



DeKalb Preparatory Academy

"Where Every Student Has A Gift"

2021 - 2022 - 1

Compensation and Benefits

DPA endeavors to pay all employees' wages that are competitive with other employers in the marketplace in a way that will be motivational, fair and equitable. Compensation may vary with individual performance in compliance with all applicable statutory requirements. DPA applies the same principles of fairness to all employees regardless of organizational level, race, religion, color, national or ethnic origin, age, sex, sexual orientation, marital status, citizenship status, disability, genetic predisposition or carrier status, status in the uniformed services of the United States (including veteran status), or any other category protected by law.

All staff members' compensation, including annual salary, paid benefits, and illness & personal business) allocations are articulated in the annual contract or employment offer letter. All eligible employees of DPA who enroll in benefits will start receiving medical, dental, basic life insurance, and vision coverage on the first day of the month following a thirty (30) day waiting period which begins on their first day of employment.

Staff members are not compensated for missed time that exceeds the allocation of illness and/or personal business days earned. Staff members who are frequently tardy or leave early will be docked for that missed time.

The benefits package for DPA staff is competitive and is managed through the Finance & Business office. All full-time staff receive fully paid health, life, dental, vision, short-term disability, and accidental death and dismemberment insurances, as well as contributions to the Teachers Retirement System of Georgia (TRSGA). Staff members may also obtain coverage for dependents (at their expense) through our current health care provider.

Employees who have questions about available benefits and coverage options or need to make changes to their coverage should contact the Finance & Business office between 8:00am and 5:00pm by emailing to schedule an appointment during your break at hr@dekalbprepacademy.org.

The Internal Revenue Service (IRS) states that eligible employees may only make elections to the insurance plan during their initial eligibility period or once a year at open enrollment. Pre-tax benefit choices are binding through the end of the plan year, October 31. The following circumstances are the ONLY reasons you may change your benefit elections during the year:

- Marriage
- Death of a Spouse
- Divorce
- Death of a Dependent
- Birth or Adoption of a Child
- Loss of Dependent Status
- Loss of Spouse's job where coverage is maintained through the spouse's plan



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These special circumstances, often referred to as qualifying events, allow you to make plan changes at any time during the year in which they occur. The changes must be made within thirty (30) days of the event in order to make the qualified change. If changes are not communicated within thirty (30) days of the event, the employee will not be able to enroll until open enrollment in August. All other changes will be deferred to open enrollment.

Payroll

All DPA employees are compensated on a semi-monthly basis (15th and last working day of the month) with a one pay period lag. For example, for the period of January 1st through 15th, the payment will be made on January 30th. Employees that start or leave during a pay period will have their pay prorated accordingly. If the 15th falls on a weekend, payment will be made on the Friday prior. 10-month employees will be paid out over a 12-month period as described in the annual contract. 10-month employees that start or leave during the school year will have their compensation prorated accordingly.

Background Checks and Fingerprints

To provide for the safety and security of DPA students, employees and visitors, all DPA employees must obtain a favorable criminal background check prior to beginning employment. DPA requires all employees to obtain an updated background check every 36 months which will be conducted through Georgia Bureau of Investigations (GBI) DPA approved fingerprinting authority.

If either an applicant or an existing employee has been convicted of any crime, the Director of Finance & Operations and the Head of School will determine if employment continuation is possible based on the following objective criteria: the position applied for; length in position; contact with students; type of crime(s), quantity of crime(s), date(s), and relation to performance of duties. An applicant or existing employee convicted of a felony that involves harm against a minor will not be eligible for employment or continued employment and may be subject to termination if they are a current employee. Applicants and existing employees have an ongoing obligation to notify their leader within three days of all arrests and convictions excluding minor traffic violations.

Time and Labor

All employees are classified as either "exempt" or "nonexempt" for purposes of determining eligibility for overtime pay. Exempt/salaried employees are paid on a salaried basis and are not eligible for overtime pay. Nonexempt/hourly employees are paid on an hourly basis and may be eligible for overtime pay.

All salaried employees are paid according to their annual contracts or employment offer letters. For those staff whose absences exceeds vacation and/or personal business days, the Director of Finance & Operations will notify staff of the deduction from the paycheck for substitute coverage.



