time to time, as needed. You will be notified of improvements or changes to policies, procedures or benefits to the extent required by law.

EQUAL OPPORTUNITY

EMPLOYMENT

EMPLOYMENT PRACTICES

In recognition of its social responsibilities, express business objectives and ideals, we have developed and earnestly adopted a program of equal employment opportunity for all applicants and employees of HRE, Inc. We maintain a policy of selecting, training, assigning and providing opportunities for the advancement of employees on the basis of ability, education, training and experience, without regard to race, color, religion, national origin, sex, disability, age, genetic information, handicap, veteran status or other protected characteristics or basis which would be in violation of state or federal law.

Employee conduct, whether intentional or unintentional, that results in verbal or physical harassment, abuse, or intimidation against any person on the basis of race, color, religion, national origin, sex, disability, age, genetic information, handicap, veteran status, or other protected characteristics or basis, which would be in violation of the law, is also a violation of and against the our No-Harassment Policy and will not be tolerated. Such conduct will result in disciplinary action, up to and including discharge.

Any employee who feels he or she has not been afforded fair and impartial treatment regarding employment should discuss the problem with his or her immediate supervisor or the HRE, Inc. Human Resources Department.

THE AMERICAN WITH DISABILITIES ACT AMENDMENTS ACT (ADAAA)

The American with Disabilities Act Amendments Act (ADAAA) prohibits discrimination against “qualified individuals with disabilities” in all employment practices (job application procedures, hiring, firing, advancement and training). A “qualified individual with disabilities” is an employee or applicant who meets all legitimate skill, education, and experiences of a position and can perform the essential functions of the position with or without accommodation.

NO HARASSMENT POLICY

All employees have a right to work in an environment that is free from discrimination, harassment or offensive conduct. Consistent with our respect for the rights and dignity of each employee, harassment based on race, color, religion, national origin, sex, sexual orientation, age, disability, handicap and other categories protected by law will not be tolerated. Specifically, all employees should be aware of the following prohibited conduct:

- Sexual harassment of members of the same or opposite sex is strictly prohibited. Sexual harassment includes unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.
- Harassment toward any other protected category is also strictly prohibited. Harassment is any verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, handicap or any other characteristic protected by law and that violates the law to the extent that it:
- 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.

In particular, harassment includes but is not limited to: epithets, slurs, or negative stereotyping; threatening, intimidating, or hostile acts; or written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is displayed on the Company premises or circulated in the workplace.

- All employees of HRE, Inc. are subject to this policy.
- All supervisors and managers are responsible for assuring that no employee is subjected to conduct that constitutes sexual or any other form of harassment.
- Any individual found to have engaged in sexual or any other form of harassment will be disciplined as appropriate, up to and including discharge.
- To enable HRE to enforce its No Harassment Policy, any employee who believes that he or she has been the subject of sexual or any other form of harassment should, and is encouraged to, bring the matter to the attention of his or her immediate supervisor, a manager or the HRE, Inc. Human Resources Department.
- A prompt and thorough investigation of any alleged incidents or conduct which may violate this policy will be conducted, and appropriate corrective action will be taken, if warranted.

HRE, Inc. will not in any way retaliate against an employee, potential employee, or former employee who, in good faith, makes a complaint or report of harassment, or participates in the investigation of such a complaint or report. Retaliation against any individual for reporting a good faith claim of harassment or cooperating in the investigation of same will not be tolerated and will itself be subject to discipline.

If you believe you have been harassed in any way or have witnessed the harassment of others while at Great Lakes Academy, you should contact Human Resources Experts, Inc. immediately at 248-276-0950. **IT IS VERY IMPORTANT THAT YOU INFORM US SO THAT ACTION MAY BE TAKEN!**

ADDRESSING GRIEVANCES

Human Resources Experts, Inc. values its relationship with its employees and for this reason has developed a special procedure for an employee to address work-related problems. The Company encourages you to resolve work-related problems in the following ways:

- Respectfully discuss the problem directly with the person involved.
- Discuss the problem with your supervisor. Human Resources Experts, Inc. endorses an Open Door Policy in which employees are encouraged to communicate with their supervisor regarding issues directly affecting their job.
- Discuss the problem with the School Leader.
- Call HRE, Inc. and discuss the problem.
- Submit a request in writing to the Board requesting to discuss the problem.

EMPLOYEES MUST FOLLOW THE ABOVE PROTOCOL PRIOR TO COMMUNICATIONS

WITH THE BOARD. However, we recognize that there are occasions when informal resolution is not possible, so we have established the following Complaint Review procedure:

- If you wish to have a complaint reviewed, orally notify your immediate supervisor of your complaint within five (5) working days of the event that caused the complaint. You should support your complaint with as many facts as possible. Within three (3) working days, your supervisor will orally respond to your complaint.
- If you are dissatisfied with the supervisor's oral response, you have five (5) days to file a written complaint with the School Leader. The written complaint must give all of the relevant facts, circumstances, reasons supporting your complaint and the specific action you wish taken to resolve the problem.
- Your supervisor will be notified by management that she/he has received your written complaint or request for review. He/she along with HRE, Inc. will then review all pertinent materials and interview all affected parties. Management will then make a decision within ten working days and send it in written form to your supervisor and you.

If this is unsuccessful and an employee believes that she/he still has a valid grievance, HRE, Inc. has established an independent arbitration procedure for dispute resolution which will allow the employee a fast and economical resolution of the grievance. In entering into the employee relationship, the employee has agreed to submit his/her claim to binding arbitration in order to bring a quick and fair resolution.

If you wish to pursue your claim against the Academy, contact the HRE, Inc.

SOCIAL SECURITY NUMBER PRIVACY POLICY

HRE, Inc. will maintain the confidentiality of an employee's social security number as required by state and federal law. Social security numbers will not be made available to internal employees except as necessary in the performance of their job duties.

It is the policy that any documents that contain an employee's social security number that are not required to be maintained in the ordinary course of business or required by state or federal law, will be shredded.

Social security numbers will not be used by HRE, Inc. and should not be used by the employee as passwords or identifiers for any Company computer system.

Any employee who violates this policy will be subject to discipline, up to and including termination of employment.

OPEN DOOR POLICY

Policy Statement: HRE, Inc. has an Employee Relations Policy that is based on open communication between all employees and management. Whenever people work together, there is likely to be the need for discussion regarding various work related matters and occasional misunderstandings or disagreements. Employees who have a problem or complaint which affects their ability to perform their job properly or to work in harmony with those around them should be able to and, in some cases have a responsibility to, bring such concerns to management's attention. Employees are encouraged to discuss concerns openly.

An employee's concerns and well being are a very important component of their manager's job. If employees do not bring their concerns to the attention of their manager, the manager cannot perform this important function and the results could impact negatively upon the Company as a whole. An employee who feels as though their manager is not able or willing to adequately address and investigate their concerns is encouraged to contact HRE, Inc. Human Resources Department who will attempt to assist in this procedure.

It is not always possible to resolve all concerns in a manner satisfactory to all affected, but the Company is committed to make the effort to understand and give due consideration to each employee's concerns. All employees have the assurance that no members of management will retaliate against any employee for using this procedure to resolve concerns as long as such procedure is utilized in good faith and not abused. Employee concerns are ultimately the Company's concerns and the Company will attempt to resolve them fairly and equitably. This "Open Door Policy" applies to all employees' questions, concerns, complaints, problems, suggestions or any other matters related to employment with the Company or the policies and procedures of the Company.

Procedure: Whenever possible, employees should first address any issues orally with their immediate supervisor. Any issues not resolved to an employee's satisfaction verbally should be submitted in writing, specifically requesting a resolution pursuant to the Company's "Open Door Policy." Written requests for issue resolution must be made within thirty (30) days of the event giving rise to such claim. This request for resolution should be submitted to the HRE, Inc. Human Resources Department. The appropriate party will respond in writing as soon as practical to the employee. A meeting will be scheduled in some circumstances where appropriate. It is always the intent of the Company to attempt to reach a mutually satisfactory resolution to the problem. Except as otherwise required by law, this Open Door Policy is the sole and exclusive means of employee claim resolution and the decision of the Company shall be final.

RULES OF EMPLOYEE CONDUCT

Adherence to reasonable rules of personal conduct with respect to the Company, your co-workers, customers, vendors and visitors is a necessary requirement for all employees. Conduct of employees detrimental to the Company, your co-workers, customers, vendors, visitors or to a productive work environment will not be tolerated.



COMPANY POLICIES

The following are examples of unacceptable behavior. This list, however, is not exhaustive. Violation of acceptable standards of conduct, which includes the specific rules below, will be grounds for discipline, up to and including discharge.

