



Employee Handbook

www.coloradoearlycolleges.org

Letter from Governing Board President, Laura Calhoun

Welcome to another exciting year at Colorado Early Colleges!

I am honored to serve as the Governing Board President for our prestigious community of schools in Colorado. The growth of CEC has extended to serve students not only in Colorado Springs, Fort Collins, Parker, Aurora, Windsor, Englewood and Castle Rock, but now includes the new middle school in Colorado Springs and the CEC Online Campus.



This is a very different time in which we are starting a new school year. I want each of you to know that the Board and I are committed to ensure that all of our schools provide a safe and healthy environment for you to excel in as you work here at CEC. The wellbeing of all CEC staff, as well as all students, is our top priority as we start this school year with the challenges of COVID 19.

The Board and I appreciate the work that you do every day. We know that our success is based on the dedication and commitment you bring to CEC every day. We understand the hard work and sacrifices you make to support our students. Please know that we appreciate you and your efforts.

As we move forward in this school year, we welcome your creativity, innovation, and out-of-the-box thinking in meeting the needs of students in the 21st century. To those of you that are new to CEC, **WELCOME!** To those of you who have been with CEC for a number of years, we gratefully welcome you back and **THANK YOU** for returning! To the executive staff, heads of schools, and support staff, **THANK YOU** for working tirelessly during the last 7 months as we maneuvered through a pandemic that caused us to immediately switch from in-person learning to remote learning! The Board appreciates each of you!

Always remember the mission of CEC is to:

CREATE SUCCESS FOR ALL STUDENTS REGARDLESS OF BACKGROUND, EXPERIENCE, GENDER, OR ETHNICITY. NO EXCEPTIONS, NO EXCUSES.

On behalf of the CEC Governing Board, **Thank You** again for your service to students and your part in making the mission of CEC a reality for all!

Respectfully serving,

Laura E Calhoun
CEC Board President
Relator * Connectedness * Belief * Strategic * Responsibility

Letter from CEC Chief Executive Administrator, Sandi Brown



Dear CEC Team,

Welcome to the start of the 2021-2022 school year! Each school year develops into its own chapter as we improve and grow to serve students in this great state of Colorado. This year CEC will be writing its 15th chapter as we established our first school in Colorado Springs in 2007. I am excited that you have chosen to be a part of this innovative team which in turn will support the improvement and growth of this great network of schools we call Colorado Early Colleges!

As the Chief Executive Administrator, I know that it takes a collaborative team to support the mission of an Early College Model. Each one of us plays a unique role in the mission to graduate all students with a degree or certification. As most know, the Early College Model has its own definition stating that we must provide a four-year curriculum leading to a degree or certification. We are proud of the programming we offer students to get ahead in their academic career which reduces school loan debt. CEC is producing educated, hardworking people who give back to the communities in which we live.

This year, fall 2021, CEC is opening a new middle school in Colorado Springs and the new CEC Online Campus, serving students across Colorado. CEC Aurora has moved into a wonderful new home to better serve their students with advanced programming and a hands-on experience. CEC Windsor expanded to include 9th grade. We have partnered with My Tech High to offer fully online, part-time option to homeschool families. And we have partnered with Snow College to offer an online accelerated competency-based associate degree.

Please take the time to read each word in the Employee Handbook. We welcome questions and suggestions surrounding the content in this handbook. Should you desire to address anything in the Employee Handbook, please contact Dr. Stephanie Livingston, the Executive Director of Organizational Business and Human Resources.

Thank you for your service to Colorado Early Colleges.

With gratitude,

Sandi
CEC Chief Executive Administrator
Belief * Self-Assurance * Achiever * Responsibility * Learner

2020-2021 CEC Governing Board Meeting Dates

Date	Location	Time
Tuesday, August 4, 2020 – Network Rally	Virtual Via Teams	9:00 a.m. – 12:30 p.m.
Friday, August 21, 2020	CEC Aurora Or Virtual Via Teams	11:30 a.m. Tour 12:30 p.m. Lunch 1:30 p.m. Board Meeting
Friday, September 18, 2020	CEC Castle Rock Or Virtual Via Teams	11:30 a.m. Tour 12:30 p.m. Lunch 1:30 p.m. Board Meeting
Friday, October 16, 2020	Colorado Springs Or Virtual Via Teams	3:30 p.m.
Friday, November 20, 2020	CEC Inverness Or Virtual Via Teams	11:30 a.m. Tour 12:30 p.m. Lunch 1:30 p.m. Board Meeting
Friday, December 11, 2020	Colorado Springs Or Virtual Via Teams	3:30 p.m.
Friday, January 15, 2021	Colorado Springs Or Virtual Via Teams	3:30 p.m.
Saturday, February 13, 2021, OR Saturday, February 20, 2021	Denver Area Or Virtual Via Teams	8:30 a.m. Retreat 3:30 p.m. Board Meeting
Friday, March 26, 2021	Colorado Springs Or Virtual Via Teams	3:30 p.m.
Friday, April 16, 2021	Colorado Springs Or Virtual Via Teams	3:30 p.m.
Friday, May 14, 2021	Colorado Springs Or Virtual Via Teams	3:30 p.m.
No June Meeting	N/A	N/A
Friday, July 16, 2021	Colorado Springs	3:30 p.m.

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About CEC

Colorado Early Colleges (CEC) is a Network of Schools, authorized by Colorado Charter School Institute (CSI). The CEC Network of Schools includes seven high schools, four middle schools, one satellite office, and one online campus.