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Nonexempt employees are eligible for overtime. An overtime rate of one and one-half times the hourly rate is generally applied to the actual hours worked in excess of forty (40) hours in one pay week, or as otherwise required by the state law. Hours compensated for benefits such as sick time, holidays, jury duty, or vacations are not considered as actual time worked for purposes of computing overtime.

All hourly-based employees must have their hours (including overtime) approved by their supervisor prior to being paid for that time period. If an employee works unapproved overtime hours, s/he risks that time not being paid.

Taxes and Other Withholdings

The law requires withholdings based on an employee's completion of the federal and state allowance documents (W-4 and G-4 forms). The amount withheld will vary according to IRS forms and the number of exemptions that the employee claims. Should an employee's tax status change, the employee is responsible for informing the Director of Finance & Operations and the IRS.

The payroll service provider ADP makes deductions from staff's pay and the finance/business office submits the amount, along with the organization's equal contribution, to the staff's Social Security and Medicare accounts. Eligible employees who participate in TRSGA are exempt from Social Security, but not from Medicare.

FLSA (Fair Labor Standards Act): All hourly employees who work overtime must get their hours approved before working, or risk not getting paid for that time.

Teachers Retirement System of Georgia (TRSGA): As a public school in the State of Georgia, qualifying employees at DeKalb Preparatory Academy are required to participate in the Teachers Retirement System (TRSGA). The employee contribution amount as determined by TRSGA will be withheld from each paycheck and submitted to TRSGA on a monthly basis. The current employee contribution is set at 6% of the employee's salary. The TRSGA contribution is subject to change each year. For more information about TRSGA, employees should visit the TRSGA website: www.trsga.com.

Workers' Compensation Information

DPA offers a comprehensive workers' compensation policy at no cost to its employees. This policy covers injury, illness, or death sustained in the course of employment.

Should an employee experience an incident while on site at DPA, they must inform their supervisor and the Director of Finance & Operations immediately after the incident to complete a Notification of Injury Form. The employee is then required to see one of the physicians on the Physicians List posted in the school's front office or breakroom. If the employee chooses not to go to one of those doctors listed on the Physicians List, s/he risks his or her claim not being accepted by the insurance company.



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Engaged and Alert

Employees must remain awake while on duty. If unable to do so, an employee must report to his/her supervisor, who shall determine the appropriate course of action.

Employee Illness Leave & Personal Business Days

This section describes DPA's policy on granting Personal Business and Illness days. Except in the cases of federal holidays and the leave described by the Family and Medical Leave Act of 1993, eligibility for illness leave is not automatic. If the illness leave involves short-term disability each employee is required to exhaust 8 days of illness from their employee illness leave before short-term disability benefits are activated through Met Life.

Each employee has the responsibility to request illness time off from the Principal or their supervisor as soon as possible and to establish that illness leave has been approved.

While DeKalb Preparatory Academy will continue to make reasonable efforts to provide illness leave benefits as they are described in this section, it reserves the right to modify or terminate any leave benefit now in effect.

Illness Days and Personal Business Days

DPA defines all time off for 10-month employees as 3 personal business and 9 illness days. All Full-time 10-month employees will earn ½ day of time off each pay period meaning the 15th and 30th of each month. This equates to one day per month earned to be used as either an illness day, or a personal business day.

In the case of the illness of the employee or an immediate family member, a doctor's excuse must be provided for absences of 3 days or more.

Both personal business days nor illness days roll over to the next year for usage. Unused personal business, illness days will **NOT** be paid out upon separation of employment under any circumstance. Illness days will however be tracked for purposes of Service Credit at retirement under TRS.

Unused Sick Leave Eligibility

Based on Georgia law, an active member of TRS can receive credit for unused sick leave at retirement only if he or she has not received payment of any kind for the leave.

As a member of TRS, you may establish sick leave credit at the time of retirement provided that you have a combined minimum of 60 days of unused sick leave, for which you have not been paid, from your current and all previous TRS covered employers. You must have earned the sick leave while in a TRS covered position.