- Theft or misappropriation of Company property.
- Disorderly conduct; threatening or striking another person; use of abusive language.
- Possessing, using, buying or selling drugs or alcohol or being under the influence of alcohol or drugs while at work.
- Tampering with the Company time systems and/or falsifying or misrepresenting time worked.
- Removing, sending, or furnishing to unauthorized person(s), Company or customer records, proprietary information of Company or customer property; falsification of any Company records, reports, or documents.

- Violating the Company's No Harassment Policy.
- Obtaining employment on the basis of false, missing or misleading information and/or falsification of application for employment.
- Allowing unauthorized person(s) access to the workplace.
- Bringing or possessing personal firearms or weapons of any type while on Company property or while conducting Company business.
- Removal of any property of another employee without prior permission from the employee.
- Violation of employee obligations under this Handbook.
- Insubordination: The refusal to follow instructions or perform all job duties or services as required.
- Sleeping or dozing on the job.
- Knowingly violating any Company, health and safety rules, OSHA or equivalent state safety guidelines, or other rules or regulations governing workplace safety.

HEALTH & SAFETY

The Company is committed to an active health and safety program that is dedicated to continuously improving the safety of our work environment through the education and training of our employees and the improvement of processes and systems to assist in the prevention of occupational illness and injury.

Student Safety: All employees of Great Lakes Academy are responsible for the safety and well-being of our students. All staff is expected to actively participate in the monitoring of student activity. In order to promote a positive environment and ensure the safety of our children, student safety must always be a priority.

- Do not touch children
- Children must be supervised at all times
- Report any unsafe conditions immediately
- When in doubt, ask

Employee Safety: Continued safety of its employees is a high priority. You should be familiar with the safety procedures that apply to employees in general as well as your specific job.

In order to assure safety in our work place, it is necessary that everyone adhere to basic safety principles. Every employee has responsibilities for safety and loss control, which includes, but is not limited to:

- Following all safety practices, procedures, rules, instructions and signs.
- Always wearing the personal protective equipment required in a work area.
- Using only equipment, tools and machinery for which you are qualified and authorized to operate.
- Making sure that all machine guards and other protective devices are in their proper place, are adjusted correctly and are working prior to operation.
- Maintaining good housekeeping, both within your work area and on company property.
- Always paying close attention to what you are doing and thinking about safety before you act.

- Always asking questions if you are unsure of the correct and safe way to perform an operation.
- Immediately report any unsafe conditions, practices and/or procedures that you think might cause personal injury or damage equipment.
- Reporting all work-related injuries, accidents, incidents and “near misses” to your supervisor immediately.
- All accidents must be investigated immediately and analyzed to prevent a recurrence of the same type of accident. A written accident report must be prepared on all accidents. You must report all accidents to your supervisor or manager immediately.

We share with you and your fellow employees the serious responsibility of keeping all of our operations safe and hazard free. This requires continuous awareness of the potential hazards associated with every job and work area. **Compliance with all safety rules is considered a condition of employment.**

Fire Prevention: Knowledge of fire prevention is necessary for all employees' safety. Employees should know the location of the fire extinguisher(s) in your area or if the extinguisher seal is broken. Make sure all-flammable materials, such as alcohol or glues, are stored in approved and appropriately labeled safety cans and are never placed near any ignition source.

In the case of a fire:

- Dial 911 or the local fire department immediately.
- Contact your supervisor immediately, if possible.
- Use the nearest fire extinguisher for small, contained fires. If you are not knowledgeable in the correct use of fire extinguishers, contact another employee or your supervisor for assistance.
- Never attempt to fight the fire. If the fire appears to be out of control, evacuate the area immediately.
- Never re-enter the building. Direct the fire fighters to the fire location upon their arrival.

Emergency Evacuation Procedure: If it is necessary to evacuate the premises due to fire or other hazards, you are to:

- Stop all work immediately
- **Make sure all students are accounted for.**
- Calmly proceed with students to the nearest exit, including emergency exit doors. Exit the premises quickly, but do not run.
- **Do not stop for personal belongings.**
- Call 911 or other emergency response agency.
- Proceed, in a calm and orderly fashion, to the appropriate evacuation designation.
- **Immediately conduct a roll call to assure that all students in your charge are accounted for.**
- Do not re-enter the building until instructed by authorities to do so.

Hazardous Chemicals and Your Right to Know: You must comply with all occupational safety and health standards and regulations established by the Occupational Safety and Health

Act of 1970 (OSHA), and regulations that have been added to this act, by both state and federal governments.

If you believe that you are being exposed to a known or suspected hazard when working with toxic chemicals or substances, you have a right to know about such hazards through Material Safety Data Sheets (MSDS). Ask your supervisor to review the MSDS with you. If your supervisor does not have this information available, contact HRE, Inc. immediately.

New employees who work with, or who have contact with hazardous chemicals or substances are to consult with their supervisors as to the proper handling of such chemicals in the workplace during orientation and new employee training.

ACCIDENTS AND EMERGENCIES

All accidents, no matter how slight, **must be reported** immediately using the Accident Report Form. Immediate reporting ensures that an injured employee receives proper medical treatment. This information contained on the Accident Report Form will enable the Company to take action as deemed necessary to prevent this type of accident from happening again, and to aid in fulfilling our state and federal reporting requirements.

DRUG AND ALCOHOL FREE WORKPLACE

Policy Statement: The Company continually strives to provide all of its employees with a work environment that is safe and conducive to superior work standards and productivity. This organization has a responsibility to its employees, customers, and the public to ensure that their safety and trust in the Company and its employees is protected. Since drug use and alcohol abuse jeopardizes safety and productivity, the following is strictly prohibited while on the job or conducting company business:

- Abuse of alcohol, illegal/legal prescriptions or over-the-counter drugs;
- The use of or being under the influence of any drugs or other controlled substances that are illegal under federal and/or state law, including medical marijuana;
- The sale, purchase, manufacture, transfer, use or possession of illegal drugs or prescription drugs obtained illegally; and
- Being under the influence of illegal drugs or impaired by alcohol while on the job or conducting company business.

The Company recognizes that employees may be able to report for work while taking medication prescribed by a physician. Therefore, prescription drugs may be possessed and utilized by employees on company property under the following conditions:

- All prescription medicines must be current and stored in the original pharmacy container.
- If any medication will possibly impair the employee's ability to perform his or her job safely and properly, the employee must notify his or her supervisor prior to reporting to work.
- The Company reserves the right at all times to determine whether the person is fit for duty while taking a prescription drug.

While the Company has no intention of intruding into the private lives of its employees, the Company does expect employees to report for work in a condition to do their duties. The Company recognizes that employees' off-the-job as well as on-the-job involvement with drugs, alcohol and weapons can have an impact on the workplace and our ability to accomplish our goal of a drug, alcohol and weapon-free environment. Therefore, an employee's involvement

on or off the job with unlawful drugs, alcohol or weapons, including their use, manufacture and distribution, constitutes a severe breach of accepted conduct and is also prohibited.

The Company will cooperate fully with law enforcement officials in the investigation of any suspected drug-related, illegal activities. The Company will also comply with any federal or state reporting requirements.

Counseling/Employee Assistance: Employees who feel that they may have a substance abuse problem are encouraged to confidentially contact the HRE, Inc. Human Resources Department for assistance in obtaining necessary counseling and treatment.

Reasonable Suspicion Testing: The Company may require an employee to submit to a drug and alcohol screen under the following conditions:

- If an employee's conduct or behavior on the job conduct causes the Company to have a reasonable suspicion that he or she is under the influence of alcohol and/or drugs, or
- When an employee is involved in a workplace accident, or when an employee is injured on the job that requires a trip to the clinic or lost time from work, or
- When the Company has a reasonable belief an employee is in violation of this policy.

Any employee requested to submit to testing will be told the underlying reasons for the request to submit to alcohol/drug testing.

Law enforcement cooperation: HRE, Inc. maintains a policy of full cooperation with the law enforcement agencies. We reserve the right to refer any suspected illegal drug related incident, on or off school premises, to the proper authorities. Any employee who is arrested and convicted by a law enforcement agency and court of competent jurisdiction for a drug related offense (any time, anywhere) will be immediately discharged.

Upon arrest and while waiting resolution of the case an employee may be suspended without pay or benefits pending final resolution of the matter. If the employee is found not guilty or the charges are dismissed the employee may be restored to previous employment after successfully (with negative results) passing a substance screen.

Split Sample Testing: An employee who is required to submit to a substance screen for the presence of alcohol and illegal drugs may request at his/her expense that a split sample simultaneously be submitted to an accredited competitive lab facility for substance screen. All chain of custody regulations must be met.

Discipline: Any employee who violates this policy or tests positive for drugs or alcohol will be subject to discipline, up to and including discharge. Employees refusing a drug or alcohol screening will be discharged.

