



**MILPITAS**  
CHRISTIAN SCHOOL

*Christian Education Since 1974*



*Equipping followers of Christ to transform their world*

# **Employee Handbook**

08/05/2021 Revision

# AT-A-GLANCE

## Key Contacts at MCS

- **Head of School - Clark Gilbert:** [cgilbert@milpitaschristian.org](mailto:cgilbert@milpitaschristian.org)
- **Preschool Director - Sheila Tanimura:** [stanimura@milpitaschristian.org](mailto:stanimura@milpitaschristian.org)
- **Assistant Elementary Principal Director of Student Academic Services- Kathy Yao:** [kyao@milpitaschristian.org](mailto:kyao@milpitaschristian.org)
- **Assistant Middle School Principal - Debbie Castle** [dcastle@milpitaschristian.org](mailto:dcastle@milpitaschristian.org)
- **Human Resources Manager - Deanna Lilly:** [dlilly@milpitaschristian.org](mailto:dlilly@milpitaschristian.org)

## Websites

- **Main website:** [www.MilpitasChristian.org](http://www.MilpitasChristian.org)
- **Employee benefits:** [www.mcsihr.com](http://www.mcsihr.com)

## Other Resources

- **Information Technology** (Jose Ortega, Myers Network Solutions): [jortega@milpitaschristian.org](mailto:jortega@milpitaschristian.org)
- **Child Protective Services:** 408-299-2071
- **Milpitas Police Department:** 408-263-1212
- **San Jose Police Department:** 408-277-8911



Preschool students offer a “big check” from their mission focus month

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# INTRODUCTION

## Welcome

*Train up a child in the way he should go; even when he is old he will not depart from it.*  
-- Proverbs 22:6 (ESV)

We are delighted that you are a member of the ministry team for Milpitas Christian School (MCS). Through our unique spiritual gifts and talents, we have an opportunity to serve families who desire a Christ-centered education for their children. As a member of the team, you have the opportunity to be an ambassador for Christ to families at the school and members of our community.

## About this Handbook

This document will acquaint you with employee policies, procedures and benefits. MCS strives to provide a safe and secure working environment that encourages your personal, spiritual and professional development.

Since it is impossible to anticipate every workplace situation, MCS reserves the right to update, change or delete any policy, procedure or benefit without advanced notice. This handbook supersedes all prior employee handbooks and guidelines. You may contact the Human Resource (HR) Manager for the latest handbook.

## Brief History

In 1973, Judy Morasci and a few others had a dream about Christian Education. That dream, or idea, was formalized into a vision of a Christian preschool; that vision became a reality! Indeed, an exemplary program was developed. To the surprise of some of the early dreamers, God caused an elementary and middle school program to grow out of the preschool. We now have students on two campuses. Our ministry touches the lives of hundreds of families.

Since God has so blessed us in the past, surely He has plans for our future. Although Christ may return to Earth at any time to claim those who are His, we believe He wants us to work in His kingdom until He returns. We are thankful He has chosen to work through us: the Board, staff, students, parents, and friends of Milpitas Christian School.

# FOUNDATIONAL DOCUMENTS

## Our Vision

Transforming lives for Christ through excellence in education, relationships, and service.

## Our Mission

**Equipping followers of Christ to transform their world.**

We honor God by partnering with parents and churches to provide a well-rounded, excellent education with a biblical worldview. We prepare students for a lifetime of learning, service to their communities, leadership and future success.

## Our Faith

We, at Milpitas Christian School (MCS), believe we can personally know God through Jesus Christ. We worship one God – Father, Son, and Holy Spirit. We believe God loves us so much that He sent His Son, Jesus Christ, fully God and fully man, to pay for our sins. He makes possible a relationship with Him, and gives us eternal life through His death and resurrection. In order to be united with God we must accept by faith what God has done through Christ.

We agree that the Bible is God’s Word, completely true, providing His direction and authority for our lives. The Bible shows us how to know Jesus Christ and become more like Him and desire to do His will. We learn to rely on Him and grow in our relationship with Him as the Holy Spirit acts in our lives.

This school is an outgrowth of this personal relationship with Jesus Christ. Our commitment as a school is to share this relationship and our lives with each other, with our students, and with our community, upholding each other in our spiritual growth and everyday struggles. Together we look forward to Christ’s return.

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:16, 2 Peter 1:21).
2. We believe there is one God, eternally existent in three persons—Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
3. We believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4: 15, 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His Resurrection (John 11:25, 1 Corinthians 15:4), His Ascension to the right hand of God (Mark 16:19), His personal return in power and glory (Acts 1:11, Revelation 19:11).
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men are justified on the single ground of faith in the shed blood of Christ, and that only by God’s grace and through faith alone are we saved (John 3:16-19, 5:24; Romans 3:23, 5:8-9; Ephesians 2:8-10; Titus 3:5).
5. We believe in the resurrection of both the saved and the lost; that they are saved unto the resurrection of life, and that they are lost unto the resurrection of condemnation (John 5:28-29).

6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 2:12-13, Galatians 3:26-28).
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14; 1 Corinthians 3:16, 6:19-20; Ephesians 4:30, 5:18).

## Statement on Marriage, Gender and Sexuality

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Gen. 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor. 6:18; 7:2-5; Heb. 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matt. 15:18-20; I Cor. 6:9-10).

We believe that in order to preserve the function and integrity of Milpitas Christian School, Inc. as the local body of Christ, and to provide a biblical role model to the Milpitas Christian School, Inc. members and the community, it is imperative that all persons employed by Milpitas Christian School, Inc. in any capacity, or who serve as volunteers, agree to and abide by the *Statement of Marriage, Gender, and Sexuality* (Matt. 5:16; Phil. 2:14-16; 1 Thess. 5:22).

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Rom. 10:9-10; I Cor. 6:9-11).

We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Milpitas Christian School, Inc.

## Our Core Values

We:

1. Value the Bible as the true Word of God.
2. Pray because our lives depend on it.
3. Model Christian ethics.
4. Respect each person's uniqueness before God.
5. Build relationships with kindness.
6. Are culturally sensitive.
7. Listen intentionally.
8. Communicate respectfully, openly, and effectively.
9. Apply a biblical worldview in all activities.



