



# 2021-22 Employee Handbook

Updated June 2021

## WELCOME TO HIGH SCHOOL FOR RECORDING ARTS

Welcome to High School For Recording Arts (HSRA). We look forward to working with you as a member of our educational team. We are excited about the many talents you bring and are committed to helping you achieve your highest level of service for the students and families of this school. We see this as a partnership and look forward to your participation.

## PURPOSE OF THIS HANDBOOK

This employee handbook applies to all employees and is intended to provide guidelines and summary information about the school's policies, procedures, benefits, and rules of conduct.

HSRA follows the policy of employment at will, which permits either the employer or the employee to terminate the employment relationship at any time, for any reason, with or without cause or notice. This handbook is to be considered as a general guide only. It is not a legal document and is not, nor is it intended to be an employment agreement or employment contract with any employee. Nothing contained in this handbook represents, implies or is intended to constitute an offer or guarantee of employment to any employee for any specified period or on any predetermined term.

It is important that you read, understand, and become familiar with the handbook and comply with the standards that have been established. Please talk with the Executive Director, the Business Manager or your immediate supervisor if you have any questions or need additional information. This handbook supersedes any prior handbook.

## ADMINISTRATION

The Board of HSRA (Independent Charter School District #4039-07) contracts an executive director to whom it delegates responsibility for the overall administration and interpretation of this handbook. The direct administration of the policies in this handbook and the supervision of staff are the responsibilities of the executive director. The executive director is the only one who can make exceptions to written policies and then only in writing. However, the executive director may also delegate the administration of the policies contained in this handbook and the supervision of staff to other designated representatives, where and when appropriate.

The material in this handbook is not exhaustive. Although this handbook attempts to cover matters of general applicability to employees, it does not cover every situation that may arise from day to day. All matters pertaining to the interpretation of this handbook are referred to the executive director or the designated representative.

This handbook will be reviewed on an annual basis but may be changed at any time upon approval of the Board of HSRA. HSRA reserves the right to make changes at any time, with or without notice, and to interpret these policies and procedures at the discretion of the administration. The policies contained in the handbook do not preempt or replace applicable laws. This handbook is dated and is current as of June 2021. Whenever there is a change in policy, the policy will be shared in writing and updated for this handbook at the next revision.

## HSRA MISSION STATEMENT

The mission of HSRA is to provide youth the opportunity to achieve a high school diploma through the exploration and operation of the music business and other creative endeavors. HSRA seeks to achieve its mission by providing:

- A Culturally Sensitive Environment
- Alternative Educational Programming
- School-Based Project-Based Learning
- A Diverse Population
- A Drug-Free Learning Environment
- Adult-Supervision
- Positive Mentoring

- **A Safe Space**
- **Job Training**

## **HSRA VISION STATEMENT**

HSRA creates a culture of acceptance and creativity that realizes the full potential of all young people, despite previous challenges. We engage students through exploration of music, media, technology and the entertainment industry so that they acquire both core learning and real-world, 21st-century skills. In addition to earning a high school diploma, HSRA students are empowered to be responsible citizens and lifelong learners who pursue post-secondary education and productive careers.

The HSRA learning environment is a culturally sensitive, diverse, drug-free, adult supervised, safe space that offers positive mentoring, (career and post-secondary preparation), and standards-driven, school-based project-based learning, as well as classes and workshops in a non-traditional educational environment.

## **COVERAGE**

This handbook covers all full-time and part-time employees, including licensed staff and administrators. Examples of such employees include teachers, paraprofessionals such as teaching assistants, as well as clerical employees, specialists, security and maintenance employees.

## **EQUAL EMPLOYMENT OPPORTUNITY**

HSRA affirms that it does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, age, family care leave status, or veteran status in its recruitment, selection, training, utilization, termination or other employment-related activities.

We expect all employees to show respect and sensitivity toward all other employees, and to demonstrate a commitment to the school's equal opportunity objectives. If you observe a violation of this policy, you must report it immediately to the executive director of the school or the designated representative.

A substantiated violation of this policy may result in disciplinary action, up to and including termination.

## **IMMIGRATION REFORM AND CONTROL ACT OF 1986**

As an ongoing condition of employment, employees will be required to provide documentation verifying identity and legal authority to work in the United States. HSRA is committed to full compliance with federal immigration laws and will not knowingly hire or continue to employ anyone who does not have the legal right to work in the United States. All employees must complete I-9 paperwork to verify their current immigration status and ability to work in the U.S. at the time of hire.

## **INSTRUCTIONAL STAFF ASSIGNMENTS AND TRANSFERS**

The Executive Director, or his director designees, will assign teachers and other staff to specific instructional, non instructional and administrative positions within HSRA. Assignments may be changed at times when it is believed that the best interest of the educational program will be served. Directors will evaluate the placement based on experience, education and proper fit of the transfer or assignment. HSRA does not and will not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, age, family care leave status, or veteran status.

## **EMPLOYMENT**

HSRA's fiscal year is from July 1 to June 30 of each year. All employment and compensation with HSRA is on an at-will-basis. That means that the employment relationship may be terminated at any time at the will of the district or at the will of the employee. The district may discharge any employee with or without cause or otherwise consistent with the at-will policy, with or without notice.

The Executive Director will communicate with employees during the year to provide an indication of intent to return for the next school year. Employment letters will be offered after employee performances have been reviewed and the Board has approved the budget. Employee performance will be reviewed annually.

All initial employment is subject to criminal background check that is, at minimum, consistent with the requirements of Minnesota law.

### **FAIR LABOR STANDARDS ACT CLASSIFICATION**

Each employee, when hired, will be informed whether their position is "exempt" (meaning, among other things, exempt from the overtime pay requirements of the Fair Labor Standards Act) or "non-exempt" (meaning that the employee is eligible for overtime as governed by the Fair Labor Standards Act). Generally speaking, exempt employees are those in job assignments that are paid by salary and classified as executive, administrative or professional in nature, as defined by federal statutes and regulations.

### **WORK YEAR**

### **HOURS OF WORK**

Immediate supervisors are responsible for the working schedule for all personnel assigned to the supervisor's department. The workday, for full-time employees, shall be no less than eight hours with 45 minutes for lunch with the exception of lunch duty once a week. Hourly employees will have their lunch unpaid but will be paid for lunch duty. The normal work week is from Monday through Friday. School employees are expected to work as scheduled. In addition, employees will be expected to participate in school-sponsored activities and events that promote family and community engagement as needed. Employees are expected to be punctual for all regular, extracurricular, and other assignments. In accordance with Minnesota law, HSRA allows each employee a rest break within each four consecutive hours of work to utilize the nearest convenient restroom.

### **OVERTIME**

Some of HSRA's positions are exempt, full-time salaried positions making them ineligible for payment of overtime. Non-exempt positions, including some of which may be paid by salary, are eligible for overtime in accordance with the Fair Labor Standards Act. Full-time and part-time non-exempt employees are not authorized to work over 40 hours a week unless they receive prior written approval from the executive director.

Non-exempt employees who are eligible for overtime will be paid at the rate of one and one-half times the regular hourly rate of pay, for working more than 40 hours in a work week in accordance with state and federal wage and hour laws.

### **PAYROLL RECORDS**

Payroll and time records of all employees will be maintained to meet reporting requirements. Employees will be held accountable for the accuracy of time records, which reflect the exact hours and days actually worked. Employees must contact their immediate supervisor if there is an error in how time is reported.