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Awarding of Credit

Typically, for every 20 days of unused sick leave you accumulate while working in a TRS covered position, TRS awards one month of service credit. Nine months of unused sick leave is equal to one year of service credit, regardless of the number of months worked per year. You must accumulate at least 60 days of unused sick leave to qualify.

Employees who have questions about using accrued sick leave for service credit should speak to the Finance and Business Office by calling 404-937-2010 or by emailing hr@dekalbprepacademy.org or contact TRSGA.

Critical Days

At the beginning of each school year, the Principal, Head of School and Director of Finance & Operations will identify "critical days" for which staff members are restricted from using their illness days and personal business days.

Critical days may include the day before or following a holiday, a fall or spring break standardized testing days. Unless otherwise approved, staff members who take off during a critical day will not be paid.

Bereavement Leave

Following the death of an immediate family member (defined as spouse, parent, sibling, spouse's parent, stepparent, grandparent, spouse's stepparent, spouse's grandparent, child, stepchild, grandchild, or domestic partner), an employee may be eligible for up to three (5) bereavement days that will not be deducted from their illness nor personal business days.

If additional days are needed, the employee may utilize his or her accrued illness or personal business days. Following the death of an extended family member or close, non-family member, employee may use their illness days for this time, not bereavement days. Documentation will be required for all employees requesting bereavement leave.

Jury Duty Leave

DPA encourages all employees to serve when called for jury duty. If an employee receives a jury summons, the employee must notify his or her supervisor immediately and provide a copy of the proof of jury service and copy of the check issued by the issuing court/government system. When an employee (hourly or salaried) is summoned for jury duty, DPA will:

Pay the employee's regular salary for the days served based on what their schedule would have been on that day. The employee will not lose any regular pay due to jury duty; however, proof of service must be turned in for verification. The employee may retain any pay received for jury service for his or her own incurred expenses.



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If the court subpoenas the employee as a witness for personal reasons, the employee must use their illness or personal business time and submit a request to their supervisor for approved leave for the day(s) involved. The employee must report to work on days or partial days when he or she is not required to report for jury duty, or if released early in the day or early in their term of service.

Military Leave

In accordance with the federal Uniformed Services Employment and Reemployment Act (USERRA), any person who is a member of a reserve component of the Armed Forces of the United States or the National Guard may receive a leave of absence, to participate in an annual encampment; provided that such leave does not exceed 18 days per federal fiscal year.

Employees who require military leave must provide DPA with advanced notice of their need for leave, except when military necessity prevents the giving of notice or the giving of notice is otherwise impossible or unreasonable. Notice may be written or oral, and must be provided by the employee or an appropriate officer of the branch of the military in which the employee will be serving.

An employee who is called to active duty will be entitled to reemployment in accordance with the provisions of state and federal law.

In general, an employee will be reinstated if the cumulative length of the absences, with some exceptions, does not exceed five (5) years and the separation from military service was under honorable conditions. Depending on the length of the military absence, reemployment rights are contingent upon the employee returning to work within the time limits established by state and federal law.

An employee who does not report to work or reapply for work within the prescribed time periods is subject to discipline, up to and including discharge, or a decision not to reemploy the employee. An employee eligible for military leave may elect to use any accrued vacation time or other accrued paid leave time (excluding sick leave) instead of taking leave without pay.

DPA does not discriminate against current or potential employees who have been or currently are members of the uniformed service, have applied for membership in the uniformed service or, are obligated to serve in the uniformed service.

Family and Medical Leave Act (FMLA) of 1993

The Family and Medical Leave Act (FMLA) of 1993 entitles eligible employees of covered employers to unpaid, job-protected leave for qualifying family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave.

Employees are required to use 8 illness days as blackout days before going onto MetLife paid FMLA if eligible.



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Eligible employees may be entitled to 12 workweeks of leave in a 12-month period for:

- the birth of a child and to care for the newborn child within one year of birth;
- the placement with the employee of a child for adoption or foster care and 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;
- 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, child, or parent is a covered military member on "covered active duty;" or

Twenty-six workweeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness who is the spouse, child, parent, or next of kin to the employee (military caregiver leave).