An Early College Model

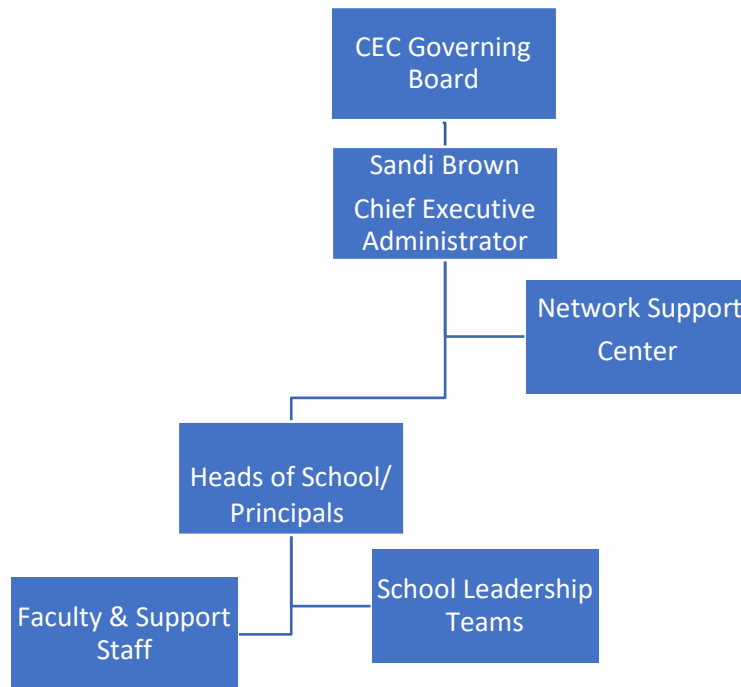
All CEC high schools are designated as *Early Colleges per* C.R.S. 22-35-103(10)(a), which states, “‘Early college’ means a secondary school that provides only a curriculum that requires each student to enroll in and complete secondary and postsecondary courses while enrolled in the four years of high school such that, upon successful completion of the curriculum, the student will have completed the requirements of a high school diploma and an associate degree or other postsecondary credential or at least 60 credits towards the completion of a postsecondary credential.”

CEC Campuses

- CEC Colorado Springs, Est. 2007
- CEC Fort Collins, Est. 2012
- CEC Parker, Est. 2014
- CEC Fort Collins Middle School, Est. 2015
- CEC Aurora, Est. 2017
- CEC Fort Collins West Middle School, Est. 2019
- CEC Windsor, Est. 2019
- CEC Everest Point Homeschool Academy, Est. 2019
- CEC Castle Rock, Est. 2020
- CEC Inverness, Est. 2020
- CEC Colorado Springs Middle School, Est. 2021
- CEC Online Campus, Est. 2021

The CEC Network staff provide services to the entire network including, but not limited to policy development, transportation, marketing, professional development training, accounting/finance, grant writing, student information system management, CDE and CSI compliance, and human resources.

CEC Leadership



CEC Mission Statement

Colorado Early Colleges' mission is to prepare a diverse population of students for life by developing their mind, body and character through rigorous academic studies, and character development activities in cooperation with the community we serve.

All students, regardless of background or skill level, will have the opportunity to pursue a growth mindset that will allow them to achieve mastery and will demonstrate that they can succeed in school, in college, and in their chosen career.

No exceptions. No excuses.

Disclaimer

The contents of this handbook are summary guidelines for employees and therefore are not all inclusive. This handbook supersedes all previously issued editions. Except for the at-will nature of employment, CEC reserves the right to suspend, terminate, interpret, or change any or all the guidelines mentioned, along with any other procedures, practices, benefits, or other programs of CEC. These changes may occur at any time, with or without notice.

Human Resources

At-will Employment at CEC

Neither the employee nor CEC are committed to an employment relationship for a fixed period. Employment with CEC is at-will. Either the employee or CEC has the right to terminate the employment relationship at any time, for any reason. The language used in this handbook and any verbal statements by management are not intended to constitute a contract of employment, either expressed or implied, nor is there a guarantee of employment for any specific duration. No representative of CEC has authority to enter into an agreement of employment for any specified period. The at-will employment relationship may only be altered by a vote of the CEC Governing Board (the Board) and a written agreement signed by a representative of the Board and the employee.

Equal Employment Opportunity (EEO)

CEC does not discriminate based on race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender identity, age, physical or mental ability, veteran status, military obligations, marital status, genetic information, or any other class protected by law.

CEC's position on discrimination applies to all CEC employees, volunteers, internal and external vendors, contractors, and consultants and extends to hiring, educational services, and all internal promotions, training, opportunities for advancement, terminations, and dealings with the public.

Discrimination

CEC is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees on the basis described above.

Harassment is a form of employment discrimination that violates Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, (ADEA), and the Americans with Disabilities Act of 1990, (ADA). Harassment is unwelcome conduct that is based on race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information. Harassment becomes unlawful where 1) enduring the offensive conduct becomes a condition of continued employment, or 2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

Sexual Harassment

CEC strongly opposes sexual harassment and inappropriate sexual conduct. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- Submission to such conduct is made explicitly or implicitly a term or condition of employment.
- Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

- Employees are expected to always conduct themselves in a professional and businesslike manner.
- Sexually implicit or explicit written, verbal, or physical communication or conduct is prohibited.

Employee Classifications

CEC employees are classified as either exempt or non-exempt under federal and state wage and hour laws, and are further classified for administrative purposes, such as the administration of certain benefits. The following classifications are used throughout this Handbook.

Exempt* Employees

Exempt employees are not eligible to receive overtime pay requirements through the Fair Labor Standards Act (FLSA). To be considered an “exempt” employee, employees must be paid a salary (not hourly).

Non-exempt* Employees

Non-exempt employees are eligible to receive overtime pay through the FLSA. Non-exempt employees must be paid per hour they work and 1.5x their hourly wage for hours worked over 40. (See Compensation section.)

Full-Time Employees

Full-time employees are those who are normally scheduled to work a schedule of thirty hours per week or more. Full-time employees are eligible for the employee benefits described in this handbook.

Part-Time Employees

Part-time employees are those who are normally scheduled to work fewer than thirty hours per week. Part-time employees may be assigned a work schedule in advance or may work on an as-needed basis. Part-time employees may be eligible for some employee benefits described in this handbook.

Temporary Employees

Temporary employees are those who are employed for short-term assignments to temporarily supplement the workforce or assist in the completion of a specific project. Temporary employees are not eligible for employee benefits.

Abusive Conduct & Bullying

CEC does not tolerate abusive conduct or bullying in the workplace. Abusive conduct is defined as conduct of an employer or employee in the workplace, with malice, that a person would find hostile, offensive, and unrelated to an employer’s legitimate business interests. Abusive conduct may include repeated infliction of verbal abuse, such as the use of derogatory remarks; insults and epithets; verbal or physical conduct that a person would find threatening, intimidating, or humiliating; or the gratuitous sabotage or undermining of a person’s work performance. A single act may not constitute abusive conduct, but such determination shall be made by CEC leadership based on the context, severity, and egregiousness.