### **TARDINESS AND ABSENCE**

It is important that employees work their assigned schedules. An employee wishing a work assignment that is different from assigned work hours must receive the **written approval** from the Executive Director. Regular attendance and punctuality are two

very important considerations in reaching HSRA objectives.

Excessive absenteeism and tardiness are grounds for disciplinary action, including termination. Absence or tardiness of more than three days in a one month period is considered excessive unless there are unusual or mitigating circumstances.

Unexcused absences of three or more consecutive days will require a doctor's note describing the necessity of the absence. The note should be given to the Business Manager or Executive Director.

Employees who are unable to report to work for any reason or will be late, **must** call the out/late line at **651-294-3001** by 8am **and** notify their immediate supervisor. Except in the case of a verifiable emergency, all employees must have their immediate supervisor's permission to leave work before they are regularly scheduled to do so and must report that leave to the business office in writing.

A tardiness or absence is considered "excused" only when an employee calls the out/late line and notifies their supervisors ahead of time and the tardiness or absence is for a compelling reason. HSRA reserves the right to determine what constitutes a "compelling reason" for tardiness or absence. A tardiness or absence for a non-compelling reason will be considered "unexcused". A properly scheduled or notified remaining PTO day is considered an "excused" absence. However, more than three absences in a three month period, three consecutive days of absences or absences beyond the PTO days allocated must meet the standards stated above.

HSRA considers "unexcused" tardiness and absence to be a serious problem. Employees who are tardy or absent excessively or show a consistent pattern of absence, whether "excused" or "unexcused", will be subject to disciplinary action, up to and including termination.

#### **TERMINATION**

A voluntary termination/voluntary resignation is a termination that is initiated by the employee. Employees are asked to give HSRA two weeks notice before leaving their job. HSRA requests (but does not require) that a written notice of voluntary termination/resignation include the reason for leaving.

An involuntary termination is a termination that is initiated by HSRA.

A layoff is an involuntary termination of employment due to changing business conditions that necessitates a reduction in staff. Whenever HSRA, in its sole discretion, determines that a layoff should occur, factors to be considered include, but are not limited to: programmatic and financial requirements of the school; employee versatility, qualifications, skills and ability; employee performance, efficiency, attitude, and dependability.

Upon termination of employment, whether voluntary or involuntary, the employee must return all HSRA property to HSRA including keys, equipment, ID badges and any other HSRA property.

#### **CORRECTIVE ACTION**

When performance issues are identified with respect to an employee, when instances of unacceptable conduct occur, or for any reason the employment relationship becomes problematic from the point of view of HSRA, any of a variety of steps might be taken, up to and including termination of employment.

In some instances, the employee will be given a written notice of deficiency of performance and a specified timeframe in which to improve. In other cases, disciplinary action such as letter of deficiency, suspension (with or without pay), demotion, termination or other corrective action might take place. HSRA reserves its right to determine what it believes is an appropriate response to employee misconduct and poor performance and to implement it.

#### **Remote Work**

If your position is granted access to work remotely, meaning not in the physical space of HSRA, you are required to adhere to the following.

- If you are going to work outside of your home work space - you must give written notice at least 24 hours ahead of time to your director unless it's an emergency. If there is an emergency, you must inform your department's director at the earliest time possible. Our organization needs to know you will be able to perform the duties of your job and plan accordingly.
- You will have adequate and reliable internet connection to work remotely including capability to stream video and participate in video meetings.
- You will have and maintain reasonable expectations of privacy / data privacy for calls and meetings you participate in.
- You will have your camera always on except for short personal breaks (e.g., restroom) and be able to present yourself professionally at any and all times during work hours.
- Posture professional
- Focused and committed (e.g., not engaging in other activities not work related to your work like driving in the car or other forms of unrelated multitasking.)
- You will be able to respond to any person reaching out to you within the organization immediately or within a very short amount of time; if you are occupied, as soon as possible you will at least communicate via text or other means at the time and inform them when you will be available. You will be responsive to all communication platforms. (call, text, email, etc.)
- If you cannot be fully present in your job duties (see above for examples), you must indicate this ahead of time to your department's director and it might require that you take PTO. Be mindful of your PTO balance and responsibilities (see employee handbook).

When specifically asked to perform a task within your job role you will do so by the time indicated for it to be completed. The expectation is that you will do that work and not ask or assume someone else will do it. You may discuss with your director if you are unable to perform the task for whatever reason or within the time expected. Simply pushing the assigned task onto someone else without informing your director is not permitted or fair to the other people involved. We highly encourage collaboration but that is not the same as asking someone to do your work, or expecting someone else to do it without communicating. Even if you are collaborating you still must assume responsibility for ensuring that task is completed.

Your job responsibilities may require in-person direct supports or deliveries for students or other reasons. You are accountable to be available for these duties when your job requires it. Any issue or conflict on meeting/working in person / direct student supports / deliveries must be brought to your director ahead of time and exceptions approved by the Executive Director. Even when working remotely we are all still facilitators of learning. We are guiding our students through a learning journey as opposed to steering them to a specific point of view. This is as much an art as it is science. When struggling between the two, seek guidance from our education leaders.

Our students deserve our full attention to our work during work hours and that includes serving them through our communications with each other. Personal matters should be done at times other than work hours or PTO should be taken to handle the personal matter during the work day even when working remotely.

You acknowledge that your department director, the operations director, or the executive director have the right to call you into on-site work whenever necessary with reasonable notice (eg. trainings, workshops staff shorts, emergencies, ect.). Failure to be onsite when directed may result in termination or end this agreement. Reasonable notice is 24 hours for those approved to work remotely in Minnesota, 72 hours for those approved to work remotely outside of Minnesota.

### **COBRA COMPLIANCE**

HSRA complies with the requirements of the COBRA (Consolidated Omnibus Budget Reconciliation Act). Employees who resign or are terminated by HSRA will receive notice from HSRA that the former employee may continue to be covered by any HSRA health or dental insurance coverage with which they were covered at the time of termination, for an additional period of up to 18 months as allowed by law. Payment of the entire insurance premiums for that coverage must be made by the employee to HSRA.

### **PERSONNEL RECORDS**

It is important that HSRA always has its employees' current information. Employees must immediately notify HSRA of any change in name, address, phone number, marital status or other important employee information. Changes should be submitted to the business office.

Each employee will advise the executive director, at the earliest possible time, of a health condition that may require extraordinary attention or that could incapacitate that person temporarily or permanently. Each staff member must fill out an emergency information form and make sure the information is current.

The collection, maintenance and disclosure of all personnel records is governed by the Minnesota Government Data Practices Act ("MGDPA"). All personnel records of individual employees are considered private unless identified as public by the MGDPA. The executive director, business office and administrative staff are assigned to maintain and administer personnel records. Personnel records will only be disclosed pursuant to a valid release or as otherwise allowed by law.

- All employee dismissal, termination, discipline, layoff and performance reviews are subject to board review and/or approval.
- Each employee shall have the right, upon request and in accordance with the law to review the contents of the employee's own personnel file.
- HSRA employees' home address and non-work telephone numbers are considered private by the MGDPA and will only be disclosed in a manner consistent with the law.
- HSRA employees' medical records will be kept in a separate file and kept private in accordance with applicable law.
- See HSRA's Public & Private Personnel Data policy for further detail.

#### **PAY DAY**

All HSRA employees will be paid the 1<sup>st</sup> business day of each month for a total of 12 pay periods a year. If the payday falls on the weekend or a holiday please refer to the schedule provided. There are also additional copies of the payroll schedule available in the HSRA Business Office.