## Philosophy of Christian Education



Attentive students during a presentation at Ocean Week

Milpitas Christian School is dedicated to a philosophy of education based upon the Word of God. The purpose of the school is to glorify God by partnering with parents to achieve academic excellence, spiritual maturity, and the emotional, physical and social development of children.

Milpitas Christian School is evangelistic in its ministry and seeks both to bring its students to a saving knowledge of Jesus Christ and to disciple them in biblical truth and application of that truth in developing a Christian lifestyle.

The academic program, while stressing basics, must provide a wide range of studies and use both traditional and modern methodology, with materials which are current and academically sound. Along with the acquisition of facts, stress will be placed on development of skill in logical, biblical, and creative thinking and ability to share information with others clearly and concisely in both written and oral form.

We will provide a progressive, future-oriented program, incorporating the most current information about skills and needs of the future with the biblical moral values we have always cherished. We will seek to develop healthy, spiritually dynamic, mentally alert, academically prepared individuals, ready to interact meaningfully with each other, our society and our world. We endeavor to instill a love of learning that will take them far beyond their formal schooling years and into a lifetime of challenges and growth.

We recognize differences in innate ability and expect students to perform at their highest level possible. We will assist parents in getting special services for special needs. If we cannot meet the intellectual, physical or emotional needs of the student, we will assist the parent in an alternative placement rather than jeopardize the child's best educational advantage.

Christian character development is of primary importance at Milpitas Christian School and every effort will be made to assist students to become good citizens. To this end, the discipline plan is developed along biblical guidelines, not to be punitive, but to develop in the student strength of character leading to self-discipline. The goal is that students will be conformed to the image of Jesus Christ, know the truth and the freedom it brings, and do the will of God, which is good and acceptable and perfect.

Milpitas Christian School will offer music, drama, art and physical skill development for the purpose of helping students appreciate beauty in God's creation, learn to express their creative impulses in pleasing ways, and develop healthy habits and a sense of Christian fellowship and sportsmanship.

Milpitas Christian School accepts children of all races and nationalities and does not discriminate in any of its programs on the basis of gender, race, or national origin.

## Student Learning Outcomes



MCS Class of 2019 – Outdoor Education

Milpitas Christian School graduates will be:

1. **Followers of Christ** who
  - a. Model a biblical worldview in daily living that strengthens or results in a personal relationship with Jesus Christ.
  - b. Articulate answers to basic worldview questions
  - c. Effectively communicate and defend the basics of the Christian faith as they apply to real-life situations
  - d. Demonstrate self-discipline and identify Christian character traits in themselves and others
2. **Community Contributors** who
  - a. Demonstrate civic and moral responsibility in engaging our world from a biblical worldview perspective.
  - b. Identify and celebrate the God-given talents and abilities of themselves and others
  - c. Utilize their talents and abilities to benefit the school, home, church and the communities in which they live
  - d. Participate in service opportunities as caretakers of God's creation
3. **Creative and Complex Thinkers** who
  - a. Work independently and collaboratively to build on the ideas and reasoning of others
  - b. Analyze and evaluate information to solve problems
  - c. Create and apply innovative solutions to real life situations
4. **Effective Communicators** who
  - a. Gather and interpret information from a variety of sources
  - b. Organize, synthesize and evaluate relevant information
  - c. Articulate concepts, ideas and opinions in a variety of forms (oral, written, non-verbal, artistic, technology)

## The Christian Role Model

As a bona fide occupational qualification, you are expected to demonstrate, in your work habits and your conduct, a lifestyle of highest Christian virtue. You are also expected to serve as a *Christian Role Model* to the students, parents, and co-workers here at MCS. You give evidence of your walk with Christ by:

- Your verbal and written confession: that Jesus Christ is your personal Lord and Savior; that Jesus suffered and died for your sins and that because of His bodily resurrection, He has conquered death and sin; that you have accepted the forgiveness of sin and have received the gift of eternal life that Christ has freely offered. (John 3:16; Romans 10:9-10; John 1:12)
- Your verbal and written acknowledgment that you believe the Bible is the only written Word of God, completely true, providing His direction and authority for our lives. Through personal Bible study and instruction from others, you accept God's written Word as authority and direction for your life. (II Timothy 3:16-17; Psalm 119:10-11)
- Your demonstration of the Fruit of the Spirit as found in Galatians 6:22, 23. "Since we live by the Spirit, let us keep in step with the Spirit."
- Your regular, consistent participation in a local church whose beliefs are in agreement with the Statement of Faith of Milpitas Christian School. (Hebrews 10:24-25)

Because of the evangelistic nature of Milpitas Christian School, we all recognize that our work habits and conduct will be an example of the Christian lifestyle to the many parents and students who do not know what it means to know Jesus Christ as a personal Lord and Savior. Further, as a part of the body of Christ we are to "make every effort to do what leads to peace and to mutual edification." (I Corinthians 14:19). For these reasons, we all acknowledge and agree that:

- We should use moderation in some public activities in deference to Christians who may find them a "stumbling block." These activities include: consuming alcoholic beverages, dancing, gambling, or attending certain places of entertainment. (Romans 14:13; I Corinthians 8:9)
- The Bible dictates the standards for gender identity and sexual behavior. Any act of promiscuity, adultery, homosexuality, or other deviant sexual behavior is sinful and may be grounds for dismissal. (Genesis 1:27; I Corinthians 6:9-20; Ephesians 4:1-11, 5:3-5; I Timothy 1:12; II Timothy 2:19-22).
- Our obedience to the laws of our government gives evidence of our belief that God has ordained the authority of those in leadership over us. (Romans 13:1-2)

# EMPLOYMENT

## Definitions for Employment

We are all members of one ministry and we each perform many different vital functions, yet the state and federal government have legal descriptions of various types and levels of employment. For employment purposes these terms explain how the various job classes may be defined. Under federal and state laws, employees may be exempt from the *Fair Labor Standards Act* and the *Industrial Welfare Commission* if they are employed in administrative, executive, or professional capacities.