Complaint Procedure

CEC employees who believe there has been a violation of the EEO, discrimination, harassment, or abusive conduct and bullying policies, should make a timely complaint to their direct supervisor to enable CEC to investigate and correct the behavior.

Employees who prefer not to go to their immediate supervisor may report their complaint to the Head of School or to any individual in the Human Resources (HR) department. All complaints will be kept confidential; however, Heads of Schools, administrators, an HR representative, and legal counsel may be brought into the process as needed on a case-by-case basis.

CEC prohibits retaliation against an employee for filing a complaint, made in good faith, under this policy or for assisting in good faith in a complaint investigation. Employees who perceive retaliation for making a complaint or participation in the investigation should follow the complaint procedure outlined above. Retaliation will be investigated.

If CEC determines that an employee's behavior is in violation of this policy, disciplinary action will be taken, up to and including termination of employment. Please see the [Network Grievance Policy](#) for additional information.

Discipline/Discharge

It might become necessary for CEC to discipline, suspend, and/or discharge an employee. Reasons for discipline, up to and possibly including immediate termination include, but are not limited to:

- Violation of CEC rules/conduct
- Violation of state, federal, and local laws, and regulations
- Failure to properly perform assignments/duties as determined by CEC
- Poor performance
- Dishonesty
- Theft
- Use of or being under the influence of drugs (including medical marijuana) or alcohol while on the job
- Insubordination

Heads of Schools and supervisors, excluding the Chief Executive Administrator (CEA), must consult with the HR department or CEA prior to initiating any disciplinary action, including suspension and/or termination. The HR department, or CEA, will assist the Head of School and/or supervisor to ensure the consistent interpretation of current CEC policies and procedures.

Administrative Leave

CEC may place a staff member on administrative leave with pay at its discretion. Such leave is to be used in circumstances when the health or safety of any staff member or of any person or property entrusted to the staff member's care could be adversely affected, or during an administrative investigation as determined by the Executive Director of HR or the CEA. Compensation for administrative leave will be equal to the staff member's base rate of pay. The length of such leave is solely at the discretion of CEC. Employees may also be disciplined,

including possible termination, for failing to cooperate during an investigation. The CEA and/or Executive Director of HR must approve placing a staff member on administrative leave.

Termination

Employment with CEC is at-will and the employee and CEC may terminate the employment relationship at any time for any legal reason including but not limited to violations of CEC policy, the CEC Employee Handbook, legal infractions, or general misconduct.

Separation from Employment

Employees who wish to resign their positions, shall notify their immediate supervisor of their anticipated departure date, and follow any instructions given regarding employee exit procedures which might include, but is not limited to a letter of resignation, an exit interview, conversion of insurance, return of property, and delivery of final paycheck.

Employees may be considered for re-employment if they maintained satisfactory job performance while employed at CEC and provided CEC with reasonable notice of their resignation.

Immigration Compliance

CEC is committed to full compliance with the federal and state immigration laws. CEC will not knowingly hire or continue to employ anyone who does not have the legal right to work in the United States. Employees are responsible for notifying CEC of any change to their immigration status within twenty (20) days of the change.

Personnel Records

CEC maintains a personnel file for each employee utilizing Frontline Central software system. Supplemental records may be maintained for ease in data gathering. Only duly authorized staff and CEC contractors may enter or review information which pertains to the professional and legal role of the employee in the file. Employees must complete a written request to the Executive Director of Organizational Development and HR to review their own personnel files. Employees shall make no alterations or additions to the records nor remove any material from the file. Employees will be given a copy of their personnel file or permitted to inspect the original under the supervision of the Executive Director of Organizational Development and HR, or designee. Before an employee is given access to their personnel file, CEC may redact any information from the file that may be redacted in accordance with law. An employee wishing to appeal material in his/her file shall make a written request to the Executive Director of Organizational Development and HR and specify name and date, material to be appealed, and reason for appeal.

For purposes of this policy, your personnel file includes: recruiting and screening documents such as applications, resumes, and educational transcripts; job descriptions; records relating to job offers, promotions, demotions, transfers, and/or layoffs; training records; pay and compensation information; records relating to other employment practices (including policy acknowledgments and agreements); letters of recognition, warnings, counseling, and disciplinary notices; performance evaluations and goal setting records; and termination records.

Information not considered part of an employee's personnel file and kept separate include: Equal Employment Opportunity (EEO)/invitation to self-identify disability or veteran status

records, reference/background checks, drug test results, immigration (I-9) forms, medical/insurance records (medical questionnaires, benefit enrollment forms and benefit claims, doctors notes, accommodation requests, and leave of absence records), child support/garnishment, litigation documents, workers' compensation claims, investigation records (although relevant disciplinary action, counseling, or other direct communications are placed in the employee's personnel file), and requests for employment/payroll verification.

Confidential Information

Some employees will be exposed and have access to confidential employee information, such as employment applications, medical, payroll, I-9, etc. This information should not at any time be shared with anyone not authorized to review said documents. The release of this information is grounds for discipline up to immediate termination.

Employee Benefits

Insurance Benefit Plans

Employees will receive benefits information and given the opportunity to enroll for benefits each August. Benefits for the new school take effect on September 1st. If you have a change in status or significant life event (i.e. single, married, divorced, having a child, etc.), you will have an opportunity to change your benefits within 60 days of that status change. Contact Allison Metsch, Director of Benefits and Payroll, at Allison.metsch@coloradoearlycolleges.org for more information. Employees hired after open enrollment must wait until the first of the following month to enroll in benefits.

Employee Time Off ([Employee Time Off Policy](#))

- Covered in Employee Time Off Policy
 - Paid Time Off
 - Leave without Pay Staff
 - Military Leave Legal Leave
 - Compassionate Leave
 - Bereavement Leave
 - Family Medical Leave Act (FMLA)
 - Maternity Leave
 - Paternity Leave
 - Holidays

Additional Leave Benefits

Discretionary Leave

CEC may provide paid or unpaid leave to employees who are not eligible for another type of leave at the discretion of the Executive Director of Organizational Development and HR, or CEA.

Colorado Family Care Act (FCA)

CEC acknowledges the Colorado Family Care Act and will work with employees on a case-by-case basis.