#### **PROFESSIONAL DEVELOPMENT**

Each employee is encouraged to further personal and career development through academic study, seminars and training. Partial or full reimbursement of fees or tuition for personal and career development may be provided by HSRA provided the following conditions are met:

- Prior written approval must be provided by the executive director before attending professional development conferences or workshops;
- Whether the personal or career development activities are, as determined by HSRA, complementary to HSRA's purpose and will not interfere with the employee's daily responsibilities (although training can occur during working hours); and
- Whether the full or partial cost of the requested personal and career development is within the budget of HSRA.

Reimbursement for college tuition, in any amount, is not offered by HSRA.

In addition to professional development leave time, staff is expected to stay up to date on developments in their fields by reading trade presses and networking with colleagues.

It is the responsibility of the employee to maintain and renew any professional licenses or certifications including any fees associated with it. Any licenses or certifications that expire or lapse may result in change of employee title, compensation, benefits or termination of employment.

#### **STAFF DEVELOPMENT**

HSRA requires that during all staff development days, employees report to work and fully participate in the staff development

activities. In addition, attendance at various committee meetings may be necessary. Staff development days are scheduled to help the staff remain current with educational research/trends or to provide adequate time for discussing topics essential to the mission of the school.

### **STAFF MEETINGS AND SCHOOL FUNCTIONS**

All employees are expected to actively participate in staff meetings. Parent conferences will also be held with staff required to attend and participate. In addition, attendance at various committee meetings may be required as determined by HSRA. Attendance at these events helps to create a stronger sense of community within the school and to provide opportunities for healthy communication between students, parents and school staff. Staff is highly encouraged to attend graduation ceremonies throughout the course of the year with attendance at June graduation mandatory for all staff. Staff is also encouraged to help plan and participate in extracurricular activities on a regular basis.

### **PERFORMANCE REVIEW AND WAGE INCREASE**

Performance reviews are ongoing and each employee should prepare their performance portfolio presentation for an annual review. All attempts will be made to conduct at least two performance reviews a year. The objective of these reviews is to assist employees in their career development and to improve overall effectiveness of HSRA operations. The executive director sets salaries and pay rates after consideration of an employee's performance portfolio presentation and consultation with the appropriate organizational leadership. Adjustments to pay, if any, are left to the discretion of HSRA administration and will normally be made at the beginning of the fiscal year in accordance with HSRA's annual budget. A positive performance review does not necessarily or automatically mean an increase in wage rate or salary.

### **SCHOOL BENEFITS**

HSRA offers a benefits program for its employees eligible for such benefits. However, unless required by statute, the existence of these benefits programs does not constitute an entitlement to such benefits and does not signify that an employee will necessarily be employed for the required time necessary to qualify for the benefits included in and administered through these programs. HSRA reserves the right and maintains the discretion to add, revise, drop and interpret the benefits program.

This handbook does not contain the complete terms and/or conditions of any of the school's current benefit plans. It is intended only to provide general explanations. If there is any conflict between the handbook and any documents issued by one of HSRA's insurance carriers, the carriers' guideline regulations will be regarded as authoritative.

All employees of HSRA are eligible for:

- Leave pursuant to the Family and Medical Leave Act as provided by law
- Worker's compensation coverage
- State unemployment insurance coverage
- Uniformed (military) service leave
- State pension plan

In addition, full-time regular employees are eligible for:

- Paid holidays
- Paid Time Off (after completion of 30 calendar days of employment )
- Sick leave (with or without pay)
- Bereavement leave
- Medical insurance
- Life insurance
- Long term disability insurance



### **Health and Dental**

A group health plan with **Medica** and group dental insurance with **Health Partners** have been established at HSRA. Regular full-time and other qualifying employees (ie. scheduled to work at least 25 hours per week) are eligible upon completion of thirty (30) calendar days of employment. Coverage begins the first day of the month following completion of the thirty (30) day requirement. Premiums for health insurance and dental insurance for the company plan for an eligible employee are paid entirely by HSRA. Employees who choose a higher tier plan are responsible to pay the difference between the company plan and the plan the employee chooses through a payroll deduction. In addition, dependent coverage for family members, including dependent children, must be paid entirely by the employee through payroll deduction. Employees who wish to receive dependent coverage must notify the business office to request dependent coverage. If you have any questions regarding your coverage call contact the business office.

### **Retirement Accounts**

All licensed employees contribute to the Teachers Retirement Association (TRA) as mandated by the State of Minnesota. The amount is automatically deducted from each paycheck. Each eligible employee's current contribution rate and HSRA's matching contribution rate is governed by state law. If you have any questions regarding your account call TRA at 651-296-2409, or 800-657-3669 or visit their web site at [www.tra.state.mn.us](http://www.tra.state.mn.us).

All non-licensed employees contribute to the Public Employees Retirement Association of Minnesota (PERA) as mandated by the State of Minnesota. The amount is automatically deducted from each paycheck. Each eligible employee's current contribution rate and HSRA's matching contribution rate is governed by state law. If you have any questions regarding your account call PERA 651-296-7460, or 800-652-9026 or visit their web site at [www.mnpera.org](http://www.mnpera.org).

### **Life and Disability Insurance**

A life and long-term disability insurance plan with Unum has been established for eligible HSRA employees. Regular full-time and other qualifying employees are eligible for coverage after completion of thirty (30) calendar days of employment. Coverage begins the first day of the month following completion of the thirty (30) day requirement. Premiums are paid entirely by HSRA. The plan only covers employees. The life insurance policy benefit is equal to the annual salary of the covered employee.

Additional life insurance and short term disability coverage can be purchased by employees. If you have any questions regarding your account contact Unum at 866-679-3054 or visit their web site at [www.unum.com](http://www.unum.com).

### **TRAVEL EXPENSES**

Employees who use their own vehicle to conduct **pre-approved** HSRA business, will be reimbursed at the current rate of reimbursement established annually by the IRS. Miles are calculated based on trips from HSRA unless special circumstances are pre-approved in writing by the Executive Director. Parking, tolls, and related costs will also be reimbursed. To be reimbursed for mileage, parking, tolls and other related costs, employees must complete a reimbursement form located in the business office. Submit the form, along with the receipts attached, to the Business Office for reimbursement.

Employees who incur any lodging, meal and transportation cost in the course of conducting pre-approved HSRA business, will be reimbursed as documented by receipts for such expenses. Expense reimbursement is not available for the purchase of alcoholic beverages. To be reimbursed for lodging, meal or other travel expenses, employees must complete a reimbursement form located in the administrative office. Submit the form, along with the receipts attached, to the Business Office for reimbursement.

### **BUSINESS EXPENSES**

Employees will be reimbursed for all written (email documentation acceptable), **pre- approved school business** related expenses. To be reimbursed for school business related expenses, employees must complete a reimbursement form located in the Business Office. Submit the form, along with the receipts attached, to the Business Office for reimbursement.

**Reimbursements should be in a timely manner and at least submitted monthly, by the 2nd of each month. Any reimbursement not submitted in a timely manner may be denied.**

## **LEAVE OF ABSENCE**

A request for a leave of absence must be made in writing prior to the date of the request, and when applicable, must be accompanied by a physician's written statement that certifies the need for a leave. Whether the leave is a paid leave will be determined on a case by case basis and in accordance with applicable laws such as the Family Medical Leave Act ("FMLA").