To be eligible for FMLA leave, an employee must work for the organization for at least 12 months and have contributed 1,250 hours of service within the previous 12 months. The 12-month period is measured by looking at the 12-month period immediately prior to the date on which leave is requested.

DPA requires employees who need to take foreseeable FMLA to formally request it by completing a Request for FMLA Form which can be provided by the Finance and Business Office. Please completed the FMLA form at least two weeks (or as soon as practicable) prior to needing the leave time.

Staff members are also required to inform their supervisor (or Principal) about the need to request FMLA as soon as possible.

Failure to provide complete and accurate information or timely notice may delay the approval of FMLA leave.

The 12 weeks of FMLA may be a combination of paid and unpaid leave. DPA employees are required to use all of their accrued unused leave time and donated day(s) as part of the FMLA leave of 12 weeks. During the leave, health benefits will remain in effect if the employee continues to still pay their premium portion. If an employee fails to maintain insurance premium payments or elects not to continue coverage during the leave period, their coverage may be canceled. The employee may continue health coverage under COBRA. Employees are eligible to receive pay for scheduled breaks while on leave.

The employee will be required to inform his or her manager (or Principal) and the Business Office when they expected to return to work. Upon return from FMLA leave, DPA will make every effort to place the employee in his/her original or equivalent position.

Instructional employees who require FMLA leave intermittently or near the beginning or end of a term, may be required to continue their leave in accordance with the allowances under FMLA.



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Extended Leave

For employees not eligible for leave under FMLA, DPA will review business considerations and the individual circumstances involved before non-FMLA extended leave may be granted. If granted, these employees are required to use all of their unused leave.

Disability Accommodations

DPA complies with the Americans with Disabilities Act (ADA), as amended by the ADA Amendments Act (ADAAA), and all applicable state and local fair employment practices laws, and is committed to providing equal employment opportunities to qualified individuals with disabilities. Consistent with this commitment, DPA will provide a reasonable accommodation to disabled applicants and employees if the reasonable accommodation would allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship.

If the employee believes they need an accommodation because of their disability, you are responsible for requesting a reasonable accommodation from [INSERT]. You may make the request orally or in writing.

DPA encourages employees to make their request in writing and to include relevant information, such as:

- A description of the accommodation you are requesting.
- The reason you need an accommodation.
- How the accommodation will help you perform the essential functions of your job.

For both oral and written requests, DPA may request additional information from you or your healthcare provider to determine whether you have a qualifying disability. After receiving your oral or written request, DPA will engage in an interactive dialogue with you to determine the precise limitations of your disability and explore potential reasonable accommodations that could overcome those limitations. DPA encourages you to suggest specific reasonable accommodations that you believe would allow you to perform your job. However, DPA is not required to make the specific accommodation requested by you and may provide an alternative, effective accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on DPA.

Weather-related or Unexpected School Closures

If the school is closed unexpectedly for an inclement weather day(s), all employees may be required to make up the workday during the year.

In the event of inclement weather, DPA Schools will follow the closure decisions and timing of DeKalb County School District ("DCSD"). Staff are encouraged to watch their local news or listen to local radio for closure announcements. In addition, the DCSD website often provides timely information on closures. The Principal may also close DPA due to any emergency that threatens the safety, welfare, or health of students or employees.

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Employees reporting late will be held accountable in the following ways:

- Verbal warning
- Formal written warning
- Employee placed on PIP

Employees who continue to report to work late after being placed on a PIP risk losing a quarter PTO day per tardy and other disciplinary actions up to and including termination

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Employee Leave

This section describes DPA's policy on granting PTO leave. Except in the cases of federal holidays and the leave described by the Family and Medical Leave Act of 1993, eligibility for leave is not automatic. Each employee has the responsibility to request PTO leave time from the Principal or their supervisor as soon as possible and to establish that leave has been approved.

While DeKalb Preparatory Academy will continue to make reasonable efforts to provide leave benefits as they are described in this section, it reserves the right to modify or terminate any leave benefit now in effect.

