

EMPLOYMENT

ADA and Religious Accommodation Policy

The School will make every effort to engage in an interactive process to provide reasonable accommodations for individuals with covered disabilities / impairments, those who request accommodations related to their pregnancy or physical recovery from childbirth, and employees whose work requirements interfere with religious beliefs. The School may deny requests for an accommodation if it provides an undue hardship to the school relating to the nature and cost of the accommodation, its impact on operations, any need to hire additional resources or terminate resources, and other considerations as necessary. Employees requesting an accommodation are instructed to contact their supervisor or Human Resources as soon as possible.

Harassment and Anti-Discrimination Policy

Cherry Creek Academy neither tolerates nor condones the existence of a hostile or offensive work environment in which harassment, discrimination, or intimidation are present. Cherry Creek Academy is committed to ensuring that the work environment is free of harassment and other unlawful discriminatory practices. Harassment / unlawful discrimination may relate to an individual's race, color, national origin, sex, pregnancy or pregnancy related situation, age, disability, creed, religion, sexual orientation, gender identity, or gender expression.

If you feel that you are the victim of harassment, please:

1. Tell the individual you find the behavior, action, speech offensive and to stop immediately,
2. If you feel uncomfortable confronting the individual, ask for assistance from a senior manager.
3. Notify Human Resources or an Administrator within three days of the incident.
4. Cooperate fully in any necessary investigations.

While an investigation is taking place, every effort will be made to protect the privacy of both the accuser and the accused; however, requirements of an investigation may require disclosure of information to multiple parties.

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Administrative Responsibility

The Cherry Creek Academy's administration shall take all reasonable measures to ensure that the school environment is free of harassment / discriminatory practices. It shall do so by encouraging reporting of any harassment / discriminatory practice, investigating any complaints, and applying appropriate discipline for any instances of such behavior.

Employee/Student Responsibility

Employees and students of the School are responsible to report allegations of harassment /discrimination within three days of the incident, and to cooperate with any investigation or proceeding conducted by Cherry Creek Academy in response to the filing of such allegations.

No Retaliation

There shall be no retaliation against any person who has, in good faith, filed a complaint, assisted in the filing of such a complaint, or served as a witness or representative of the grievant.

Filing False and Malicious Claims

Filing a complaint is a very serious action for both grievant and the alleged harasser. Filing of false and malicious claims will not be tolerated, and those responsible may be subject to disciplinary action up to and including termination.

Breastfeeding Policy

In compliance with the Patient Protection and Affordable Care Act of 2010, Cherry Creek Academy will provide eligible employees with reasonable break periods to express milk during the first year following the birth of a child; a private area where the employee may express milk and be shielded from view and free from intrusion; and appropriate storage areas for pumps and other equipment as well as expressed milk.

Equal Opportunity Employment Policy

The Cherry Creek Academy shall provide equal employment opportunity for all qualified persons, without regard to race, color, religion, ancestry, national origin, sex, marital status, disability, genetic information, or age (over 40), or any other status protected under federal, state, or local law. This applies to all employment practices, including hiring, promotions, training, disciplinary action, termination, and benefits. We expect all employees to show respect and sensitivity toward all other employees and to demonstrate a commitment to the school's equal opportunity objectives. Report any violations to the Superintendent, the Human Resources Office, or a Principal. Violations of this policy may result in disciplinary action, up to and including termination.

Equal Opportunity Student Enrollment Policy

Cherry Creek Academy follows equal opportunity student enrollment practices. These guidelines are to be applied without regard to any otherwise qualified student's race, color, ancestry, creed, sex, gender, sexual orientation, religion, age, national origin, disability, or need for special education services, subject to such reasonable

requirements of Cherry Creek Academy and/or Cherry Creek School District as may be permitted by law.

Immigration Policy

Cherry Creek Academy will employ only United States citizens and those non-United States citizens who are authorized to work in the United States. Each employee must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and substantiating employment eligibility.

Sexual Harassment Policy

Because sexual harassment raises issues that are to some extent unique in comparison to other harassment, Cherry Creek Academy believes it warrants separate emphasis. Sexual Harassment also falls within the Cherry Creek Academy Anti-Harassment Policy. Sexual harassment is behavior of a sexual nature that is unwelcome and offensive to the person or persons to whom it is targeted. Examples of harassing behavior may include unwanted physical contact, foul language of an offensive sexual nature, sexual propositions, sexual jokes or remarks, obscene gestures, and displays of pornographic or sexually explicit pictures, drawings, or caricatures. Use of the employer's computer system for the purpose of viewing, displaying, or disseminating material that is sexual in nature may also constitute harassing behavior.

Complaint Procedure

If you believe there has been a violation of the EEO policy or harassment based on the protected classes outlined above, including sexual harassment, please use the following complaint procedure. Cherry Creek Academy expects employees to make a timely complaint to enable investigation and correction of any behavior that may be in violation of this policy.

Report the incident to the Principal or to the Assistant Principal, who will investigate the matter and take corrective action. Your complaint will be kept as confidential as practicable. If you prefer not to go to either of these individuals with your complaint, you should report the incident to the chair of the Cherry Creek Academy Senate Human Resources Committee.

Cherry Creek Academy prohibits retaliation against an employee for filing a complaint under this policy or for assisting in a complaint investigation. If you perceive retaliation for making a complaint or your participation in the investigation, please follow the complaint procedure outlined above. The situation will be investigated.

If Cherry Creek Academy determines that an employee's behavior is in violation of this policy, disciplinary action will be taken, up to and including termination of employment.

Cherry Creek Academy is committed to protecting employees from interference with or retaliation for having made a protected disclosure or for having refused an illegal order.

Employee Status

Full-Time Employee - An employee normally scheduled to work at least 30 hours per week. Full-time employees are currently eligible for benefits.

Part-Time Employee - An employee normally scheduled to work less than 30 hours per week. Part-time employees are currently not eligible for benefits except for PERA benefits.

Substitute Teachers - An employee who works on an irregular basis to fill in for absent teachers. Substitute teachers are currently not eligible for benefits except for PERA benefits, unless an average of 30 or more hours per week in a month are worked the previous 12-month period.

Temporary Employee - An employee who is hired in a job established for a temporary period or for a specific assignment. Temporary employees are currently ineligible for benefits.

Exempt Employee - An employee who is not eligible for overtime pay. The Principal, Assistant Principal, Executive Business Manager, Business Manager, Executive Assistant, Dean of Students, School Nurse, and Teachers are considered exempt employees.

Non-Exempt Employee - Non-exempt employees are eligible for paid overtime at one and one-half times their regular rate of pay for all hours worked in excess of 40 hours per workweek. The Teacher Aides (Lunchroom, Playground, Math, and Reading), Librarian, Technology and Assessment Manager, Technology Support Specialist, Receptionist, Admissions Director, and Building Manager are considered non-exempt employees.

Status with Cherry Creek School District

Because of our charter agreement with the Cherry Creek School District, employment with Cherry Creek Academy will not count as service in terms of non-probationary status or salary advancement in the Cherry Creek School District. In addition, teachers should have no expectation of employment in the Cherry Creek School District.