### **PAID TIME OFF (PTO)**

Eligible employees will receive a maximum of twelve of twelve (12) days of paid time off ("PTO") days that accrue at a rate of one day per month per school year. Accrual is also based on average hours worked ( a full time employee that averages 8 hours a day employee will receive 8 hours per PTO per day whereas an employee who averages 4 hour per day will only receive 4 hour per PTO day. Employees may use accrued PTO upon an employee's completion of thirty (30) calendar days of employment with HSRA . PTO can be used for vacation, sick and personal days as permitted with approval. Employees cannot bank unused PTO and unused PTO will be forfeited if not taken before June 30th of each year. Employees will not be entitled to use or payout of unused PTO at the time of resignation or termination.

Employees must request and receive prior written approval from their immediate supervisor using the web based ADP system to take paid time off. The Executive Director must approve in writing any PTO of three or more consecutive days unless of a verifiable emergency. Any time taken off in excess of your accrued PTO will be deducted from your wages.

### **PAID HOLIDAYS**

Eligible Full-time and part-time employees, will receive the following paid holidays (see yearly calendar):

- Winter Break (including New Years Eve, New Years Day) as determined By HSRA Calendar
- Martin Luther King's Birthday
- Presidents' Day
- Spring Break as determined By HSRA Calendar
- Memorial Day
- Juneteenth (Monday Following)
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving

### **Bereavement Leave**

Eligible employees may take bereavement leave for a maximum of three (3) days in the event of the death of an immediate family member. Immediate family members are defined as an employee's spouse, parents, stepparents, sisters, brothers, children, stepchildren, grandparents, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, or grandchild. Bereavement leave is taken from an employee's PTO. An additional two (2) days of bereavement leave may be granted by submitting a written request to the Executive Director, and explaining the reason for requesting additional bereavement leave. Additional bereavement leave will be granted on a case-by-case basis depending upon an individual's circumstances (such as distance to the funeral, closeness of your relationship with the deceased, etc.).

### **Jury Duty**

HSRA recognizes that it is an important civic duty to serve on a jury or to give court testimony when called. Laws and regulations pertaining to jury and witness obligations of employees will be observed.

### **Military Leave**

HSRA will grant you military leave to eligible employees in accordance with federal and state law.

## **INJURY OR ILLNESS ON THE JOB**

## **Workers Compensation**

HSRA complies with all applicable law concerning leaves for work-related illness or injury. Employees on leave because of a work-related illness or injury will be reviewed on an individual basis by HSRA.

Every accident, injury or sudden illness, which occurs in the workplace, no matter how minor it may appear to be, must be reported immediately to the supervisor or business office as required by law. Failure to report an incident may result in delay or denial of accident or health benefits such as workers compensation or group insurance. The employee is also responsible for asking for medical treatment or attention if the employee is able and feels such treatment or attention is needed. An employee who witnesses a workplace accident must notify their supervisor immediately and be prepared to document the incident, and be prepared to assist in any investigation if called to do so. A drug residue test may be carried out following any accident on district property.

## **The Family and Medical Leave Act**

HSRA is subject to the provisions of the federal Family and Medical Leave Act ("FMLA"). State law may apply for those employees who are not eligible for FMLA leave due to the birth/adoption of a child.

Under the FMLA eligible employees are entitled to leave for the birth of a child, adoption a child or the assumption of foster care of a child. Under the medical provisions of the FMLA employees may obtain leave for care of a spouse or parent stricken by a serious health condition, care of a child under 18 who has a serious health condition, or a child over 18 with a serious health condition if incapable of self-care. Leave is also available for eligible employees with a serious health condition.

FMLA:

- guarantees that eligible employees can take up to 12 weeks of unpaid leave, which can be used all at once or on an intermittent basis in increments as short as a few hours at a time.
- guarantees that eligible employees maintain their health insurance benefits with the employer continuing to pay its share of the health insurance premium while the employee is out on FMLA leave.
- guarantees that an employee who returns to work from an FMLA leave will be given his or her previous position or an equivalent job with the same salary, benefits and other conditions of employment.

To qualify for FMLA, an employee of HSRA must have worked for HSRA for at least 12 months, including at least 1,250 hours during the most recent 12 months prior to the start of FMLA leave. FMLA applies to employees at all government agencies and schools nationwide provided the government agency or school has 50 or more employees within 75 miles. Employees will be required to use all accrued, unused PTO balance before beginning the unpaid FMLA.

For more information about FMLA leave, visit the U.S. Department of Labor's [FMLA web page](http://www.dol.gov/compliance/laws/comp-fmla.htm) at <http://www.dol.gov/compliance/laws/comp-fmla.htm>.

## **Unemployment Insurance**

All employees of HSRA are covered by unemployment insurance as required by law. All premiums are paid by the district. Benefits are paid for a temporary period if the employee is discharged, laid off, or otherwise loses a job without fault of the employee. Unemployment benefits can be denied or restricted if an employee leaves a job voluntarily without an acceptable reason or is discharged for misconduct as defined by unemployment law. HSRA will not assist in any attempt to obtain unemployment insurance benefits to which a former employee is not entitled.

## **LEAVE OF ABSENCE**

The Executive Director may recommend to the Board and the board may grant a leave of absence without pay for an employee for such duration as seems the Board deems appropriate. Employees will be required to exhaust any FMLA leave to which the employee may be entitled and to use all your accrued, unused PTO balance before beginning the unpaid leave of absence. In deciding whether to grant an employee's request for an unpaid leave of absence, the Board will consider the written recommendation of the Executive Director and the educational and business needs of HSRA. Upon return from an unpaid leave of absence under this provision, the employee's assignment is left to the discretion of HSRA administration.

Granting such a leave of absence is solely determined in writing by the Executive Director, and shall be dependent on the business requirements of HSRA.

## **FAIR TREATMENT OF EMPLOYEES**

### **Equal Employment Opportunity**

HSRA affirms that it shall not discriminate against any employee on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, age, family care leave status, or veteran status in its recruitment, selection, training, utilization, termination or other employment-related activities.

HSRA expects all employees to show respect and sensitivity toward all other employees, and to demonstrate a commitment to the school's equal opportunity objectives. If you observe a violation of this policy, you should report it immediately to the Executive Director. Violations of this and other policies can also be reported to the Human Rights Officer, James Martin of Martin Law Firm PLLC at 612-581-8450.

### **Anti-Harassment Policy**

HSRA is committed to providing a work environment in which all employees are treated with respect and dignity. Consistent with that commitment, HSRA prohibits harassment of any employee on the basis of race, color, sex, religion, national origin, age, disability, sexual orientation, marital status, public assistance status, or any other legally protected status.

Harassment prohibited under this policy consists of unwelcome conduct based on a person's race, color, creed, religion, national origin, sex, sexual orientation, disability, age, marital status, status with regard to public assistance, or any other protected class status.

Workplace harassment and abuse are strictly prohibited on HSRA premises. Disciplinary action will be taken in all cases where it is determined that any employee or employees have engaged in harassment in violation of this policy is established. All complaints of harassment will be investigated and appropriate action taken. Complaints of harassment against an employee's supervisor should be brought directly to HSRA's human rights officer. (James Martin of Martin Law Firm PLLC at 612-581-8450) Retaliation for making a good faith complaint of harassment or for participating in an investigation of harassment is strictly prohibited and any retaliation will lead to discipline up to and including termination. The full text of HSRA's harassment policy and the reporting procedures can be obtained in the business office.