Paid Time-off (PTO)

DPA considers all personal leave (vacation, sick, personal) as Paid Time-off (PTO). All Full-time 10-month employees will accrue 1/2 day of PTO for each full pay period worked. All Full-time 12-month employees will accrue 1 day of PTO for each full pay period worked. Employees that only work part of a pay period do not earn any PTO for that pay period unless they are on an approved leave of absence. As stated above, all PTO should be approved in advance whenever possible. In the case of the illness of the employee or an immediate family member, a doctor's excuse may be requested for absences of 3 days or more or in the case of excess absences throughout the year. All PTO earned in each fiscal year, July 1 to June 30, should be used within that year. Unused PTO can be banked for TRSGA purposes, but cannot be rolled over to the next year for use or payment. Unused PTO cannot be paid out under any circumstances. Requests to use PTO before it is earned will be evaluated on a case-by-case basis and will be subject to repayment if the employee terminates employment for any reason prior to earning enough PTO to cover the time taken in advance.

Critical Days

At the beginning of each school year, the Principal, Head of School, and Director of Finance & Operations will identify "critical days" for which their staff members are restricted from using their PTO days.

- Critical days may include the day(s) before or following a holiday or standardized testing days
- Unless otherwise approved, staff members who take off during a "critical day" will not be paid

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Bereavement Leave

Following the death of an immediate family member (defined as spouse, parent, sibling, spouse's parent, step-parent, grandparent, spouse's step-parent, spouse's grandparent, child, step-child, grandchild, or domestic partner), an employee is eligible for up to three (3) bereavement days that will not be deducted from their PTO days. Leave may also be granted for absences due to the death of any other person residing with the employee, at the sole discretion of DPA.

If needed, additional days may be taken from the employee's PTO days. Following the death of an extended family member or close, non-family member, employee may use their PTO days for this time, not bereavement days. Documentation may be required.

Jury Duty & Armed Services Reservists

DPA encourages all employees to serve when called for jury duty. If an employee receives a jury summons, the employee must notify his or her supervisor immediately and provide a copy of the proof of jury service and copy of the check issued by the issuing court/government system. When an employee (hourly or salaried) is summoned for jury duty, DPA will:

- Pay the employee's regular salary for the days served based on what their schedule would have been on that day. The employee will not lose any regular pay due to jury duty however proof of service must be turned for verification.
- Consider the employee's jury duty pay as payment for extra expenses incurred. If the court subpoenas the employee as a witness for personal reasons, the employee must use their PTO time and submit a request to their supervisor for approved leave for the day(s) involved. The employee must report to work on days or partial days when he or she is not required to report for jury duty, or if released early in the day or early in their term of service.

Organized Reserve Forces - Any person who is a member of a reserve component of the Armed Forces of the United States will be granted, in accordance with Section 59 of Chapter 33 of the General Laws, a leave of absence, without loss of pay, during the time of his/her annual tour of duty, provided that such leave does not exceed 18 days. Employees must provide DPA with advanced notice of their need for leave, except when military necessity prevents the giving of notice or the giving of notice is otherwise impossible or unreasonable. Notice may be written or oral, and must be provided by the employee or an appropriate officer of the branch of the military in which the employee will be serving.

Reemployment is according to the provisions of state and federal law. In general, an employee will be reinstated if the cumulative length of the absences does not exceed five (5) years and the separation from military service was under honorable conditions. This five (5) year limitation does not apply to reservists and National Guard members reporting for their two-week (or other standard duration) annual training sessions or monthly weekend drills. Upon returning to work, any employee who has been absent for military service for thirty-one (31) days or more must submit a timely application for reemployment as well

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as documentation showing that the employee has not exceeded the five-year service limitation and that the employee's separation from service was under honorable conditions. DPS reserves the right to reemploy the employee in a similar, but not necessarily identical, position.

An employee who does not report to work or reapply for work within the prescribed time periods is subject to discipline, up to and including discharge, or a decision not to reemploy the employee. An employee eligible for military leave may elect to use any accrued vacation time or other accrued paid leave time (excluding sick leave) instead of taking leave without pay.

