



ACADEMY
IMAGINE. INVESTIGATE. INNOVATE.

**i3 ACADEMY
EMPLOYEE HANDBOOK
2022 – 2023**

Introduction

Welcome to i3 Academy

Welcome to i3 Academy and to what we hope will be a long, productive, and satisfying career at one of Alabama's finest public charter schools. i3 strives to create an exciting, challenging, and rewarding work environment. We want you to build a successful relationship with i3 and be a happy and productive member of our school community.

This employee manual was prepared to help you become familiar with i3 and its personnel standards and procedures. Please read it carefully and if you have questions or concerns, speak with your supervisor. If you need further information or assistance, please contact Dr. Martin Nalls at: mnalls@i3academy.org or 205-403-5777.

On behalf of our i3 extended family, thank you for joining us. We look forward to working with you.

Sincerely,

Martin Nalls

Martin Nalls, EdD

Head of School

Disclaimer

This handbook does not create an employment contract. No individual board member or employee has the authority to alter any employee's at-will status, or guarantee an employee's employment for a specific period of time, unless it is approved by the board of directors, is in writing, and is signed by both the employee and the chair of the board of directors.

Employees are terminable at-will by the school. Similarly, employees may resign their positions without penalty.

i3 Academy reserves the right to amend or withdraw any or all provisions of the personnel handbook at any time with or without notice.

About this Personnel Handbook

The purpose of this personnel handbook is to provide employees with a source of information about i3 Academy's procedures and policies. Although i3 has tried to be comprehensive, the handbook does not, and cannot, include all procedures and policies which address every situation that may arise.

i3 Academy has, and reserves, the right to adopt new procedures and policies, or modify, alter, change or cancel existing policies and procedures at any time. Violation of any provision within this handbook may lead to disciplinary action up to and including discharge from employment.

Questions regarding this handbook or any of the policies/procedures should be directed to your supervisor or to the Head of School.

About i3 Academy

Our mission is to empower learners to become agents of change who solve the problems they see in their world. We envision a world in which all learners are equipped to excel in a global society.

About the i3 Academy Board of Directors

i3 Academy's Board of Directors meets at least four times each year. All meetings are open to the public and employees are encouraged to attend if they have an interest in the topics of a particular meeting. Agendas are posted at the school and on the website no later than 72-hours prior to the meeting date and time. i3 Academy's Board of Directors is made up of the following members:

Dr. Tommy Bice, Board Chair

Bobby Humphrey, Vice President

LaShunta Boler, Board Secretary

Janet King, Board Member

Deidre Clark, Board Member

Tanesha Sims-Summers, Board Member

Selena Rogers Dickerson, Board Member

Joe Ayers, Board Member

Jessica Morales, Board Member

Acknowledgement of Receipt of 2022 Personnel Handbook

The information contained in this personnel handbook is important, and I should consult with my campus administrators if I have a question that is not answered in this handbook.

I acknowledge that the i3 Academy personnel handbook does not create an employment contract or otherwise modify my at-will employment status. I understand that no one has the authority to alter an employee's at-will status or guarantee an employee's employment for a specific period of time, unless it is approved by the board of directors, is in writing, and is signed by both myself and the chair of the Board of Directors.

I understand that i3 Academy may amend or withdraw any or all portions of this handbook at any time. I understand that it is my responsibility to comply with the provisions in this handbook, including any revisions, and that failure to comply may lead to disciplinary action. I further acknowledge that any revised information may supersede, modify, or eliminate existing provisions within this handbook. By remaining employed by i3 Academy and following any modifications to this handbook, I thereby accept and agree to such changes.

I acknowledge that I have read this handbook and agree to read any amendments of the handbook. I understand that I am required to sign and date this Acknowledgement of Receipt and return it to my campus Administrator. I understand that a copy of this form will be retained in my personnel file.

Signature of Employee

Date

Printed Employee Name

Upon Starting Your Job

Accuracy of Information

i3 Academy relies upon the accuracy of information contained in the employment application, as well as the accuracy of other information presented throughout the hiring process and employment. Employees are expected to provide truthful and accurate information in connection with their employment at i3 Academy.

Any falsification or misrepresentation in connection with application materials, or during the course of employment, is a serious offense and may lead to discharge from employment or non-selection of an applicant.

Certification and Licenses

Professional employees whose positions require ALSDE certification or professional license are responsible for taking actions to ensure their credentials do not lapse. Employees must submit documentation that they have passed the required certification exam and/or obtained or renewed their credentials to the Head of School.

Employment **may be terminated** if the employee fails to fulfill the requirements necessary to renew or extend a temporary certificate, emergency certificate, probationary certificate, or permit. Employment may also be terminated if ALSDE suspends or revokes certification because of an individual's failure to comply with criminal history background checks. Contact HR at hr@i3academy.org if you have any questions regarding certification or licensure requirements.

Employment Application & Other Forms

New employees are asked to complete the following forms:

- a. Employment Application
- b. W-4 Employee's Withholding Allowance Certificate
- c. I-9 Employment Eligibility Form
- d. A-4 Alabama Employee's Withholding Form
- e. Acknowledgement of Receipt of Personnel Handbook
- f. Authorization for Direct Deposit
- g. Applicable Healthcare/Benefit Forms

Current employees may be required to update or execute any of the above forms. Any employee who fails or refuses to complete the above forms or to provide i3 Academy with requested documentation may receive delayed compensation or other discipline, up to and including discharge from employment.