## **ETHICS AND PERSONAL CONDUCT**

### **General Guidelines**

All employees have a personal responsibility to ensure that their actions meet the highest ethical standards, and to abide by HSRA's Code of Conduct and the laws, rules and regulations that apply to their work. Generally, employees must:

Conduct work in an honest, ethical and professional standard and in good faith. Employees must use good judgment in conducting the work of HSRA. Occasionally, employees may find themselves in a situation where responsibilities under the law or this handbook are unclear. In those circumstances, employees must consult with the executive director to be certain that good judgment is being utilized and that the employee is acting in a manner that is consistent with the law and this Code of conduct.

Cooperate fully and honestly with HSRA in any investigation or proceedings concerning an employee's conduct or the conduct of other persons with whom HSRA has a relationship of any type.

Become familiar and comply with the policies, laws, rules and regulations applicable to HSRA and applicable to an employee's responsibilities within HSRA. Employees must seek the advice of their supervisor if there are any questions in that regard.

Recognize the continuing obligation of all employees to maximize the success of all students and to adhere to the mission and vision of HSRA.

Report promptly to the executive director or human rights representative any violations or suspected violations of this Code of Conduct/HSRA policies and or the law.

### **Conflict of Interest**

HSRA expects all employees to avoid activities that create conflicts of interest with their responsibilities. An employee who has or wishes to obtain or maintain a second job is expected to advise their supervisor of the nature of the additional employment. An employee may hold an outside job provided HSRA can determine that no conflict of interest exists, and that the performance of the employee's job with HSRA will not be affected.

### **Personal Conduct**

- Employees must take no action or work in any manner that may cause injury to themselves, their fellow employees, HSRA students or the reputation of HSRA.
- Employees must not interfere with other HSRA employees' ability to perform their own work. Employees must treat other HSRA employees and students with courtesy and respect. (They should behave toward others as they would prefer that others behave toward them.)
- Fighting is absolutely prohibited as are, including verbal and physical assaults. Unusually coercive and psychologically manipulative behavior are prohibited.
- Refrain from any conduct on or off duty conduct that is detrimental to the best interests of HSRA, or other HSRA employees and/or students.
- Refrain from the use, possession, sale, purchase, delivery, or transfer of alcohol or illegal substance on HSRA property or at HSRA functions prohibited. See HSRA's Chemical Use and Abuse and Drug-Free Workplace / Drug-Free School Policies for further detail.
- Refrain from smoking or using tobacco or tobacco-related devices on HSRA property except for designated areas, or at HSRA functions is prohibited. See HSRA's Tobacco-Free Environment policy for further detail.
- Abusive language and threatening gestures toward other HSRA employees and students is prohibited.
- Employees must endeavor to avoid the use of profanity at all times.

This list of conduct described in this section governing ethics and personal conduct is for illustrative purposes only and not, nor is it intended to be an exhaustive list. HSRA reserves the right to take appropriate action for an employee's failure to comply with HSRA's lists of ethics and personal conduct which may include discipline up to and including termination of employment.

### **Personal Appearance**

HSRA expects employees to take pride in their appearance and strive to achieve a professional appearance while providing services to HSRA representing the school. Employees should use good judgment in determining dress and appearance while at work. Employees are expected to maintain neat, clean and appropriate attire while performing daily duties on behalf of HSRA. If it is determined that an employee fails to follow the requirements of this Personal Appearance guideline, HSRA reserves the right to send the person home in order to dress more appropriately.

### **HAZARDS IN THE WORKPLACE**

Workplace safety is a high priority at HSRA. All employees must maintain safe work surroundings, and be alert to possible hazards. Safe work practices must be followed at all times by all employees. Any hazardous or potentially hazardous conditions of that administration may not be aware of must be brought to the attention of the supervisor or administration at once.

Employees, as well as students and visitors to HSRA, are prohibited from possessing or using a weapon while on HSRA property or at HSRA functions, except as provided for in HSRA's School Weapons Policy. The weapons policy specifies narrowly defined circumstances in which weapons may be present on school property, e.g. students carrying mace for protection but turning it in at the reception desk upon arrival at school, and active licensed peace officers who are armed.

### **CHILDREN IN THE WORKPLACE**

Because workplace safety is a high priority at HSRA, minor children other than HSRA students are strongly discouraged from being brought into the workplace. HSRA is aware of the fact that from time to time childcare issues arise and may present a person

with no choice but to bring a dependent to work. However, it is assumed that all employees are aware of the potential hazards of bringing minor children into the workplace. In the event a child must be brought into the workplace, the employee must notify their immediate supervisor and the assistant director of operations immediately and it is expected that all efforts are being made to find alternative childcare and that such situation does not occur continually. HSRA will not be held responsible for any injuries to minor children brought into the workplace by employees.

### **PERSONAL PROPERTY**

HSRA is not liable for loss or damage to the property of employees while on school premises (including the parking lot). This includes personal property used in an employee's work and all other personal property while anywhere on school premises, in district vehicles or while being transported on district business. Proper insurance coverage should be carried on valuable items.

### **USE OF HSRA FACILITIES FOR PERSONAL BUSINESS**

While at work, HSRA employees must keep personal phone calls and use of social media to a minimum. The District HSRA recognizes that some personal calls or social media usage must occur during working hours, but virtually all absent an emergency, personal calls or social media use should be made outside of work hours or during working hours or on the employee's lunch hour or break. Employees may not use HSRA long distance for personal long distance calls.

No personal business may be conducted on the HSRA property without the **written permission of the executive director**. No personal copying should be done on HSRA equipment and/or with HSRA supplies. Taking and/or using HSRA supplies outside of school functions or for personal purposes is prohibited. No staff person should allow students to use HSRA copiers or other supplies for personal reasons without the written approval of the executive director.

### **COMPUTER USE**

District computers are not to be used for personal purposes (accessing personal Internet and e-mail accounts, on-line shopping, playing games, etc.) during work time. Limited personal use of HSRA computers during non-work time and in compliance with HSRA's Electronic Use Policy is permissible. Only computer software programs and hardware (including accessories) supplied by HSRA are to be installed in HSRA computers unless otherwise approved in advance and in writing. Computer data files are not to be removed from HSRA premises except as specifically authorized by HSRA administration. Computer passwords and usernames that protect confidentiality of HSRA data or access to Internet and similar accounts must not be disclosed or given out, including to other HSRA employees who are not authorized to have them. HSRA employees using HSRA computers and other technology have no expectation of privacy and HSRA administration reserves the right to review any HSRA employee's usage of HSRA technology. Refer to HSRA's Internet Acceptable Use and Safety Policy for more detail.

### **SOLICITATION**

To respect the privacy of HSRA's employees and students, solicitation of any kind or distribution of literature during working time is not allowed. Likewise, individuals who are not HSRA employees are not permitted to solicit on HSRA premises at any time. Any person who is not an HSRA employee is prohibited from entering HSRA beyond the main office suite at any time unless with permission and for authorized business.

HSRA generally wants all employees to devote their work time exclusively to work-related issues, in order that work can be accomplished in the most efficient manner. With respect to its facilities, HSRA wants to maintain these areas free from solicitation or distribution of materials. At the same time, consistent with its purpose and values, HSRA wants to conduct and permit limited charitable solicitations of employees. Consistent with this policy statement, the following standards apply to all of HSRA and must be closely followed concerning the solicitation of employees and the distribution of literature:

#### **Non-Solicitation**

No one may solicit employees/students for any non-HSRA purpose (other than permitted charitable groups, see below) during

working time. "Working" time refers to the working time of the employee who is doing the soliciting as well as the one who is solicited. Solicitation by non working employees during established rest periods, meal times or other specified break periods is permitted. However, solicitation by non- working or off-duty employees may not interfere with other employees who are working.