Victim Protection Leave

Employees who have been a victim of domestic abuse, stalking, or sexual assault may take up to three days leave within a 12 month period, paid (PTO) or unpaid, to seek protective orders, obtain medical care, secure their home, seek legal assistance, or attend/ prepare for court proceedings arising from the crime. Employees must first exhaust their PTO leave before taking unpaid leave.

Voting Leave

On election day, employees are allowed to be absent from work for up to two hours, either at the beginning or end of their work shift, to vote during the time the polls are open unless employment hours on the day of the election are such that there are three or more hours between the time of opening and the time of closing of the polls during which the elector is not required to be on the job. Employees should request time off from their supervisor s prior to the election day. CEC may specify the hours during which the employee may be absent.

Workplace Accommodations for Nursing Mothers

Colo. Rev. Stat. §8- 13.5-101 to -104

CEC shall provide unpaid breaks to nursing mothers or allow them to use their paid breaks to express breast milk each day for their nursing children according to State statute.

Compensation

Compensation Administration

Salaries and hourly pay are reviewed annually according to the employee's overall job performance, contribution, and responsibilities. Pay ranges are periodically assessed.

Paydays

CEC paydays are on the last workday of the month.

Time Reporting

Non-exempt employees are required to enter their time worked daily and supervisors are required to approve employees' work time on a weekly basis. Non-exempt employees are required to submit a monthly timecard at the end of each pay period (the 15th of the month). Timecard processes will be defined and communicated by the CEC Network Finance department.

Non-exempt employees are expected to take breaks and lunch periods according to their agreement with their immediate supervisor.

Employees may contact their immediate supervisors, the school's Business Managers, or the Director of Benefits and Payroll with questions about how their pay is calculated, details of a specific paycheck, and/or any additional payroll questions.

All overtime must be approved in advance by the Head of School; Network employees must have supervisor's approval. Failure to receive prior approval could result in disciplinary action.

Overtime will be paid to non-exempt employees at the rate of one and one-half times the employee's base pay rate when work is performed more than:

- forty hours per workweek; or
- twelve hours per workday

The CEC workweek begins at 12 midnight Sunday and ends at 11:59 p.m. Saturday.

Reimbursement Procedures

Employees will be reimbursed for all business-related expenses that are pre-approved in writing, and upon submission of accurate and receipted expense reports to their Head of School or supervisor. Employees shall submit these reports in accordance with CEC's Financial Management policy and within established timelines to ensure proper accounting and prompt reimbursement. Requests for reimbursement may be denied if not received within 30 days.

Payroll Deductions

Deductions from employees' gross pay can be either: mandatory or voluntary. Mandatory deductions are those required by law, court order, or other legally compelling influence on payroll. CEC is required by law to make the following paycheck deductions:

- Federal Income Tax
- PERA
- State Income Tax
- Medicare
- Court-ordered garnishments (when required by law)

The amount of tax deductions depends on an employee's income level, marital status, and the number of allowances claimed on the employee's W-4 form.

Voluntary deductions are those requested by an employee to be made on their behalf and may include family medical and/or dental insurance, retirement contributions, etc. Voluntary deductions will not be made without the employee's written request or authorization.

Job Duties/Performance

Job Duties

CEC makes every effort to create and maintain accurate job descriptions for all positions. Job descriptions articulate each employee's responsibilities, establish the qualities needed for successful completion of one's work, and set standards for employee performance evaluations.

Existing job descriptions may be reviewed and revised on a periodic basis to ensure that they are up to date. Job descriptions may also be rewritten periodically to reflect any changes in a position's duties and responsibilities. Employees are expected to help ensure that their job descriptions are accurate, current, and reflect the work being done.

Employees should remember that job descriptions do not necessarily cover every task or duty that might be assigned, and that additional responsibilities may be assigned, as necessary. Employees who have questions or concerns about their job description should contact their direct supervisor.

Job Performance

Employees may be coached or disciplined, including possible termination, for not adhering to their job description and for poor job performance as determined by CEC in its exclusive discretion. Some examples of poor job performance are:

- Below average work quality.
- Poor attitude and/or rudeness to co-workers, students, parents, and other persons in contact with CEC.
- Lack of cooperation with management/supervision, coworkers, students, parents, and other persons in contact with CEC.
- Excessive absenteeism, tardiness, or abuse of break and meal privileges.
- Failure to follow instructions or school policies and procedures.

Employee Conduct

Employees will abide by CEC policies and procedures, and any other appropriate rules of behavior established by the Head of School or CEA for the purpose of maintaining order and a favorable academic environment. Any CEC employee who violates the policies or procedures or other school rules may be subject to disciplinary action.

Employee Conduct While on Leave or Not on School Grounds

CEC employees should adhere to the code of conduct and must be mindful of actions while on leave, off school property, and during nonworking hours as to not create a conflict of interest with CEC's students.

Dress Code

Employees will be expected to promote professionalism by adhering to business casual or business attire. CEC's Dress Code shall be enforced uniformly, fairly, and consistently for all employees, and prohibits employees from wearing apparel that is deemed disruptive to the environment or to the maintenance of a safe and orderly school.

Dress Code Expectations:

- Employee IDs must be worn and visible at all times when on campus for safety and security.
- All attire must be free of holes, tears, and fraying. This includes "patched" but still frayed items such as jeans/pants.
- Overly tight or loose attire is not appropriate at school.
- Appropriate dress code attire must be worn under any "see through" item.
- Undergarments shall not be visible.
- Any clothing, jewelry, and accessories containing any words, symbols, or pictures which include any references to sex, drugs, tobacco, alcohol, weapons, obscenities, profanities, as well as anything vulgar, lewd, legally libelous, distracting, and/or dangerous are prohibited and must be removed or covered.

