



**SY2025-2026**

# **Employee Handbook**

*Expect Excellence Every Day*

**Enter a Learner: Exit a Leader.**

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# Welcome to Jalen Rose Leadership Academy

Jaguars,

As we prepare to launch into a new school year, we do so standing on the shoulders of giants: those who paved the way through courage, resilience, and an unyielding belief in justice and equity. We remember the bold steps of the Little Rock Nine who walked into hostile schools so our scholars could walk into welcoming ones. We honor Ruby Bridges, who at just six years old faced crowds of hate so we could teach love. We lift up the advocates of Brown v. Board of Education who challenged the courts so we could challenge minds. We celebrate the trailblazers who were the firsts in rooms they were told they didn't belong in because now, we belong everywhere.

We are the legacy of that fight.  
And, we were made for such a time as this.

This year, we begin a new chapter rooted in our unwavering theme: Expect Excellence Every Day. Excellence is not a moment or a milestone. It is a mindset. It's not what we do when we feel inspired; it's what we commit to when no one is watching. This year, we will raise the bar and keep it there. We will honor our ancestors by building a future where every scholar is seen, stretched, and supported because excellence is their right, not a reward.

This theme calls us to be intentional in every hallway conversation, every feedback cycle, every parent call, every minute of instruction. It's a call to consistency, to urgency, to joy, and to love in action.

This year, we will welcome over 420 scholars through our doors across grades 9 through 12. Each one is filled with potential, brilliance, and a story worth nurturing. And alongside them, nearly 50 dedicated staff members will come together to build, grow, and lead with purpose. We are not just a team. We are a movement. We are destined for greatness, and together, we will achieve our goals.

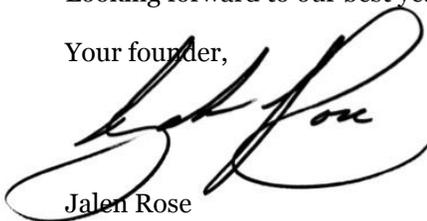
The JRLA Employee Handbook is more than just rules and regulations; it's our shared commitment to our values. It lays the foundation for a supportive environment where every emerging leader can thrive. So, take some time to familiarize yourself with it because each page represents our collective promise to our greater community.

Here at JRLA, we're more than colleagues; we're a family. Your role here is pivotal, and I'm truly honored to do this work alongside of you.

Thank you for all that you do and for embracing the challenges ahead with open arms. Let's work together, support each other, and reach new heights this year. Together, we can prowl towards greatness and leave a lasting imprint on the lives of our emerging leaders and our community.

Looking forward to our best year yet!

Your founder,

A handwritten signature in black ink, appearing to read 'Jalen Rose', written in a cursive style. The signature is positioned above the printed name 'Jalen Rose'.

Jalen Rose

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## About this Handbook

The purpose of the joint Jalen Rose Leadership Academy and Axios Incorporated Handbook is to provide general information regarding certain policies, benefits, and practices which are in effect at Jalen Rose Leadership Academy. It is not meant to state all the conditions of employment or cover the specific operating procedures of an individual staff member's department. For additional information regarding policies unique to each individual or department, please contact the Principal at Jalen Rose Leadership Academy or the Axios Incorporated assigned regional manager.

It is the employee's responsibility to read, understand and comply with all provisions of the handbook, including all state and federally mandated regulations and laws. If an employee has any questions regarding the interpretation or application of any information in this handbook, please be encouraged to discuss them with Human Resources or the Principal at Jalen Rose Leadership Academy. From time to time, policies and procedures may change and information contained in the employee handbook will be updated. Such changes will be communicated to all staff via email, through our Human Resources online system and/or distributed to staff as appropriate.

Employment at Jalen Rose Leadership Academy is considered "at-will," permitting a staff member or Jalen Rose Leadership Academy to end the relationship at any time, with or without notice, and for any reason not otherwise prohibited by law.

This handbook is not intended to alter the "at will" employment relationship in any way or to alter the terms of any employment agreements. This handbook is not intended to be a legally binding contract, *either expressed or implied, of continued employment. Receipt of this Employee Handbook does not constitute an employment offer or contract.* Except for the "at will" employment policy, Jalen Rose Leadership Academy reserves the right to modify, rescind, delete or add to the provisions of this handbook at any time. Oral statements on the part of managers or other employees of Jalen Rose Leadership Academy concerning an employee's conditions of employment will be superseded by the written policies that are the basis of this guide and thus will not be contractual in nature unless approved in writing and signed by the employee and Human Resources.

This handbook, including all the policies contained herein, supersedes any previous or existing handbooks, policies and practices and may not be amended or added to without the approval of Axios Incorporated Human Resources and the Jalen Rose Leadership Academy leadership team.

This handbook and the information contained herein is proprietary to the Jalen Rose Leadership Academy. Jalen Rose Leadership Academy policies, benefits and rules may be changed as business needs, economic conditions and employment legislation dictate. Jalen Rose Leadership Academy will endeavor to notify employees in writing of any such changes in a timely fashion. It is each staff member's responsibility to keep abreast of the updated information.

Should any provision in this handbook be found to be unenforceable and invalid, such finding does not invalidate the entire handbook, but only the subject provision.

## Handbook Updates

Any updates or revisions to policies or procedures will be communicated to all staff via email, through our Human Resources online system and/or distributed to staff as appropriate.

## **Jalen Rose Leadership Academy Mission, Vision, & Values**

### **Mission**

Jalen Rose Leadership Academy will empower all scholars to develop the strength of character, skills, and knowledge needed to matriculate into, be great in, and graduate from college or a post-secondary institution so that they have opportunities to be successful in the competitive world and to take care of themselves and the people that they love.

### **Vision**

By tapping into the intrinsic power of respect, discipline, and hard work, scholars will unleash the transformative capacity of learning to manifest a better fate for themselves and the people they love.

### **Values**

#### **Respect.**

**The power of respect: I find success through empathy and integrity.** All relationships begin with respect. Administrators and teachers, teachers and scholars, scholars and families, and all relationships therein practice the value of respect. From the beginning, through the middle, and to the end, respect is the foundation for discipline and learning.

#### **Determination.**

**The power of determination: I have the will to succeed.** As Malcolm Gladwell's *Outliers* argues, the equation for success is as simple as combining opportunity and hard work. Academy scholars are given the opportunity to succeed. The Academy paves a path for scholars to succeed. Scholars simply need the will to stand up and walk the path, the persistence to stand up when they fall down, the grit to walk again when broken and the diligence to always go forward. Together, this will, persistence, and grit lead to the determination to succeed.

#### **Excellence.**

**The power of excellence: I must take ownership in my learning to succeed.** In order to achieve the mission, each scholar must seek and demonstrate excellence in all aspects of their life. For a scholar, excellence must guide each action from the classroom to the practice field, to community service, to completing assignments to the best of their ability with fidelity. Accomplishing the mission will never be easy, but excellent practice will lead to habits of excellence and thus excellent results.

#### **Family.**

**The power of family: I succeed when we all succeed.** In order for the Academy and individuals to meet the mission, leadership, staff, scholars and parents must all work together and support each other. The mission is not easy; however, it is worth it and can only be manifested through all adults and scholars positively supporting each other toward the Academy goals and mission.

### **Our Roots**

Jalen Rose Leadership Academy is an open enrollment, tuition-free public charter high school on the northwest side of Detroit. The Academy began its first academic year in September 2011 and currently serves over 400 ninth through twelfth grade scholars as well as nearly 900 alumni from metro Detroit. JRLA provides a leadership-focused education that engages and inspires youth to achieve at the rigorous level necessary to ultimately graduate with a college degree. Scholars are provided with an authentic academic experience which builds both the skill and will necessary to be successful in high school and beyond. Immersed in the culture of college, scholars will receive extensive college exposure via university tours and summer program experiences to assist in a seamless transition into college.

JRLA is a 9-16 model where scholars are supported not only through high school graduation, but through college graduation via our Post-Secondary Success team that works to coordinate success for current scholars and alumni.

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## **Employment Policies and Procedures**

All employees of Jalen Rose Leadership Academy are considered “at-will.” Under an “at-will” policy, neither the employee nor Jalen Rose Leadership Academy is committed to continuing the employment relationship for any specific term. Either party may terminate the relationship at any time, with or without cause, and with or without notice. Additionally, Jalen Rose Leadership Academy retains the right to demote, transfer, change job duties, hours of work, conditions of work and compensation at any time with or without notice and with or without cause in its sole discretion. No one at Jalen Rose Leadership Academy has the authority to promise or guarantee the employment for any specific period, or to alter the “at-will” status except Human Resources and/or the Axios Incorporated CEO, and such promise or guarantee must be in writing and signed by the employee and Human Resources and/or the CEO.

## **Equal Opportunity Employment**

Jalen Rose Leadership Academy is an Equal Opportunity Employer. It is the responsibility of every member of the Jalen Rose Leadership Academy community to observe and uphold the principles of equal employment opportunity for all staff and applicants for employment. All policies and procedures including, but not limited to recruitment, hiring, assignment, conditions of employment, compensation, benefits, training, promotion, transfer, and termination are administered for all staff and job applicants without discrimination based on race, color, religion, sex (including gender identity, gender expression, or pregnancy), national origin, disability, marital status, age, sexual orientation, physical or mental disability, veteran status, genetic predisposition or carrier status, or any other classification protected by applicable federal, state, or local law.