Family and Medical Leave Act (FMLA) of 1993

The Family and Medical Leave Act (FMLA) of 1993 entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Employees may be required to use accrued vacation and sick time concurrently with FMLA, if available. Eligible employees are entitled to 12 workweeks of leave in a 12-month period for:

- the birth of a child and to care for the newborn child within one year of birth;
- the placement with the employee of a child for adoption or foster care and 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;
- 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, child, or parent is a covered military member on "covered active duty;" or
- Twenty-six workweeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness who is the spouse, child, parent, or next of kin to the employee (military caregiver leave).

To be eligible for FMLA leave, an employee must work for the organization for at least 12 months and have contributed 1,250 hours of service within the previous 12 months. The 12-month period is measured by looking at the 12-month period immediately prior to the date on which leave is requested.

DPA requires employees who need to take FMLA to formally request it by completing a Request for FMLA Form (contact the Business Manager for the form) at least two weeks (or as soon as practicable) prior to needing the leave time.

Staff members are also required to inform their supervisor (or Principal) about the need to request FMLA as soon as possible. If an employee fails to give proper notice for leave, DPA may delay the taking of leave.

The 12 weeks of FMLA will be a combination of paid and unpaid leave. DPA employees are required to use all of their unused leave time and donated day(s) as part of the FMLA leave of 12 weeks. During the leave, health benefits will remain in effect if the employee continues to still pay their premium portion. If an employee fails to maintain insurance premium payments or elects not to continue coverage during the leave period, their coverage will be canceled. The employee may continue health coverage under COBRA.



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- The birth and care of newborn child of the employee
- A child is placed with the employee for adoption or foster care
- The employee's spouse, child or parent has a serious health condition
- The employee has a serious health condition that prevents performance of job functions

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Employees are eligible to receive pay for scheduled breaks while on leave.



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The employee will be required to inform his or her manager (or Principal) and the Business Manager when expected to return to work. Upon return from FMLA leave, DPA will make every effort to place the employee in his/her original or equivalent position.

For employees not eligible for leave under FMLA, DPA will review business considerations and the individual circumstances involved before leave may be granted. If granted, these employees are required to use all of their unused leave.

Disability Accommodations

DPA complies with the Americans with Disabilities Act (ADA), as amended by the ADA Amendments Act (ADAAA), and all applicable state and local fair employment practices laws, and is committed to providing equal employment opportunities to qualified individuals with disabilities. Consistent with this commitment, DPA will provide a reasonable accommodation to disabled applicants and employees if the reasonable accommodation would allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship.

If the employee believes they need an accommodation because of their disability, you are responsible for requesting a reasonable accommodation from [INSERT]. You may make the request orally or in writing. DPA encourages employees to make their request in writing and to include relevant information, such as:

- A description of the accommodation you are requesting.
- The reason you need an accommodation.
- How the accommodation will help you perform the essential functions of your job.

After receiving your oral or written request, DPA will engage in an interactive dialogue with you to determine the precise limitations of your disability and explore potential reasonable accommodations that could overcome those limitations. DPA encourages you to suggest specific reasonable accommodations that you believe would allow you to perform your job. However, DPA is not required to make the specific accommodation requested by you and may provide an alternative, effective accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on DPA.

Weather-related or Unexpected School Closures

If the school is closed unexpectedly for an inclement weather day(s), all employees may be required to make up the work day during the year.

In the event of inclement weather, DPA Schools will follow the closure decisions and timing of DeKalb County School District (DCSD). Staff are encouraged to watch their local news or listen to local radio for closure announcements. In addition, the DCSD website often provides timely information on closures. The Principal may also close DPA due to any emergency that threatens the safety, welfare, or health of

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"Where Every Student Has A Gift"

2/18-2019

Employees reporting late will be held accountable in the following ways:

- Verbal warning
- Formal written warning
- Employee placed on PIP

Employees who continue to report to work late after being placed on a PIP risk losing a quarter PTO day per tardy and other disciplinary actions up to and including termination

Employee Leave

This section describes DPA's policy on granting PTO leave. Except in the cases of federal holidays and the leave described by the Family and Medical Leave Act of 1993, eligibility for leave is not automatic. Each employee has the responsibility to request PTO leave time from the Principal or their supervisor as soon as possible and to establish that leave has been approved.