Dress Code Guidelines:

- **SHIRTS/TOPS:** Shirts/tops must cover chest. Similarly, button or zip up tops must be buttoned or zipped unless the shirt underneath meets all the previously listed requirements. Sleeveless tops are fine as long as the straps are 3 inches wide. Spaghetti straps are not allowed.
- **PANTS/BOTTOMS/DRESSES:** Dresses and skirts must be fingertip length. No shorts are permitted.
- **LEGGINGS:** Leggings may ONLY be worn beneath skirts, dresses, or shorts meeting length requirements. Pants/bottoms are to be worn no lower than the hipbones.
- **ATHLETIC WEAR:** Athletic wear is only permitted on campus during PE activities. Jeggings/leggings and yoga pants are not permitted. Athletic type/material joggers are only permitted during PE activities. Bottoms intended for swimming and/or sleeping are not permitted. This includes, but is not limited to pajamas, pajama pants, board shorts/swim trunks, and swimming/bathing suits.
- **SHOES:** Shoes must be worn at all times. Slippers/flip-flops are not allowed.
- **ACCESSORIES:**
 - Permissible piercings are pierced ears and/or one small nose stud or ring in the side of the nostril. Other facial and visible body piercings, including gauges, must be discretely covered. Nose rings between nostrils are not permissible.
 - Hats, hoods, bandanas, and sweatbands are not to be worn in CEC buildings at any time. Traditional/Religious headwear, as well as protective hairstyles commonly or historically associated with race, are allowed.
 - Any accessory worn to cover non-compliant clothing is not permitted.
 - Blankets and costumes are not appropriate clothing for school.

Remote/Online Working

CEC employees should be professional when working remotely/online. CEC's Dress Code shall be followed when teaching and/or attending meetings using Microsoft Teams or another virtual meeting platform. Employees are expected to be available and working during regular work hours.

Attendance

Each employee is an integral part of CEC and good attendance is essential to the effective operation of CEC

Excessive absences and tardiness will not be tolerated. All requests for time off must be entered into SDS and approved by an employee's supervisor prior to taking time off unless it is an emergency.

If it is necessary for employees to be absent from work due to illness, injury, or an emergency, the employee must notify their immediate supervisor as soon as possible and explain the specific reason for their absence and expected return date and/or time.

Employees who are absent for two (2) consecutive workdays without notifying their supervisor will be terminated. See CEC policy [Employee Time Off Policy](#) and [Appendix A: Illness Procedure and Acknowledgment](#) for more information.

Outside Employment

Outside employment that constitutes a conflict of interest or interferes with an employee's primary job duties is prohibited. Employees may not receive any income or material gain from individuals outside CEC for materials produced or services rendered while performing their jobs at CEC.

Professional Development

CEC recognizes the value of professional development and training as it relates to staff professional growth. CEC also understands any professional development expense should provide a positive impact on student performance.

Employees who attend professional development opportunities, training, and professional conferences agree to adhere to the following:

Employees attending professional development opportunities requiring travel will adhere to CEC's travel expense policy and procedures found in CEC's Financial Management policy.

- Employees assigned professional development by their supervisor or who make a request to attend professional development shall make every attempt to attend.
- Staff attending professional development opportunities will participate in the training, activities, and/or assessments related to the function as a professional representing the school.

Requests for Professional Development/Staff Training

- All external professional development / training requests should be submitted through the employee's supervisor.
- All requests for training/professional development will be reviewed to:
 - Alignment with CEC's mission, vision, and strategic plan.
 - Direct positive impact on student achievement.
 - Is included in the school's professional development budget.
 - Alignment with CEC's school culture, social contracts, and organizational agreements.

CEC staff will adhere to the training schedule as designated in the training confirmation. Employees who do not comply may be subject to disciplinary action, including possible termination of employment.

Alcohol and Drugs

CEC maintains a drug and alcohol-free work environment. Working after the apparent use and/or abuse of alcohol, or a controlled substance, including marijuana, regardless of its legal status, is prohibited.

The possession, purchase, consumption (use), or sale of a controlled substance or alcohol on CEC premises or while conducting CEC business is prohibited. Alcoholic beverages served in conjunction with an authorized CEC event are an exception to this prohibition.

CEC may conduct unannounced inspections for controlled substances and/or alcohol in the workplace or on CEC premises, including parking lots. All property of CEC such as desks, lockers, and file cabinets are subject to inspection and have no expectation of privacy in such areas. Failure to do so will result in disciplinary action up to and including termination.

Smoking/Vaping

CEC prohibits the possession or use of tobacco by students, and the use of tobacco by staff members and visitors in or on any school property or while participating at any student activity sponsored by the CEC.

- Use includes the lighting, chewing, smoking, consuming, or ingesting of any tobacco product.
- Staff members and visitors include employees, parents, members of the public, contractors, and any person working or using the school premises or vehicles.
- Tobacco and/or tobacco products means all kinds and forms of tobacco such as cigarettes, cigars, smokeless tobacco, dissolvables, electronic cigarettes, paraphernalia and other emerging products suitable for chewing or smoking, and any other product that is packaged for smoking.
- School property includes, but is not limited to any building used for instruction, administration, support services, maintenance, or storage; the grounds surrounding those buildings if the school is authorized to exercise dominion and control over those grounds; and all vehicles used by the school for transporting students, workers, visitors, or other persons.

Safety/Reporting of Injury

CEC is committed to a safe work environment for employees. Employees should report any unsafe practices or conditions to their supervisor. If employees are injured on the job, no matter how minor, they must immediately report this to their immediate supervisor. If medical treatment for an on-the-job injury is needed, it must be obtained from one of CEC's designated physicians and reported to Allison Metsch, Director of Benefits and Payroll, at Allison.metsch@coloradoearlycolleges.org, as a Worker's Compensation Claim. If a CEC-designated physician is not seen, the employee may be responsible for the cost of medical treatment.

Colorado Early Colleges requires all employees, as a condition of employment, to comply with all applicable safety regulations as listed in this handbook.

- Employer Responsibilities:
 - Provide a safe workplace
 - Provide safety and health education and training
 - Annually review and update workplace safety rules
- Employee Responsibilities:
 - Report all unsafe conditions
 - Immediately report all work-related injuries
 - Wear the required personal protective equipment
 - Abide by the organization's safety rules at all times

The safety rules listed below are provided as guidelines. All employees must follow these rules as a condition of employment. All employees must sign and return the acknowledgment form after they have been given a chance to review the safety rules and ask any questions. The safety rules will be periodically reviewed by leadership in order to ensure that they are applicable and current, and updates will be promptly shared with all employees.