Criminal History Background Checks

A person may not be employed or serve as a teacher, substitute teacher, librarian, educational aide, administrator, or counselor unless the person has been approved by the Alabama State Department of Education, following a review of the person's National Criminal History Record Information. Each individual serving or expected to serve in the aforementioned roles will be expected to comply and submit the necessary information for the background check. Additionally, other employees and contractors subject to criminal background checks will be required to comply and submit the necessary information for the background check.

New Employee Orientation

During the first few weeks of employment, an employee *must* attend an orientation will include the following subject areas:

- a. A tour of the campus;
- b. Receipt of credentials necessary for facility access, keys, and other materials as appropriate;
- c. Prevention techniques for, and recognition of, sexual abuse and other maltreatment of children;
- d. System logins and technology equipment.

Hiring Retirees

i3 Academy recognizes the wealth of experience of retired teachers and other employees and provides them with the opportunity for reemployment.

Defining Retiree Employment

i3 Academy defines Retiree as an individual who retired from TRS and is eligible for reemployment. During employment after retirement, a retiree will not earn additional service credit, and TRS contributions will not be due on amounts earned.

Half-time retiree employment is working less than one-half of the time required for a similar full-time (FTE) position. For TRS retiree surcharge

purposes, one must work for i3 in a 0.49 (or less) FTE position or an hourly position, working one hour less than half-time for a particular calendar month.

Reporting to Work

Official i3 Academy Office Hours

Standard hours of operation in the administrative office areas are from 7:30 a.m. until 4:00 p.m. Monday through Friday.

Regular Work Schedules

i3 Academy has a standard work week of 40-hours per week, including time off for lunch or other personal breaks. Scheduled hours for employees may vary from department to department. The regular work week should be 8 hours per day.

All full-time, non-exempt employees generally work a Monday through Friday schedule of 40-hours, unless a different schedule is approved in writing by the employee's supervisor.

Exempt employees are expected to work the hours necessary to complete their assigned work to the satisfaction of their supervisor without regard to scheduled hours. Exempt employees are exempt from overtime pay and/or minimum wage.

All employees are expected to be at work during i3 Academy's official office hours unless otherwise required or approved by the employee's supervisor.

Attendance

Punctual and consistent attendance at work is a fundamental requirement of your employment at i3 Academy. It is important that employees attend work as scheduled. Dependability, attendance, punctuality, and a commitment to do the job are essential at all times. As such, employees are expected at work on all scheduled work days and during all scheduled work hours and to report to work on time.

i3 Academy recognizes there will be occasions when an illness or other personal event may result in an unscheduled absence. If this occurs, K-5 employees must email Dr. King and include Ms. Merkersen at

kmerkerson@i3academy.org. Middle school employees must email Tammy Tye at tttye@i3academy.org and copy Dr. Tamala Maddox on the email, to notify of your absence and, if needed, request a substitute teacher or para. All leave days, planned or unplanned must be documented in Frontline. If sub coverage is needed, that must be noted in the request.

Moreover, an employee must notify their administrator as far in advance as possible, but not later than one hour before their scheduled starting time if they expect to be late or absent. This process must be completed every time an employee is absent or late unless they have provided their supervisor with more specific long-term information from their treating health care provider. An employee who fails to contact their supervisor or the front office via email and/or phone may be considered as having voluntarily resigned.

Poor attendance and/or repeated tardiness is disruptive to the operations of i3 Academy and may lead to disciplinary action, up to and including discharge from employment. A careful record of absenteeism and tardiness becomes part of an employee's personnel record. To the extent permitted by law, absenteeism and tardiness lessens an employee's chance for advancement and may result in dismissal.

All employees are expected to punch in upon arrival to work via Attendance on Demand/ESS from Gorrie Reagan. This can be done with i3academy.attendanceondemand.com or via the ESS mobile app. The mobile app will only work if on campus. Missed punches are to be rectified with a completed Missed Punch form with Supervisor signature. Habitual missed punches and unexplained tardiness will be addressed and could result in disciplinary action.

Holidays & School Breaks

i3 Academy will be closed during the following recognized holidays:

- Labor Day
- Veteran's Day
- Martin Luther King, Jr. Day
- President's Day
- Thanksgiving
- Christmas
- Memorial Day
- Juneteenth

- Independence Day

Additionally, i3 Academy will be closed for the following school breaks:

- Fall Break: October 10-14
- Thanksgiving Break: November 21-25
- Winter Break: December 19 - January 6
- Spring Break: March 20 - March 31

[School calendar](#)

Attendance and Absences

Continued violation of attendance standards and excessive absenteeism could result in termination of employment. “Excessive” absences are any that are not in compliance with school policies and procedures for taking available leave. Three unexcused days of absence in a row leads to voluntary termination. In the event of an extended absence, employees must contact their immediate supervisor and submit appropriate documents from their or a family member’s treating health care provider.

i3 Academy does not have a category of leave called “leave without pay.” If an employee is absent in excess of the number of days of leave available under district policy, they are simply absent and will not be paid for those days. Employees who are paid on a salary basis will have appropriate deductions made from their regular salary payment for days of absence in excess of accumulated leave. If you do not comply with school policies and procedures for absence notification or for leave requests, you will not be paid for those days of absence even if you have leave available.

Employees may not use personal leave on the first day or last day of school, during professional development days, or during grade-level testing periods. An employee will be docked the daily rate of pay for leave taken on these days. Any and all exceptions to this rule must be submitted in writing and approved by Principal and/or Supervisor.