Jalen Rose Leadership Academy designates and authorizes the following employee as the Title IX coordinator for employees to address concerns or inquiries regarding discrimination based on sex, including sexual harassment:

**Jazmine Allen, Principal**  
**AllenJ@JRLADetroit.com**

Reports can be made at any time and by any person, including during non-business hours, by mail, email, or phone. During district business hours, reports may also be made in person.

## **Reasonable Accommodation of Disability**

Jalen Rose Leadership Academy is committed to complying with the American with Disabilities Act (ADA) and other applicable statutes protecting staff with disabilities. In accordance with the ADA, Jalen Rose Leadership Academy will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. If any staff is disabled and needs an accommodation to perform his or her job functions, the school principal or Human Resources should be contacted. Jalen Rose Leadership Academy will work with them to discuss reasonable accommodations.

## **Anti-Discrimination and Non-Harassment**

Jalen Rose Leadership Academy firmly believes that all employees and applicants have an unconditional right to work in an environment free from unwelcome harassment or unlawful discrimination perpetuated by co-workers, independent contractors, management and supervisory personnel and/or vendors and their employees.

## **Human Rights Policy**

Jalen Rose Leadership Academy brings together a diverse group of scholars and faculty in all regions. Our schools are guided by the principle of respect and consideration for all individuals in all school activities. We expect every member of the Jalen Rose Leadership Academy community to observe and uphold the principles of equal opportunity as they affect staff, parents, and scholars in all aspects of school life, and to actively promote appropriate workplace behavior. Jalen Rose Leadership Academy prohibits discrimination, harassment, and retaliation against other individuals based on race, color, national origin, age, sex/gender, religion, disability, genetic information, or on any other characteristic protected by law. Any form of discrimination, coercion, harassment, or retaliation that insults the dignity of others or

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impedes their freedom to work and learn will not be tolerated. Any such form of discrimination, coercion, harassment, or retaliation will result in appropriate discipline, up to and including termination.

### **Background Checks**

As a charter school, Jalen Rose Leadership Academy must check the criminal history of each person – prior to the given relationship – who intends to serve in the following areas: as an employee in any capacity, as a member of the governing body of the charter holder, as a contractor who will have direct contact with scholars, and any person who files, in writing, an intention to serve as a volunteer. Such checks will primarily be conducted in the form of fingerprinting, except for volunteers and board members, for whom name-based checks will be required.

In accordance with state and federal law, Jalen Rose Leadership Academy will conduct an individualized assessment regarding the criminal history of an applicant/employee. In certain circumstances, criminal conduct may prohibit employment or continued employment.

### **Employee Requirement to Notify**

All current employees who experience a change in their criminal record must immediately notify Human Resources. Notification should be received within 3 calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of any criminal offense.

### **Images and Recordings**

Jalen Rose Leadership Academy and/or Axios Incorporated may photograph, film, record, place on the website, share on social media, etc. matters related to Jalen Rose Leadership Academy and JRLA's business. Any employee at Jalen Rose Leadership Academy in the workplace or attending a Jalen Rose Leadership Academy event may be recorded, photographed, and/or filmed, and such recordings, photographs, or films may be placed on our website or social media, or used for training purposes. There is no reasonable expectation of privacy in the Jalen Rose Leadership Academy workplace or at Jalen Rose Leadership Academy events. If any Jalen Rose Leadership Academy employee has a specific concern with this Policy, please contact Human Resources.

### **Nepotism**

Jalen Rose Leadership Academy will gladly accept and consider employment applications from relatives of its employees in compliance with state law. Such applicants will receive neither an advantage nor deterrent to appointment with Jalen Rose Leadership Academy. However, relationships in the workplace can be problematic, either real or perceived, for both the people involved in the relationship as well as others in the organization. To avoid these problems, Jalen Rose Leadership Academy prohibits anyone from directly reporting to another, or being placed in a position where one has direct influence over the other's discipline, promotions, or compensation, if they hold the following relationships:

- The two people are related by consanguinity (blood) within the third degree or by affinity (marriage) within the second degree; or
- The two people are in a relationship, either dating or committed.
- Though not prohibited, it is highly discouraged that two people who reside at the same residence have a direct reporting relationship or that one has influence over the other's discipline, promotions, or compensation.

### **Consanguinity:**

Two people are related to each other by consanguinity (blood) if one is a descendant of the other or if they share a common ancestor. An adopted child is considered to be a child of the adoptive parent for this purpose.

- An individual's relatives within the third degree by consanguinity include:
- Parent or child (first degree);
- Brother, sister, grandparent, or grandchild (second degree); and
- Great-grandparent, great-grandchild, aunt or uncle (who is a sibling of a parent of the person), nephew or niece (who is a child of a brother or sister of the person) (third degree).

There is no distinction under the nepotism prohibitions between half-blood and full-blood relations.

**Affinity:**

Two people are related to each other by affinity (marriage) if they are married to each other or if the spouse of one of the persons is related by consanguinity to the other person. A marriage which ends by divorce or the death of a spouse ends relationships by affinity created by that marriage unless a child of the marriage is still living, in which case the marriage is considered to continue as long as that child lives.

This provision applies only until the youngest child of the marriage reaches the age of 21 years. A husband and wife are related to each other in the first degree by affinity. For any other relationships, the degree of affinity is the same as the degree of the underlying relationship by consanguinity. For example, if two persons are related to each other in the second degree by consanguinity, the spouse of one of the persons is related to the other person in the second degree by affinity.

A person's relatives within the second degree by affinity are:

- The person's spouse;
- Anyone related by consanguinity to the person's spouse within the first or second degree; and
- The spouse of anyone related to the person by consanguinity within the first or second degree.

**Employee Classifications**

Employee classifications are used for salary administration and help determine eligibility for overtime and other employee benefits. The following are Jalen Rose Leadership Academy employee classifications.

**Position Type**

*Full-time Regular Employees:* Those employed who regularly work at least 30 hours per week and for at least 4 months. All full-time regular employees are eligible for benefits.

*Part-time Employees:* Staff members who regularly work fewer than 30 hours per week. Part-time employees are not eligible to participate in or receive benefits.

*Temporary Employees:* Individuals who may work any number of hours up to and including full-time only for a temporary basis or brief period, due to heavy workloads, special projects, or when a permanent employee is on a leave of absence. Temporary employees may be hired or pay-rolled through a temporary placement agency. Temporary employees are not eligible to participate in Jalen Rose Leadership Academy's Benefits Program but may receive benefits and other perks through the respective temporary agencies if applicable.

**Position Classification****Non-Exempt Employees: (Hourly and Certain Salaried Employees)**

According to the overtime provisions of the Federal Fair Labor Standards Act and any applicable state laws, non-exempt employees are entitled to overtime pay for work more than forty (40) hours per week at the rate of time and a half. All non-exempt hourly employees at Jalen Rose Leadership Academy must complete a timesheet to receive a paycheck. Please consult with Human Resources for further guidance.

**Exempt Employees:**

(Professional Salaried Employees) Workers classified as exempt from the overtime provisions of the Federal Fair Labor Standards Act and any applicable state laws due to the nature of their jobs. These employees include those who qualify as exempt administrative, executive, or professional employees.

**Consultants and Independent Contractors:**

Individuals who work in an independent manner for Jalen Rose Leadership Academy for a specified timeframe. Consultants and/or Independent Contractors are not on Jalen Rose Leadership Academy's payroll and do not participate in or receive benefits as described below.

For more information on determining employee job classifications please consult with Human Resources.

### **Performance Evaluation Process**

JRLA and Axios Incorporated recognizes the importance of employee evaluations for the purpose of improving individual job performance. The evaluation process is intended to improve and reinforce the skills, attitudes, and abilities that enable individual employees to be effective in achieving assigned job goals and to identify and remediate weaknesses which prevent an employee from achieving the goals of his/her assigned duties.

The Jalen Rose Leadership Academy Coaching Cycle is an online platform (housed through SchoolMint Grow) that serves as a tool for conducting classroom observations and providing teachers with regular feedback and support for their instructional practices and professional growth. Teachers receive feedback based on these observations on a regular basis. Teachers and Building Leaders will have access to data insights and improvement opportunities. There are resource tool boxes contained within the Coaching Cycle that can provide support for instruction, classroom management and goal setting.

Written performance evaluations are conducted and shared with employees annually. Circumstances throughout the year may warrant additional reviews of performance. Performance indicators included in the performance evaluation along with other employment related factors are considered in determining individual salary changes, including merit, if any, annually.

### **Reduction in Staff**

If a reduction in staff becomes necessary, the school network shall follow the guidelines below:

- Normal attrition will first be explored to ascertain the need for reduction, if any, for the specific position or area.
- Job performance, as determined by specific evaluations or other performance documentation entered, and on file, shall be the overriding factor in determining those members of the staff that are to be retained.