Employees are subject to disciplinary action for violations of CEC's safety rules. Employees will be coached and/or trained to ensure a clear understanding of the infraction and proper conduct. Nothing in this handbook or CEC's safety program will preclude leadership from terminating an employee for a safety violation. This is not a progressive discipline system, and any safety violation may lead to an employee's termination without prior instruction or warning.

Leadership reserves the right to impose any of the following disciplinary actions it deems appropriate:

- Verbal warning with documentation in personnel file.
- Written warning outlining nature of offense and necessary corrective action with documentation in personnel file.
- Suspension.
- Termination.

Leadership, including supervisory personnel, are subject to the above disciplinary action for the following reasons:

- Repeated safety rule violations by employees under their supervision.
- Failure to provide adequate training prior to assigning jobs.
- Failure to report accidents and to provide medical attention to employees injured at work.
- Failure to control unsafe conditions or work practices.
- Failure to maintain good housekeeping standards and cleanliness in their departments.

CEC Safety Rules

CEC's safety rules are designed to provide employees with established safety practices and procedure. Talk with your supervisor regarding specific safety practices and procedures.

Accident Reporting

Report all accidents or near misses to your supervisor immediately.

Hazard Reporting

Notify a supervisor immediately of any unsafe condition and/or practice.

Alcohol and Drugs

Illegal drugs and alcohol are not allowed on CEC property. Employees must notify their supervisor if they are taking any prescription drugs that might affect their judgment.

Driving

While driving a CEC vehicle-owned, or driving your own vehicle for CEC business purposes, obey all traffic laws and signs at all times. Wear your seat belt at all times. Do not drive over the posted speed limits, and NEVER text and drive.

Lifting

Refer to the detailed lifting safety rules before performing the task.

Falls

When working above a lower level (4 feet in general industry, 6 feet in construction) with unprotected sides, edges or openings, protect yourself by use of guardrails or an approved personal fall-arrest system (e.g., lanyard, harness, anchor point). More specific rules must be reviewed, and training must be completed prior to performing work above a lower level.

General Safety Rules

- Do not stand on furniture to reach high places; always use a ladder or a step stool.
- Use handrails when ascending or descending stairs or ramps.
- Close all file cabinet drawers after use to prevent tripping or bumping hazards.

Facilities, Transportation and Food Services

- Talk with your supervisor regarding specific guidance on safety policies and procedures.

Driving While Working

The following safety steps apply to all CEC employees who operate a motor vehicle for CEC business and/or CEC time, and while operating a company or personal vehicle.

- Employees are responsible for maintaining a valid driver's license.
- Drivers must be physically and mentally able to drive safely. Fatigue, medications, and physical injuries can affect an employee's ability to safely operate a vehicle.
- Drivers must conform to all traffic laws and make allowances for adverse weather and traffic conditions.
- Seat belts must be worn whenever a vehicle is in motion.
- Cargo should be secured and all doors should be locked, both when the vehicle is moving and when it is parked.
- Respect the rights of other drivers and pedestrians.
- Drivers may not be under the influence of drugs or alcohol while operating a vehicle for company purposes.
- Cell phone usage, including texting, is prohibited while driving for company purposes.
- Use of radar detectors is forbidden in all vehicles owned or used by the company.
- Hitchhikers and passengers other than company employees are not permitted while driving company owned vehicles.
- All traffic violations for bus drivers and employees driving company owned vehicle, whether on company or personal time, must be reported to the manager within 24 hours or by the next business day. CDL drivers will also be required to complete a violation review form.
- CEC will review motor vehicle reports annually.
- If an employee has a change in license status, including a renewal, he or she must give a copy of his or her new license to the supervisor for the employee's file. (Applies to bus drivers or employees driving CEC owned vehicle).
- Employees must read and acknowledge Transportation SOP if driving a bus or CEC owned vehicle.

Safety Rules Enforcement

Employees will be subject to disciplinary action up to and including termination for violating safety rules.

Use of School Property and Materials

Email & Personal Cell Phones

Email is to be used primarily for business purposes during working hours. While personal emails, phone calls, and text messages are permitted during the working day, they should be kept to a minimum and done in a way that is not disruptive.

All employees are required to sign the CEC Employee Computer, Network & Internet Usage Policy Acknowledgement Form annually.

Email

Each employee will be assigned a CEC email address. Email should be monitored each day. Parent concerns and CEC Network requests should be addressed by the end of the next business day from when the email was received. An email sent on the work email system belongs to CEC, and the employee should not have an expectation of privacy even if the subject matter of the email is private. CEC can access, at its discretion, the archives or backup of the email servers, which includes emails of CEC employees.

Emails sent from a private/personal email account and saved to CEC's servers may be reviewed by CEC as well. CEC reserves the right to monitor or access any messages left on email or voicemail, with or without notice to employees, at its exclusive discretion, and employees have no expectation of privacy in work email or voicemail messages that they send or receive.

Internet Usage

CEC is committed to preventing access to, visually viewing, participating in, or transmitting pornographic or obscene material using CEC's computers or internet access. Employees found doing such may be immediately terminated. During work time, internet access is to be used only for CEC purposes. Data that is composed, transmitted, accessed, or received via the internet (including email) must not contain content that could be considered discriminatory, obscene, threatening, harassing, or intimidating.

All internet data that is composed, transmitted, or received via the school's electronic communications systems is part of the official records of CEC and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, employees should always ensure that the business information contained in internet email messages and other transmissions is accurate, appropriate, ethical, and lawful.

Equipment, services, and technology provided to access the internet remain the property of CEC. As such, CEC reserves the right to monitor internet traffic, and retrieve and read any data composed, sent, or received through CEC connections or equipment.

Abuse of the internet access provided by CEC and is in violation of law or CEC policies will result in disciplinary action, up to and including termination of employment. Employees who act in violation of state and federal law through internet use may be held civilly or criminally liable. See CEC policy [Computer, Network & Internet Usage](#).

Access to School Property

CEC loans school property to employees for on-going use to facilitate the ease of their work with the explicit understanding that should such property not be returned in good condition at the close of each year and/or at the termination of employment, the employee will be held fiscally responsible for the replacement of said property. Such property includes, but is not limited to work computer, cell phones, keys, thumb drives, professional development books, wellness equipment including activity trackers, backpacks, clothing with CEC logos, and curricular resources purchased with school funds.