This policy shall in no way alter or detract from our At-Will Employment Policy, which provides that any employee's employment with HRE, Inc. may be terminated by either party at any time, with or without cause or notice.

SECURITY

Like all business operations, there are certain procedures in place at your work location to provide security for the property of employees, customers and the Company. Your cooperation with these measures is an important part of your employment responsibilities. Everyone should follow the following basic rules:

- Visitors to Company facilities should be properly admitted. All visitors must be pre-announced to the individual they are visiting prior to admittance. All visitors must sign in at the Reception Desk. You are responsible for your guest(s) while they are visiting.

- Individuals may be required to identify items brought into or removed from Company facilities.
- In the event of a fire or disaster, you should follow the emergency instructions of designated employees or outside emergency services.

REPORTING SUSPECTED CHILD ABUSE/NEGLECT

State laws require that all professional people report all suspected child-abuse cases to the proper authorities in a timely matter. Failure to do so can result in prosecution. More importantly, failure to report suspected child abuse may allow continued damage to occur to that child.

In the event of suspected child abuse and /or neglect, you must:

- Immediately notify and report the abuse and/or neglect to Protective Services.
- Notify the School Leader immediately.
- Document all evidence of the suspected abuse and/or neglect.

Your failure to follow the above procedure is considered a serious matter and will result in disciplinary action up to and including immediate discharge.

Any employee who, in the judgment of the School Leader has engaged in abusive or inappropriate conduct directed at a student will be subject to disciplinary action up to and including immediate termination AND will be reported to the authorities.

GENETIC INFORMATION NONDISCRIMINATION ACT (GINA)

The Genetic Information Nondiscrimination Act (GINA) was passed in May 2008. It prohibits discrimination on the basis of genetic information in plan coverage and in the workplace. Genetic Information consists of:

- An individual's genetic tests (Analysis of DNA, RNA, chromosomes, proteins, or metabolites, mutation or chromosomal changes)
- Family member's tests (the manifestation of a disease or disorder in family members).
- Request for a receipt of genetic services by an individual or family member (genetic test, education)
- A fetus carried by an individual or family member or an embryo that is legally held by an individual (or family member) using an assisted reproductive technology.

CODE OF CONDUCT AND BUSINESS ETHICS

Rules of Conduct: Your personal conduct is important to the Company's reputation. Unprofessional conduct or behavior detrimental to the name or goodwill of the Company will not be tolerated. The Code of Conduct is largely unwritten and follows the norms of society and American business. Examples of inappropriate business conduct which may result in discipline include, but are not limited to:

- Violation of customer rules and/or policies while on customer property or at customer functions.
- Misappropriation of company, customer or vendor property or corporate opportunities.
- Falsification of Company, customer or vendor records.

- Harassment of customer or vendor employees or visitors to Company facilities.
- Any other unethical activities which create a conflict in employment responsibilities.

Confidentiality: As an employee of the Company, you are expected to respect the confidences placed in you by the Company, its customers and its vendors. The professional relationship between customers, vendors and the Company demands that no information about the Company, customer or vendor business be disclosed without proper authorization. No one may make copies of or remove from the premises any Company, customer or vendor records, reports, files, drawings, documents, etc., without proper authorization. Inquiries about company business from the press, other professionals and the public should be referred to the HRE, Inc. Legal Department.

You are required to sign a “Confidentiality Agreement” upon hire, and may also be requested to sign a reaffirmation occasionally during your employment, stating that you will maintain the confidentiality of customer information. This obligation survives any separation of employment.

TRAVEL AND OPERATION OF MOTOR VEHICLES

If you are traveling while on Company business, you must have authorization from your supervisor prior to making any travel arrangements. The Board may request that a motor vehicle record check be made to confirm that an employee’s driver’s license is valid and their driving record is acceptable. The Company is not responsible for damages to your car while on Company business. Reimbursement for travel will be according to the mileage allowance schedule that can be given to you by your supervisor.

When operating a motor vehicle during work time and in the course of performance of your work duties, whether in a Company vehicle or your personal vehicle, employees are expected to observe all laws and regulations governing the use of motor vehicles. The following are additional guidelines and procedures of the Company:

- All accidents must be reported immediately to your supervisor (when driving on company business).
- Driving any vehicle under the influence of alcohol or any controlled substance is illegal and will not be tolerated.
- Speeding tickets, moving violations, and parking tickets are the financial responsibility of the employee.
- All employees who are required to drive for their position must have and maintain a valid state issued drivers license. Employees must notify their immediate supervisor if any action takes place that suspends, restricts or revokes the right to drive.
- Upon request, you must supply a photocopy of your current valid license. Should the status of your license change at anytime, you are required to immediately notify the Company.
- All employees that use their own vehicle on Company business must maintain the minimum insurance coverage on their personal vehicle as required by state law, as well as liability coverage. Evidence of the coverage must be submitted to the Company prior to using your vehicle on company business. This also includes providing proof of policy renewals.
- All employees are to observe and follow all laws and safe operating procedures, including the use of seatbelts.

- All Company vehicles are to be kept and maintained in good working order. Should you notice any mechanical problems, notify your immediate supervisor and obtain for instructions as to how to handle the problem. While driving and while not in your vehicle, your vehicle must be locked.
- All CDL drivers must submit to a drug test within four (4) hours, but no later than eight (8) hours after an accident occurs. Contact HRE, Inc. for testing locations and additional information.

ATTENDANCE

Even the most efficient worker is of less value when he/she is late or absent from work. Everyone is expected to be at work on time for his or her scheduled hours on each scheduled workday. The Company will not tolerate poor attendance or excessive lateness. This may lead to disciplinary action up to and including termination of employment. Any employee absent from work more than one (1) day without notifying the Company will be considered a voluntary quit.

The following procedures are to be followed if the employee is going to be absent or late:

- **Employees must call the designated administrator as soon as possible or by 5:45 am each day they will be absent or tardy.**
- Any absence due to illness or hospitalization may require a statement from a doctor indicating the nature of the illness and a prognosis of the time the employee will be away from work. Please refer to the Leave of Absence section of this Handbook for further description of an employee's rights and obligations due to illness or disability.

OPERATIONAL HOURS

Hours of work are Monday through Friday from 7:30 a.m. to 4:00 p.m. Hours may vary due to employee classification, pre-arranged work shifts and/or work load.

SOLICITATION, DISTRIBUTION AND USE OF COMPANY BULLETIN BOARDS

Working time is for work. (Working time does not include breaks, lunch periods, or wash-up time.) For this reason, an employee may not:

- Solicit on behalf of any organization or for any purpose during their working time or during the working time of the employee being solicited. This includes fundraising and selling for personal profit.
- Distribute written material on behalf of any organization or for any purpose at any time in working areas during working time. This includes but is not limited to religious and political materials.
- Allow persons not employed by the Academy or HRE, Inc. to solicit or distribute written material on behalf of any organization or for any purpose on Academy premises unless prior approval is obtained from the Academy.
- Allow persons not employed by HRE, Inc. into work areas unless authorized by the Academy.
- Endorse or imply endorsement of a product or service in the name of the Academy or HRE, Inc. unless prior approval is obtained from HRE, Inc.
- Solicit or accept tips or gratuities for any related service in the course of your work duties.

E-MAIL AND INTERNET POLICY

The electronic information system is provided to employees to assist them in performing the Company's business. The system including the hardware, software and all data created and stored on it belongs to the Company.

The Company has the right to and does monitor employees' use of the system. This includes but is not limited to e-mail received and sent, internet sites, news groups and chat rooms visited, as well as material uploaded or downloaded to the internet. All usage of the system and any messages created, sent, received or stored is the Company property.

Employees may use the electronic information system for business-related purposes. Minor personal use is allowed if it does not interfere with the employee's work performance, compromise the Company's business interests, results in added costs to the Company, or violates Company policies.

Documents created by e-mail are the same as any other business document and employees must use the same care in generating e-mail as they would any other document.

Employees may not use any aspect of this computer system to create, send, store or knowingly receive material that is defamatory, discriminatory, obscene, offensive or harassing. If employees encounter such material, they must notify their supervisor at once.

Employees must be extra cautious in protecting confidential Company information such as encryption, limiting distribution lists, maintaining effective passwords, and locking their identification.

The system may not be used for unauthorized copying or transmission of copyrighted materials.

TELEPHONE AND VOICE MAIL

Every employee is responsible for using the telephone system properly and in accordance with this policy.

The telephone system is the property of the Company. It has been provided by the Company for use in conducting Academy business. All communications and information transmitted by, received from, or stored in this system are Company records and property of the Company.

Employees have no right of personal privacy in any matter stored in, created, received, or sent over the telephone system.