### **Access to Personnel Records**

Jalen Rose Leadership Academy employees may request to view or copy his/her own personnel records by contacting the National Director of Human Resources. Employee records are only accessible to the employee and the school principal with the approval of the National Director of Human Resources.

Requests to view personnel records must be made one (1) week in advance. Employees must remain under the supervision of an administrator when viewing and copying records.

### **Outside Employment and Participation on Boards**

If employees of any classification intend to have a second job (part-time or full-time), intend to engage in a business enterprise of their own, or serve on the board of any organization including another school or non-profit, they are required to inform the principal at Jalen Rose Leadership Academy and the Axios Incorporated Regional Supervisor immediately to determine whether the particular service presents any conflict with the current or anticipated job duties. If Jalen Rose Leadership Academy determines that an outside job or board participation would be inappropriate, would constitute an impermissible conflict of interest, or would interfere with an employee's employment duties or performance, the employee may be required to discontinue his or her non- Jalen Rose Leadership Academy job, business or board membership.

### **Leaving Jalen Rose Leadership Academy**

Because of the critical nature of the development of our scholars' academic skills during the school year and the stability of our organization, it is requested that, to the extent possible, employees provide as much notice as possible regarding the intent to terminate employment with Jalen Rose Leadership Academy. The employee should submit his or her resignation directly to the principal at Jalen Rose Leadership Academy and Human Resources in writing or an email. We understand that situations arise that are outside of the employee's control. Nothing herein, however, alters the at-will employment relationship of any employee. However, when possible, the following advance notices for planned departures are appreciated:

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- **School Leaders and School Leadership Teams:** A full academic year prior to the intended resignation date
- **All Other Staff:** 60 days prior to the intended resignation date

All Jalen Rose Leadership Academy property must be returned, including but not limited to supplies, building keys and access cards, gate fobs, ID badges, technology equipment, and documents. Please note that all laptop documents and information stored and processed on the laptop computer remains the property of Jalen Rose Leadership Academy.

It is the employee's financial responsibility to cover any damaged equipment as specified in the Technology Agreements. To the extent permitted by law, any such outstanding balance due to Jalen Rose Leadership Academy for unreturned or damaged property or any other outstanding amount owed to JRLA may be deducted from the employee's final paycheck(s).

Jalen Rose Leadership Academy does not compensate departing staff for unused leave upon termination of employment. If the employee is eligible for the continuation of benefits at his/her cost through COBRA, that information is mailed to the former employee's home after the final workday. For more information on COBRA coverage, please refer to the Benefits section of the employee handbook or contact Human Resources.

## **Compensation**

### **Pay Schedule**

Payroll is processed on a semi-monthly basis with payroll deposit information being made available on the 15th and last day of each month. In the rare occasion the Federal Reserve is closed on a pay date, deposits will be made at the latest time prior to the pay date.

### **Direct Deposit**

Direct deposit is the preferred method of payment for payroll. Employees are required to complete a Direct Deposit Authorization Form to begin direct deposit.

### **Salary and Wage Adjustments**

JRLA and Axios Incorporated review salary and wage information for each position annually. Salary and wage changes may be made based on market value, individual performance review data and financial feasibility of the school network. Typically, salary and wage reviews are conducted and changes, if any, are made effective July 1 or at the start of each school year depending on the position.

### **Voluntary Payroll Deductions**

JRLA and Axios Incorporated makes available certain voluntary payroll deductions as a part of the benefit plans. If an employee elects supplemental coverage under one of the Network's benefit plans, which requires employee contributions, the employee's share of the cost will be deducted from his/her paycheck each pay period.

### **Workers Compensation**

JRLA and Axios Incorporated provides worker's compensation benefits to any employee who is injured or incurs an occupational disease or death, arising out of and in the course of their employment. Any employee who has sustained an injury while working or while on company property must report the incident to the school principal immediately (or within 24 hours if immediate notification is not possible).

Any employee who is aware of any injuries resulting from an exposure to hazardous substances, must report the exposure as soon as he or she becomes aware of the exposure but no later than 24 hours after becoming aware of the exposure.

The principal at Jalen Rose Leadership Academy must notify Human Resources as soon as he/she is notified of the claim. Human Resources will send the principal a First Report of Injury Form to complete. The form must be completed and returned to Human Resources the same day. Human Resources will submit the claim to the Workers Compensation provider. Employees must provide accurate and honest statements.

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Falsification of any information may result in a denial of the claim and/or discipline up to and including termination.

The Workers Compensation provider may require the employee to go to a pre-approved list of medical providers for treatment. If required, the employee must select a medical provider from the list of approved medical providers.

The employee must transport him or herself to the medical provider, unless unable to do so. If an emergency, the Principal or Designee must call an ambulance to transport the employee. The employee must submit to the medical evaluation and recommended treatment plan of the medical provider.

All medical documentation required to substantiate the claim must be submitted to Axios. If applicable, the employee must provide regular updates for on-going treatment. Employees may obtain a second medical opinion at their own expense.

## **Benefits**

### **Insurance Benefits**

In connection with health benefits, Axios Incorporated will identify and select a healthcare vendor to provide health, vision and dental benefits each year. Axios Incorporated shall contribute to employee benefit plans, each year. Please note that health care vendor selection and retention as well as Axios Incorporated health benefit contributions are at the discretion of Axios Incorporated. Employees may also elect to enroll in Axios Incorporated's life insurance and supplemental benefit options at their own expense.

Please note that if separation from employment occurs, health benefits will end the last day of the month in which separation occurred.

### **COBRA – Continuation of Benefits**

Pursuant to the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), employees who separate from their employment are entitled to a continuation of benefit coverage under the school network's group health plan. COBRA materials will be mailed shortly after your separation.

### **403(b) Retirement Savings Plan**

A 403B retirement plan will be set up and Full-time Certified and Non-certified employees are eligible to participate in the 403(b) Retirement Savings Plan. Employees may contribute a portion of their gross wages to the 403(b) plan. The school may match a certain percentage of the employee's contributions. Please refer to the benefits packet of materials for more details regarding the 403(b) Retirement Savings Plan.

## **Time Off**

### **Holiday Pay**

The following days are paid holidays for regular full-time employees. They will be paid in accordance with their regularly scheduled hours.

- Labor Day
- Thanksgiving (Thursday and Friday)
- Christmas Eve and Christmas Day
- New Year's Eve and New Year's Day
- Martin Luther King, Jr. Day
- Presidents' Day
- Memorial Day
- Independence Day
- Juneteenth

Part-time employees and employees on leaves of absence (not including parental leave), suspension or layoff are not eligible to receive holiday pay. However, part-time employees are eligible to make up those hours lost at another time as approved by the school principal.

Please note the following:

- Holiday pay **will not be paid** if an employee has an unexcused absence the scheduled day before or after the observed holiday.
- Holiday pay is paid at straight time and is not included in the overtime calculation. If the holiday falls on a day when an employee is on an approved vacation, then this day will be paid as a holiday and not a vacation day.
- If the holiday falls on Saturday or Sunday, the organization reserves the right to schedule another day or, in the alternative, to pay an extra day of pay at the regular rate.
- Any additional breaks for staff will be noted in the Board approved school calendar.

However, hourly full-time non-exempt staff members will only be compensated for the listed holidays above. Those employees are eligible to make up additional hours lost due to other breaks at another time as approved by the school principal or using PTO to supplement the additional days off.

For employees who wish to participate in religious observances, absences must be arranged with the school principal, who is encouraged to accommodate the employee's request to the extent that it is practicable in the unit. Employees are responsible for giving principals at least a thirty (30) day notice of the proposed absence. Employees may request this time as either paid time off or time off without pay.

### **Leave Policies and Time Off: Paid Time Off (Personal and Sick Days)**

The purpose of this Paid Time Off (PTO) policy is to provide employees with the opportunity to take time off from work for personal, vacation, or other reasons while ensuring responsible usage and considering the impact on scholars' learning. This policy outlines the allocation, carryover, payout, approval process, and responsibilities related to PTO and is designed to comply with the Michigan Earned Sick Time Act (ESTA) while supporting flexibility, fairness, and operational clarity.

#### *PTO Accrual Structure*

##### 12-Month Employees

- Accrue 10 hours of PTO on the 1st of each month.
- Total annual accrual = 120 hours.
- Employees may carry over up to 72 unused hours into the next fiscal year.
- PTO usage is limited to 120 hours per fiscal year.
- Employees may go into a negative PTO balance, up to 40 hours, with supervisor approval.

##### 10-Month Employees

- Accrue 8 hours of PTO on the 1st of each month (August through May only).
- Total annual accrual = 80 hours.
- No accruals in June and July; system toggling required.
- Employees may carry over up to 72 unused hours into the next fiscal year.
- PTO usage is limited to 120 hours per fiscal year.
- Employees may go into a negative PTO balance, up to 20 hours, with supervisor approval.

#### *PTO Carryover*

Employees may carry over a maximum of 9 unused PTO days from the previous calendar year. These days can be added to the current year's allocated PTO days. Carryover days can be utilized in addition to the current year's allocated PTO days. Employees have the flexibility to use these carryover days in half-day or full-day increments, as per their preference and workload requirements. Any remaining PTO days exceeding the maximum limit of 5 carryover days will be eligible for payout. This payout will be based on the company's established policy below.