Personal leave may not last more than three consecutive workdays. Any days above three will be docked at the employee’s daily rate of pay except in extenuating circumstances as determined by their supervisor.

Substitute Teacher Folder

Each teacher must prepare a substitute teacher folder to be kept in a marked location in their classroom. These folders should include detailed sub teacher lesson plans, a class roster, an attendance sheet, a class schedule, a classroom management plan, the special operations schedule (fire and lockdown drills), class seating assignments, discipline referrals, and a sub teacher debrief form. It is imperative these folders are available in order to provide sub teachers with all needed information to adequately perform their job.

Medical Certification

Employees may be asked for a note from their doctor for absences the day before or following a weekend and holiday. Failure to provide the necessary information can affect employee eligibility for leave and will be treated as a failure to follow school policy and procedures.

On-the-Job Injuries

In the event of employee injury, even a slight injury, while performing job duties for I3 Academy, an incident report must be completed with the nurse on staff. The incident report should immediately be delivered to the Head of School to allow the school to stay in compliance with workers' compensation laws. i3 Academy provides workers' compensation coverage for all employees. If an injury at work causes an employee to be absent, it is their responsibility to inform school administration whether they wish to use accumulated leave in order to receive full pay during an absence, to the extent of available accumulated leave, or whether they wish to save accumulated leave and receive only the temporary income benefits that are available under the workers' compensation laws. If you do not inform school administration of your choice, absences will NOT be charged to accumulated leave and the employee will receive only temporary income benefits.

Disability

Full-time employees are eligible for disability leave due to non-occupational illness, injuries, or pregnancy. Employees requesting leave must provide written notice of the disability and an expected date of return to work to the Head of School.

Family Medical Leave Act

Eligible employees may take up to 12 weeks of unpaid, job protected leave in a 12-month period in a calendar year for specified family and medical reasons. Employees are eligible if they worked for at least 1,250 hours in the past 12 months for the school. Employees may take this leave for the following reasons: birth of a child, placement or care of a foster child, care for a child, spouse, or parent with a serious medical condition, or for your own serious health condition that prohibits you from performing your duties at i3 Academy. Leave is unpaid, but an employee may use remaining paid leave days that are available at the time of request.

Employees may request intermittent leave or a reduced schedule to care for a family member or their own serious health condition. Please provide thirty days advance notice, or as much notice as possible. Medical certification is required before employee leave begins; periodic reports and statements of intent to return to work may be requested by school administration as well as a medical certification to return to work after the leave has been completed. Benefits will remain the same up to twelve weeks, after which, employees may purchase continuing coverage through the COBRA rules.

Leave Types

i3 Academy follows the leave laws contained in Title 16 of the Code of Alabama

Sick Leave

Sick leave can only be used in half day and full day increments and may be used for the following reasons:

- a) Personal illness or doctor's quarantine.
- b) Incapacitating personal injury.
- c) Attendance upon an ill member of the employee's immediate family (parent, spouse, child, foster child currently in the care and custody of the employee, sibling); or an individual with a close personal tie.
- d) Death in the family of the employee (parent, spouse, child, sibling, parent-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, nephew, niece, grandchild, grandparent, uncle or aunt).
- e) Death, injury, or sickness of another person who has unusually strong personal ties to the employee, such as a person who stood in loco parentis.

If the employee is absent in excess of 3 consecutive days, an original physician's statement is required to be submitted to HR. Abuse of sick leave may subject the employee to disciplinary action.

Personal Leave

Days taken as "personal leave" must be requested a minimum of three days in advance. Employees may not use personal leave during professional development days, during grade level testing periods or immediately before or after a school holiday. The effect of the employee's absence on the educational program or department operations, as well as the availability of substitute teachers, will be considered by the Head of School. School administration will always try to honor timely requests for personal leave that comply with policy requirements, but an employee's supervisor may withdraw approval if unforeseeable absences among other staff (bad weather, professional development, illness) would affect the efficient and effective operation of the campus or department.

Vacation Leave

240 day employees will earn vacation leave at a rate of .83 days per month for a total of 10 days annually. Eligible employees may carry over unused vacation days from one fiscal year to the following fiscal year, but no employee may carry over more than thirty (30) vacation days for use in any fiscal year. Vacation leave must be approved by your supervisor through the Frontline system.

COVID Policy

i3 Academy will follow COVID-19 guidelines as recommended by the CDC.

Jury Duty

In the event of a jury duty summons, an employee will be paid at their regular rate of pay and will not be charged for leave. Upon receipt of the jury duty summons, please notify your supervisor. Upon return to i3 Academy, it will be necessary to show proof of serving at jury duty. Please forward documentation to hr@i3academy.org.

Family and Medical Leave Act (FMLA)

Eligible Employees: The FMLA is applicable to all persons who have been employed for at least twelve (12) months and have worked a minimum of 1,250 hours during that twelve (12) month period.

Medical Leave Provided by the Act: Under the FMLA, eligible employees are entitled to twelve (12) weeks of unpaid leave during any twelve (12) month period for one or more of the following reasons:

- The birth and first year care of a newborn child;
- The placement of a foster child or adoption;
- The care of an immediate family member, defined as a spouse, child or parent, with a serious health condition;
- The taking of medical leave because of the employee's own serious health condition.

For the birth, adoption, or foster placement of a child, the entitlement to leave for child care expires at the end of the twelve (12) month period beginning on the date of birth, adoption, or placement. Leave associated with the illness of a child will only be provided if the child is under eighteen (18) years of age or is incapable of self-care due to physical or mental disability.