### Employment-at-Will

All employees who do not have a written employment contract with Milpitas Christian School for a specific, fixed term of employment are employed at the will of MCS for an indefinite period. All employees are subject to termination at any time, for any reason, with or without cause or notice. Employees may terminate their employment at any time and for any reason.

This policy will not be modified by any statements contained in this handbook or any other employee handbooks, employment applications, MCS recruiting materials, MCS memoranda, or other materials provided to applicants and employees in connection with their employment. None of these documents, whether singly or combined, are to create an express or implied contract concerning any terms or conditions of employment. Similarly, MCS policies and practices with respect to any matter are not to be considered as creating any contractual obligation on the part of MCS or as stating in any way that termination will occur only for "just cause." Statements of specific grounds for termination set forth in this handbook or in any other MCS documents are examples only, not all-inclusive lists, and are not intended to restrict the right of MCS to terminate at-will.

Completion of a probationary period or conferral of regular status does not change an employee's status as an employee-at-will or in any way restrict the right of MCS to terminate such an employee or change the terms or conditions of employment.

### Salary Exempt Employees

Employees may qualify as and salary exempt employee based on job classifications and tests by the U.S. Department of Labor. This category can include administrators (with or without California credentials), directors, managers and/or supervisors based on but not limited to a combination of salary, education, duties and decision making requirements of the position. Exempt positions are excluded from minimum wage, overtime regulations, and other rights and protections afforded nonexempt workers. Employers must pay a salary rather than an hourly wage for a position for it to be exempt and they do not receive overtime. Their gross wages do not vary from pay period to pay period, regardless of the number of hours worked.

### Certificated Employees (Exempt)

Certificated employees include all elementary and middle school teachers (with or without California credentials), substitute teachers, and resource staff whose primary duties are to instruct a class, small group, or individual. By definition, employees in this category are considered exempt employees because of their full-time employment status, and the independent, professional, and creative nature of their duties. Exempt positions are excluded from minimum wage, overtime regulations, and other rights and protections afforded nonexempt workers. Employers must pay a salary rather than an hourly wage for a position for it to be

exempt and they do not receive overtime. Their gross wages do not vary from pay period to pay period, regardless of the number of hours worked.

### **Classified Employees (Non-Exempt)**

This category of employee includes all preschool teachers and non-curricular staff, including but not limited to: clerical, business office workers, instructional aides, custodial, security, and employees that perform lunch and playground supervision duties. By definition, employees in this category of employee are non-exempt and subject to FLSA and IWC rules. The wages of these employees are based on an hourly rate and vary from paycheck to paycheck based on the number of hours worked, as stated on the employee time cards. Classified employment has no specified term and may be terminated at-will and without cause. This service is entered into voluntarily and may be concluded at any time by either the employee or MCS.

## Hours of Work and Work Week

### **Attendance**

Regular, dependable attendance is expected from each one of us. Please arrive at work in time to be fully prepared at the beginning of your scheduled work time.

If you are an Elementary or Middle School Teacher, you are expected to attend devotions. Specific attendance requirements may be specified in an employee's offer of employment.

If you are unexpectedly absent or will be late, a call to your supervisor is expected. A pattern of continual tardiness or absenteeism will not be tolerated. If this becomes a problem, corrective action may be taken.

### **Lunches and Breaks**

Under California meal break law, if you are a non-exempt worker, you are entitled to a 30-minute meal break if you work more than 5 hours in a workday. You are also entitled to one (1) 10-minute rest breaks for every four (4) hours you work.

- Rest breaks must be paid and must to the extent possibly be in the middle of each work period.
- You may be required to remain on work premises during your rest breaks.
- If you work over 5 hours in a day, you are entitled to an unpaid meal break of 30 minutes that **MUST** start before the end of the fifth (5th) hour of your shift, **BUT**, you can agree to waive this meal period provided you do not work more than 6 hours in the workday.
- You are allowed to take your meal break off work premises and spend the break how you wish, since it is off the clock.
- You are not allowed to combine your breaks and lunches or take them at the end of the day.
- Some schedules may permit a 60-minute lunch period, at the discretion of your supervisor.

Occasionally, MCS hourly employees will be required to attend field trips and or outdoor education trips. While on field trips and outdoor education, scheduled breaks and lunch breaks are considered on-the-job paid meal periods. Therefore, the hourly employee will receive one hour of additional pay if he or she has worked over six hours.

MCS adheres to wage and hour laws set forth by the state of California. Hourly employees must punch in and out daily including lunch breaks. Missed or incorrect punches should be initialed by supervisors.

## **Making up Work Time**

Occasionally, an employee may make a written request to make up work time that is or would be lost as a result of a personal obligation of the employee. However, you may not request make up time, if it would cause you to work more than 8 hours in one day or 40 hours in one week. Time must be made up within the week missed. Any make up work time is NOT allowed to incur overtime. An employee shall provide a signed written request for each occasion that the employee makes a request to make up work time pursuant to this section.

## **Job Abandonment**

Employees are expected to report to work as scheduled, on time and should be prepared to start work immediately. Employees are also expected to remain at work for their entire work schedule, except for meal or break periods or when required to leave on authorized company business. Late arrival, early departure or other absences from scheduled hours are disruptive and must be avoided whenever possible.

If you are unable to report for work on any particular day, you must call and speak with your supervisor at least one (1) hour before the time you are scheduled to begin working for that day. If you call less than one (1) hour before your scheduled time to begin work, you may be considered late for that day. If you cannot contact your manager, you should call HR or another peer supervisor for relay of such message. If you know in advance that you are going to be absent, you must schedule your absence with your supervisor at least two weeks in advance.

If you are absent three (3) days without contacting your supervisor, you will be considered to have voluntarily terminated your employment.

Excessive absences, abuse of sick leave policy, failure to report absences on time, and excessive tardiness may lead to disciplinary actions, up to and including termination. Absences are excessive if they occur frequently, or if they show a pattern. Tardiness is excessive if you are frequently or unnecessarily late, or if you demonstrate a pattern of tardiness.