The Company in its discretion as owner of the telephone system reserves, and may exercise the right to monitor, access, retrieve, and delete any matter stored in, created, received, or sent over the system, for any reason without the permission of any employee and without notice.

Company policies against sexual or other harassment apply fully to the telephone system, and any violation of those policies is grounds for discipline up to and including discharge. Therefore, no message should be created, sent, or received if they contain intimidating, hostile, or offensive material concerning race, color, religion, sex, age, national origin, genetic information, disability or any other classification protected by law.

The system may not be used to solicit for religious or political causes, commercial enterprises, outside organizations, or other non-job related solicitations.

Employees are reminded to be courteous to other users of the system and always to conduct themselves in a professional manner. Calls are sometimes misdirected or forwarded and may be heard by persons other than the intended recipient. Users should create communications

with no less care, judgment and responsibility than they would use for letters or internal memoranda written on company letterhead.

Employees should also use professional and courteous greetings on their system so as to properly represent the Company to outside callers.

Any employee who discovers misuse of the telephone system should immediately contact the Business Manager or HRE, Inc.

TRAINING PROGRAMS

Employees may be required to participate in Great Lakes Academy-sponsored training programs in order to upgrade their job skills. Employees not attending scheduled training sessions for which they have been enrolled will be subject to disciplinary action up to and including termination.

SMOKE FREE WORK PLACE

As of May 1, 2010, Michigan law prohibits smoking in the work place. Anyone smoking in the work place shall be in violation of state law and subject to penalties. Any employee in violation of the law shall also be subject to disciplinary action up to and including discharge.

APPEARANCE AND DRESS CODE

All employees should keep in mind that they are representing Great Lakes Academy and, therefore, are expected to exercise good judgment in dress and appearance. A neat professional appearance and personal hygiene are required regardless of where your position is within The Academy.

The determination of dress inappropriateness will be made at the discretion of the School Leader. Anyone not appropriately dressed will be sent home without pay.

PERSONNEL RECORDS

A confidential file for each employee including the Application for Employment and other pertinent information is maintained by HRE, Inc.

The information in these files is kept confidential and only individuals with a need to know may have access to it. Please notify the Human Resources Department of any changes in your name, address, telephone number, marital status, dependants, etc. You are responsible for updating this information in a timely manner.

You may review your employment file by providing your request in writing. A copy of your file will be provided to you at the cost of \$.25 per page.

Any information contained in your personnel file will not be provided to services outside of the Company without prior written permission from the employee or a valid court order or subpoena.

IMMIGRATION REFORM AND CONTROL ACT (IRCA)

In compliance with the Federal Immigration and Reform Act of 1986 (IRCA), as amended, and any state law requirements, if applicable, Human Resource Experts, Inc. is committed to employing only individuals who are authorized to work in the United States. Each new staff member as a condition of employment must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. If a staff

member is authorized to work in this country for a limited time period, the individual will be required to submit proof of renewed employment eligibility prior to expiration of that period to remain employed by Human Resources Experts, Inc.

TECHNOLOGY AGREEMENT

To safeguard the Company's interest in proprietary processes, trade and customer information, confidential company information, etc., you are required to sign a Confidentiality Agreement at the time you are hired. The obligation's under the Confidentiality Agreement survives any separation of employment.

CONFLICTS OF INTEREST AND OUTSIDE EMPLOYMENT

Employees are precluded from engaging in activities with any "outside business organization" (as that term is defined in this policy) that does or seeks to do business with the Company which:

- (1) may result in a personal benefit to the employee at the expense of the Company, or
- (2) may influence the employee's decisions on matters involving the Company and the outside business organization.

For the purpose of this Conflict of Interest provision, the following definitions shall apply:

- "Family Members" includes an employee's spouse, any relative who is a dependent of the employee, and any other person who lives in the employee's household.
- "Outside Business Organization" includes any person, partnership, firm, corporation or other entity which supplies or seeks to supply to the Company any goods or services or transacts or seeks to transact any business with the Company.
- "Direct or Indirect Ownership" includes any ownership interest in an outside business organization, even if any intermediary acting for the benefit of an employee or family member(s) of an employee holds the ownership interest.

Illustrative of prohibited activities under this Conflict of Interest policy includes, but is not limited to:

- Direct or indirect ownership of any outside business organization by employees or their family members without disclosure and prior written approval from the Company;
- Acceptance by an employee of compensation, commissions, loans, fees or other goods or services valued at more than \$25 from any outside business organization without disclosure and prior written approval from the Company;
- Use of nonpublic, privileged or confidential information of the Company for the personal gain of an employee or his or her family members;
- Acceptance by any employee of an offer to serve as an officer, director, partner, consultant or employee of any outside business organization without disclosure and prior written approval from the Company.

Outside Employment: An employee may engage in outside employment for compensation or otherwise on a limited basis provided that such outside activities do not interfere with the performance of assigned duties or create a conflict with the Company. Such outside activities should not exploit the employee's association with the Company for commercial or personal purposes or cause harm to the Company. Any approval granted under this provision shall specify the terms upon which the approval is conditioned.

No facilities, equipment, supplies, secretarial or other employee services furnished by the Company may be used in pursuit of outside employment without written approval of the Company.

An employee must have the outside employment approved prior to accepting the position. You must supply in writing the name of the second employer and any other information about the job required by the Company.

Under no circumstance will an employee be allowed to work for a business that directly competes with the Company.

WORK SCHEDULE

The presence or absence of each employee is of critical importance to the successful operation of Great Lakes Academy. Therefore, all employees are expected to arrive on time, ready to begin work at the beginning of their scheduled work day and to work until the end of their scheduled work day.

The workweek is Monday through Friday. Schedules are subject to change based on needs. **All staff employees are required to attend staff meetings and other meetings as may be required before and/or after school hours.** Great Lakes Academy work schedules may require variations in each employee's starting and quitting times. Punctual and consistent attendance is a condition of employment.

Failure to report for a scheduled work day in a timely manner may result in disciplinary action up to and including termination.

EMPLOYEE TIMEKEEPING

All employees are required to record arrivals and departures via this system for each workday. You will be paid according to the time entered in this system. If you forget to punch in or out or believe there are mistakes on your time record, you should notify your supervisor immediately. Handwritten entries on time cards are valid only when initiated by the Business Office. Failure to adhere will result in disciplinary action up to and including termination.

PAY SCALE

Our goal is to provide you with a fair and equitable pay scale for the job you perform. An increase in wages depends on job performance, attendance, length of employment and the school's budget.

PAYDAY

Payday is bi-weekly on Friday. If the payday falls on a scheduled day off such as a holiday, payday will be the last working day before the scheduled payday. Payroll advances or credit to employees are not available. Any arrangements to have your paycheck picked up by someone other than yourself will have to be made in writing in advance with the Business Office.

Human Resource Experts, Inc. prepares and issues your paycheck with information provided by Great Lakes Academy. While great care is taken in this responsibility, mistakes sometimes occur and disputes can arise. In the event a problem or dispute arises, Human Resource Experts, Inc. has established the following procedures for resolving issues regarding mistakes and disputes:

COMPENSATION POLICIES

Dispute over rate of pay, hours worked, etc.: contact the payroll administrator immediately.

If you lose a paycheck: notify Human Resource Experts, Inc. immediately. A stop payment will be issued and a \$30.00 administrative fee will be imposed to cover processing costs. Another paycheck will be issued within 48 to 72 hours.

To avoid lost or stolen checks and the necessity of standing in bank lines, you may elect to have your paycheck directly deposited in any financial institution that is a member of the Automated Clearing House Association of Banks. Applications for participation are available from the Business Office.

OVERTIME

Teachers and professional staff are expected to work a professional day that includes additional time, if any, which may be required for the satisfactory performance of their duties. Employees are expected to participate in school sponsored activities and events as needed at the direction of the School Leader.

From time to time, non exempt employees may be asked to work beyond the regular scheduled workday. Overtime pay is calculated on hours worked in excess of a forty (40) hour workweek. Overtime hours will be paid at the rate of one and one half (1 ½) times your base rate of pay, calculated to the overtime hourly pay rate. Hours worked is defined as actual hours worked. Holiday and vacation pay are not included in the computation of overtime pay. All overtime hours must be approved in advance by your supervisor.

PAYROLL DEDUCTIONS

Human Resource Experts, Inc. is required to make proper deductions from your earnings on your behalf. Amounts withheld vary according to your earnings, your marital status, government employment regulations, your tax elections and other factors. These mandatory deductions are made until the maximum amount is reached. These deductions include federal and state income taxes, Social Security/Medicare, local income tax (where applicable), and wage garnishments.

Human Resource Experts, Inc. may be required by law to recognize certain court orders, garnishments, liens, and wage assignments.

