



We are pleased to have you as a member of the staff of Sigsbee Charter School.

Whether an employee works full or part-time, in an administrative, teaching, or support category, the skills and commitment you bring to your job make an important contribution to our goal of providing excellence in education to the children and families of Sigsbee Charter School (SCS) and Key West, America's Southernmost City.

Sigsbee Charter School is comprised of grades K-8. A Charter School is a tax funded public —school of choice. The school is governed by a Board of Directors and is designated for tax purposes as a non-profit. Charter schools schools of choice meaning that families must opt to enroll students.. While charter schools provide an alternative to other public schools, they are part of the public education system. An employee of the Sigsbee Charter School can expect a fair and equitable salary, competitive benefits and the opportunity to be a part of the best that public education has to offer. We are pleased to have you as a member of our team and hope that you find that the satisfaction gained from doing your job matches the effort you put into your work.

This **Employee Handbook** has been written to provide information and guidance to SCS employees. SCS expressly reserves the right to change, add or delete any of the provisions in this handbook at any time. Moreover, given the reality of a complex, ever- evolving organization, the information in this handbook is not all-inclusive. *The Employee Handbook is not a contract.* Employees covered under contract should consult their own contracts regarding specific working conditions and benefits. Copies of the contracts are available from the Office Manager.

We recognize that new employees, in particular, are bound to have many questions relating to their specific position or responsibilities. You are encouraged to direct any specific inquiries you may have to your principal.

GENERAL EMPLOYMENT POLICIES

Basic Employment Expectations

All employees are expected to demonstrate a professional, cooperative, knowledgeable and courteous demeanor in all interactions with students, parents, colleagues and members of the community. Work attire should reflect the professional responsibilities of an employee's position, exhibiting concern for safety, hygiene, neatness, cleanliness and projecting positive role models for students enrolled within the Sigsbee Charter School. At the very least, staff must adhere to the student dress code. The use of profane language is prohibited and may be cause for disciplinary action.

At a minimum, it is expected that all employees will follow general and specific work and employment guidelines, embrace school initiatives, carry out instructions and directions appropriately issued by supervisors or administrators and perform job responsibilities in a satisfactory manner. Employees are expected to be regular in attendance, arriving on time and adhering to designated starting and ending times for work, breaks, lunch, prep periods, etc. Employees are advised that School Department telephones, supplies, equipment and services (including Internet access and fax machines) are for professional use. Excessive personal calls, or use of supplies, services or equipment for personal reasons are not allowed. Inappropriate use of equipment, supplies or services including electronic access may result in termination.

Affirmative Action Policy

Sigsbee Charter School is an Affirmative Action/Equal Opportunity employer. The Sigsbee Charter School does not discriminate on the basis of race, color, gender, age, religion, creed, national origin, ancestry, age, disability, veteran's status, sexual orientation or marital status. For further guidance on this matter contact the following:

Florida Commission of Human Relations;(805)-488-7082

Anti-Harassment and Sexual Harassment

Sigsbee Charter School seeks to promote a workplace and educational environment that is free from discrimination and harassment, whether based on race, color, gender, age, religion, creed, national origin, ancestry, sexual orientation, marital status or disability. SCS will not tolerate harassing conduct that affects employment or educational conditions, that interferes unreasonably with an individual's work performance or that creates an intimidating, hostile or offensive work or school environment. Further, any retaliation against an individual who has complained about harassment or retaliation against individuals for cooperating with an investigation of a harassment complaint is similarly unlawful and will not be tolerated.

An individual who believes that he or she has been subjected to harassment, sexual or otherwise, has a right to file a complaint with the Principal/Administrator or directly to the Board of Directors. .

All reports will be investigated promptly in a confidential manner and disciplinary action taken as appropriate. For more information or guidance, please contact the following:

Florida Equal Employment Commission (800) 669-4000

Confidentiality

As an employee of the Sigsbee Charter School, you may have access to confidential, protected or privileged information. It is expected that employees will protect others' rights to privacy by not releasing such information to unauthorized individuals. Failure to do so may result in disciplinary action up to and including termination of employment. Please note electronic communication (e.g. emails and text messages) are public records and are not confidential, even if sent directly to a specific individual.