#### **Written Materials**

Distribution of non-HSRA written materials of any kind, including circulars or other printed materials, should not occur in any work area at any time (with the exception of permitted charitable groups, see below).

#### **Permitted Charitable Groups**

The HSRA Board will decide and permit a limited number of charitable groups to solicit employees during work times and to distribute literature in work areas.

However, in all cases, advance approval must be obtained from the executive director before such solicitation or distribution is permitted. Solicitation by HSRA itself or its own foundations or fund drives is permitted.

#### **Fundraising**

No one shall conduct any fundraising activity on behalf of High School for Recording Arts or, on behalf of any other person or institution on HSRA property, at HSRA sponsored events, or on HSRA mediums without the written approval of the Executive Director and following of the fundraising policy approved by the HSRA board of directors. This includes the sale of snacks or fundraising for other after school activities.

#### **Learner Work Areas**

No one may solicit employees or distribute literature for any non-HSRA purpose at any time in the immediate learner workspace area, as well as the halls and corridors adjacent to all of these areas.

### **LOSS OR DAMAGE TO HSRA PROPERTY**

Any incident of loss or damage to HSRA property must be reported immediately in writing to the employee's department director. Employees must cooperate fully in any investigation into of loss, theft or disappearance of HSRA property. Any employee that commits engages in willfully negligent conduct that leads to the damage or loss of district HSRA property may, after investigation of the damage or loss, be subject to disciplinary action and/or required to reimburse HSRA for the cost of replacement or repair of the HSRA property the total replacement or repair cost.

### **HSRA SOCIAL MEDIA POLICY**

This policy applies to employees' use of social media technology. "Social Media" is the term used to describe a range of online tools that people use to communicate, including:

- Blogs (web-based journals);
- Social networking sites (e.g. facebook.com, twitter, snapchat, etc.);
- Message boards;
- Wilds (collaborative websites, e.g. Wikipedia);
- Video sharing (e.g., YouTube); and
- Podcasts (multimedia files distributed over the Internet)

HSRA respects its employees' decision to use social media technology on personal time; however, depending upon the circumstances, it is possible that readers of the site may view the employee as a representative or spokesperson for the school or that readers may form views about the school which are inconsistent with the reputation that the school seeks to maintain. Therefore, as a condition of employment, HSRA requires that employees comply with this policy when using social media technology, especially when referring to any aspect of the employee's employment with the school.

HSRA's Social Media Policy includes the following Rules for Social Media Communications:

- *Only on Your Own Time.* Unless you have received advance, written permission from your supervisor, you may not engage in social media activity on work time or use work computers or other school resources.
- *Post as Yourself.* Make clear that you are expressing your personal views alone. Make certain that your views could not be attributed to the school or any of its other employees. In some cases the following statement may be appropriate: "The material on this site is my own and does not necessarily represent the view of my employer." You assume full responsibility and any liability for the content of your postings.
- *Be Respectful.* You must be respectful in all social media communications related to or referring to the school, its employees, its customers, its business contacts, or its competitors. You must not post communications or material that is disparaging, obscene, profane, vulgar, bullying, threatening, or inappropriately inflammatory. While you are welcome to disagree with others, your social media communications related in any way to the school must be respectful.
- *Comply with Harassment and Other Policies.* You may not use social media technology to post communications or material that would violate any other school policy, including, but not limited to the Harassment and Violence policy, Internet Acceptable Use Policy, and Equal Employment Opportunity policy. You may not post communications or materials that are derogatory or offensive with respect to race, religion, gender, sexual orientation, national origin, disability, age, or any other legally protected class status. The manipulation of others to harass (ie. mobbing behavior) is a violation of HSRA's harassment policy.
- *Keep Secrets.* You must not disclose the school's confidential or proprietary information or trade secrets or student and employee data through social media or otherwise. If you have any doubts regarding the confidentiality of any information, you should either obtain written permission from your supervisor to post the information or err on the side of keeping the information confidential.
- *Don 't Steal.* The school owns intellectual property rights in its trademarks (including logos), copyrights, advertising material, corporate communications, and other documentation. You may not use or disclose the school's intellectual property online without advance, written permission. In addition, you may not post photos relating to the school, students, its employees, its customers, or its business contacts without obtaining advance written permission from your supervisor and the individuals in the photo.
- *Use Good Judgment.* Because what you say online is accessible to the public, including the school, its students and its employees, use good judgment in your communications. Ask yourself: is this something that I would want my students, supervisor, and coworkers to see? We all contribute to the reputation of the school, and we must insist that you refrain from activity that could reflect negatively on the school. If you are even the slightest bit uncomfortable about a possible posting, review the rules in this policy and think about why you are uncomfortable and whether you should post the material.
- *Obey the Law.* This goes without saying, but, as a reminder, do not post any material that violates the law, such as material that is obscene, profane, defamatory, threatening, harassing, or that violates the privacy rights of someone else. Also, do not post any material that may contain a computer virus. In addition, if you are using material authored or created by someone else, obtain permission first and give them credit.
- *Don't Expect Privacy.* Because your social media communications are publicly available, you should not expect that your communications are private in any way or that the school will not access and review your communications. Be mindful that your postings will exist in the public forum for a long time, and do not post anything that you wish to keep private.
- *Ask for Guidance.* If you have any questions about what is appropriate to include in social media communications, ask your supervisor.

Employees who violate this policy may be subject to discipline, up to and including immediate termination of employment.

### **RELIGION AND RELIGIOUS EXPRESSION**

It is HSRA's policy to allow students and employees to engage in religious belief, expression and exercise within the parameters of good order and current law. It is also HSRA's policy that school officials remain neutral regarding issues of religion and religious belief, expression, and exercise.

When acting in their official capacities, HSRA employees may neither encourage nor discourage students from religion, prayer, or other participation in religious activities. When acting in their official capacities, HSRA employees may not lead students in prayer or audibly or visibly participate in expressions of religious practice with or in the presence of students.



During school hours, HSRA employees may engage in religious activities outside of the presence of students. Such activities may not interfere with their official duties or the rights of other HSRA employees. A school employee may seek permission from the appropriate supervisor to be excused from school activities that are contrary to the employee's religious beliefs. HSRA will attempt in good faith to provide reasonable accommodation consistent with applicable state and federal laws in response to such requests.

See HSRA's Policy on Religion and Religious Expression for further detail.

### **INTELLECTUAL PROPERTY**

Unless there are other arrangements in writing, the following developed by employees of HSRA while performing their job duties by the district are considered to be legally the HSRA's property:

- Design for products or product improvements
- Patents and application for patents
- Copyrights (including computer software)
- Formulas or recipes
- Scientific discoveries
- Any other intellectual property of a proprietary nature

### **EMPLOYEE SUGGESTIONS**

HSRA appreciates suggestions from employees on how to conduct all operations of the school better and more efficiently, how to reduce costs (including labor, materials and utilities) and improve the HSRA's products and service. Suggestions are also welcome regarding the resolution or avoidance of workplace problems, maintaining and improving learner/parent relations or any other aspect of HSRA's operations.

### **COVID-19**

All employees are required to follow posted signs, policies and safety measures to help ensure a safe environment for students, staff and visitors. Any notice, policy or sign or safety not followed may result in disciplinary action, upto and including termination. The Families First Coronavirus Response Act is no longer available.