Serious Health Conditions: The term "serious health condition" means an illness, injury, impairment, or physical or mental condition that involves the following:

- Any period of incapacity in connection with or following inpatient care in a hospital, hospice, or residential medical care facility.
- Continuing treatment by a health-care provider, to include any period of incapacity due to:
 1. A health condition, including treatment and recover, lasting more than three (3) consecutive days, and any subsequent treatment or period of incapacity relating to the same condition;
 2. Pregnancy or prenatal care;

Last Board Approved Revisions March 8, 2022

3. A chronic, serious health condition which continues over an extended period of time, requires periodic visits to a

health care provider, and may involve episodes of incapacity (e.g., asthma and diabetes);

4. A permanent or long-term condition for which treatment may not be effective (e.g. Alzheimer's, severe stroke) and for which supervision of a health-care provider is required;
5. Multiple treatments for restorative surgery or for a condition which would likely result in a period of incapacity of more than three (3) days if not treated.

Military Family Leave Provided by the Act

- Qualifying Exigency Leave – Under the FMLA, an eligible employee with a spouse, child, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may utilize the twelve (12) week medical leave entitlement to address qualifying exigencies resulting from that service.
- Military Caregiver Leave – An eligible employee, who is the spouse, child, parent, or next of kin of a covered service member, is entitled to take up to twenty-six (26) weeks (including any medical leave provided by the Act) of unpaid leave during any twelve (12) month period (beginning the first day of the leave) to care for an individual covered service member with a serious injury or illness incurred in the line of duty while on active duty that may render the service member medically unfit to perform the duties of the member's office, grade, rank, or rating. A covered service member is a member of the Armed Forces, including the National Guard and Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness incurred in the line of duty on active duty.

Spouse Employed by the Board: Spouses who are both employed by the Board are limited to a combined total of twelve (12) weeks of family leave for the birth and care of a newborn child, for the placement of a child for adoption or foster care, for the care of a parent who has a serious health condition, and for qualifying exigency leave. Spouses who are both employed by the Board are limited to a combined total of twenty-six (26) weeks for military caregiver leave.

Intermittent Leave: An employee may take leave intermittently or on a reduced leave schedule only when medically necessary to care for a

spouse, parent, or child or to receive planned medical treatment. Intermittent leave should be scheduled to the extent practicable so as not to unduly disrupt the operations of the Board. Intermittent leave may be further limited for teachers in accordance with federal law.

Use of Vacation and Sick Leave: If an employee has available sick leave, vacation leave or other applicable paid leave, the employee must utilize those forms of leave before taking unpaid leave under the FMLA. In that instance, the paid leave and the FMLA leave will run concurrently and the employee's twelve (12) weeks of unpaid FMLA leave will be reduced by the paid leave utilized, as long as the need for such leave results from one or more of the qualifying reasons under the FMLA.

Notice: Employees seeking leave under the FMLA must provide thirty (30) days advance notice of the need to take leave when the need is foreseeable. When the need for leave is unforeseeable, employees should notify their supervisors as soon as possible. Employee must also provide notice of the need for qualifying exigency leave as soon as possible.

Certification for Medical or Military Caregiver Leave: Every request for FMLA leave based upon the serious health condition of the employee or employee's spouse, children, or parents, or leave as a military caregiver must be supported by medical certification issued by the appropriate health care provider on forms provided by the Board.

For leave based on a serious health condition of the employee or employee's spouse, child, or parent, the Board serves the right to obtain a second opinion from an independent health-care provider designated by the Board. If the opinion received by the employee and the second opinion conflict, the Board and the employee must agree on a third provider to issue a binding opinion. Both the second and third opinions (if necessary) will be at the expense of the Board.

Certification for Qualifying Exigency Leave: Certification will be required by the Board for requests for qualifying exigency leave. Certification must be timely submitted on forms available from the Board. For the first such request, certification may include a copy of the military service member's duty orders or other military documentation.

Return to Work: The Board may require an employee who has taken leave due to the employee's own serious medical condition to provide the Board

with a healthcare provider's certification in order to return to work. Any employee who takes leave under these provisions will be entitled to be restored to the original position held when the leave commenced or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment.

Maintenance of Benefits: Benefits accrued by the employee before leave is taken are not lost when approved FMLA leave is taken. Employees who are on approved FMLA leave will remain eligible to participate in benefit programs in which the employee was enrolled at the time of the leave, provided that the employee will continue to be responsible for payment of employee's portion of any cost, premium, or like payment that is required to maintain eligibility for the coverage or benefit. An employee who does not return to work after FMLA leave, will be required to reimburse the Board for the cost or benefits coverage extended to the employee during the leave, unless the reason for the employee's failure to return to work is (1) a continuing serious health condition suffered by either the employee or a family member, or (2) other circumstances beyond the employee's control.

Instructional Employees: Medical leave taken by eligible instructional employees is subject to further limitations and provisions established by the FMLA. The Superintendent or designee is authorized to develop additional information and guidelines concerning Instructional Employees.

Maternity and Paternity Leave

Maternity and paternity leave is for those employees that will be out for an extended time due to the birth or adoption of a child. Employee may opt to use any accumulated paid time-off days. See previous section regarding use of FMLA request for leave.

Call to Duty/Military Leave

Military leave is available to all eligible employees in accordance with state and federal law. Reinstatement of employment will occur on return from duty.

Administrative Leave

The Head of School, Principal, and AP of Student Affairs can order any employee to be placed on administrative leave, usually with pay, if it is determined that it is in i3 Academy's best interest to do so.