### *Compliance & System Notes*

In alignment with ESTA, employees must be allowed to carry over at least 72 hours of unused PTO. JRLA may limit how much PTO an employee can use annually, regardless of carryover amount. System limitations require manual toggling of accruals for 10month employees during the summer months. An SOP will be provided to support this process.

### *PTO Payout*

Employees who have unused PTO days at the end of the calendar year will be eligible for a payout of \$150 per day, up to a maximum of \$1500. The payout will be processed in June at the end of the school year. Please note that there will be no payout if an employee leaves the organization.

### *Leave Policies and Time Off: Use of Leave Time*

Taking days off before and after Jalen Rose Leadership Academy holidays is strongly discouraged for all JRLA and Axios Incorporated staff as those days often conflict with events and/or are times when principals receive numerous requests for personal days, which can create a strain on the rest of our team. These days are prohibited and labeled on a calendar “black out” list. Additionally, the approval of leave requests is always at the principal’s discretion.

Jalen Rose Leadership Academy may, additionally, “close” days for time-off requests based on school/team needs or other existing requests. If an individual is not approved for PTO use on a given day and chooses to take the day anyway, they will be subject to disciplinary action, up to and including termination.

An employee may not use leave days of any type to extend the employee’s separation date when she or he leaves Jalen Rose Leadership Academy. The last day physically worked will be used as the separation date from employment.

The use of time off is divided into two categories:

- ***Nondiscretionary:*** Leave that is taken for personal or family illness, emergency, a death in the family, or active military service is considered nondiscretionary leave. This type of leave allows very little or no advance planning.
- ***Discretionary:*** Leave that is taken at an employee’s discretion and that can be scheduled in advance is considered discretionary leave. Examples include: 1) personal business that cannot be accomplished on weekends or holidays; 2) non-family funerals; or 3) planned care of a family member. An employee wishing to take discretionary personal leave must submit a notice of the request at least 14 days in advance of the anticipated absence to his or her School Leader or supervisor, where possible.

Discretionary personal leave may or may not be granted, and is granted on a first-come, first-served basis. The effect of the employee’s absence on the educational program or department operations, as well as the availability of substitutes, will be considered by the School Leader or supervisor.

Jalen Rose Leadership Academy and Axios Incorporated require its employees to exhaust all available leave balances before utilizing any unpaid leave options. Paid leave may run concurrently with some types of unpaid leave including but not limited to leave taken pursuant to the Family and Medical Leave Act (“FMLA”).

Non-Exempt salaried and hourly employees will submit time off for actual hours not worked in increments of 15 minutes (.25 hours). For example, if an employee takes off 3 hours and 30 minutes, time off will be submitted for 3.50 hours.

Employees must receive prior approval from the principal for all leave, whether paid or unpaid. When feasible, each employee is responsible for making a request to the school principal at least two weeks prior to taking time off.

The requests should be made electronically through the SY25-26 Staff Absence Request Form to receive approval. All time taken off is subject to approval regarding both length of time taken and dates selected.

### *PTO Approval Process*

Employees must request PTO in advance by submitting a response, electronically, through the SY25-26 JRLA Leave Request Form to receive approval. PTO requests should include the desired dates, reason for the absence, and any special considerations. PTO requests should be submitted at least two weeks prior to the requested absence, except for unforeseen circumstances.

### *Responsible PTO Usage*

While employees are encouraged to take advantage of their PTO days, it is important to use them responsibly, considering the impact on scholars' learning. Employees should plan PTO in a manner that minimizes disruptions to instructional continuity. When requesting PTO, employees should make every effort to schedule absences during non-critical periods and avoid consecutive or frequent absences that may negatively affect scholar progress.

### *Principal Approval*

All PTO requests must be approved by the school principal. Principals will evaluate the availability of staff, operational requirements, and scholar impact when considering PTO requests. Approval will be based on the needs of the organization and maintaining appropriate staffing levels.

### *Blackout Dates*

Requests for PTO will be denied during critical blackout periods which include the following dates or periods of time:

- First and last 10 days of school;
- The day prior to or immediately after a school-based break;
- Prior to and during state testing windows; and
- Professional and staff development dates.

Jalen Rose Leadership Academy reserves the right to “close” days for time-off requests based on school/team needs or other existing requests. These days may also be considered blackout dates. If an individual is not approved for PTO use on a given day and chooses to take the day anyway, they will be subject to disciplinary action, up to and including termination.

### *Responsibilities*

Employees are responsible for understanding and adhering to this PTO policy. It is the employee's responsibility to plan and schedule PTO in a manner that minimizes disruptions to their work and scholar learning. Principals are responsible for reviewing and approving PTO requests while considering operational needs and the impact on scholar learning.

Please note that this policy is subject to review and may be updated or revised as needed. Employees will be notified of any changes in a timely manner.

## **Leaves of Absence**

### **Bereavement Leave**

Employees are eligible for bereavement leave in the event of a death in the employee's family. Employees are eligible for up to five (5) consecutive business days for the death of an immediate family member. For purposes of this policy, immediate family shall be defined as: husband, wife, son, daughter, stepchild, legal guardian, mother, father, father-in-law, mother-in-law, stepparents, brother, sister, step-sister, step-brother, grandchild, son-in-law, daughter-in-law, or any person residing in the household for whom the employee is responsible. This leave must be taken within fourteen (14) days of the death and is to be taken to make arrangements for, attend the services or to make other arrangements resulting from the death of the family member.

Employees are eligible for two (2) days of bereavement leave for the death of a grandfather, grandmother, aunt, uncle, niece, nephew, brother-in-law, or sister-in-law of the employee or spouse, or any other relative of the employee for whom the employee is directly responsible. This leave must also be within fourteen (14) days of the date of the death.

The fourteen (14) day time limit may be waived by the Principal if unusual circumstances cause services to be delayed. If a legal holiday falls during the bereavement period, the holiday shall not count as a bereavement day. Should the employee already be off work on another leave, the employee is not eligible for bereavement leave.

### **Jury Duty**

Employees scheduled for jury duty must provide a copy of the summons to the principal. JRLA and Axios Incorporated will provide up to one week (5 business days) of compensation for employees selected for jury duty.

### **Military Leave**

Pursuant to the Uniformed Services Employment and Reemployment Rights Act (USERRA), JRLA and Axios Incorporated prohibits discrimination against individuals because of his/her service in the Armed Forces, the Army National Guard and the Air Force National Guard (when engaged in active duty for training, inactive duty training, or full-time National Guard duty), the commissioned corps of the Public Health Services, and any other category of individuals designated by the President in time of war or emergency. USERRA provides job-protection for qualified employees returning from military service in most cases.

An employee who has been employed for at least twelve (12) months and is the spouse, parent, grandparent, or sibling of a person who is ordered to active duty is entitled to a ten (10) day unpaid leave of absence during one (1) or more of the following periods: during the thirty (30) days before active duty orders are in effect; during a period in which the person ordered to active duty is on leave while active duty orders are in effect; or during the thirty (30) days after the active duty orders are terminated.

The employee must have worked at least 1,500 hours during the twelve (12) month period immediately preceding the day the leave begins. The employee may request to substitute any earned vacation or paid personal leave (except paid medical or sick leave) for any part of the ten (10) day period.

Any qualified employee shall be restored to the position he or she held before the leave or a position equivalent to the position that the employee held before the leave with equivalent benefits and terms of employment. The Board shall permit the staff member to continue health care benefits during the leave at the employee's expense.

### **Parental Leave**

Jalen Rose Leadership Academy is committed to supporting employees through significant life events, including the birth, adoption, or placement of a child. This Paid Parental Leave Policy outlines the rights and responsibilities of employees who need time away from work to care for and bond with a new child.

#### *Eligibility*

Employees are eligible for parental leave if they:

- Are classified as full-time employees.
- Have been employed by Jalen Rose Leadership Academy for at least 12 months (consecutive or non-consecutive).
- Have worked a minimum of 1,250 hours during the 12 months preceding the leave.

*Leave Entitlement: Maternity Leave*

***Enter a Learner: Exit a Leader.***

Eligible employees who give birth are entitled to:

- Up to 6 weeks of leave, consisting of:
  - 6 weeks of paid medical recovery leave OR
  - 6 weeks of paid bonding leave

#### *Paternity/Partner Leave*

Eligible non-birthing parents are entitled to:

- Up to 6 weeks of leave for bonding with a newborn, adopted child, or foster child.
- Leave may be paid or unpaid, depending on the company's paid family leave benefit structure.

#### *Adoption or Foster Care Leave*

Eligible employees who adopt or receive placement of a child for foster care are entitled to:

- Up to 6 weeks of leave, with the same structure as maternity/paternity leave.
- Time may be used for bonding or to complete required legal/placement procedures.

#### *Compensation During Leave*

The company will provide medical compensation during leave as outlined above. For paid leave, compensation will be provided in accordance with the employee's regular salary.