While DeKalb Preparatory Academy will continue to make reasonable efforts to provide leave benefits as they are described in this section, it reserves the right to modify or terminate any leave benefit now in effect.

Paid Time-off (PTO)

DPA considers all personal leave (vacation, sick, personal) as Paid Time-off (PTO). All Full-time 10-month employees will accrue $\frac{1}{2}$ day of PTO for each full pay period worked. All Full-time 12-month employees will accrue 1 day of PTO for each full pay period worked. Employees that only work part of a pay period do not earn any PTO for that pay period unless they are on an approved leave of absence. As stated above, all PTO should be approved in advance whenever possible. In the case of the illness of the employee or an immediate family member, a doctor's excuse may be requested for absences of 3 days or more or in the case of excess absences throughout the year. All PTO earned in each fiscal year, July 1 to June 30, should be used within that year. Unused PTO can be banked for TRSGA purposes, but cannot be rolled over to the next year for use or payment. Unused PTO cannot be paid out under any circumstances. Requests to use PTO before it is earned will be evaluated on a case-by case basis and will be subject to repayment if the employee terminates employment for any reason prior to earning enough PTO to cover the time taken in advance.

Critical Days

At the beginning of each school year, the Principal, Head of School, and Director of Finance & Operations will identify "critical days" for which their staff members are restricted from using their PTO days.

- Critical days may include the day(s) before or following a holiday or standardized testing days.
- Unless otherwise approved, staff members who take off during a "critical day" will not be paid.



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Bereavement Leave

Following the death of an immediate family member (defined as spouse, parent, sibling, spouse's parent, step-parent, grandparent, spouse's step-parent, spouse's grandparent, child, step-child, grandchild, or domestic partner), an employee is eligible for up to three (3) bereavement days that will not be deducted from their PTO days. Leave may also be granted for absences due to the death of any other person residing with the employee, at the sole discretion of DPA.

If needed, additional days may be taken from the employee's PTO days. Following the death of an extended family member or close, non-family member, employee may use their PTO days for this time, not bereavement days. Documentation may be required.

Jury Duty & Armed Services Reservists

DPA encourages all employees to serve when called for jury duty. If an employee receives a jury summons, the employee must notify his or her supervisor immediately and provide a copy of the proof of jury service and copy of the check issued by the issuing court/government system. When an employee (hourly or salaried) is summoned for jury duty, DPA will:

- Pay the employee's regular salary for the days served based on what their schedule would have been on that day. The employee will not lose any regular pay due to jury duty however proof of service must be turned for verification.
- Consider the employee's jury duty pay as payment for extra expenses incurred. If the court subpoenas the employee as a witness for personal reasons, the employee must use their PTO time and submit a request to their supervisor for approved leave for the day(s) involved. The employee must report to work on days or partial days when he or she is not required to report for jury duty, or if released early in the day or early in their term of service.

Organized Reserve Forces - Any person who is a member of a reserve component of the Armed Forces of the United States will be granted, in accordance with Section 59 of Chapter 33 of the General Laws, a leave of absence, without loss of pay, during the time of his/her annual tour of duty, provided that such leave does not exceed 18 days. Employees must provide DPA with advanced notice of their need for leave, except when military necessity prevents the giving of notice or the giving of notice is otherwise impossible or unreasonable. Notice may be written or oral, and must be provided by the employee or an appropriate officer of the branch of the military in which the employee will be serving.

Reemployment is according to the provisions of state and federal law. In general, an employee will be reinstated if the cumulative length of the absences does not exceed five (5) years and the separation from military service was under honorable conditions. This five (5) year limitation does not apply to reservists and National Guard members reporting for their two-week (or other standard duration) annual training sessions or monthly weekend drills. Upon returning to work, any employee who has been absent for military service for thirty-one (31) days or more must submit a timely application for reemployment as well as documentation showing that the employee has not exceeded the five-year service limitation and that the employee's separation from service was under honorable conditions. DPS reserves the right to reemploy the employee in a similar, but not necessarily identical, position.