## **Terminations**

### **Voluntary Termination**

A voluntary termination is a termination that is initiated by the employee. We request you to give at least 2 weeks written notice before you leave your job. Written notice should include your reason for leaving, as well as the name and address of your new employer, if applicable. If you do not call in or report to work for 3 consecutive workdays, you may be considered to have voluntarily quit.

### **Involuntary Termination**

An involuntary termination is a termination that is initiated by Milpitas Christian School for reasons other than changing business conditions.

### **Layoff**

A layoff is a termination of employment that results from changing business conditions, which necessitate a reduction in staff. Whenever MCS determines, at its sole discretion, a layoff should occur, the following factors will be among those considered: versatility, qualifications, skill, ability, performance, efficiency, attitude, and dependability.

# Conditions and Considerations of Employment

## Commitment to MCS

You have received a copy of the MCS *Foundational Documents* with these sections:

- Our Vision
- Our Mission
- Our Faith
- Statement on Marriage, Gender and Sexuality
- Core Values
- Philosophy of Christian Education
- Student Learning Outcomes
- Christian Role Model Statement

and are accepting them without verbal or mental reservations and are committed to upholding them.  
(Matthew 5:37)

## Criminal Records Check

All potential employees must be fingerprinted for the submission of a criminal record check to the FBI and the U.S. Department of Justice. Any potential employee found to have a criminal record of a serious or violent felony (as described in EC 667.5) may not be employed in a school without a Certificate of Pardon and Rehabilitation, or other evidence of rehabilitation.

## No Right of Tenure or Continuation

All offers and contracts of employment are for a limited period as specified, or from month-to-month. Employees must agree that no rights of tenure or presumption of continued employment are conferred or implied by any offer of employment, or by any number of consecutive offers of employment.

## Enrollment Fluctuations

Certificated Employee agreements are subject to unforeseen changes in enrollment, the possibility of combining grades or classes, or reassignment of teaching positions. If a K-8 teacher seeks release from this agreement under this paragraph, he or she accepts \$1,000 or such payments as actually have been earned, as the sole remedy for his or her release from this agreement. If the administration of MCS determines to eliminate classes or grades and seeks release from this agreement, MCS may terminate the contract upon payment a lump sum of \$1,000 plus any other salary or wage payments as have actually been earned and paid prior to release from employment. Upon acceptance of the \$1,000 lump sum, MCS is released from any and all claims and causes of action arising out of the termination of employment.

## Legal Compliance

MCS employees will comply with all school and government imposed requirements in a timely manner. This includes but is not limited to fingerprint clearance, any valid state teaching credential, a tuberculosis (TB) test, immigration clearances and renewals, first aid requirement, and required safety orientations.

## Medical Exams and TB Tests

All employees are required to be tested for TB and submit a negative test result prior to the start of work. Subsequent TB testing is required every four years. Medical Examinations are required in some positions. The initial hiring examination and test will be paid for by MCS. To maintain employment with MCS such tests and examinations are paid by the employee.

The Center for Disease Control recommendations for PPD (tuberculosis) test frequency vary according to the type of employee and the potential exposure associated with the activities of the employee. In general, all employees in increased-risk environments must receive PPD testing at least annually.

### **Health Insurance Portability and Accountability Act (HIPAA)**

It is the philosophy and policy of Milpitas Christian School to adhere to all federal and state laws with regards to HIPAA.

When a staff member needs to call in sick, no person, including his/her supervisor, has the right to ask the nature of the illness. Supervisors can only request the timeline for the employee's return to work. MCS has a privacy officer (group) that can help with any medically related questions and concerns. Self-disclosure regarding a medical condition to fellow employees is done with the understanding that such disclosure(s) will not be divulged to any other person without a specific request or prior consent from the employee performing the disclosure. It is the Christian nature and culture to uplift our brothers and sisters in prayer in times of need. As an employee of MCS and a Christian Role Model, you are required to keep prayer requests regarding medical conditions confidential; you may not disclose or discuss the medical conditions of others. An employee may choose to self-disclose, but s/he is solely responsible for whom and where the disclosure occurs.

Any employee who opts to disclose any HIPAA-protected information to fellow employee(s) for purposes of prayer should fill out a *HIPAA Waiver* prior to such disclosure. All documents containing employee medical information protected under HIPAA will be safeguarded in separate files from employee personnel files. Only those employees on a need-to-know basis will have access to such documents. All HIPAA-protected information will be kept in locked file cabinets that are accessible only by the HR Manager.

As Christians, we should respect each other's right to privacy and confidentiality. Refusal to abide by MCS' policy may result in disciplinary action in the form of verbal or written correction and/or suspension. Termination of employment may also be considered. Failure to comply with HIPAA Privacy Rule requirements may incur both civil and criminal penalties.

*A person who knowingly obtains or discloses individually identifiable health information in violation of the Privacy Rule may face a criminal penalty of up to \$50,000 and up to one-year imprisonment. The criminal penalties increase to \$100,000 and up to five years imprisonment if the wrongful conduct involves false pretenses, and to \$250,000 and up to 10 years imprisonment if the wrongful conduct involves the intent to sell, transfer, or use identifiable health information for commercial advantage, personal gain or malicious harm. The Department of Justice is responsible for criminal prosecutions under the Privacy Rule.*

U.S. Department of Health and Human Services website: [www.hhs.gov/ocr](http://www.hhs.gov/ocr)

### **Job Descriptions**

Employees are given a job description before they start to work. A job description summarizes the duties and responsibilities and gives important information about a job. Please read and study the job description carefully and discuss it with your supervisor if you have any questions.

### **Job Posting**

MCS encourages career growth and change. When job opportunities arise, the job description will be posted on the website. Employees are welcome to apply for any posted positions. The job posting will consist of hiring supervisor's information, education requirements, job description, and skill qualifications.



## Employee Performance Evaluations

Non-teaching employees will receive a written performance evaluation approximately three to six months from the date of hire and approximately every year thereafter. The purpose of the performance evaluation is to inform you on how well you are doing. Written performance evaluations may include commendations for good work, as well as specific recommendations for improvement.

You will have the opportunity to discuss your performance evaluation with your supervisor. This is a good time to ask questions and clarify important matters. When the review is completed, you are entitled to a signed copy. The original is stored in your employee file.