### **NOTICE**

Because the information about and the response to the COVID-19 pandemic is continually changing, please be advised that this Policy may be revised at any time, based on the overall situation and changes in federal, state, and/or local laws.

### **Technology Use, Restriction on Personal Use and Internet Safety**

#### **1. PURPOSE**

- a) To remain competitive, better serve our students and provide our employees with the best tools to do their jobs, High School of Recording Arts ("School") makes available to our workforce access to one or more forms of electronic media and services, including but not limited to: computers, software, printers, copiers, files, databases, cellular phone, pager, e-mail, telephones, voicemail, fax machines, external electronic bulletin boards, wire services, online services, intranet, Internet and the World Wide Web.
- b) High School of Recording Arts (HSRA) encourages the use of these media and associated services because they can make communication more efficient and effective and because they are valuable sources of information about students, families, curriculum, information, technology, and services. However, all employees and everyone connected with the organization should remember that electronic media and services provided by the School are School property and their purpose is to facilitate and support School business. All technology resource users have the responsibility to use these resources in a professional, ethical, and lawful manner.

- c) To ensure that all employees are responsible, the following guidelines have been established for using e-mail and the Internet. No policy can lay down rules to cover every possible situation. Instead, it is designed to express HSRA philosophy and set forth general principles when using electronic media and services.

## 2. AUTHORIZATION

Access to the HSRA technology resources is within the sole discretion of the School. Generally, employees are given access to the School's various technologies based on their job functions. Only employees whose job performance will benefit from the use of the School's technology resources will be given access to the necessary technology. All employees may have access to various technology resources but they should only be used for approved work related tasks.

## 3. PROHIBITED COMMUNICATIONS

Electronic media cannot be used for knowingly copying, transmitting, retrieving, or storing any communication that is:

- Discriminatory or harassing;
- Derogatory to any individual or group;
- Obscene, sexually explicit, pornographic, defamatory or threatening;
- In violation of any license governing the use of software;
- Engaged in for any purpose that is illegal or contrary to HSRA policy or in a manner contrary to the best interests of the School, in any way that discloses confidential or proprietary information of the School or third parties, or for personal or pecuniary gain; or
- Protected by copyrights laws unless the employee has the author's permission or is accessing a single copy only for the employee's reference.

## 4. PROFESSIONAL CONSIDERATIONS

It is important to maintain a proper spirit and tone to your communications over the system. The following guidelines are suggested:

- Make your communications positive, constructive, complete, factual.
- Don't write when angry and edit before sending.
- Be careful with humor – they can't see you wink ☺.
- Emojis, emoticons, and other digital images or icons may be interpreted in different ways and can be considered offensive to some.
- Always avoid sarcastic humor.
- Never use all caps – that is perceived as "SHOUTING!"
- Avoid belaboring disagreements in email – there is a time for face-to-face meetings.
- Always guide your recipient in responding by stating what you need and by when.
- Pay attention to grammar and spelling, both to protect your own reputation and intelligence, and to avoid irritating your recipients who are distracted by careless mistakes.

## 5. PERSONAL USE

The computers, electronic media and services provided by HSRA are primarily for school use to assist employees in the performance of their jobs. As long as personal use does not interfere with the employee's duties, is not done for pecuniary gain, does not conflict with the School's business, and does not violate any School policy, occasional, or incidental use of electronic media (sending or receiving) for personal, non-business purposes is understandable and acceptable, and all such use should be done in a manner that does not negatively affect the systems' use for their school purposes. However, employees are expected to demonstrate a sense of responsibility and not abuse this privilege.

The School assumes no liability for loss, damage, destruction, alteration, disclosure, or misuse of any personal data or communications transmitted over or stored on the School's technology resources. The School accepts no responsibility or liability for the loss or nondelivery of any personal electronic mail or voicemail communications or any personal data stored on any School property. The School strongly discourages employees from storing any personal data on any of the School's technology resources. If personal data is stored on the School's technology resources then it should be kept in a separate user account. In the event of data loss or an employee's voluntary or involuntary termination, the school may or may not allow school resources to be used to retrieve personal data stored on school technology resources.

## 6. ACCESS TO EMPLOYEE COMMUNICATIONS

- a) Generally, electronic information created and/or communicated by an employee using email, word processing, utility programs, spreadsheets, voicemail, telephones, Internet and bulletin board system access, and similar electronic media is not reviewed by the School. However, the following conditions should be noted:

HSRA systems routinely log most electronic activities and employee communications directly, be it:

- i) Telephone Use and Voicemail: Records are kept of all calls made from and to a given telephone extension. Although voicemail is password protected, an authorized administrator can reset the password and listen to voicemail messages.
- ii) Electronic Mail: Electronic mail is backed up and archived. Although electronic mail is password protected, an authorized administrator can reset the password and read electronic mail.
- iii) Desktop Facsimile Use: Copies of all facsimile transmissions sent and received are maintained in the facsimile server.
- iv) Document Use: Each document stored on School computers has a history, which shows which users have accessed the document for any purpose.
- v) Internet Use: Internet sites visited, the number of times visited, and the total time connected to each site is recorded and periodically monitored.
- vi) Printing: Any item printed is stored in an electronic archive on the printing system. This includes documents, pictures. Also included in the archive is the user who printed that item, the number of copies, the date, and the time.

HSRA reserves the right, at its discretion and without notice, to review any employee's electronic files and messages to the extent necessary to ensure electronic media and services are being used in compliance with the law, this policy and other School policies, or to investigate misconduct, to locate information, or for any other business purpose.

- b) Employees should understand, therefore, that they have no right of privacy with respect to any messages or information created or maintained on the School's technology resources, including personal information or messages sent using the schools technology resources or internet. Accordingly, if they have sensitive information to transmit, they should use other means.

All messages sent and received, including personal messages, and all data and information stored on the School's electronic mail system, voicemail system, or computer systems are School property regardless of the content. As such, the School reserves the right to access all of its technology resources including its computers, voicemail, and electronic mail systems, at any time, in its sole discretion.

Passwords do not confer any right of privacy upon any employee of the School. Employees are expected to maintain their passwords as confidential. Employees must not share passwords and must not access coworkers' systems without express authorization.

Deleting or erasing information, documents, or messages maintained on the School's technology resources is, in most cases, ineffective. All employees should understand that any information kept on the School's technology resources may be electronically recalled or recreated regardless of whether it may have been "deleted" or "erased" by an employee. Because the School periodically backs up all files and messages, and because of the way in which computers reuse file storage space, files and messages may exist that are thought to have been deleted or erased. Therefore, employees who delete or erase information or messages should not assume that such information or messages are confidential.

## 7. THE INTERNET AND ONLINE SERVICES

The School provides authorized employees access to online services such as the Internet. The School expects that employees will use these services in a responsible way and for business related purposes only. Under no circumstances are employees permitted to use the School's Technology Resources to access, download, or contribute to the following:

- gross, indecent, or sexually oriented materials;
- sports sites;
- job search sites;

- entertainment sites;
- gambling sites;
- games, humor;
- illegal drug oriented sites;
- personal pages of individuals; and
- politically oriented sites or sites devoted to influencing the course of legislation or public policy.

Additionally, employees must not sign "guest books" at Web sites or post messages to Internet news groups or discussion groups at Websites. These actions will generate junk electronic mail and may expose the School to liability or unwanted attention because of comments that employees may make. The School strongly encourages employees who wish to access the Internet for non-work related activities to get their own personal Internet access accounts.