#### *Request For Paid Parental Leave*

The employee will provide the principal with notice of the request for leave at least 30 days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible). The employee must complete the necessary Parental Leave form and other associated documentation for the leave, including FMLA and/or short disability application, and provide all documentation as required by HR to substantiate the request.

### **Family Medical Leave**

In accordance with Federal law, Axios Incorporated shall provide up to twelve (12) weeks of unpaid, job protected Family Medical Leave (FMLA) in any twelve (12) month period to eligible staff members.

Family Medical Leave may be used for:

- The birth of a child and/or the care of a newborn child within one (1) year of the child's birth;
- The placement of a child with the staff member by way of adoption or foster care and/or to care for the child within one (1) year of the child's arrival; or
- The staff member is needed to care for a spouse, son, daughter, or parent if the individual has a serious health condition; or
- The staff member's own serious health condition prevents him/her from performing the functions of his/her position.

### **Military Family Leave Entitlements**

Eligible employees whose spouse, son, daughter, or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain "qualifying exigencies." Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

The FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. This is a one-time benefit per service member. A covered service member is defined as:

1. a current member of the Armed Forces, including a member of the National Guard or 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; or
2. a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness. (Note, the FMLA definitions of "serious injury or illness" for current service members and veterans are distinct from the FMLA definition of serious health condition).

### **General Network FML Provisions**

Employees are eligible for Family Medical Leave benefits after working 6 months. For purposes of FMLA, a serious health condition is defined as:

- An illness, injury, impairment, or physical or mental condition that involves inpatient care, including any period of incapacity or any subsequent treatment in connection with such inpatient care;
- Continuing treatment by a healthcare provider, including:
- A period of incapacity of more than three (3) consecutive calendar days plus two visits to a health care provider within thirty (30) days (first visit within seven (7) days of incapacity);
- Any incapacity due to pregnancy or for prenatal care;
- Any period of incapacity or treatment for such incapacity due to a chronic, serious health condition;
- A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective;
- Any period of absence to receive multiple treatments by a healthcare provider either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three (3) consecutive days in the absence of medical intervention or treatment; examples include: cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), or kidney disease dialysis.

Conditions for which cosmetic treatment is administered are not “serious health conditions” unless complications develop. Ordinarily, unless complications arise, the common cold, the flu, earaches, upset stomachs, minor ulcers, headaches other than diagnosed migraines, routine dental or orthodontic problems, periodontal disease, etc. are conditions that do not meet the definition of a “serious health condition” and therefore do not qualify for Family Medical Leave.

### **Intermittent FML**

Staff members are permitted to take Family Medical Leave intermittently or on a reduced schedule when medically necessary or when approved by the Director of Human Resources or Principal. Intermittent leave or reduced-leave schedule results in the reduction of the twelve (12) weeks (or twenty-six (26) weeks for Service Member Family Leave) only by the amount of leave taken. If the intermittent or reduced-leave schedule is foreseeable based on planned medical treatment, the Director of Human Resources or Principal may require the staff member to transfer temporarily to an available alternative position, which better accommodates recurring periods of leave. The alternative position shall have equivalent pay and benefits but not necessarily equivalent duties.

### **Notice of FML**

Whenever the leave is necessitated by the serious health condition of the staff member or his/her immediate family member or the leave is taken pursuant to Service Member Family Leave, and is foreseeable based on planned medical treatment, the staff member shall provide Axios Incorporated with a thirty- (30) days’ notice. Employees must notify Human Resources of the need to take FML leave by e-mailing [humanresources@phalenacademies.org](mailto:humanresources@phalenacademies.org). If there is insufficient time to provide such notice because of the need for treatment, the staff member shall provide such notice as early as practicable.

When a staff member is taking leave because of a “qualifying exigency” and the leave is foreseeable, whether because the staff member’s spouse, son, daughter, or parent is on active duty, or because of notification of an impending call or order to active duty in support of a contingency operation, the staff member shall provide such notice to the Director of Human Resources or Principal as is reasonable and practicable. When planning medical treatment or taking leave pursuant to Service Member Family Leave, the staff member must consult with the Director of Human Resources or Principal and make a reasonable effort to schedule the leave so as not to unduly disrupt the regular operation of the Network, subject to the approval of the healthcare provider.

### **Use Of PTO with FML**

The Axios Incorporated Board may require staff to substitute his/her earned or accrued paid vacation leave, personal leave or sick leave for unpaid FMLA leave or Service Member Family Leave. If the staff member has not earned or accrued adequate paid leave to encompass the entire period of FMLA leave or Service Member Family Leave, the additional weeks of leave shall be unpaid. Whenever a staff member uses paid leave in substitution for unpaid FMLA leave or Service Member Family Leave, such leave counts toward the twelve (12) week maximum leave or twenty- six (26) week maximum leave for Service Member Family Leave allowance provided by this Policy.

The Principal or designee will notify the staff member when the organization intends to designate leave as FMLA-qualifying. In cases in which the Board employs both spouses, the total amount of FMLA leave is twelve (12) weeks for the couple, except when the leave is due to the serious health condition of either spouse or child.

Additionally, the aggregate number of work weeks of leave to which both the husband and wife may be entitled pursuant to this policy is limited to twenty-six (26) work weeks during the single twelve (12) month period provided for in the Service Member Family Leave provision if the leave is taken pursuant to Service Member Family Leave or a combination of general FMLA leave and Service Member Family Leave.

When FMLA leave or Service Member Family Leave is taken, the staff member must provide medical certification from the healthcare provider of the eligible staff member or his/her immediate family member. The staff member may either:

- Submit the medical certification to Human Resources or designee; or
- Direct the healthcare provider to transfer the medical certification directly to Human Resources or designee, which will generally require the staff member to furnish the healthcare provider with a HIPAA compliant authorization.

Staff members are not eligible for leave pursuant to this policy if they work elsewhere during leave pursuant to this policy.

In the event the staff member fails to provide medical certification, any leave taken by the employee is not FMLA leave or Service Member Family Leave. When the need for the FMLA leave is foreseeable and at least thirty- (30) days' notice has been provided, the staff member must provide the medical certification before the leave begins. When this is not possible, the employee must provide the requested certification to Human Resources or designee within fifteen (15) calendar days after the staff member requests FMLA leave unless it is not practicable under the circumstances to do so despite the staff member's diligent and good faith efforts.

The Board reserves the right to obtain, at its expense, the opinion of a second healthcare provider and, in the event of conflict, the opinion of a third healthcare provider whose decision shall be binding and final. The staff member may either:

- Submit the opinion of the second healthcare provider, and the opinion of the third healthcare provider if applicable, to the COO, Human Resources or designee; or
- Direct the second or third healthcare provider to transfer his/her opinion directly to Human Resources or designee, which will generally require the staff member to furnish the healthcare provider with a HIPAA compliant authorization.

In the event the staff member fails to provide the medical opinion of the second or third healthcare provider, if applicable, any leave taken by the staff member is not FMLA leave. A staff member seeking to take leave pursuant to any exigency must submit, in a timely manner to Human Resources, an appropriate certification as described by Federal regulations.

Upon return-to-work staff members must provide to the Principal or designee a statement from his/her healthcare provider that he/she is able to resume work. Upon return from any FMLA leave, the

organization will restore the staff member to his/her former position or to a position with equivalent employment benefits, pay and conditions of employment. During FMLA leave, the organization shall maintain the staff member's current coverage under the group health insurance program on the same conditions, as coverage would have been provided if the staff member had been continuously working during the leave period. If the staff member was paying all or part of the premium payments prior to going on FMLA leave, the staff member must continue to pay his/her share during the leave. The use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of the staff member's leave. If the staff member fails to return to work at the end of the leave for reasons other than the continuation, recurrence, or onset of a serious health condition of the staff member or of the staff member's immediate family member, or for circumstances beyond the control of the staff member, or for Service

Member Family Leave, the staff member shall reimburse the organization for the health insurance premiums paid by the organization during the unpaid FMLA leave period. A staff member who fraudulently obtains FMLA leave is not protected by this policy's job restoration or maintenance of health benefits provision.

The following conduct is prohibited in relation to FML leave:

- Engaging in fraud, providing false or misleading information to Jalen Rose Leadership Academy and Axios Incorporated or a health care provider.
- Failure to return from leave.
- Failure to comply with the employee's obligations as set forth in this policy.

## **Workplace Conduct**

### **Alcohol and Drug-free Workplace**

Jalen Rose Leadership Academy is committed to maintaining an environment free of illegal drugs, alcohol, tobacco, and electronic cigarettes. JRLA staff is strictly prohibited from the illegal or unauthorized use of drugs or other controlled substances, alcohol, tobacco, including cigarettes and other tobacco products, and electronic cigarettes in the workplace and all surrounding areas, including any time scholars are present and/or under our care. Employees who use or are under the influence of alcohol, illegal drugs, or tobacco products during working hours, including consumption or use of such during breaks or before arriving at work, may be dismissed.