Performance evaluations may help make important decisions about job placement, training and development. A satisfactory performance evaluation does not guarantee a salary increase nor does it alter, modify, or amend the at-will employment relationship between you and Milpitas Christian School.

### Job Performance and Misconduct

An employee may be disciplined, up to and including possible termination, for poor job performance, as determined by the administration of Milpitas Christian School. Some examples of poor job performance are as follows:

- Poor attitude, including rudeness to co-workers and parents, or lack of cooperation
- Excessive absenteeism, tardiness, or abuse of breaks
- Failure to follow instructions or school policies and procedures
- Insubordination
- Abuse, misuse, theft, or the unauthorized possession or removal of school property or the personal property of others
- Falsifying or making a material omission on school records, reports, or other documents, including payroll, personnel, and employment records
- Disorderly conduct on school property, including fighting or attempted bodily injury, or the use of profane, abusive, or threatening language toward others, or possession of a weapon
- Violation of any law adversely affecting the school or conviction in court of any crime which may cause the employee to be regarded as unsuitable for continued employment
- Violation of the school alcohol, drugs, and controlled substance policy (i.e., Role Model Qualifications)
- Divulging confidential school information to unauthorized persons
- Marking or signing the time record of another employee or knowingly allowing another employee to mark or sign your time record

### Corrective Action

- Verbal warning to the person(s) involved in the offense
- Written warning to the person(s) involved in the offense. Warnings (Performance Improvement Plan) also placed in personnel file
- Termination of employment
- Depending on the severity of the offense, this sequence of actions does not have to be followed.

### Employee Records

You may review your personnel file by making an appointment with the HR Manager. You are entitled to a copy of any item in your file, but are not allowed to remove anything. You may include a rebuttal to any item you find to be offensive or, in your opinion, untrue.

### **Equal Employment Opportunity**

It is the policy of Milpitas Christian School to practice equal opportunity without regard to an individual's race, color, national origin, marital status, age or gender in the application of any policy, practice, rule, or regulation. Functioning as an independent Evangelical Christian ministry we can and do discriminate on the basis of religion. You must accept without mental or verbal reservations the Milpitas Christian School Statement of Faith and must acknowledge this annually, as evidenced by your signature of acceptance of your offer of employment.

### **Religious Corporation**

Milpitas Christian School, Inc. is operated as a 501(c)(3) religious corporation under the laws of the State of California. Our purpose is to provide Christian education, childcare, and outreach for evangelism. MCS is more than an organization. It is a ministry. It is a part of the family of God, joined in Christ to bear the fruit of Christian education. To that end, our school is organized and administered to function according to the leadership of the Holy Spirit. The final authority for governance is expressed through the Board of Directors of the corporation.

### **Whistleblower Policy**

Milpitas Christian School, wanting to model and reflect the teachings of Christ at all times, is committed to the highest standards of ethical, moral, and legal conduct. As such, the Corporation has adopted this Whistleblower Policy. (Whistleblowers are those who report to authority's wrongful acts committed by employers or employees and are entitled to protection from retaliation by provisions of the Federal Whistleblower Protection Act.)

The staff of Milpitas Christian School, whether paid or volunteer, are encouraged to help keep a watchful eye on how each endeavor affects the witness for Jesus Christ before a watching world, and to offer genuine, honest counterpoint to any action which might stain such a witness. Any employee who observes or learns of something of a nature that might affect the MCS witness for Christ should immediately communicate their concern to their supervisor or, if the concern involves their supervisor, to the HR Manager. If the team member's supervisor is the HR Manager, they should communicate their concern directly to the Head of School.

Whistleblower reports will be handled confidentially, and will be acknowledged to the reporting employee by the recipient of the report. All whistleblower reports will be promptly investigated and appropriate action taken if warranted by the investigation.

If the reported incident or issue involves the possibility of financial misconduct, it will be brought to the attention of the Board of Directors by email on the same day a report is received. The Board will assess the severity of the possible misconduct and determine an appropriate time and strength of response.

No interpretation of this policy shall be construed so as to conflict with the Executive Limitation Policies (Section 2) of the Board Policy Manual.

### **Worker's Compensation**

All employees are automatically covered by Workers Compensation Insurance at the time they are hired. All injuries must be reported to the HR Manager within 24 hours of the injury. The school pays 100% of the premiums for this important coverage.

The following benefits are provided to employees who sustain a work-related injury or illness:

- Partial wage replacement for periods of disability
- Medical care, including medicine, hospital, doctor, x-rays, crutches, etc.
- Rehabilitation services, if necessary

It is important that you report any work-related injury or illness to your supervisor and HR Manager, as soon as it happens, regardless of how minor it may be. It is also important to get proper first aid and/or medical attention immediately.

### Safe Working Environment

MCS seeks to provide a safe and effective working environment. Employees are expected to follow safe work practices, to attend all safety training meetings, to be aware of MCS procedures, and to read the *MCS Illness and Injury Prevention Program Manual* and *Material Safety Data Sheets*.

## Sexual Harassment Policy

MCS is committed to maintaining an environment in which all individuals treat each other with dignity, honor, respect, and gentleness (Romans 12:10, 1 Peter 2:17). MCS will not tolerate any form of intimidation, exploitation, or harassment, including sexual harassment, which creates a hostile or offensive workplace. This policy includes conversation or conduct between employees, between an employee and a student, or between students. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion. This policy is intended to clarify everyone's rights and explain the methods for dealing with complaints.