Employees must return all CEC property immediately upon request or upon termination of employment. Employees will sign an acknowledgment that they have read and will abide by CEC's Technology Resources, Internet Safety Responsible Use policy for staff, and consent to CEC withholding from an employee's check or final paycheck the cost of any items that are not returned when required, where permitted by applicable laws. CEC may also take all action deemed appropriate to recover or protect its property.

Purchase Requests for School Materials

If a CEC employee has a need for materials to perform their job, they may submit a Purchase Request to their direct supervisor or designee for approval. Should the request be approved, the employee can work with the school to arrange for the purchase.

Speaking to the Media

No CEC employee may speak to the news media as an official or unofficial spokesperson. All inquiries from the media should be referred to the CEA or legal counsel.

Data Privacy Law

Protection of Employee Personally Identifiable Information (PII)

As permitted under state and federal law, CEC will protect PII from unauthorized access, use, modification, or destruction. Any third-party access to CEC employee PII will be required to implement and maintain reasonable security procedures and practices that are appropriate to the nature of the PII disclosed and protect PII from unauthorized access, use, modification, or destruction.

Security Breach of PII

If CEC determines that a security breach may have occurred, a prompt investigation will be completed to determine the likelihood PII has been or will be misused.

If the investigation reveals a breach has occurred, that is not likely to result in a misuse of PII, CEC will notify all affected employees. This notification will occur no later than 30 days after the determination that a breach has occurred. Affected employees will be notified of the following information:

- Date or date range of breach.
- Description of the PII that was acquired or reasonably believed to be acquired.

- Toll-free numbers, addresses and websites for Consumer reporting agencies.
- Toll-free number, address, and website for Federal Trade Commission.
- A statement that the employee can obtain information from the Federal Trade Commission and Credit reporting Agencies about fraud alerts and security freezes.

If an investigation determines that a security breach of PII has resulted in misuse, or is reasonably likely to result in misuse, of said PII, CEC will notify affected employees with the following information:

- Direct the person whose PII has been breached to promptly change his or her password and security question or answer, or to take other steps appropriate to protect the online account. In the event that login credentials of an email account are furnished by the covered entity, the security breach notice may not be provided to that same email address.
- In the event that the security breach occurred with a third-party service provider, CEC will cooperate with the covered entity and provide information pertaining to the security breach to the affected employees in the most expedient time possible, and without unreasonable delay.

Security breaches affecting 500 or more employees will be reported to the Colorado Attorney General within thirty (30) days of the determination that a security breach occurred. A report is not required if an investigation determines that misuse of the PII has not occurred and/or is not reasonably likely to occur.

Disposal of Employee PII

During the course of your employment, CEC will collect certain information that is classified PII. Such information may include, but is not limited to: PII is defined in the law as:

- A social security number
- A personal identification number
- Usernames and emails in combination with passwords or security questions and answers
- A pass code
- An official state or government-issued driver's license or identification card number
- A government passport number
- Biometric data
- An employer, student, or military identification number
- A financial transaction device
- Health insurance identification numbers

CEC may keep these records in paper and/or electronic format. When such documentation is no longer needed, pursuant to records retention requirements and best practices, CEC will either

- destroy the records, or
- arrange for their destruction, e.g. by shredding, erasing, or otherwise modifying the PII in such a manner as to render it unreadable or indecipherable through any means.

NOTE: This Law applies to employees that are Colorado residents only.

FERPA and Confidentiality

Family Education Rights and Privacy Act (FERPA)

Student education records are official and confidential documents protected the Family Education Rights and Privacy Act of 1974 (FERPA) and additional federal laws. FERPA applies to all schools that receive federal education funds. Colorado also has the Student Data Transparency and Security Act, which affords additional protection for students.

Confidential education records include student registration forms, contact information, graded papers, academic records (including report cards), discipline files, social security numbers, photographs of students, videos of students, and student information displayed on a computer screen. All CEC employees are required to keep student information secure and confidential, and to protect the rights of students.

CEC employees may not have students use any computer programs, software, or websites that require students to register or provide PII without first obtaining written approval from CEC's Executive Director of IT. CEC employees may not disclose information about students, nor permit inspection of their records, without approval from the Head of School or CEA. Failure to comply with FERPA and other federal and Colorado laws protecting student privacy will result in disciplinary action, up to and including termination. In some cases, local authorities may be contacted to protect private student information. Please consult your supervisor if you need additional guidance.

Medication

Except for CEC employees explicitly given this authority, CEC employees cannot administer medication to students under any circumstance. This includes the distribution of aspirin, cough drops, vitamins, homeopathic, or herbal remedies.

Employees are permitted to store and administer their own medications at CEC. However, it is the employee's responsibility to ensure that their personal medication, including aspirin, cough drops, vitamins, or non-allopathic remedies, are stored securely.

Confidential Information

Many employees will be exposed and have access to student information which is of a confidential nature. Such information should not be shared with unauthorized personnel or other members of the community (e.g., other students, parents of other students CEC employees who do not have a legitimate educational interest in accessing the student's information). As a rule, student information should be shared only with the student, the student's parents/guardians, collaborating staff (i.e., staff members who teach or support the student), and administrators who deal directly with the student.

In addition to being responsible for keeping all confidential student records in a secure, locked location, it is an employee's responsibility to be discreet and to protect student confidentiality when discussing individual students. It is unacceptable to discuss students in front of other students or in front of other parents. All professional conversations about students must happen in private locations, and not in open areas.

Violations of this policy may lead to disciplinary action up to and including termination. In some cases, local authorities may be contacted to protect private student information.

Mandatory Reporting

Reporting of Abuse or Neglect (C.R.S. 19-3-304)

The Colorado Child Protection Act of 1987 states that any school official or employee who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed a child being subjected to circumstances or conditions that would reasonably result in abuse or neglect shall immediately report to law enforcement or Department of Human Services (e.g., Child Abuse Hot Line 1-844-CO-4-KIDS (1-844-264-5437)). Your anonymity is protected.

It is not the responsibility of school personnel to decide if abuse or neglect has occurred. Local law enforcement will make that decision. The legal responsibility of a school or employee who suspects abuse or neglect is not satisfied by reporting that suspicion to other school personnel.

Immunity from Liability (C.R.S. 19-3-309)

School employees acting in good faith in making a report are immune from any liability, civil or criminal, or termination of employment, unless the employee's action is of willful, wanton, and malicious intent.