Employees need not be legally intoxicated to be considered "under the influence" of alcohol or other controlled substances. Staff members are also prohibited from engaging in the unlawful or unauthorized manufacture, possession, consumption, trade, sale, or distribution of illegal drugs and/or alcohol in the workplace. However, nothing in this policy precludes the appropriate use of legally prescribed medications, if those medications do not impair an employee from reasonably performing his or her job duties or create a safety risk. Employees are responsible for ensuring with their physicians the appropriate use and effects of prescribed medications.

Alcohol and drug tests may be conducted when reasonable suspicion exists, when an employee returns to duty after engaging in prohibited conduct, when an accident has occurred, and as a follow-up measure.

### **Smoke-free Workplace**

Smoking, including the use of electronic cigarettes (e-cigarettes) and vaping devices, is prohibited on all JRLA property. This includes all indoor and outdoor areas, parking lots, and vehicles owned or leased by the school. All members of our community, including scholars, staff, faculty, contractors, and visitors, are expected to always comply with this policy while on JRLA premises.

Employees who are found to have smoked or used an electronic cigarette or vaping device during working hours, including consumption or use of such during breaks or on school grounds, may be dismissed.

### **Crimes Involving Drugs**

JRLA and Axios Incorporated prohibit all employees from manufacturing, distributing, dispensing, possessing or using an illegal drug in or on company premises or while conducting company business.

***Enter a Learner: Exit a Leader.***

Employees are also prohibited from misusing legally prescribed or over the counter (OTC) drugs. Law enforcement personnel shall be notified, as appropriate, when criminal activity is suspected.

Note: Any employee who has a reasonable suspicion that a violation of this policy has occurred shall report the suspected violation to the principal.

### **Reasonable Suspicion**

Axios Incorporated and JRLA will conduct drug and alcohol testing upon reasonable suspicion (i.e. the observations of a supervisor/manager of apparent workplace use, possession, or impairment) that any employee is under the influence of alcohol or an illegal controlled substance. Reasonable suspicion may include the following but is not limited to changes in behavior and job performance, another person seeing physiological signs of substance abuse (e.g. blood shot eyes, impaired gait etc.).

#### *Inspections*

JRLA and Axios Incorporated reserve the right to inspect all portions of its premises for drugs, alcohol or other contraband. All employees and contract employees may be asked to cooperate in inspections of their company work areas and property that might conceal a drug, alcohol, or other contraband. Employees who possess such contraband or refuse to cooperate in such inspections are subject to appropriate discipline, up to and including discharge.

### **Testing Requirements**

The employee must submit to the test within 24 hours of the request. Axios Incorporated management will provide the employee with the name and location of the testing lab. The employee must comply with the testing requirements of the lab. The lab will provide the results to Human Resources. Employees will be paid for time spent in alcohol/drug testing and then suspended pending the results of the investigation and the drug/alcohol test. After the results of the test are received, a date/time will be scheduled to discuss the results of the test; this meeting will include a member of management and Human Resources. Should the results prove to be negative, the employee will receive pay for the times/days of suspension.

### **Discipline and Last Chance Agreements**

Working under the influence of drugs or alcohol is a violation of this policy and shall subject the employee to disciplinary action up to and including dismissal. Depending on the circumstances and the employee's work history/record, Axios Incorporated may offer an employee the opportunity to return to work on a last-chance basis pursuant to mutually agreeable terms, which could include follow-up drug testing at times and frequencies for a minimum of one (1) year but not more than two (2) years. If the employee either does not complete his/her rehabilitation program or tests positive after completing the rehabilitation program, he/she will be subject to immediate discharge from employment.

### **Prescription Medication**

This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their doctor(s) about the medications' effect on their fitness for duty and ability to work safely and promptly disclose any work restrictions to their supervisor. Employees should not, however, disclose underlying medical conditions unless directed to do so. Moreover, the legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger scholars or other individuals in the workplace.

### **Confidentiality**

Information and records relating to positive test results, drug, and alcohol dependencies and legitimate medical explanations provided to JRLA and Axios Incorporated shall be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files.

### **Business Ethics and Employee Integrity**

Integrity is deeply valued at Jalen Rose Leadership Academy, and therefore this always demands the highest standard of individual conduct from all employees, not only in matters of financial integrity, but in

every aspect of business relations. JRLA holds its staff, scholars and parents accountable to the values previously outlined.

Jalen Rose Leadership Academy assumes the responsibility to operate at all times in a manner conforming to all state and federal laws and regulations, to conduct all activities openly, and to deal with the government and other local institutions in a cooperative and forthright manner. Obeying the law is a minimum requirement. Ethical business conduct should normally exist at a level well above the minimum required by law.

Employees must avoid any relationship or activity that is unethical, immoral, illegal, might negatively impact the school's image, or appear to impair their ability to make objective and fair decisions when performing their jobs. Employees must also refrain from making any decisions or engaging in any activities that result in personal or financial gain for the employee or a family member. Employees may not accept anything of value offered by another for the purpose of influencing judgment.

Staff members who have a financial interest in or derive a profit from a contract or purchase connected with an action by the school network must complete a Conflict-of-Interest Disclosure Statement to be approved by the Board. This is most used if spouses or other members of a staff member's family enter a contract or employment relationship with the school network.

Gifts presented to staff members by scholars, parents of scholars, or vendors is an undesirable practice because it tends to embarrass scholars with limited means and gives the appearance of currying favor. However, there are instances where scholars or their parents wish to express gratitude or kindness to an employee of the school network. Therefore, staff members may accept or give gifts of nominal value from or to scholars, parents, or vendors. Nominal value shall not exceed \$25.00. The COO may approve acts of generosity to or from individual staff members in unusual situations.

### **Professional Standards of Conduct**

All faculty are expected to behave in a professional manner that sets an example for scholars. Regardless of certification, all Jalen Rose Leadership Academy employees must adhere to the Michigan Code of Educational Ethics. Staff is expected to exercise sound judgment in their conversations and dealings with scholars and parents. Staff should not engage in inappropriate or sustained physical contact with scholars. Staff should command respect by being respectful, and by correcting scholars who behave in a disrespectful way. At all times, staff should expect scholars to refer to them by the appropriate title and last name. Violation of these directives could result in disciplinary action up to and including instant dismissal.

All Jalen Rose Leadership Academy employees are expected and required to meet acceptable performance standards and otherwise conduct themselves in an appropriate manner during their employment. The rules discussed below are published for your information and to guide your conduct on a day-to-day basis. The list is not meant to be all-inclusive, and various other circumstances may arise requiring the discipline and/or immediate termination of an employee.

Jalen Rose Leadership Academy and Axios Incorporated recognize that each problem, which may arise in the workplace, will present a unique set of circumstances. The unique situations will be relevant to surrounding circumstances. For this reason, the rules described below are not intended to form any contract between Jalen Rose Leadership Academy and its employees as to the procedures to be followed concerning any rule violation.

Employees should be aware that violation of any of the following employee standards of conduct may result in disciplinary action, up to and including discharge.

- Insubordination and/or being in disregard of, or inattentive to, working directions and instructions received from supervision or refusal to comply with same.
- Willful violation of Jalen Rose Leadership Academy, Axios Incorporated or government rules, regulations, or state or federal laws.

- Dishonesty of any kind in relations with K Jalen Rose Leadership Academy, such as theft or pilferage of Jalen Rose Leadership Academy property, the property of other employees, or property of others entrusted to Jalen Rose Leadership Academy. (Note: Employees also will be fully subject to prosecution of the law.)
- Any action constituting a criminal offense, whether committed on duty or off duty.
- Unsatisfactory work performance or otherwise failing to perform work up to the standards expected of Jalen Rose Leadership Academy employees.
- Excessive or unexcused absenteeism or tardiness, including violation of any rule pertaining to attendance.
- Misrepresentation of facts or falsification of records, including but not limited to, personnel records, reasons for requesting a leave of absence or time off, and information in connection with the obtaining of employee benefits or misuse of such benefits.
- Failure to return to work upon expiration of authorized leave, unless valid excuse is given and accepted, or leave is extended.
- Failure or refusal to perform work as required or directed.
- Engaging in any acts of violence, fighting, threats of violence, or otherwise engaging in disorderly conduct, horseplay, intimidating conduct, or otherwise interfering with another employee's work activities.
- Bringing liquor, drugs, or any controlled substances onto K Jalen Rose Leadership Academy premises; Consuming liquor or using drugs or any controlled substances on Jalen Rose Leadership Academy premises; entering the premises under the influence thereof; or consuming liquor or using drugs or any controlled substances while on the job.
- Sexual, verbal, physical, or visual forms of harassment directed at any person associated with Jalen Rose Leadership Academy, or discriminatory treatment of employees or applicants, where such discrimination or harassment is based on race, color, religion, national origin, sex, age, disability, or any other protected status. This prohibition also covers any form of sexual harassment, including unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature.
- Distributing written or printed matter of any description in any work area at any time without prior authorization from the principal.
- The use of Jalen Rose Leadership Academy time, materials, facilities or equipment for purposes not related to Jalen Rose Leadership Academy business.
- Engaging in any commercial activity, including outside employment that conflicts with or gives the appearance of conflicting with the interests of Jalen Rose Leadership Academy, without first having obtained the written consent to such activity by the School Leader or Supervisor.
- Knowingly permitting unauthorized persons to be in Jalen Rose Leadership Academy facilities or on Jalen Rose Leadership Academy property.
- Behavior that is not consistent with the Jalen Rose Leadership Academy core beliefs, values, and operating norms
- Engaging in conduct, including conduct outside the workplace and after business hours that interferes with the employee's ability to effectively perform his/her job duties.