Smoking

Smoking or the use of any tobacco products within the school buildings, school facilities, on school grounds or on school buses by any individual, including school personnel, is prohibited by law.

Failure to adhere to this policy will result in disciplinary actions up through and including termination of employment. It may also result in criminal charges.

Drugs, Alcohol, Weapons and Arrests

The use or possession of any controlled substance (except as prescribed by a physician), the sale of any controlled substance in any quantity or the unauthorized possession of dangerous weapons, firearms or explosives while at work or on Sigsbee property, or being intoxicated or under the influence of alcohol or drugs while on duty is strictly prohibited and is grounds for disciplinary action including termination.

Any employee convicted or found guilty of a criminal offense involving a controlled substance is subject to disciplinary action, including termination, regardless of whether the offense was on school property or during working hours.

Any and all arrests must be made known to the Principal within 48 hours of occurrence. Depending on the severity of the allegations and the adjudged impact of such an offense on an employee's ability to do his or her job, the SCS Board may choose to suspend an employee with or without pay or terminate the employee. If you are found guilty by plea, jury decision or court adjudication, the Board maintains the right to terminate employment retroactively to the date of suspension.

Conflict of Interest

It is essential that public employees avoid taking official actions which are influenced by potential gain or benefit, or may be perceived as such. Accepting gifts or gratuities from individuals or organizations that do business with the Sigsbee Charter School or the City of Key West is strictly prohibited.

Further, it is prohibited for a public employee to accept work-related gifts in excess of \$50.00 in value. Questions concerning conflict of interest should be directed to the Principal/Administrator who may bring it to the Board of Directors for clarification

Employment of Relatives

Supervisory relationships among members of an immediate family are not permitted. This applies to both direct supervision and delegated supervision through others who are direct subordinates. For employment purposes, immediate family is defined as your spouse or domestic partner, child, sibling, parent, grandparent and your spouse's or partner's child,

sibling, parent and grandparent.

In the event that such a situation occurs or may potentially occur through hire, transfer, marriage or other arrangement, you must notify the Principal in advance. The Principal in accordance with the decision of the SCS Board will make a final determination as to the appropriate action to be taken.

The definition of employment includes permanent, temporary and intermittent employment of any kind, service agreements and consultant agreements, or any other financial arrangement compensating an individual for services, including compensation from external organizations providing services supervised by an employee.

Acceptable Use Policy for School Department Computer Network

The SCS computer network is established for limited educational purpose. Accordingly, SCS has the right to place restrictions on the use of the system and to require users to abide by system rules.

Copies of the *Acceptable Use Policy* are available in Main Office and online at the keysschools website. Remember: Your emails are not actually your emails—they are a record that is available to the public at any time. We ask that you conduct yourself with this fact in mind.

Electronic Devices

Staff should exercise care when using electronic devices during instructional time and in the presence of students or during meetings/professional development activities. Staff should not use devices for personal use except in the case of emergencies. Devices should remain under the direct supervision of the staff member at all times. All gaming is strictly prohibited. Refer to the Monroe County School District Acceptable Use Policy (AUP) for further regulations.

Email Etiquette

Email and other on-line services provided through SCS should be used only for education-related purposes. All users are expected to exercise good judgment and professionalism in the content and tone of their email messages. Email messages sent through the Sigsbee Charter School are public documents and should *not* be used to convey confidential information.

The following are guidelines for effective —Email etiquette || :

- Be concise and to the point
- Do not forward chain letters or unsolicited information
- Only send email to those individuals directly concerned with the subject.
- Avoid using email to communicate regarding private or confidential matters. *Private* in this case would include discussion of all long-term health and mental health concerns of a student. Always take precautionary steps to assure appropriate dissemination.