### Definitions

Sexual harassment is defined as unwanted sexual advances; or visual, verbal, or physical conduct of a sexual nature that unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment. The following are some examples:

1. Unwanted sexual advances
2. Offering employment benefits in exchange for sexual favors
3. Making or threatening reprisals after a negative response to sexual advances
4. Visual conduct such as leering, making sexual gestures, displaying of sexually suggestive objects, pictures, cartoons, or posters
5. Verbal conducts such as making or using derogatory comments, epithets, slurs, or jokes
6. Verbal sexual advances or propositions
7. Verbal abuse of a sexual nature; graphic verbal commentaries about an individual's body; sexually degrading words used to describe an individual; suggestive or obscene letters, notes, or invitations
8. Physical conduct such as touching, assaulting, impeding, or blocking movements

Examples of **student conduct** that may require intervention by an employee

1. Students commenting on the physical appearance of others students passing to class
2. Spreading of sexual rumors
3. "Making out" anywhere on campus
4. Pressures for sexual activity
5. Pinching, poking, or blocking another's freedom to move

6. Explicit pictures, posters, or calendars in a student's possession
7. "Pantsing," pulling on other's clothes, bra snapping
8. Name-calling of a sexual nature, verbal or written
9. Sexual threats, demands, teasing or taunting, whistling or catcalls
10. Sexual gesturing, grabbing, bumping, or brushing
11. Passing or possession of sexual notes, cartoons, jokes, pictures, calendars, or any pornographic materials
12. Homophobic sexual harassment
13. Teasing about body development either over/under or early/late
14. Retaliation of a student reporting harassment

### **What to Do if You Observe or Experience Sexual Harassment**

If you feel that you have been subjected to conduct of a harassing nature; or you have observed conduct of a sexually harassing nature, you are encouraged to promptly report the matter to your supervisor, any other supervisor, a site administrator, and/or the Human Resource Manager.

Employees or job applicants who believe they have been sexually harassed may also file a complaint of discrimination/harassment with the Equal Employment Opportunity Commission (deadlines apply, so check their website).

### **Confidentiality**

Every effort will be made to protect the privacy of the parties involved in any complaint. However, MCS reserves the right to fully investigate every complaint, and to notify a student's parent(s) or guardian(s), and government officials as the circumstances warrant.

### **Procedure for Investigation and Corrective Action**

When the site administrator or the Human Resource Manager receives a complaint, the Human Resource Manager will begin an investigation. In some cases an outside investigator may be brought in. If the investigation confirms the allegations, prompt corrective action shall be taken. Any employee found to be responsible for sexual harassment in violation of this policy will be subject to appropriate discipline up to and including termination. The severity of the disciplinary action will be based upon the circumstances of the violation. The complainant will be notified of the outcome of the investigation and the corrective action taken, if any. A written record of the complaint, investigation, and final report of the investigators will be maintained in a confidential file separate for employee personnel files and student academic files.

No employee will be retaliated against for bringing a complaint of harassment or participating in an investigation.

# CONDUCT

## Dress for Staff

As professionals, we want to encourage both students and parents to treat us with the respect we feel is due our profession. We want to set an example of professionalism for our students and parents. The general appearance of the staff is that of “business casual” or dressier according to biological gender.

In the fall of 1996, a new uniform dress code was adopted for students. The goal was to improve the learning environment by establishing criteria for student dress that reflects a standard of self-respect and respect for the school as a place for learning. Along with the student dress code, it was decided the staff dress code would also be addressed. The following guidelines apply:

### Women

- Dresses, skirts (including denim skirts), culottes, and skorts are acceptable provided they are no shorter than 3 inches above mid-knee when standing.
- Dress slacks are acceptable. Cargo pants and tight or baggy pants are not acceptable. Shorts are not acceptable in instructional settings, except for P.E. staff.
- Blouses, polo shirts, turtlenecks, oxford shirts, and sweaters are acceptable. T-shirts and sweatshirts are acceptable only on dress down days with the exception of holiday seasons when seasonal sweatshirts, worn with proper dress slacks or skirts, are allowed. All tops should be long enough to avoid bare midriff, even when bending or stretching, and loose enough to be modest. Sleeveless blouses are acceptable, but tank tops or spaghetti straps or bare shoulders are not.
- Plain colored, clean tennis shoes may be worn for instruction but dressier shoes must be worn for public occasions. Dressy sandals are acceptable provided that they provide proper protection. Flip-flops or overly casual styles are not acceptable. If you have special foot problems, wear what your doctor recommends. Otherwise, opt for dressier styles.

### Men

- Preferred slacks are the “Dockers” type, and similar dressy slacks. Cargo pants and tight or baggy pants are not acceptable. Shorts are not acceptable in instructional settings, except for P.E. staff.
- Polo shirts, turtlenecks, Oxford cloth shirts, sweaters, are acceptable. T-shirts and sweatshirts are acceptable only on dress down days with the exception of holiday seasons when seasonal sweatshirts, worn with proper dress slacks or skirts, are allowed. Tank tops are not acceptable.
- Sweaters, vests, and sport coats are optional.
- Plain colored, clean tennis shoes may be worn for instruction but dressier shoes must be worn for public occasions. If you have special foot problems, wear what your doctor recommends. Otherwise, opt for dressier styles.

As you carry out your normal actions in the classroom, always be aware of how your clothing appears to your students and the example you set for them.

## Dress Down Days

“Dress Down” days will be set by the staff. A special emphasis may be announced. On dress down days, jeans, sweatshirts, sneakers, and t-shirts may be worn. **Staff members should not be wearing clothing items that students would not be allowed to wear. Shorts must be no shorter than 3” above mid-knee when standing.**

The Physical Education Department, and teachers serving as coaches, may wear sport shorts for instruction. Sports shoes are also worn anywhere on campus by P.E. teachers. In the event that P.E. teachers also teach classroom subjects, dressy warm-up suits may be used in the classroom but gym wear and casual sweats may not. If the schedule allows, teachers should change to classroom instructional attire as described above. Physical Education staff is expected to dress in accordance with the regular staff dress expectations for public events such as Open House, Parent Orientation, Volunteer Reception, Musicals, etc.



Preschool staff dress requirements may vary from this document. Dress for this department will be established by the Preschool Director.

## Sensitivities

MCS is a “NUT SENSITIVE SCHOOL.” Please do not bring any foods containing nuts or nut by-products.

MCS is a “FRAGRANCE-FREE SCHOOL.” Please refrain from using fragrances (perfume, aftershave, etc.).

Your cooperation helps us to provide a more comfortable environment for our employees and students who have these sensitivities. Thanks for your cooperation.