Benefits

Health Insurance

Health insurance coverage is provided through PEEHIP (Public Education Employees Health Insurance Plan). Additional information can be found at <https://www.rsa-al.gov/peehip/>.

i3 Academy's contribution to employee insurance premiums is determined annually by the State of Alabama. Employees eligible for health insurance coverage include the following:

- Employees who are active, contributing TRS members.

Current employees can make changes in their insurance coverage during open enrollment each fall. Detailed descriptions of insurance coverage, employee cost, and eligibility requirements are provided to all employees in a separate booklet provided by TRS.

Open Enrollment

<https://www.rsa-al.gov/peehip/open-enrollment/>

IMPORTANT OPEN ENROLLMENT DATES

Open Enrollment begins July 1, 2021, and will end by the following deadlines:

August 31, 2021: Paper forms must be postmarked by August 31 to be accepted.

September 10, 2021: Online enrollments and changes must be submitted by midnight on September 10.

September 30, 2021: Online and paper Flexible Spending Account (FSA) enrollments and re-enrollments must be submitted by midnight on September 30.

Enroll now using **Member Online Services**.

EFFECTIVE DATE OF COVERAGE

All Open Enrollment coverage elections approved by PEEHIP will become effective **October 1, 2021**.

Member Handbook with Open Enrollment Information - effective October 1, 2021

HELPFUL INFORMATION ABOUT OPEN ENROLLMENT

Members who chose to keep their current coverage do not need to re-enroll during Open Enrollment.*

***Exception:** Members who chose to participate in the Flexible Spending Accounts or the Premium Assistance (PAA) Discount are required to submit a new application each year. For more information about these programs, visit our **Flex Account** and **Premium Assistance** pages.

Unemployment Compensation Benefits

Employees who have been laid off or terminated through no fault of their own may be eligible for unemployment compensation benefits. Employees are not eligible to collect unemployment benefits during regularly scheduled breaks in the school year or the summer months if they have employment contracts or reasonable assurance of returning to service.

Worker's Compensation Insurance

i3 Academy, in accordance with state law, provides workers' compensation benefits to employees who suffer a work-related illness or are injured on the job. Worker's Compensation is provided by The Sheffield Group.

Benefits help pay for medical treatment and make up for part of the income lost while recovering. Specific benefits are prescribed by law depending on the circumstances of each case.

All work-related accidents or injuries should be reported immediately to the your campus Administrator and the Wellness Coordinator. Employees who are unable to work because of a work-related injury will be notified of their rights and responsibilities under the Alabama Labor Code.

Wages & Expenses

Direct Deposit

Direct deposit is i3 Academy's preferred method of payment for all employees. Direct deposit enables i3 Academy to facilitate the distribution of pay to employees in a safe, secure, and timely manner. To enroll in direct deposit an employee may complete the direct deposit enrollment form and submit it to Belinda Parks, payroll specialist. A notification period up to 30 days is necessary to activate this service.

Paychecks

i3 Academy pays its employees on a monthly basis, the last business day of each month, unless adjusted for weekends or holidays.

Paychecks/Direct Deposit will not be released to any person other than the employee named on the check or check stub without the employee's written authorization.

An employee's payroll statement contains detailed information, including deductions, withholding information, and the amount of leave accumulated.

Statements can be retrieved from the school's ESS. Contact HR at hr@i3academy.org if you have questions regarding your payroll statement.

Mistake in Payroll or Expense Reimbursement

Employees are required to immediately notify their supervisor in the event of a suspected mistake in their payroll or expense reimbursement. Failure to report an overpayment in payroll or an expense reimbursement may result in disciplinary action.

Salaries, Wages, and Stipends

Employees are paid in accordance with administrative guidelines and an established pay structure. i3 Academy's pay plans are reviewed by Administration each year and adjusted as needed. All positions are classified as exempt or nonexempt according to federal law. Professional employees and academic administrators are generally classified as exempt. They are not entitled to overtime compensation. Other employees are generally classified as non-exempt, paid at an hourly wage or salary and receive compensatory time or overtime pay for each hour worked beyond 40 hours in a work-week.

Hours Worked: Exempt Employees

All exempt employees who are compensated on a salary rather than hourly basis are paid their salary for all hours worked during the work week, regardless of the actual number of hours worked.

Hours Worked: Non-Exempt Employees

Only non-exempt employees (hourly employees and paraprofessional employees) are entitled to overtime compensation. Overtime is never at the employee's discretion and must be approved in advance by the Head of School or Principal. Non-exempt employees are not authorized to work beyond their normal work schedule without advance approval from their supervisor. Working overtime without prior authorization may result in disciplinary action.

Overtime is legally defined as all hours worked in excess of 40 hours in a workweek and is not measured by the day or by the employee's regular work schedule. For the purpose of calculating overtime, a workweek begins at 12:01 a.m. Monday and ends at 12:00 midnight Sunday.

A non-exempt employee is never permitted to work “off the clock.” While all hours will be compensated appropriately, an employee’s failure to report hours accurately whether too low or too high is cause for disciplinary action. Employees should immediately report to the Head of School or Principal any effort by a supervisor to participate, encourage, or even permit an employee to work “off the clock” in violation of this overtime provision.

Travel Expense Reimbursement

Before an employee incurs travel expenses related to i3 Academy business, the employee must submit a travel request form for approval to their supervisor. Employees will be reimbursed for mileage and other travel expenditures according to the current rate schedule established by the administration.