## 8. PARTICIPATION IN ONLINE FORUMS

- a) Employees should remember that any messages or information sent on School-provided facilities to one or more individuals via an electronic network – for example, Internet mailing lists, bulletin boards, and online services – are statements identifiable and attributable to HSRA.
- b) HSRA recognizes that participation in some forums might be important to the performance of an employee's job. For instance, an employee might find the answer to a technical problem by consulting members of a news group devoted to the technical area.

## 9. SOFTWARE

To prevent computer viruses from being transmitted through the School's computer system, unauthorized downloading of any unauthorized software is strictly prohibited. Only software registered through HSRA may be downloaded. No employee may load any software on the School's computers, by any means of transmission, unless authorized in advance by HSRA's system administrator.

## 10. SECURITY/APPROPRIATE USE

- a) Employees must respect the confidentiality of other individuals' electronic communications. Except in cases in which explicit authorization has been granted by School management, employees are prohibited from engaging in, or attempting to engage in:
  - Monitoring or intercepting the files or electronic communications of other employees or third parties;
  - Hacking or obtaining access to systems or accounts they are not authorized to use;
  - Using other people's log-ins or passwords; and
  - Breaching, testing, or monitoring computer or network security measures.
- b) No email or other electronic communications can be sent that attempt to hide the identity of the sender or represent the sender as someone else.
- c) Electronic media and services should not be used in a manner that is likely to cause network congestion or significantly hamper the ability of other people to access and use the system.
- d) Anyone obtaining electronic access to other companies' or individuals' materials must respect all copyrights and cannot copy, retrieve, modify or forward copyrighted materials except as permitted by the copyright owner.
- e) The School has installed a variety of programs and devices to ensure the safety and security of the School's technology resources. Any employee found tampering or disabling any of the School's security devices will be subject to discipline up to and including termination.

## 11. ENCRYPTION

Employees can use encryption software supplied to them by the systems administrator for purposes of safeguarding sensitive or confidential business information. Employees who use encryption on files stored on a School computer must provide their

supervisor with a sealed hard copy record (to be retained in a secure location) of all of the passwords and/or encryption keys necessary to access the files.

## 12. CONFIDENTIAL INFORMATION

The School is very sensitive to the issue of protection of trade secrets and other confidential and proprietary information of both the School and third parties ("Confidential Information"). Therefore, employees are expected to use good judgment and to adhere to the highest ethical standards when using or transmitting Confidential Information on the School's technology resources.

Confidential Information should not be accessed through the School's technology resources in the presence of unauthorized individuals. Similarly, Confidential Information should not be left visible or unattended. Moreover, any Confidential Information transmitted via technology resources should be marked with the following confidentiality legend:

"This email and any files transmitted with it are confidential and/or privileged information intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the sender immediately and destroy this e-mail. Any unauthorized copying, disclosure or distribution of the material in this e-mail is strictly forbidden."

## 13. VIOLATIONS

Any employee who abuses the privilege of their access to e-mail or the Internet in violation of this policy will be subject to corrective action, including possible termination of employment, legal action, and criminal liability.

## 14. PROCEDURES

Procedures for accessing the Voicemail, E-mail and Internet system, as well as the guidelines for how to properly send and retain information, may be obtained by contacting Justin Williams

The Voicemail/Email/Internet policies and procedures should be reviewed by each employee on a semi-annual basis.

Questions concerning the use of the Voicemail/Email /Internet system should be directed to the systems administrator. Questions concerning the improper use of the system should be directed to the employee's immediate supervisor, and if not satisfied with the response or uncomfortable, to Tony Simmons (Executive Director) or Paula Forbes (School Legal Counsel).

## 15. RETURN OF PROPERTY

An employee is required to turn in all School property to the operations department, including laptops, cell phones, tablets and software with all user password/pass codes removed prior to his/her last day of work. In the event that all School property is not returned your last paycheck will be held at the School until it is returned. All access to HSRA technology resources including emails, servers, voicemails, ect. will be revoked on the employee's last day of work.

## 16. Internet Safety Policy For High School for Recording Arts

### Introduction

It is the policy of to:

- (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;
- (b) prevent unauthorized access and other unlawful online activity;
- (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
- (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

### Definitions

Key terms are as defined in the Children's Internet Protection Act.

### Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

#### Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children’s Internet Protection Act, prevention of inappropriate network usage includes:

- (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and
- (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

#### Education, Supervision and Monitoring

It shall be the responsibility of all members of the staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children’s Internet Protection Act, the Neighborhood Children’s Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of System and Networks Administrator or designated representatives.

HSRA designated representatives will provide age appropriate training for students who use the High School for Recording Arts Internet facilities. The training provided will be designed to promote the High School for Recording Arts commitment to:

- a. The standards and acceptable use of Internet services as set forth in the High School for Recording Arts Internet Safety Policy;
- b. Student safety with regard to:
  - i. safety on the Internet;
  - ii. appropriate behavior while on online, on social networking Web sites, and in chat rooms; and
  - iii. cyberbullying awareness and response.
- c. Compliance with the E-rate requirements of the Children’s Internet Protection Act (“CIPA”).

Following receipt of this handbook, the staff will acknowledge that he/she received the training, understood it, and will follow the provisions of the District's acceptable use policies.

17. School owned assets are to be checked out to authorized personnel as needed for work purposes only. This includes; Laptops, Desktops, Cell Phones, tablets, displays, cameras, software (such as Pro Tools or Adobe) or any other School owned technology hardware or equipment. If you did not check out the asset please see the technology department. If you want to request additional assets to complete your work please contact your department's director for assistance and authorization.

#### 18. EMPLOYEE AGREEMENT ON TECHNOLOGY RESOURCES USAGE POLICY

I have read, understand, and agree to comply with the foregoing policies, rules, and conditions governing the use of the School's computer and telecommunications equipment and services. I understand that I have no expectation of privacy when I use any of the telecommunication equipment or services. I am aware that violations of this Technology Resources Usage Policy or the Children’s Internet Protection Act (CIPA) may subject me to disciplinary action, including termination from employment, legal action and criminal liability. I further understand that my use of the e-mail and Internet may reflect on the image of HSRA to our customers, competitors and suppliers and that I have responsibility to maintain a positive representation of the School. Furthermore, I understand that this policy can be amended at any time. Employees must review and sign this handbook at first hire and annually or their access to HSRA technology resources may be revoked.

**EMPLOYEE HANDBOOK ACKNOWLEDGEMENT FORM**

I have received a copy of the HSRA Employee Handbook. I acknowledge my obligation to read and understand its contents, and further acknowledge and agree that:

The handbook is only intended to provide a general overview of HSRA personnel policies and does not necessarily represent all such policies or practices in force at any particular time.

This handbook, dated 2020-21 supersedes and replaces any previously or contemporaneously stated written policies or practices covering the same or similar subjects or matters, including but not limited to, those contained in any manuals, handbooks, correspondence, memoranda, or oral discussions.

Neither this handbook, nor any other written or unwritten policy or practice is intended to create an express or implied contract, covenant, promise, or representation between HSRA and the employee.

I understand that I am free to resign at any time, and HSRA may terminate me at any time.

I understand that HSRA reserves discretion to add, change or rescind any policy or practice at any time, with or without prior notice, and that any such addition, revocation, or modification shall not alter the employment at-will relationship.

No employee or representative of the HSRA other than its executive director has authority to enter into any written or oral employment agreement for any specified period of time, or to make any other binding agreement different than what is stated above.

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Employee Name (Please Print)

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Employee Signature

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Date