### **Social Networking and On-line Media**

Jalen Rose Leadership Academy recognizes that many of its employees use social media such as Instagram, Facebook, Twitter, LinkedIn, and YouTube, amongst others and understands the benefits of these social media. Likewise, Jalen Rose Leadership Academy realizes that the use of social media can become a problem if it:

- Interferes with the employee's work;
- Is used to harass or discriminate against co-workers or scholars;
- Creates a hostile work environment;
- Is improperly used with scholars;
- Divulges confidential information about Jalen Rose Leadership Academy, staff, or scholars; or
- Harms the goodwill or reputation of Jalen Rose Leadership Academy

Although Jalen Rose Leadership Academy does not officially regulate employees' use of these online social networks, we do encourage employees to consider the following guidelines when using social media and expect, as in all areas, that Jalen Rose Leadership Academy employees' model appropriate behavior.

If any employee is uncertain about the appropriateness of a social media posting, the employee should check with the principal or Human Resources.

### **Social Media Guidelines**

1. Employees may never contact a K-12 scholar using a social media account without permission from his or her supervisor.
2. Employees are encouraged to maintain a business account when posting items using their work persona.
3. Employees must be mindful that, as members of the Jalen Rose Leadership Academy, they represent Jalen Rose Leadership Academy to the larger community. Employees should honor the interests of the Jalen Rose Leadership Academy mission, our scholars, and our employees when publishing content on social networking site.
4. When publishing statements about Jalen Rose Leadership Academy, employees must clearly and conspicuously indicate that the posted content does not necessarily represent or is not necessarily endorsed by Jalen Rose Leadership Academy.
5. All content on social media must comply with Jalen Rose Leadership Academy Confidentiality Policy and the Family Educational Rights and Privacy Act. Employees shall not post personally identifiable information of any Jalen Rose Leadership Academy scholar, including a photograph, on any personal social media.
6. Employees' use of social media should not interfere with their duties at work.
7. Employees should be aware that they are legally responsible for the content they publish on social media and can be sued by other employees or individuals who interpret a published statement as defamatory, harassing, libelous, or discriminatory.
8. All Jalen Rose Leadership Academy policies that regulate off-duty conduct apply to social networking activity. Such off-duty regulatory policies include, but are not limited to, policies related to harassment, code of conduct, nondiscrimination, and protecting confidential information.
9. Employees must refrain from using any copyrighted, trademarked, or proprietary materials, including Jalen Rose Leadership Academy logo. To use such materials, employees must obtain express, written authorization from the principal.
10. Jalen Rose Leadership Academy and Axios Incorporated can take appropriate disciplinary action for commentary, content, or images that are defamatory, pornographic, proprietary, harassing, and libelous, that can create a hostile work environment, that diminish the employee's ability to effectively perform his/her job duties, and/or that are otherwise in violation of law or Jalen Rose Leadership Academy and Axios Incorporated policy. The disciplinary action may include employment termination.
11. Please also reference in this handbook Jalen Rose Leadership Academy and Axios Incorporated Jalen Rose Leadership Academy and Axios Incorporated Professional Boundaries policies and policies regarding use of social media with scholars.

### **Electronic Communication Policy**

"Electronic communication" means any communication facilitated by the use of any electronic device, including a telephone, cellular telephone, computer, computer network, personal data assistant, or pager. The term includes e-mails, text messages, instant messages, and any communications made through an Internet website, including a social media website or a social networking website.

All employees are prohibited from using electronic communications with scholars in a manner that constitutes harassment or abuse; adversely affects the scholar's learning, mental health or safety; includes threats of violence against the scholar; reveals confidential information about the scholar; or constitutes an inappropriate communication with a scholar as described in the Educators' Code of Ethics.

Employees have the right to not disclose to scholars their personal telephone numbers or email addresses and are encouraged to not share that information when not necessary. Any employee that suspects or has direct knowledge about an incident involving improper communications with a scholar must notify her or his school's leadership or Human Resources as soon as reasonable to do so.

### **Internet, E-Mail, and Computer Use Policy**

To better serve our scholars and provide our employees with the best tools to do their jobs, JRLA and Axios Incorporated make available to our workforce access to one or more forms of electronic media and services, including computers, email, telephones, voicemail, fax machines, blogs and forums, online services, intranet, Internet and the World Wide Web.

Jalen Rose Leadership Academy encourages the use of these media and associated services because they can make communication more efficient and effective and because they are valuable sources of information and research. However, all employees and everyone connected with the district should remember that electronic media and services provided by the district are district property in which the employee has no expectation of privacy, and their purpose is to facilitate and support district business. All computer users have the responsibility to use their resources in a professional, ethical, and lawful manner.

The use of Jalen Rose Leadership Academy systems and resources, including computers and cell phones, is for company business and authorized purposes only. Brief and occasional personal use of the Internet or an employee's personal computer or phone device is acceptable if it is not excessive or inappropriate, occurs during personal time (lunch or other breaks), and does not result in expense or harm to Jalen Rose Leadership Academy or otherwise violate any of Jalen Rose Leadership Academy policies.

### **Computer Use**

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

### **Prohibited Communications**

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

- Discriminatory or harassing
- Derogatory to any individual or group
- Obscene, sexually explicit or pornographic
- Defamatory or threatening
- In violation of any license governing the use of software
- Engaged in for any purpose that is illegal or contrary to Jalen Rose Leadership Academy policy or interests

### **Personal Use**

The computers, electronic media and services provided by Jalen Rose Leadership Academy are primarily for business use to assist employees in the performance of their jobs. Limited, occasional, or incidental use of electronic media (sending or receiving) for personal, non-business purposes is understandable and acceptable, and all such use should be done in a manner that does not negatively affect the systems' use for their business purposes. However, employees are expected to demonstrate a sense of responsibility and not abuse this privilege.

### **Work Product and Intellectual Property Ownership**

All Jalen Rose Leadership Academy employees should understand that the Academy retains sole and exclusive ownership of all work products and intellectual property created during their employment. No work created while employed by JRLA may be claimed, represented, or distributed as personal property of the individual, even after employment ends or the related project concludes.

Work products include, but are not limited to:

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- Written and electronic documents
- Audio and video recordings
- System code
- Concepts, ideas, processes, and other intellectual property developed specifically for JRLA, whether or not ultimately utilized by the Academy

Employees may showcase or discuss limited portions or summaries of their non-confidential work for professional purposes (e.g., portfolios, resumes, interviews). However, employees must maintain strict confidentiality regarding proprietary and sensitive information even after their employment has ended. Unauthorized disclosure of confidential materials is prohibited and may constitute a conflict of interest or legal violation.

All representations or discussions of work done for JRLA must clearly communicate JRLA's exclusive ownership. Freelancers, consultants, and temporary staff must exercise special caution when performing work for, or considering employment with, JRLA's competitors or related entities to avoid any conflict of interest or confidentiality breach.

### **Cell Phone Use Policy**

To outline, The Axios Incorporated policy for use of cellphones at work and the safe use of cellphones by employees while driving.

Cell Phones should be turned off or set to silent or vibrate mode during instructional time, meetings, conferences and in any circumstance where incoming calls may be disruptive to the learning environment.

While at work, employees are expected to exercise discretion in using personal cell phones. Excessive personal calls during the workday are prohibited as use can interfere with instructional time, employee productivity and can be distracting to others. Unless defined as an emergency, employees are encouraged to make or receive any personal calls during nonwork time (i.e. lunch and free periods).

Axios Incorporated and JRLA will not be liable for the loss of personal cell phones brought into the workplace.

### **Cell Phone Use Safety**

All employees are expected to follow applicable local, state, and federal laws and regulations regarding the use of cellphones at all times.

Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are required to use hands-free operations or pull off to the side of the road and safely stop the vehicle before placing or accepting a call. Special care should be taken in situations where there is traffic or inclement weather, or the employee is driving in an unfamiliar area. Reading or sending text messages while driving is strictly prohibited.

Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions.

### **Video or audio recording devices**

The use of cell phone cameras or other video or audio recording-capable devices on company premises is prohibited without the express prior permission of senior leadership, and of the person(s) subject to recording. Video or audio recording in restrooms and/or locker rooms is strictly prohibited.

### **Consequences for Violators**

Employees violating this policy will be subject to discipline, up to and including termination of employment.

### **Dress Code**

To model professionalism for our scholars, all staff are expected to present a neat, business casual appearance. At minimum, casual business attire for men includes casual slacks or pants and open neck shirts (i.e. collared shirts or polo shirts) and casual business attire for women includes casual slacks, capri pants (below the knee), skirts, and blouses or shirts. Wearing a Jalen Rose Leadership Academy shirt may be encouraged for various reasons throughout the year to help show support for the school and scholars.