RESIGNATION, REDUCTION OF STAFF, AND TERMINATIONS

If you find it necessary to resign, you are requested to give advance notice in writing to your supervisor indicating the last day you will be working. A two-week notice period is expected. If you resign without notice, you may forfeit your eligibility to be rehired.

Final paychecks for employees will be held for pickup at Great Lakes Academy. Prior to receipt of your final check, you are expected to return all Academy-owned property, including but not limited to, office and equipment keys, equipment, and radios.

Financial reversal or economic slowdown at Great Lakes Academy may make it necessary to reduce your paid working hours or even cause a layoff. In the laying-off and rehiring of personnel, the particular work performed by said employee will be considered as an important factor. Wherever possible, employees will be given advance notice of impending layoff. The employees and the staff recognize that the Academy shall have the right to assign any employee to any available work and the employee will perform the work assigned.

The following are considered as terminations:

- Voluntarily quitting
- Discharge for cause
- Absence for one (1) working day without permission and without proper daily notification to Great Lakes Academy
- Working for another employer during a leave of absence without written consent of the employer
- Failure to return to work immediately upon expiration of a leave of absence unless such failure is due to an injury or illness which makes it impossible for the employee to return.
- Failure to report to work after layoff within one (1) working day after being notified by registered or certified letter at the employee's last known address as contained in the records of the employer.
- Failure to report to work immediately after being released to work by a physician following a workers comp injury or sick leave.

MEDICAL- DISABILITY LEAVES (FMLA)

LEAVES OF ABSENCE

Under federal law, employees with at least one year of service who have worked at least 1250 hours during the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles, may request up to 12 weeks of unpaid leave for any of the following reasons:

Twelve (12) workweeks of leave in a 12-month period for:

- Birth of a child and to care for the newborn child within one year of birth;
- Placement of a child for adoption or foster care with the employee and time to care for the newly placed child within one year of placement;
- To care for the employee's spouse, child, or parent who has a serious health condition;
- Because of a serious health condition that makes the employee unable to perform the essential functions of his or her job;
- Any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;" **or**

Twenty-six (26) workweeks of leave during a single 12-month period may be granted for an employee to care for a covered service member with a serious injury or illness if the eligible employee is the service member's spouse, son, daughter, parent, or next of kin (military caregiver leave).

Qualifying exigency leave: Eligible employees who are the spouse, son, daughter, or parent of a military member may take up to 12 weeks of FMLA leave during any 12-month period to address the most common issues that arise when a military member is deployed to a foreign country, such as attending military sponsored functions, making appropriate financial and legal arrangements, and arranging for alternative childcare. This provision applies to the families of members of both the active duty and reserve components of the Armed Forces.

Military Caregiver Leave: Eligible employees who are the spouse, son, daughter, parent or next of kin of a covered service member may take up to 26 weeks of FMLA leave during a single 12-month period to care for a service member who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness incurred or aggravated in the line of duty on active duty. This provision applies to the families of members of both the active duty and reserve components of the Armed Forces.

HRE, Inc. has voluntarily established the following procedure for employees seeking Family Medical Leave. An employee must submit a written request for time off to the HRE, Inc. Human Resources Department at least thirty (30) days in advance, unless the need for the leave is unexpected. Employees also must comply with an employer's usual procedures for reporting an absence unless unusual circumstances prevent this. Your manager and HRE, Inc. Human Resources Department must approve the request for the leave of absence. Family Medical Leaves will be permitted as required by law.

Medical certification must be provided usually within 15 days to show cause for the necessity of the leave in cases of a serious health condition. If the medical certification form is viewed as incomplete or insufficient, the employee has seven (7) calendar days to provide additional information.

All paid time off (earned vacation, etc.) must be used before utilizing unpaid leave, and will be applied concurrently toward the 12 weeks of Family Medical Leave time.

Family Medical Leaves may be taken in various increments depending upon circumstances as long as the total leave taken does not exceed 12 weeks within a 12 month period. (The 12 month eligibility period is a rolling 12 month period and begins with the first date of the beginning of the leave looking back the previous 12 months).

If a Family Medical Leave is granted, the Company will continue your health insurance. You will still be responsible for any employee paid portion of premiums you would normally pay.

When you return from your leave, you will return to your prior position or to an equivalent position with equivalent pay consistent with federal law. Some "key" employees are exempt from this provision.

For detailed information regarding Family Medical Leave eligibility and requirements, please contact the Human Resource Dept. of HRE, Inc.

JURY DUTY

Employees must notify the company in writing immediately when called for jury duty. Jury duty time off will not be paid and will not be considered as time worked for the purpose of computing overtime eligibility during the applicable pay period(s) for non-exempt employees. Employees may choose to use their paid time off.

Employees must return to work when their presence is no longer required for jury duty and must notify their immediate supervisor as far in advance as possible when the employee learns they will be available to return to work.

The provisions of this paragraph are not applicable to an employee who, without being summoned, volunteers for jury duty in which case, there is no eligibility for time off, with or without pay.

MILITARY LEAVES

Military leaves of absence will be granted as required by law for any full-time employees who are members of the military service. Employees are requested to notify their supervisor as far in advance as possible of their need to take leave.

Reenlistment or any other voluntary extension of a tour of duty may affect the leave of absence. Upon return from a military leave of absence, the employee will be reinstated as required by law, subject to the following conditions:

- The employee must apply for reinstatement within the time frame provided by the law. Returning employees should contact Human Resources Department of Human Resources Experts, Inc. and make it clear that the reinstatement is being requested.

Note: The Company will grant additional grace periods if application for reemployment is impossible or unreasonable. In the case of an injury or illness, the employee is eligible for a grace period of up to two years.

- Employees will be asked to furnish a copy of military orders showing the date of release from duty and a certificate showing satisfactory performance of duty.

If the employee's former job is not available, the Company will provide a job of similar status, seniority, and pay.

If the employee sustains a service-connected disability that makes it impossible to return to the original job, the Company will offer a position the employee can perform that is comparable in pay, rank and seniority.

BEREAVEMENT LEAVES

In order to make arrangements for and to attend services associated with the loss of an immediate family member, time off with pay will be provided for those who have completed the Benefit Waiting Period which is the 1st of the month following 30 days of employment. The employee maybe eligible for up to three (3) scheduled work days.

Members of the immediate family for purposes of this policy are the employee's spouse, parent, step or foster parent, grandparent, great grandparent, parent or grandparent of the employee's current spouse, child, stepchild or grandchild, brother or sister or brother or sister of the employee's current spouse. If you are requesting to be excused under this provision, you must provide proof of attendance at the funeral upon request.

Any unusual circumstances should be discussed with your immediate supervisor or the Human Resource Dept. of HRE, Inc. for individual consideration. Extenuating circumstances such as distance to be traveled and legal demands may alter the bereavement period. If you need any time off beyond three (3) scheduled work days, you may utilize any unused vacation and/or Personal Time Off. If you have exhausted all of your vacation and personal time off, any additional time off becomes unpaid. Your immediate supervisor or manager should be notified as soon as possible of such circumstances.

PERSONAL LEAVE

The Company may grant a Personal Leave of Absence to an employee for compelling personal reasons or emergencies. Any time off granted by the Company is without pay. To request a Personal Leave of Absence, you must submit in writing a request containing the following information:

- Name, address, date of writing the request.
- Starting dates, projected return date and reason for the LOA.

Approval must be given by both Great Lakes Academy, when applicable, and Human Resources Experts. Benefits are not accumulated during a personal leave of absence. In addition, you will need to make arrangements for the paying of any insurance programs that you are enrolled in to prevent a lapse in coverage. The Company also retains the right to fill any position due to business necessity and there is no guarantee of a position being available upon return from the Personal Leave of Absence.

All unused vacation or accrued days must be used at the beginning of the Personal Leave of Absence. Using this time does not extend the employee's Leave of Absence beyond the requested time or the maximum time that may be granted.

ELIGIBILITY

All Company Benefit Programs begin after the completion of the Benefit Waiting Period. The Benefit Waiting Period is defined as the first of the month following thirty (30) days of employment. Eligibility for life insurance, long term disability insurance and short term disability insurance is the first of the month following 90 days of employment.

BENEFITS

HEALTH, DENTAL AND VISION

The Company offers a flexible benefits program to eligible, full time employees, including health, dental and vision. Further information on the programs for these benefits are available from the Benefits Administrator at HRE, Inc.

COBRA

COBRA is a federal law that provides eligible employees with the opportunity to continue health care for themselves and their families upon termination of employment. Federal law requires that most employers sponsoring group health plans offer employees and their families the opportunity for a contingent extension of health coverage. This continuation coverage is to be continued at group rates (plus a 2% administrative fee) in certain instances where coverage under the group plan would normally end.