Travel expenses from approved travel must be itemized and detailed on the i3 Academy travel reimbursement form. To be reimbursed, all original receipts for travel expenses must be included with the reimbursement form and submitted to the employee’s supervisor. Employee is responsible for making copies of all receipts.

Payroll Deductions

i3 Academy will only deduct wages from an employee’s pay under circumstances that are allowable under state and federal law. Additionally, any wages that an employee has requested and authorized in writing will be deducted. If there is a deduction that has been made that the employee believes is in error, the employee should immediately contact Payroll.

Salary/Pay Scales

2022-23 Salary Schedules

Non-Discrimination & Anti-Harassment Non-Discrimination

i3 Academy is committed to honor the laws that prohibit discrimination based upon an applicant or employee's race, sex, age, religion, sexual orientation, gender identity or expression, pregnancy, national origin, disability status, genetic information, protected veteran status, or other protected class recognized by applicable law. Employees are prohibited from discriminating against other employees, against applicants, or against students based upon the aforementioned protected classes.

Reasonable Accommodation

In the event an employee needs to request a reasonable accommodation or a variance in i3 Academy's stated policies and/or procedures due to the employee's disability, as defined by the Americans with Disabilities Act, or the employee's sincerely held religious belief, the employee should notify his or her supervisor and the Head of School or Principal.

Anti-Harassment

i3 Academy is committed to creating and maintaining a work environment free of all forms of unlawful harassment. Employees are prohibited from engaging in all forms of unlawful harassment, including harassment based on race, sex, religion, national origin, disability, age, genetic information, veteran status, sexual orientation, and any other protected class status.

Harassment based on any of the aforementioned protected classes may include, but is not limited to, many different types of actions: verbal (e.g. derogatory comment), physical (e.g. assault), or visual (e.g. internet materials). Sexual harassment does not have to be of a sexual nature, however, and can include offensive remarks about a person's sex. Both victim and harasser can be either a woman or a man, and the victim and harasser can be the same sex. The harasser can be the victim's supervisor, a supervisor in another area, a co-worker, or someone who is not an employee of the employer.

Reporting Discrimination and/or Harassment

This section applies to both incidents of harassment and discrimination. Employees should promptly report an incident of discrimination or harassment to their Supervisor, the Head of School or the Principal. The employee should not assume that witnesses to the incident will know the conduct is unwelcomed; an employee should not rely on a witness to report

the conduct for the employee. Informing the harasser that the conduct is unwelcomed is not a report of harassment since the harasser may not self-report the violation to their Supervisor, Head of School, or Principal.

If the alleged harasser is the employee's supervisor, a manager, or even one of the individuals designated to receive harassment reports, the employee does not have to directly report the incident to that individual, but instead must notify the Board of Directors in order to ensure that the matter is promptly and appropriately addressed.

Any supervisor/manager who receives information indicating a concern about harassment or discrimination must report it to the Head of School or Principal, even if the information comes from someone other than the target of the harassment or discrimination, or even if the person expressing the concern indicates that they do not wish to have the harassment or discrimination reported.

i3 Academy will promptly investigate any report and take appropriate remedial action. If the harassment or discrimination continues, the employee must immediately report the incident so that the matter can be reopened and addressed.

Retaliation for reporting what an employee believes to be harassing or discriminatory conduct or for participating in an investigation of alleged harassment or discrimination is prohibited. Any retaliation should be reported according to the same procedures as reporting discrimination or harassment.

Any employee engaging in any type of discrimination, harassment, and/or retaliation will be subject to disciplinary action, up to and including discharge. Any Supervisor who has knowledge of such behavior, yet takes no action to report it is subject to disciplinary action, up to and including discharge.

Employment Standards

Expected Employee Conduct

All employees are expected to:

- Meet established expectations of job performance
- Comply with attendance policies
- Be responsible in the performance of job duties
- Be efficient
- Follow job instructions
- Maintain a courteous and professional demeanor
- Respect the personal and property rights of all individuals one comes in contact with during the course of i3 Academy business

Employees who do not adhere to these standards are subject to disciplinary action, up to and including discharge.

Performance Evaluation

Evaluation of an employee's job performance is a continuous process that focuses on improvement. Performance evaluation is based on an employee's assigned job duties and other job-related criteria. All employees will participate in the evaluation process with their assigned supervisor at least annually. Written evaluations will be completed on forms approved by Administration. Reports, correspondence, and memoranda also can be used to document performance information. All employees will receive a copy of their written evaluation, participate in a performance conference with their supervisor, and have the opportunity to respond to the evaluation.

Violence in the Workplace

i3 Academy is committed to providing a safe workplace that is free from violence or threats of violence. Any and all acts of violence in the workplace are prohibited and subject to disciplinary action, up to and including discharge. Additionally, any and all threats of violence, direct or indirect, serious or said in jest, are prohibited. All threats will be taken seriously and are subject to disciplinary action, up to and including discharge.

Employees concerned about family violence being brought to the workplace or onto the work parking lot are encouraged to notify their Supervisor, Head of School, or Principal.

Any employee who receives a protective or restraining order that lists i3 Academy as a protected area is required to provide the Head of School or Principal with a copy of the order and information requested by i3 Academy to identify the individual subject to the order.

Drug-Free Workplace

i3 Academy is committed to maintaining a drug-free work environment and each employee is responsible for the maintenance of such an environment. The unlawful manufacture, distribution, possession, or use of a controlled substance (i.e. drugs) and/or the use of alcohol or tobacco in the workplace, or while conducting i3 Academy business, is prohibited.