To the extent you are permitted to wear casual attire, please use discretion when outside agencies and guests are visiting Jalen Rose Leadership Academy. Clothing that is overly revealing or inconsistent with the values of Jalen Rose Leadership Academy is not allowed. Acceptable attire is outlined below:

<b>Monday -Thursday</b>	<b>Friday</b>	<b>Unacceptable Attire</b>
<ul style="list-style-type: none"><li>• Business suit/ coordinated pant suit</li><li>• collared shirt with/without tie</li><li>• Branded polo</li><li>• Branded shirts</li><li>• Cardigan or blazer</li><li>• Sweaters, blouses, knit tops</li><li>• Professional skirts</li><li>• Professional dresses</li><li>• Professional slacks</li><li>• Sneakers, flat-soled shoes, heels</li></ul>	<ul style="list-style-type: none"><li>• Monday – Thursday attire</li><li>• Jeans (no rips, tears, frays)</li><li>• JRLA Swag in Alignment with Dress Code Expectations</li><li>• College swag</li></ul>	<ul style="list-style-type: none"><li>• Clothing that is too short, too tight, or revealing/ see through</li><li>• Leggings or athletic tights Worn as pants/spandex</li><li>• Sweatpants</li><li>• Tank Tops/thin strapped shirts</li><li>• Clothing that exposes the midriff</li><li>• Extremely low-cut tops</li><li>• Hats inside of the building</li></ul>

### **Attendance and Punctuality**

Regular attendance and punctuality are essential to creating an effective and harmonious workplace, and employees should arrive to work on time and prepared to start work.

Employees are also expected to remain at work for their entire work schedule from 7:30a – 3:45p. Late arrival, early departure, or other absences from scheduled hours are disruptive and must be avoided. If an employee is unable to report to work when scheduled, the employee must notify his or her supervisor no later than 1 hour prior to the start of his or her scheduled shift. If unable to provide notice one hour prior to the start of the employee’s scheduled shift, he or she must contact the supervisor as soon as feasible.

If the employee fails to provide notice, has insufficient leave time to cover the absence, or fails to appear after a leave request has been denied will be considered an unexcused absence. Excessive unexcused absences may result in discipline up to and including termination.

All JRLA Staff are expected to participate in the weekly meetings on the date and times set forth by the building Principal. If a staff member is not able to attend prior notice in written and verbal form is expected. If absences become chronic this then will result in disciplinary action.

JRLA staff are expected to sign in and out of the building upon entering and exiting the building. This is a matter of safety and respect. This also applies to leaving the building at lunch or any time as well. An employee absent three (3) or more days because of an injury or illness must obtain a physician’s release to return to work. The physician’s release must be sent to the principal upon return.

Any employee who fails to call or report to work for three consecutive days is considered to have abandoned their job.

### **Keys and Identification Badges**

You may be issued an identification badge, access card and room key during your first week of employment. If your badge, access card or key is lost or stolen, you must notify your principal

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immediately and obtain a replacement. Upon termination, employees will be required to return ID badges to Operations.

### **Employee Safety**

JRLA and Axios Incorporated will provide a safe and healthy work environment for all employees. Employees are expected to comply with all safety requirements whether established by management or by federal, state, or local law. Any safety violation or any accidents resulting in injuries to employees should be reported to management as soon as practical, including injuries or conditions that manifest themselves later. Safety equipment must be always used. Employees are responsible to:

- Know and follow all safety rules established for your site, department and job task.
- Promptly report any unsafe acts or conditions to your principal or organization.
- Work in such a way that ensures our safety as well as the safety of co-workers.
- Help fellow employees with safety requirements.
- Request help when unsure of how to perform a task safely.
- Use and maintain all safety devices and guards as provided.
- Properly use and maintain all tools under our control.
- Maintain physical and mental health conducive to working safely.
- Perform work in ways that will not imperil others.
- Do not leave unsafe conditions on any jobsite.
- Abide by the safety rules of each owner on their sites.
- Work in strict compliance with OSHA standards.

### **Accidents and Injuries**

All accidents, whether resulting in personal injury or not, that you are involved in that arise out of or during your employment, involving the school's vehicles or equipment, customer property, or people, no matter how trivial, to your principal as soon as practical, including injuries or conditions that manifest themselves at a later time. This ensures that proper treatment is provided and enables us to comply with the workers' compensation laws.

If necessary, in instances of minor personal injury, your principal will see that medical attention is administered. Your principal should also be notified if you become sick while at work and you will be given necessary assistance in these situations. In the case of a serious or life-threatening injury, contact 911 immediately and then your principal.

Any injuries you sustain in recreational activities on Jalen Rose Leadership Academy or client property, regardless of when such activities are conducted, are your sole responsibility. Jalen Rose Leadership Academy assumes no responsibility for any such injuries.

### **Infectious Disease Protocol**

Blood-borne pathogens are infectious diseases (such as HIV, hepatitis, etc.) carried in blood or other body fluids. If you are called upon to assist with first aid, avoid unnecessary exposure to body fluids. Use latex gloves and scrub down afterwards. As with any accident, injury or safety related incident, tell your principal or Human Resources and provide a written report immediately following. All staff will be required to participate in a Blood-Borne Pathogens training each school year.

In response to the COVID-19 pandemic, all staff must review and adhere to the Workplace Preparedness Guidelines and adjusted HR procedures.

### **Maintaining Work Environments**

JRLA and Axios Incorporated prides itself on maintaining facilities accessible to scholars and employees and wants to preserve them for future scholars. Therefore, all employees are expected to maintain their work area in a neat and orderly manner. Desktops should be cleaned off each evening, and excess clutter stored in drawers, etc. Coffee and soft drinks are permitted at your desk. Empty cups, cans, etc., should be

cleaned and removed each evening, and all food and eating confined to food areas provided at each facility.

Without a well-kept building, workflow is inhibited, and our public image suffers significantly. Please keep your desk and surrounding work area neat, clean, organized, and free of articles that clutter your area. Good housekeeping reflects professionalism, and your cooperation in such efforts is expected.

#### **Material Safety Data Sheets**

Material Safety Data Sheets (MSDS) are located at the main office and may be reviewed at any time.

#### **Schools Security**

JRLA and Axios Incorporated will assist its employees in safeguarding their personal property while at work. However, JRLA and Axios Incorporated cannot assume responsibility for the personal belongings of its personnel. To help maintain security, please report damage to any doors, hardware, or windows and ensure that all computers and electronics are properly stored.

All visitors to the school building must check in at the main office and wear a visitor's tag. Anyone who sees an unescorted or unfamiliar visitor without a name tag should escort them to the main office for further assistance.

All employees and their possessions will be subject to search, surveillance, and interrogation whenever school staff feels such action must be taken to maintain security or protect its property. These activities will be conducted only when deemed reasonably necessary by school staff and will be handled in as discreet a manner as possible to avoid personal embarrassment.

#### **Keys**

For the security of each school, all faculty/staff members are expected to exercise great care in handling their keys. Please sign the key policy acknowledgement, which is required at the time of key issuance. Staff will be responsible for any costs that are incurred because of lost keys.

#### **Workplace Violence Prevention**

We are committed to offering employees an environment free from violence. Therefore, we enforce a clear policy of zero-tolerance for all forms of violence in our workplace including, but not limited to: physical assault, verbal or nonverbal threats or intimidation, possession of any type of weapon (concealed or otherwise), destruction or defacing of JRLA property, and the use of profanity or threatening abusive language, stalking or intimidation. JRLA and Axios Incorporated will determine, in its discretion, whether an act is violent or not.

It is important that every employee understand that there is no such thing as an idle threat. We will interpret any threatening statement or gesture as "intent to carry it out" and will not accept as a defense that an employee was "only joking or fooling around."

After investigation, anyone who is found to have engaged in an act of violence will be disciplined up to and including discharge. All violence allegations will be thoroughly investigated on a case by-case basis as promptly as practical. Jalen Rose Leadership Academy will take the appropriate corrective action as warranted by such investigation. All violence complaints will be handled in as confidential a manner as possible, consistent with resolution of the problem.

Also, if an employee feels they are in danger of a violent act, they must inform the Principal or Dean of Operations so that Jalen Rose Leadership Academy can take any necessary precautions.

#### **Concealed Weapons Policy**

JRLA and Axios Incorporated strictly prohibit possession of weapons of any type on all property (including leased properties), including guns, both concealed and visible, and without regard to the validity of any permits. Also included are knives, explosives or any other deadly object.

We reserve the right to search a person, vehicle, or other property when there is cause for suspicion. Violators are subject to termination of employment, criminal prosecution or any combination of sanctions.

**Fire, Tornado & Emergency**

Employees are required to comply with posted fire, tornado, and emergency policies. Should evacuation of the building be necessary, employees shall follow instructions for evacuation procedures as established by JRLA safety program. Employees are responsible for familiarizing themselves with all building exits and safe areas.

In addition, JRLA and Axios Incorporated has emergency procedures in place should a lock down be necessary. Employees shall follow instructions for these procedures as established by the JRLA safety program. Employees are responsible for familiarizing themselves with these procedures.