Employee continuation of coverage – Coverage is available for a period of eighteen (18) months when a covered employee no longer meets the group's eligibility requirements. Reasons for loss of eligibility could be termination, reduction of hours, lay off, etc.

Dependent continuation of coverage – Coverage is available for thirty six (36) months when a dependent is no longer eligible under the employee's contract. These circumstances include:

- A divorced or legally separated spouse who was covered as of the date of the divorce or separation; or
- A surviving spouse and dependent children; or
- A child of a covered employee who no longer meets the eligibility requirements; or
- A spouse or dependent of a current employee who is eligible for Medicare.

The employee must apply for this coverage within sixty (60) days from the date he/she is no longer eligible for group coverage under the Company eligibility policy. This will provide the employee with continuous coverage and no lapse in coverage. The employee will also have to make the required premium payment thirty (30) days prior to the due date to keep this continuation coverage in effect. For more information on this program, contact the HRE, Inc.

Benefits Administrator. **Failure to make the required payments will cause your policy to be discontinued.**

LIFE AND DISABILITY

All full time employees, after completion of the Benefit Waiting Period (90 days of employment), are eligible for group term life insurance coverage, short term disability coverage and long term disability coverage.

RETIREMENT (401K) PLANS

All full-time employees, after completion of the Benefit Waiting Period (one year of service) are eligible to participate in the Company's 401(k) Plan on the first day of the next quarter. There are a number of options available. Please refer to your Enrollment Package for further details.

FLEXIBLE SPENDING ACCOUNTS

The Company offers to full-time employees upon completion of the Benefit Waiting Period, flexible spending accounts through FlexSystem Section 125. This plan allows you to pay for insurance premiums, qualified unreimbursed medical expenses, even dependent daycare expenses, with "pre-tax" dollars. The result is an improved benefit package and substantial tax savings. Contact the Company's Benefit Administrator for enrollment information.

VACATION AND TIME OFF

The Company recognizes the importance of time off and providing the opportunity for rest, recreation, and personal activities. Paid time off is granted to full-time twelve (12) month employees when six (6) months of continuous full time employment has been completed. Employees working only during the school year only (August – June, considered to be 10 month employees), regardless of wage payment schedule, are not eligible for paid vacation leave.

HRE, Inc. and the Academy make a determined effort to accommodate the accrued time off requests of employees; however, employees should not expect that they will always be allowed to take time off as requested. Seasonal requirements, special events and staffing requirements must be considered in the determination of an employee's accrued time off request.

Management reserves the right to approve or disallow all accrued time off requests. Employees will receive notification of approval/denial of requested vacation leave not more than thirty (30) days in advance of the time requested. The employee's supervisor must approve all requests for accrued time off.

Vacation time is accrued on an annual basis and is available the year after it is earned. The amount of accrued time off earned is as follows:

Full-time, twelve (12) month employees, upon completion of their six (6) month waiting period, will earn vacation as follows:

Employee is entitled to:

First year of employment:	Five (5) Paid Days
Two (2) Years or more:	Ten (10) Paid Days
Five (5) Years or more:	Fifteen (15) Paid Days

- All requests must be submitted in writing at least two (2) weeks prior to the time requested off to your supervisor. The Vacation Request Form is available on DarwiNet.
- Vacation leave may be taken in a minimum of one (1) day increments.
- If an employee takes time off that has not been earned yet, he/she will not be paid for that time off.
- If two (2) or more employees request the same time off period on the same date, length of service will be used to determine who will receive approval. Otherwise, the employee with the earliest submission date will receive their requested date of time off provided all other conditions have been met.
- Accrued time off or pay is not included in the computation of overtime during any pay period.
- Accrued time off is not earned during any type of Leave of Absence, medical or personal except as may otherwise required by law.
- No more than five (5) days of paid vacation leave can be carried forward from one school year to the next.

Pay In Lieu of Vacation Time Off – Employees are required to take their earned accrued time off. No payments will be made in lieu of taking time off.

Accrued Vacation Time Off for Terminating Employees – Employees whose employment is terminated for any reason will not be paid for any accrued, unused time off.

SCHOOL CLOSING

During periods when the school is closed during school breaks, 12 month employees are expected to report to work or will be required to use vacation/pto time.

In the event of an emergency school closing, the Principal must maintain availability via cell phone.

PERSONAL TIME OFF

Employees shall begin earning paid Personal Paid Time Off following the completion of thirty (30) days of continuous employment. Personal Paid Time Off is earned as follows:

- Full-Time Twelve (12) Month Employees are eligible for twelve (12) paid personal days per school year. Half of an employee's personal leave (six days) is earned and available between July 1 and December 1. The remaining half (six days) is earned and available between January 1 and June 30. Twelve (12) Month Employees may carry over a maximum of six (6) personal days from one school year to the next.
- Full-Time Ten (10) Month Employees are eligible for ten (10) paid personal days per school year. Half of an employee's personal leave (five days) is earned and available between September 1 and January 31; the remaining half (five days) is earned and available between February 1 and June 30. Ten (10) Month Employees may carry over a maximum of five (5) personal days from one school year to the next.

Paid Personal Time Off can not be used until after it is earned. Earned, unused Personal Leave will not be paid out at the time of employment termination.

Employees must submit a doctor's verification for all absences lasting three (3) days or longer. If an illness/injury is expected to last one (1) week or longer, employees must notify their supervisor and submit a doctor's verification immediately.

Personal Time Off or pay is not included in the computation of overtime during any pay period.

Personal Time Off is not earned during any type of Leave of Absence, medical or personal except as may otherwise required by law.

Personal Time Off may be taken in a minimum of half day increments.

HOLIDAYS

The Company provides full-time employees who have completed their Benefit Waiting Period paid time off on the following holidays:

- New Year's Day
- Martin Luther King Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Day

If a holiday falls on a Saturday or Sunday, it will be announced what day will be observe as paid time off.

Additionally, there may be occasions where other days will be designated as paid holidays. These additional designated holidays will be announced in advance and are not automatic from one year to the next.

In order to be eligible to receive holiday pay, employees are required to work their regularly scheduled hours the workday preceding and workday following the holiday, unless preapproved time off has been granted. If an employee is absent the regulary scheduled day before and after a holiday due to illness or injury, proper documentation from a physician will be required for the employee to receive holiday pay. While an employee is absent from work due to work-sustained injury or paid leave, such employee will be compensated for one holiday following the injury or during the paid leave. Employees absent from work due to an unpaid leave are not eligible for holiday pay.

Employees may recognize other religious or ethnical holidays by use of their personal and/or vacation time available.

TUITION ASSISTANCE PROGRAM

The professional development of staff is encouraged and staff may participate in a tuition assistance program as available. Full-time support staff, twelve (12) mionth and ten (10) month employes are eligible to apply for tuition assistance after the completion of one (1) year of continuous employment.

Requests for tuition assistance must be made in writing to the School Leader for approval. Requests must be received prior to registration for the course. Only job-related classes are eligible for tuition reimbursement.

Evidence of satisfactory course completion with at least a 3.0 grade point or a pass option for classes in which grades are not given will be required at the time of reimbursement.

Eligible and approved employees will receive tuition assistance in the amount of 50% of the tuition cost up to a maximum of \$1,000 per school year for an undergraduate degree and \$1,500 per school year for a master's or doctorate degree.

The Human Resources staff at Human Resources Experts, Inc is responsible for ensuring the proper administration of programs and services for employees. The

people working in this department are there to help you take advantage of the benefits and opportunities you have as an employee. The Human Resources Department can give you guidance on benefits coverage; how to file a claim for benefits; or anything pertinent to your employment at any of the HRE, Inc. locations.



*YOUR HUMAN RESOURCES
DEPARTMENT*

Great Lakes Academy Board Policy BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS

Reference: MCL 380.1310B (Matt's Safe School Law, PA 241 of 2011)
Policies on Bullying, Michigan State Board of Education
Model Anti-Bullying Policy, Michigan State Board of Education

It is the policy of the School to provide a safe and nurturing educational environment for all of its students.

This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all "at school" activities in the School, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

Notification

Notice of this policy will be **annually** circulated to and posted in conspicuous locations in all school buildings and departments within the School and discussed with students, as well as incorporated into the teacher, student, and parents/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

To the extent appropriate and/or legally permitted, **confidentiality** will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

Implementation

The Superintendent is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy.

This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the School reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

Procedure

Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal or Assistant Principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

The Principal (or other administrator as designated) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit and should be completed within five (5) school days after a report or complaint is made.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials.

The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, to the Superintendent. The Superintendent shall submit a compiled report to the Board on an annual basis.

Non-Retaliation/False Reports

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

Prevention/Training

The Superintendent shall establish a program or other initiatives involving school staff, students, clubs or other student groups, administrators, volunteers, parents, law enforcement, community members, and other stakeholders, aimed at the prevention of bullying or other aggressive behavior.