Additionally, an employee must notify i3 Academy of any criminal drug statute conviction for a violation occurring in the workplace, or while conducting i3 Academy business, no later than five days after such conviction. A report of a conviction must be made to the Head of School or Principal.

Violation of this policy may lead to disciplinary action, up to and including discharge.

i3 Academy may ask an employee to submit to a drug or alcohol test whenever it reasonably believes that the employee may be under the influence of drugs or alcohol at the workplace in violation of the Drug-Free Workplace policy, including, but not limited to the following circumstances: evidence of drugs or alcohol on or about the employee's person or in the employee's vicinity; unusual, bizarre or erratic conduct that suggests the employee is impaired by, or under the influence of drugs or alcohol; or an on-the-job accident or injury under circumstances that suggests the possible use or influence of drugs or alcohol in the injury.

Nothing in this policy prohibits, or in any way limits, the lawful use of prescription or non-prescription drugs. However, an employee must inform his/her immediate supervisor if he/she is using a prescription or non-prescription drug which could impair work performance or pose a risk of harm to the employee, to others, or to property. It is the employee's responsibility to determine from his or her physician(s) if the medication can impair work performance or pose such a risk. If the lawful use of lawful prescription or non-prescription drugs does limit or otherwise impair the employee's ability to perform the essential functions of his or her position or otherwise creates a safety risk, The Head of School and/or Principal will

meet with the employee to determine whether a reasonable accommodation is available.

Suspicious Behavior

Employees are encouraged to report any suspicious behavior observed at school or at any school-related or school-sponsored activity. Strangers or former employees walking unaccompanied in areas not generally open to the public should be pointed out to a Supervisor and on site Security.

Former Employees

Former employees may not enter the premises or areas that are not open to the public after they are no longer employed by i3 Academy unless written permission is granted prior to the visit from Administration.

Employee Dress Code

Employee dress should be neat and clean and appropriate for a professional appearance. Appropriate, safe shoes must be worn at all times; house shoes (e.g. slippers) and flip-flops are not allowed. Denim jeans are allowed on Fridays so long as the jeans are free from holes and frays. If an employee is unsure of the appropriateness of a particular item of clothing, the employee should choose not to wear it.

An administrator may require an employee to cover tattoos and/or remove facial jewelry. Additionally, because it is difficult to establish a specific dress standard, an i3 Academy administrator may require an employee to change their dress if in their best judgment the dress is inappropriate.

Exceptions to the dress code may be considered in order to make reasonable accommodations for an employee's disability, as defined by the Americans with Disabilities Act, or an employee's sincerely held religious belief.

Employee Monitoring

Employees do not have an expectation of privacy in any work areas (e.g. offices, desks, file cabinets, etc.) or in any i3 Academy property, either owned or leased. Work areas and i3 Academy property are subject to search at any time. Any of the following may be monitored if they occur during business hours and/or on school property: phone calls, voicemail, email (work and personal), and internet activity.

Audio & Video Recordings

An employee is prohibited from making any audio or video recording while acting in the course and scope of their employment or while on school property without the written consent of all parties subject to the recording. School functions such as athletic activities or performances are exempt from this prohibition.

Office Relationship

Employees who are in administration/management/supervisory roles are prohibited from dating any employee over whom they have direct or indirect supervision.

If two employees are involved in a dating relationship, it will be presumed by i3 Academy that the relationship is welcomed by both parties unless one or the other notifies i3 Academy to the contrary. Public displays of affection and favoritism in the course of employment are prohibited.

Conduct that occurs during a disagreement or following a termination of the relationship must not violate i3 Academy's harassment policy.

Workplace Investigations

There are instances when i3 Academy may wish to investigate personnel matters. Employees are required to cooperate in any investigation. Refusal to participate, or actions taken to compromise the effectiveness of any investigation, may result in termination. If the employee is instructed not to discuss the matter being investigated, failure to abide by this instruction may also result in termination. This restriction excludes the employee's privileged communications with his or her own private legal counsel.

Updated/Current Employee Information

Employees are required to regularly update:

- A change in home address or telephone number
- A change in marital status or in the number of dependents
- A change of insurance beneficiary
- A change in the number of exemptions claimed for income tax purposes
- The driving record or status of an employee's driver's license; if the employee operates any i3 Academy vehicle or operates his or her

own vehicle for work-related duties, not including driving to and from work.

- A legal change of name

Updates should be submitted to: hr@i3academy.org

Computer & Internet Use

Access and use of i3 Academy's computers, computer networks, electronic mail, and the Internet is only for educational and administrative purposes. The access of material that is obscene, child pornography, or harmful to minors is prohibited. Employees should review the i3 *Employee Technology Use Agreement* and *Academic Email Policy* for more detailed information.

Failure to comply with this section may result in disciplinary action, up to and including termination.

Social Media Policy for Employees

- All professional-use social media accounts must be approved by the head of school. These accounts should not post any student who does not have a media release from a parent or guardian
- Refrain from reporting, speculating, discussing, or giving any opinions on topics related to i3 Academy or employees of i3 Academy that could be considered sensitive, confidential, or disparaging. Do not go to the press regarding any topic unless it is approved by the head of school.
- i3 Academy logos and/or visual identity cannot be used for personal social media use without prior approval from the head of school or other administrator.
- A personal social media account is not an appropriate place to distribute district news, although staff members are encouraged to share and talk about news posted to the i3 Academy website or Facebook page. Employees with information and news to announce to the public or media should contact Rachel Phillips, communications manager rphillips@i3academy.org.
- i3 Academy does not routinely monitor personal online accounts, but will address issues that violate personnel, social media, or other guidelines or board policies and federal laws (such as FERPA).