Penalty for Failure to Report (C.R.S. 19-3-304(4))

Any school employee who fails to report, or cause a report to be made, of suspected cases of child abuse or neglect commits a Class 3 misdemeanor and may be subject to up to six (6) months in prison and/or \$750 fine. There may also be civil liabilities for damages caused by failure to report.

School Employee and Student Interactions

Interaction Between School Employees and Students

It is natural for friendships to develop between students and CEC staff members. Guidelines governing interactions with students allow for healthy relationships between students and staff while eliminating opportunities for misunderstandings and misconduct. Employees are expected to adhere to these guidelines. Failure to do so will result in disciplinary action, up to and including termination of employment. Employees who act in violation of state and federal law may be held civilly or criminally liable.

- CEC employees should avoid situations in which they are alone with an unrelated student and not observable by other adults or students.
- The giving of expensive gifts or gifts of a personal nature, such as jewelry and clothing, to unrelated students by school employees is prohibited. School employees may not accept such gifts from individual students.
- CEC employees shall not grant special privileges, rewards, or opportunities to a specific child beyond those customarily provided as incentives to promote and recognize achievement.
- CEC employees should exercise discretion to ensure that appropriate staff/student boundaries are always maintained.
- CEC employees shall not share pornographic or sexually explicit materials with students.
- CEC employees shall not engage in sexually explicit conversations with students unless such conversations are part of a CEC approved curriculum.
- CEC employees shall not share alcohol, tobacco, or other controlled substances with students.
- Romantic or sexual relationships between CEC employees and students are prohibited, regardless of the age of the student or the proximity in age of the employee and student.

Communication Between School Employees and Students

CEC recognizes the importance of communication between school employees and students in learning and instruction. Adhering to reasonable restrictions on content and settings regarding all forms of communication ensures student safety and can protect CEC staff members from misunderstandings and false accusations. Employees are expected to adhere to these guidelines. Failure to do so will result in disciplinary action, up to and including termination of employment. Employees who act in violation of state and federal law may be held civilly or criminally liable.

- Conversations with students should focus on matters related to instruction and school activities.
- Conversation between CEC employees and students that could be interpreted as flirtatious, romantic, or sexual is prohibited.
- The sharing of sexually explicit or obscene jokes and verbal “kidding” of a sexual nature between school employees, volunteers, and students is prohibited. When initiated by the student, it is the responsibility of the employee to end the conversation, redirect the student, and, if necessary, report the incident to the employee’s supervisor.
- Private, one-on-one conversations with students should take place within view, but out of the earshot of other adults.
- CEC employees may not conduct an ongoing series of one-on-one meetings with a student without the knowledge of the employee’s supervisor.

Electronic Communication Between School Employees and Students

CEC's policy regarding communications with students also applies to all electronic forms of communication (e.g., texting, Snapchat, Instagram, Skype, email, and all forms of social networking). CEC provides multiple means for employees to communicate with students. Electronic communications with students should be transparent, accessible to supervisors, and professional in content and tone. Employees are expected to adhere to these guidelines. Failure to do so will result in disciplinary action, up to and including termination of employment. Employees who act in violation of state and federal law may be held civilly or criminally liable.

- CEC employees must restrict all electronic communications with individual students to accounts, systems, and platforms provided by and accessible to the school.
- CEC employees may not provide their personal email address or phone numbers to students.
- CEC employees may not use personal wireless communications devices to text unrelated students and are prohibited from interacting one-on-one with students through personal online social networking sites.
- CEC employees must decline or disregard invitations from students to interact privately through texting and personal social networking sites, including but not limited to Facebook, Twitter, and Instagram.
- CEC employees may not knowingly engage in online gaming unrelated to instruction with unrelated students.

Physical Contact Between School Employees and Students

Physical contact between CEC employees and students should be public, nonsexual, and appropriate to the circumstances. CEC employees should avoid physical contact when alone with an unrelated student. Physical contact between school employees and unrelated students when other adults are not present is prohibited unless necessary to protect the health and wellbeing of the student. Physical contact between a CEC employee and student that is appropriate and expected, meant to encourage or reassure students (e.g., a spontaneous hug, a hand on the shoulder, or a pat on the back) should be brief and unambiguous in meaning.

Appendix A: CEC Illness Procedure and Acknowledgments

It is CEC's desire to keep our students, families, and faculty safe and allow continuity of in-person education. CEC is following all local, state, and federal guidelines as required. Our staff is an integral part to the success of our school's therefore staff must adhere to all Head of School guidelines and until further notice CEC shall require all staff to practice the following:

Cleaning: Frequent and thorough hand washing before and after touching shared surfaces, eating, using the restroom, entering, or exiting classrooms or touching of the face, mouth, nose, or mask. Cleaning and disinfecting frequently touched or shared surfaces is required at the start and end of each school day and encouraged to be done intermittently throughout the day.

Distancing: Six feet of distance should be maintained between all staff and students when possible.

Face coverings: Pursuant to CDPHE guidelines, all staff are required to wear face coverings (mouth and nose) to include during in-person instruction or when they are around other adults. Staff who are unable to wear masks for medical or educational reasons (band, speech instruction, athletics) will need to contact their supervisor.

Wellness screening: Staff are expected to self-report all symptoms and wellness concerns. Per the Centers for Disease Control and Prevention (CDC) recommendations screening will be conducted of all staff before entering the building. Depending on the location this may include a self-reporting questionnaire with a home temperature check or in person screening intermittently throughout the day. Screening should include the following symptoms:

- New onset of cough or shortness of breath by themselves OR
- At least 2 of the following:
 - Fever (100.4 Fahrenheit or higher)
 - Chills
 - Muscle pain
 - Sore throat
 - Loss of sense of smell or taste
 - Gastrointestinal symptoms of vomiting, or nausea

Responsibilities:

To keep our staff and students safe, all staff should stay home if they are sick. During this national health emergency employees are required to report any symptoms and wellness concerns to their direct supervisor. This information will be kept confidential in according with all applicable state and federal regulations. Any out of state travel should be reported to your direct supervisor so the Network can evaluate the need for a quarantine. Violation of these provisions place the employee and others at risk and may be grounds for discipline up to and including termination.