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An employee who does not report to work or reapply for work within the prescribed time periods is subject to discipline, up to and including discharge, or a decision not to reemploy the employee. An employee eligible for military leave may elect to use any accrued vacation time or other accrued paid leave time (excluding sick leave) instead of taking leave without pay.

Family and Medical Leave Act (FMLA) of 1993

The Family and Medical Leave Act (FMLA) of 1993 entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Employees may be required to use accrued vacation and sick time concurrently with FMLA, if available. Eligible employees are entitled to 12 workweeks of leave in a 12-month period for:

- the birth of a child and to care for the newborn child within one year of birth;
 - the placement with the employee of a child for adoption or foster care and 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;
 - 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, child, or parent is a covered military member on "covered active duty;" or
- Twenty-six workweeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness who is the spouse, child, parent, or next of kin to the employee (military caregiver leave).

To be eligible for FMLA leave, an employee must work for the organization for at least 12 months and have contributed 1,250 hours of service within the previous 12 months. The 12-month period is measured by looking at the 12-month period immediately prior to the date on which leave is requested.

DPA requires employees who need to take FMLA to formally request it by completing a Request for FMLA Form (contact the Business Manager for the form) at least two weeks (or as soon as practicable) prior to needing the leave time.

Staff members are also required to inform their supervisor (or Principal) about the need to request FMLA as soon as possible. If an employee fails to give proper notice for leave, DPA may delay the taking of leave.

The 12 weeks of FMLA will be a combination of paid and unpaid leave. DPA employees are required to use all of their unused leave time and donated day(s) as part of the FMLA leave of 12 weeks. During the leave, health benefits will remain in effect if the employee continues to still pay their premium portion. If an employee fails to maintain insurance premium payments or elects not to continue coverage during the leave period, their coverage will be canceled. The employee may continue health coverage under COBRA. Employees are eligible to receive pay for scheduled breaks while on leave.

The employee will be required to inform his or her manager (or Principal) and the Business Manager when expected to return to work. Upon return from FMLA leave, DPA will make every effort to place the employee in his/her original or equivalent position.



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For employees not eligible for leave under FMLA, DPA will review business considerations and the individual circumstances involved before leave may be granted. If granted, these employees are required to use all of their unused leave.

Disability Accommodations

DPA complies with the Americans with Disabilities Act (ADA), as amended by the ADA Amendments Act (ADAAA), and all applicable state and local fair employment practices laws, and is committed to providing equal employment opportunities to qualified individuals with disabilities. Consistent with this commitment, DPA will provide a reasonable accommodation to disabled applicants and employees if the reasonable accommodation would allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship.

If the employee believes they need an accommodation because of their disability, you are responsible for requesting a reasonable accommodation from [INSERT]. You may make the request orally or in writing. DPA encourages employees to make their request in writing and to include relevant information, such as:

- A description of the accommodation you are requesting.
- The reason you need an accommodation.
- How the accommodation will help you perform the essential functions of your job.

After receiving your oral or written request, DPA will engage in an interactive dialogue with you to determine the precise limitations of your disability and explore potential reasonable accommodations that could overcome those limitations. DPA encourages you to suggest specific reasonable accommodations that you believe would allow you to perform your job. However, DPA is not required to make the specific accommodation requested by you and may provide an alternative, effective accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on DPA.

Weather-related or Unexpected School Closures

If the school is closed unexpectedly for an inclement weather day(s), all employees may be required to make up the work day during the year.

In the event of inclement weather, DPA Schools will follow the closure decisions and timing of DeKalb County School District ("DCSD"). Staff are encouraged to watch their local news or listen to local radio for closure announcements. In addition, the DCSD website often provides timely information on closures. The Principal may also close DPA due to any emergency that threatens the safety, welfare, or health of students or employees.

When operations are officially closed due to emergency conditions, DPA Schools will compensate employees for their established work schedules.

Essential personnel may be required to report to work if weather conditions permit. In this instance, essential personnel will be notified by their supervisor. If an emergency closing has not been authorized, employees who fail to report for work will not be paid for the time off. Staff who have already scheduled PTO or are on approved leave (i.e., FMLA) during an inclement weather day(s) or other unexpected school/office closure, will be required to use their already scheduled PTO or leave time.