## English-Only Requirements

Since the nature of MCS is an educational institution, parents enroll their children in our schools to learn to speak and write the English language. Therefore, it is a workplace requirement that all employees must speak in ENGLISH-ONLY any time students are present, regardless of their age. All written communication is ENGLISH-ONLY. Verbal communication should be English-only unless a parent is in need of a translator. An obvious exception to this is a foreign language class. Also, employees are allowed to speak other languages at lunch, during break times, and before or after work.

## Public Statements

Employees are not permitted to make formal or informal public statements about MCS, its facilities, its employees, its policies and procedures, other aspects of MCS, or your employment here unless authorized by the Board of Directors, Head of School, COO, Marketing Manager or HR Manager. Any person requesting a public statement should be referred to the Marketing Manager.

## Copyright

Copyright is a form of protection provided by the laws of the United States (title 17, U.S. Code) to the authors of “original works of authorship”. Copyright materials are not to be copied or used without the permission of the copyright holder. Copyrightable works include the following categories:

- Literary works;
- Musical works, including any accompanying words;
- Dramatic works, including any accompanying music;
- Pantomimes and choreographic works;
- Pictorial, graphic, and sculptural works;
- Motion pictures and other audio visual works;
- Sound recordings;
- Architectural works; and
- Computer software

Each employee is responsible to make sure s/he complies with these laws. Worship Ministries has obtained the right to use a large body of work. Please talk with Worship Ministries Director for details of our copyright use subscriptions.

To avoid any software copyright infringements, software is not installed on or shared with any MCS or home computers without approval from the IT department. If unauthorized software is found on computers it will be removed. Use of any copyrighted material such as graphics, articles, stories, lyrics, etc. must be done with the permission of the copyright holder. This includes materials available on the Internet.

## Political Activity

On their own time and at their own expense, we encourage employees to participate in the political affairs of their communities, state, and country. Employee are not authorized to make direct or indirect political contributions on behalf of MCS.

Illegal political activity by MCS or its employees could result in the MCS losing its tax-exempt status. MCS cannot endorse, fund raise, or give money to a particular candidate, a political action committee, or tell our employees for whom or how to vote.

## Gambling and Raffles

Gambling of any type and raffles is prohibited on any part of MCS campuses. Violation of this policy may result in disciplinary action, up to and including termination.

## Housekeeping

Your cooperation in keeping the workplace safe, clean and pleasant is appreciated. Please observe the following guidelines:

- Help keep your personal space and surroundings neat and orderly.
- Help keep the community areas (office kitchen, workroom, etc.) clean, neat and orderly, returning items to their proper place.
- Remove personal perishable items from the refrigerator promptly.
- Be health, safety, and fire-prevention conscious at all times by using proper lifting techniques, wearing proper safety equipment, and being careful with electrical cords and connections.

## MCS Technology Acceptable Use Policy

### Access

All computer system access is to be approved by Human Resources (HR) and the Chief Operating Officer (COO). Usernames and passwords will be distributed to employees, with the proper privileges and network access, so they can be changed as needed to keep the network secure. Usernames and passwords must not be shared; you are responsible for what happens when your access is used. Passwords must be at least eight characters long and contain one or more numbers.

Internet access is to be primarily used for educational and business purposes, research, and parent/teacher/staff communications. Users must respect legal protection provided by copyright license to programs, books, articles, and data. No advertising, profiting or campaigning for political offices or causes is allowed. Personal internet use is not prohibited but is discouraged as it could potentially cause a breach of security.

Restrict physical access to computers; allow access only to those staff and students who are authorized to use the computers. Do not leave computers logged onto the server or student databases unattended as this could grant access to an unauthorized person. If you are aware of a technology breach, report it immediately to HR & the COO.

### Backup

All MCS data is to be backed up regularly to the server or on backup media, and should be password protected if it has a confidential nature. This happens automatically when connected to the server, make sure you are connecting at least weekly. Maintaining a backup and original copy of your data protects the loss of data from hard drive failures and user errors like accidental deletion. Data that is no longer needed should be deleted and the trash emptied to free space on the hard drive. MCS should be able to work seamlessly from backups no matter the circumstances.

### Cell Phones

Cell phones are to be silenced during instruction or supervision of students and are not to be displayed around campus. At no time are staff members to leave students unsupervised to respond to a cell phone call. During staff meetings, please demonstrate professional courtesy by silencing your phone until after the completion of the meeting.



## **MCS Computers and Laptops**

The computers for employees are owned and serviced by the school and are to be used for approved school purposes. Donations and technology purchases must be approved and pre-authorized by the CFO. The CFO must approve new software before it is installed. Unacceptable and prohibited uses of MCS computers include but are not limited to activities that are abusive, profane, illegal, sexually explicit, offensive, put the tax-exempt status of the organization at risk, "hacking", performing work for another employer, and storing personal photos on the MCS server. Any inappropriate use may be grounds for termination. MCS reserves the right to monitor the use of its computer and email system. MCS employees are to have no expectation of privacy with respect to any computer hardware, software, email, or other computer electronic means of communication or storage. Upon termination of the employment relationship, MCS employees will surrender all passwords. No employee is entitled to take, remove, or be offered to purchase the computer or device regardless of the age of the computer or device. Limited personal use is acceptable during breaks, lunchtime and before or after normal work hours.

## **Enforcement**

Minor infractions of the *MCS Technology Acceptable Use Policy*, when accidental, are generally resolved informally by the COO or HR. This may be accomplished through email or an in-person discussion and instruction. Repeated, purposeful, or flagrant violations of this policy may result in disciplinary action, up to and including termination, as well as possible temporary or permanent loss of network access privileges or the modification of those privileges. In some cases, HR or the Head of School may be required to report violations of local, state, or federal laws to the appropriate law enforcement agency.

## **Privacy**

Users must respect the privacy of others. Users shall not obtain copies of or modify files, passwords, or data belonging to anyone else. Users should not represent themselves as someone else by using another's account. No one should forward material without prior consent. Privacy of email, data files, voicemail and such is not guaranteed by MCS.

## **Security**

It is critical MCS personnel ensure that the organization's data, including medical, client, financial and personnel records, is kept secure and confidential. To maintain the security of sensitive data, it should not be sent via email (data that is shared via email is public once it has been sent and it is likely that there will be multiple copies), and should not be discussed with persons who are not directly involved in the situation.