- Respect copyright and fair use: When posting, be mindful of the copyright and intellectual property rights of others and of i3 Academy.
- Guidelines regarding use of student photographs and information apply to online publications, including social media.
- Confidential information should never be posted online.
- Students' addresses, telephone numbers, and other confidential information should never be posted on social media websites.
- i3 Academy employees are not permitted to solicit or accept "Friend" Requests from enrolled i3 Academy students on any personal social media account. This includes student's accounts and i3 Academy employee personal accounts.
- Use discretion when accepting "Friend" requests or follows from parents of current i3 Academy students.

Administration of Medication to Students

It is state policy to require parental and physical written consent for the administration of medication during school hours. This also includes over-the-counter medication. Medication must be provided to the nurse in the original container. Consent is good for one school year. I3 Academy policy requires written physician and parental consent for students who self-administer inhalers or Epi-Pens. Consent forms are available in the nurse's office. For additional information contact Nurse Tanya Kendrick at tkendrick@i3academy.org and Nurse Sara Ebersold at sebersold@i3academy.org.

Reporting Child Abuse/Child Neglect

An employee, volunteer, or agent that believes a child has been adversely affected by physical, sexual, or mental abuse or neglect must make a report within 48 hours of first suspecting such abuse or neglect. Information should be submitted to any of the following staff and/or law enforcement or the Department of Family and Protective Services, Child Protective Services.

Chris Bouyer, Social Worker
 Michelle O'Campo, K-5 Counselor
 Tasha Cylar, Middle School Counselor

Traffic Violations

If an employee, during the course of i3 Academy business, receives a traffic violation, the employee will be personally liable for any expenses incurred from that violation. If during the course of transporting a student an employee receives a traffic violation, that employee is subject to disciplinary action, up to and including discharge.

Grievance Procedures

Employees who have a complaint about their terms or conditions of work are encouraged to resolve their concerns informally with their co-workers and/or supervisors at the lowest level possible. If the employee is not satisfied with the outcome of the informal resolution, then the employee may file a formal complaint with the Head of School or Principal.

If the complaint is against the Head of School or Principal, then the complaint may be brought to the Board Chair, Dr. Tommy Bice.

Review of Complaint

Where an employee has a complaint or concern regarding their terms or conditions of work, the individual shall first bring their complaint or concern in writing to the employee's direct supervisor. The complaint must be brought within 15 school days of the date that the complainant knew or should have known of the alleged harm. The complaint must be specific and where possible, suggest a resolution. The Head of School or Principal must hear the complaint, attempt to remedy the complaint in the best interest of the affected parties, and document the outcome. The Head of School or Principal must respond to the complainant and issue a final decision in writing within 10 days of the supervisor's receipt of the complaint.

Board of Directors Review of Complaint

If the complainant is not satisfied with the Head of School or Principal's final decision, then the individual may appeal their complaint in writing to the Board of Directors within 10 days of receiving the final decision. The complaint shall be directed to the Board Chair, and shall include a copy of the written complaint to the Head of School or Principal, along with a copy of the final decision. A copy of this appeal shall also be delivered to the Head of School and/or Principal.

The President of the Board, at the next regular meeting of the Board, shall provide a copy of the complaint record to all board members. The Board's decision shall be decided on a review of the record developed at the Head of School level. Any action of the Board of Directors regarding the complaint shall be taken in compliance with the Alabama Open Meeting Act.

Discipline

In an effort to correct employee misconduct at the earliest stage possible, i3 Academy administration may implement a stair-step disciplinary procedure. Such a procedure may begin first with a verbal warning. The next offense would proceed to a written warning; the next step is suspension; followed by termination of employment.

Though i3 Academy may utilize such stair-step disciplinary procedures, i3 Academy reserves the right to skip any or all steps and immediately discharge the employee.

The stair-step disciplinary procedure does not forfeit the at-will status of its employees, and i3 Academy preserves the at-will nature of the employment relationship. Accordingly, discharge may be initiated by i3 Academy at any time, with or without cause, and with or without notice.

Separation from Employment

Resignation

Employees must notify the board 30 calendar days of the next scholastic year of their decision to not return. During the school year, teachers/counselors/student and academic support staff must submit a 30 day written notice to HR and their immediate supervisor. Failure to provide proper notice is considered unprofessional conduct and the State Superintendent of Education may revoke or suspend a teacher's certificate. Employees are not permitted to use personal or vacation days once notice has been given and sick days are subject to certification.

All other employees are expected to provide two weeks or 10 business days notice in writing to HR and their immediate supervisor.

The written notice should include the employee's anticipated last work day. i3 Academy reserves the right to require the employee to resign immediately rather than work during the notice period.

Discharge

In an effort to reduce the risk of employee violence or vandalism, upon an employee's discharge from employment, i3 Academy administration may request that an employee leave the facility immediately upon separation from employment. If accompanied by an i3 Academy administrator, the employee will be permitted to gather his/her personal belongings before being escorted to the exit.

The exiting employee is prohibited from taking any i3 Academy property or information with him/her; the employee is not to retain in hard copy or soft copy any i3 Academy information. i3 Academy reserves the right to examine any boxes, briefcases, or other receptacle of an exiting employee to ensure these rules are being followed.

An exiting employee who has been discharged is not to return to the premises of i3 Academy without prior written approval from the Head of School or Principal.