The School shall provide, and all administrators, school employees, contracted employees and volunteers who have significant contact with students shall undertake annual training on preventing, identifying, responding to, and reporting incidents of bullying and other aggressive behavior.

The School shall provide and all parents or legal guardians shall be offered the opportunity to undertake annual training on preventing, identifying, responding to, and reporting incidents of bullying, cyber bullying and other aggressive behavior.

Definitions

The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, hazing, harassment or other aggressive behavior, regardless of whether it fits a particular definition, s/he should report it immediately and allow the administration to determine the appropriate course of action.

“Aggressive behavior” is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student’s educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.

“At School” is defined as in a classroom, elsewhere on school premises, on a school bus or other school related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the School.

“Bullying” is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students wither directly or indirectly by doing any of the following:

- A. Substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
- B. Adversely affecting the ability of a student to participate in or benefit from the School’s educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- C. Having an actual and substantial detrimental effect on a student’s physical or mental health; and/or
- D. Causing substantial disruption in, or substantial interference with, the orderly operation of the School.

Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

“Harassment” includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.).

“Intimidation/Menacing” includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with person’s property; or to intentionally interfere with or block a person’s movement without good reason.

“Staff” includes all school employees and Board members.

“Third parties” include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in School business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

For further definition and instances that could possibly be construed as:
Harassment, see Policy 5517;
Hazing, see Policy 5516

**ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING OF
GREAT LAKES ACADEMY
POLICY PROHIBITING BULLYING AND
OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS**

I acknowledge that I have received, read and understand the Great Lakes Academy Policy prohibiting Bullying and Other Aggressive Behavior toward Students, and I agree to adhere to the policy and procedures contained within.

EMPLOYEE NAME

EMPLOYEE SIGNATURE

DATE

HUMAN RESOURCES EXPERTS, INC.

By:
Its:

DATE

ANTI-HARASSMENT

Reference: Titles VI and VII of the Civil Rights Act of 1964, 42 U.S.C. 200d et seq.
 29 USC 621 et seq.
 42 USC 2000e et. Seq.
 42 USC 1983
 29 C.F.R. Part 1635
 42 USC 2000ff et seq., The Genetic Information Non-discrimination Act
 29 C.F.R. Part 1635
 Title IX of the Educational Amendments of 1972, 20 USC 1681 et seq.
 Section 504 of the Rehabilitation Act of 1973, 29 USC 794
 The Americans with Disabilities Act of 1990, 42 USC 12101 et seq.
 The Handicappers Civil Rights Act, MCL 37.1101 et seq.
 The Elliot-Larsen Civil Rights Act. MCL 37.2101, et. Seq.
 Policies on bullying, Michigan State Board of Education, 7-19-01
 Model Anti-bullying Policy, Michigan State Board of Education, 09-2008
 National School Boards Association Inquiry and Analysis – May 2008

General Policy Statement

It is the policy of the Board of Directors to maintain an education and work environment which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board,

The Board will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability, genetic information, or any other unlawful basis, and encourages those within the School community as well as third parties, who feel aggrieved to seek assistance to rectify the problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

For purposes of this policy, “School community” means students, administrators, teachers, staff, and all other school personnel, including Board members, agents, volunteers, contractors, or to other persons subject to the control and supervision of the Board.

For purposes of this policy, “third parties” include, but are not limited to, guests and/or visitors on school property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who came in contact with members of the School community at school-related events/activities (whether on or off school property).

Other Violations of the Anti-Harassment Policy

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging harassment, or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of harassment.

- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

Definitions

Sexual Harassment

Pursuant to Title VII of the Civil Rights act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity;
- B. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual;
- C. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Physical assault.
- C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
- D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- E. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or educational environment, which may embarrass or offend individuals.
- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.

- G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
- H. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- I. In the context of employees, consensual sexual relationships where such relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism adversely affects other employees or otherwise creates a hostile work environment.
- J. Inappropriate boundary invasions by a school employee or other adult member of the School community into a student's personal space and personal life.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment.

(NOTE: Sexual conduct/relationships with students by school employees or any other adult member of the School community is prohibited, and any teacher, administrator, coach, or other school authority who engages in sexual conduct with a student may also be guilty of the criminal charge of "sexual battery". The issue of consent is irrelevant in regard to criminal charge and/or with respect to the application of this policy to school employees or other adult members of the School community).

Race/Color Harassment

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

Religious (Creed) Harassment

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

National Origin Harassment

Prohibited national origin harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an

intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like. Such harassment may further occur where conduct is directed at or pertains to a person's genetic information.

Reports and Complaints of Harassing Conduct

Members of the School community and third parties are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor, or other School official so that the Board may address the conduct before it becomes severe, pervasive or persistent.

Members of the School community or third parties who believe they have been unlawfully harassed by another member of the School community or a third party are entitled to utilize the Board's complaint process. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints of harassment under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

The names and titles of the Anti-Harassment Complaint Coordinators with whom complaints of sexual and other forms of unlawful harassment should be filed are set forth in the administrative guidelines that supplement this policy. The names and titles of these individuals will be published annually:

- A. in the parent and staff handbooks.
- B. in the School Annual Report to the public.
- C. on the School's web site.

The Superintendent shall establish administrative guidelines describing both a formal and an informal process for making a charge of harassment, a process of investigating claims of harassment, and a process for rendering a decision regarding whether the claim of harassment was substantiated. This policy and the administrative guidelines will be readily available to all members of the School community and posted in appropriate places throughout the School.

Any Board employee who directly observes unlawful harassment of a student is obligated, in accordance with this policy, to report such observations to one of the complaint Coordinators. Thereafter, the Complaint Coordinator must contact the student, if age eighteen (18) or older, or the student's parents if under the age eighteen (18), to advise s/he/them of the Board's intent to

investigate the alleged misconduct, including the obligation of the Complaint Coordinator or designee to conduct an investigation following all the procedures outlined for a formal complaint.

Privacy/Confidentiality

The School will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform to any discovery or disclosure obligations. All records generated under the terms of this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

Informal Process for Addressing Complaints of Harassment

The administrative guidelines will include an informal complaint process to provide members of the School community or third parties who believe they are being unlawfully harassed with a range of options designed to bring about a resolution of their concerns. Members of the School community or third parties who believe that they have been unlawfully harassed may initiate their complaint through this informal complaint process, but are not required to do so. The administrative guidelines will include as a requirement the prerequisite that the informal process is only available in those circumstances where the parties (alleged targeted of harassment and alleged harasser(s)) agree to participate in the informal process. Those members of the School community or third parties who believe that they have been unlawfully harassed may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process. However, all complaints of harassment involving a school employee or any other adult member of the School community against a student will be formally investigated.

Formal Process for Addressing Complaints of Harassment

The administrative guidelines will also include a formal complaint process. While the formal complaint process may serve as the first step to resolution of a change of unlawful harassment, it is also available in those circumstances when the informal complaint process fails to satisfactorily resolve a concern. Because of the need for flexibility, no specific time lines are established for initiating the formal complaint process; however, once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within thirty-one (31) calendar days of the complaint being received).

Members of the School community or third parties who feel they have been unlawfully harassed should file a formal written complaint with the principal of their school building or with one of the Complaint Coordinators identified in the administrative guidelines. Oral complaints of harassment will be reduced to writing by the individual receiving the complaint and the complainant will be asked to verify the accuracy of the reported charge by signing the document. Complaints received by a school building principal will be immediately reported to the appropriate Complaint Coordinator identified in the administrative guidelines.

After a complaint is filed, the Complaint Coordinator or designee shall conduct a prompt and timely investigation. The investigation may include interviews of the complainant, the individual accused of engaging in harassing behavior, and any other witness who may reasonably be expected to have information relevant to the situation. All interviewed parties and witnesses will be provided an opportunity to present any evidence that they reasonably believe to be relevant to the situation.

At the conclusion of the investigation the complaint Coordinator or designee will prepare and deliver to the Superintendent a written report summarizing the evidence gathered during the investigation and providing his/her recommendations regarding whether or not the complaint of unlawful harassment has been substantiated. The written report must be based on the totality of the circumstances involved in the complaint, the nature of the alleged conduct, the context in which the alleged conduct occurred, and the ages and maturity of the individuals involved.

A copy of the written report will also be delivered to the member of the School community or third party making the complaint and the individual accused of the harassing conduct.

Upon review of the written report the Superintendent will either issue a final decision regarding whether or not the complaint of unlawful harassment was substantiated, or request that further investigation be conducted. A copy of Superintendent's action will be delivered to both the complainant and the individual accused of the harassing conduct.

A complainant who is dissatisfied with the Superintendent's decision may appeal it to the Board of Directors by submitting written notice to the Superintendent within ten (10) days of the date of the Superintendent's decision. Upon receipt of a notice of appeal, the Board shall meet in executive session at its next regularly scheduled meeting, which is scheduled to occur at least ten (10) days after the Superintendent's receipt of the appeal notice, to review the complaint and the summary of the investigation. Following the meeting, the Board will issue a decision either, affirming, modifying, or rejecting the Superintendent's decision. The decision of the board shall be final.

The Complaint process set forth in the policy and in the administrative guidelines is not intended to interfere with the rights of a member of the School community or a third party to pursue a complaint of unlawful harassment with the United States Department of Education, Office for Civil rights, the Michigan Civil Rights Commission, or the Equal Employment Opportunity Commission.

The Board reserves the right to investigate and resolve a complaint or report of unlawful harassment regardless of whether the member of the School community or third party alleging the harassment pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy and administrative guidelines or in such other manner as deemed appropriate by the Board or its designee.

Sanctions and Monitoring

The Board shall vigorously enforce its prohibitions against unlawful harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where unlawful harassment is not substantiated, the board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

Where the Board becomes aware that a prior remedial action has been taken against a member of the School community, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to eliminate such conduct in the future.

Education and Training

In support of this Anti-Harassment Policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent or designee shall provide appropriate training to all members of the School community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines and harassment in general, will be age and content appropriate.

**ACKNOWLEDGEMENT
OF
RECEIPT AND UNDERSTANDING
OF
GREAT LAKES ACADEMY
ANTI-HARASSMENT POLICY**

I acknowledge that I have received, read and understand the Great Lakes Academy Anti-Harassment Policy, and I agree to adhere to the policy and procedures contained within.

EMPLOYEE NAME

EMPLOYEE SIGNATURE

DATE

HUMAN RESOURCES EXPERTS, INC.

By:
Its:

DATE

**DRUG AND ALCOHOL FREE
WORKPLACE ACKNOWLEDGEMENT**

I have read and understand the Drug and Alcohol Free Workplace Policy of Human Resources Experts, Inc.

Further, I understand and agree to undergo substance (drug and alcohol) screening of my blood, urine, breath or otherwise as a pre-assignment requirement or if any of the following are found:

- Abuse of alcohol, illegal/legal prescriptions or over-the-counter drugs;
- The sale, purchase, manufacture, transfer, use or possession of illegal drugs or prescription drugs, including medical marijuana, obtained illegally; and
- Being under the influence of illegal drugs or impaired by alcohol while on the job or conducting company business.
- If an employee’s conduct or behavior on the job conduct causes the Company to have a reasonable suspicion that he or she is under the influence of alcohol and/or drugs, or
- When an employee is involved in a workplace accident or when an employee is injured on the job that requires a trip to the clinic or lost time from work, or
- When the Company has a reasonable belief an employee is in violation of this policy. Any employee requested to submit to testing will be told the underlying reasons for the request to submit to alcohol/drug testing.

Any employee who violates this policy and subsequently returns to work on a probationary basis may be subject to random testing for alcohol and illegal drugs. These tests will be given from time-to-time without advance notice and pursuant to the procedures of this policy. HRE, Inc. reserves the right to implement random testing for certain job classifications.

I understand that a refusal to submit to drug/alcohol screening will result in discharge. I further understand that a positive result for drugs and/or alcohol will result in disciplinary action up to and including discharge.

I hereby authorize any physician, laboratory, hospital or medical professional retained by HRE, Inc. for drug and/or alcohol testing program purposes to both conduct such screening and provide the results to HRE, Inc. and I release HRE, Inc. or any person affiliated with HRE, Inc. and any such person or institution from liability.

EMPLOYEE NAME

EMPLOYEE SIGNATURE

HUMAN RESOURCES EXPERTS, INC.

DATE

By:
Its:

DATE

**ACKNOWLEDGEMENT OF RECEIPT OF
EMPLOYEE HANDBOOK**

I acknowledge that I have received the Human Resources Experts, Inc. Employee Handbook containing the rules and policies governing my

employment, and I agree to employment under the conditions explained and published. I understand that HRE, Inc., without notice, can change these conditions at any time at the sole and absolute discretion of HRE, Inc. I also understand and agree that my employment is for no definite period of time and may, regardless of the time and manner of payment of my wages and salary, be terminated at any time with or without cause and with or without notice.

I will be a resource to others. I will work together with others to improve the Academy, my community and world.

In addition, I also agree that upon the termination of my employment, I will return all Company property, as outlined on my last day of employment.

EMPLOYEE NAME

EMPLOYEE SIGNATURE

DATE

HUMAN RESOURCES EXPERTS, INC.

By:
Its:

DATE

CONFIDENTIALITY AGREEMENT

Confidentiality – Employees from time to time in the performance of their job duties shall receive or have access to confidential or proprietary information of the Company, its customers and vendors. This includes financial and other

business information relating to products, services, systems, processes, customers, prospects and the like (“Confidential Information”). Employees are expected to maintain the Confidential Information they receive or have access to in the strictest of confidence and may not disclose such information to any person not authorized to receive it or use it in a manner not authorized by the Company. The obligation to maintain the confidentiality of Company matters and of the matters of worksite co-employers or customers is a condition of employment and the responsibility for not disclosing Confidential Information received during the course of employment continues after employment with the Company ends. Records relating to the Company or worksite co-employers or customers activities and transactions may not be altered, changed, amended, removed, mutilated, or destroyed without prior authorization.

Should a breach of confidentiality occur for any reason, it is the obligation of any employee aware of such breach to notify his or her immediate supervisor or another appropriate person within the Company as soon as possible in writing.

Writings and Publications – Employees shall not author or publish any work (e.g., Confidential Information—writings, videotapes, audiotapes, computer programs, etc.) which contain the Company’s Intellectual Property (hereinafter defined) or Confidential Information without obtaining the Company’s prior written approval and being subject to its conditions. Employees shall not author any non-company work on the Company time, or use any of the Company or worksite co-employer facilities, intellectual property, trade secrets, or resources without first obtaining prior written approval from the Company and, if applicable, the worksite co-employer. Employees shall disclose to the Company all other non-company works prior to first publications.

Innovations, Inventions, Patents and Grants –

- The Company shall own and employees shall assign all innovations, inventions, improvements, marks, grants and designs (all referred to as “Intellectual Property”) suggested by an activity which employees may do for or on behalf of the Company, related to the Company’s business, or developed during the hours of employment with the Company or using any of the Company facilities, trade secrets or resources.
- Employees shall make and maintain written records only on and promptly and fully disclose to the Company all such Intellectual Property. During and after termination of employment, employees shall perform all acts useful or necessary to assist the Company, as it may elect, to file patent, design, mark, and copyright applications in the United States and foreign countries to protect or maintain rights in the Intellectual Property.
- Employees may seek to obtain written approval from the Company to develop and market such Intellectual Property, but in no event shall an employee develop and/or market such Intellectual Property without written consent to do so by the Company.

Media Contact – Under no circumstances is information about the Company, to be given to the media (including but not limited to, the Confidential Information, including public appearances, speeches or statements, in person, over the phone, through broadcast or printed material) without the express authorization by the Company. The media includes reporters, journalist,

telemarketers and photographers. In the event the media makes contact with an employee, the employee should request the name, phone number and the organization represented so that an Officer of the Company can return the contact. This information is to be given to an Officer of the Company immediately.

All information regarding Great Lakes Academy, its employees and students is strictly confidential, and must not be discussed with anyone outside of the Academy. Any employee who reads a co-worker's medical or personnel file, a student's file, or who has access to sensitive records and discusses any material with another person (except for assigned duty) will be subject to disciplinary action up to and including immediate dismissal.

I acknowledge that I have received and understand and will adhere to the rules governing this Confidentiality Agreement.

EMPLOYEE NAME

EMPLOYEE SIGNATURE

DATE

HUMAN RESOURCES EXPERTS, INC.

By:
Its:

DATE

For a period of one year after the termination of employment with the Company, for any reason whatsoever, the employee will not, directly or indirectly, either as a sole proprietor, stockholder, partner, member, officer, employee, representative, agent or otherwise, sell, provide, offer to sell or provide, or solicit any order for the purchase of any services which are similar to those offered and/or sold by HRE, Inc. to or from any person, firm or entity which was ever a client of HRE, Inc. or affiliate company including, but not limited to, those persons, firms or entities identified in any customer/employee list or customer/employee database which HRE, Inc. has maintained.

***NON-SOLICITATION
NON-COMPETE
AGREEMENT***

EMPLOYEE NAME

EMPLOYEE SIGNATURE

DATE

HUMAN RESOURCES EXPERTS, INC.

By:
Its:

DATE