## **Malware**

Computer malware (viruses, ransomware, etc.) are serious and should be treated as such. Antivirus software is installed by Myers Network Solutions and will automatically update and run. If you find that your computer is having problems that you suspect are virus related, immediately report it to the Myers Network Solutions on site representative or submit a ticket system via email or phone. If you receive an email warning about a possible virus, please do not forward it to the staff; notify the Myers Network Solutions on site representative or submit a ticket via email or phone.

## **Voicemail and Email Policies**

Voicemail and email systems facilitate timely communication, allow more individual privacy of information, and minimize time taken by staff to relay messages. MCS personnel are to conduct their electronic communications in a professional manner. These systems may be monitored at any time. Any employee assigned a voicemail box and/or an email id is required to check and acknowledge all messages within 24 hours, unless on vacation.

## Questions

If you have any questions regarding this policy or need help implementing any part of it please contact the COO or Myers Network Solutions.

## Social Media Policy

As social media can bridge both the work life and personal life of employees, some conflict of responsibilities may occur. The school's interest in establishing this policy is to define the educational and work-related contexts of social media and blogging, for the protection of our employees, students, and the school community as a whole. This policy applies to our adult community—principally, faculty, staff, and administrators, and other adults acting on the school's behalf.

Interacting online with colleagues, students, alumni, and other community members is no different than interacting with these individuals or groups face-to-face—i.e., we are required to maintain the respect, dignity, prudence, professionalism, and moral standards outlined in this document and as described as a Christian Role Model. The concern is for the safety, protection, and growth of our students in all interactions.

As an MCS employee, you must:

- Understand that you are accountable for your postings and other electronic communications that are job-related, particularly online activities conducted with a school email address, or while using school property, networks, or resources.
- Recognize that:
  1. Social media activities may be visible to current, past, and prospective students, parents, colleagues, and community members;
  2. Serving as a Christian role model is a critical aspect of your work at the school;
  3. Accordingly, you must exercise appropriate discretion when using social media (even for personal communications) when those communications can impact your role at the school.
- Keep in mind that the uneven power dynamics of the school—in which adults have implied authority over former students—continues to shape those relationships after the end of the school day, school year, and even after graduation. Employees must act in a manner that always respects and never exploits the power inherent in these relationships.
- Balance your right of individual expression with the valid interests of the school in promoting and presenting its mission, culture, and values to the community at large (as reflected by the public actions and statements of school employees).

Please be aware that the school considers discretion in social media activities to be a serious matter in protecting the school. Violation of this policy may lead to corrective action, up to and including termination of employment. The term Head Administrator refers to either the Principal or Head of School throughout this policy.

## Guidelines

1. **Classroom/Professional Use of Social Media.** Faculty is expected to limit class activities to school-sanctioned online tools (including social media and blogs). Please request an approval from the administration when considering such sites. New social media tools and features that may or may not be appropriate for course use are being continually introduced. If you find a social media tool that you think will be useful in your classroom that has not already been approved by the

administration, please contact the head administrator and request approval of the tool prior to using it.

2. **Use of Social Media for Development/Alumni Relations Purposes.** The school may choose to establish a social media presence (e.g., Facebook page) for development, alumni relations, internal marketing, or other school-related purposes. All postings to this site will be initiated under the direction of the administration.
3. **Relationship-Building with Students, Alumni, and Parents.** Do not initiate or accept social media “friend” requests from current students (of any age) or former students under the age of 18. Use professional discretion when “friending” alumni 18 years of age and older. When doing so, recognize that many former students have online connections with current students (including younger siblings and underclassmen friends), and that information shared between recent alumni/ae is likely to be seen by current students as well. Employees are discouraged from friending parents of current or prospective students due to the inherent conflicts of interest that may arise. Note: Terminology describing the building of relationships online varies from site to site. “Friending”, for employment purposes at MCS, is defined as, but not limited to: subscribing, adding as a contact, or any other term meaning establishing an online relationship between two people.
4. **School-Related Adult Friends** (co-workers, supervisors, and subordinates). Employees are asked to use good judgment when making or accepting “friend” (or “link” or “connection”) requests to or from school colleagues. Employees in Supervisor/subordinate relationships are particularly encouraged to use caution, due to the potential for both parties to feel pressured to accept the request, potentially impacting the work relationship (as well as raising conflict-of-interest, unequal-treatment, discrimination, or similar concerns).
5. **Non-School-Related Friends.** Remind all other members of your social networks of your position as a Christian educator whose profile may be accessed by students and other members of the school community. Ask them to monitor their posts to your network accordingly. This includes (but is not limited to) being “tagged” in photos on the sites of friends or others, especially where the photos may imply activities not appropriate for viewing by students and other community members.
6. **Groups in Your Social Network.** All employees are asked to use good judgment in visibly and publicly associating only with social media groups consistent with the mission of the school. At the same time, this provision is not intended to limit valid intellectual discourse on a wide variety of subjects or viewpoints. (See “Online Identity and Posting to Blogs” provision below, for further details.)
7. **Posted Content.** Exercise care with personal profile data and posted content to ensure that this information does not reflect poorly on your ability to serve as a Christian role model or otherwise create a conflict of interest. Your post may be viewed as the opinion of MCS. Therefore, please use caution when posting opinions on any political matters, etc. Content should be placed thoughtfully and reviewed periodically. Social media sites are increasingly interconnected—i.e., linked to one another—in ways that may be largely outside the direct control of the users on any given site. Exercise caution regarding posting of inappropriate content to any social media. Discretion should be used when posting pictures that include children.
8. **Privacy Settings.** On most sites, privacy settings can be changed at any time to limit search-ability and access to profiles. Employees must be prudent in allowing access to their online content, consistent with other requirements of this policy. Changes should be made whenever necessary.
9. **Time on Social Sites.** Employees must refrain from using social media or blogging sites for personal use during work hours except for incidental usage (e.g., spending a moment or two checking a site in between work activities). In no case may the use of social media resources interfere or impede

the employee's completion of his/her job duties and responsibilities to the school and our students.

10. **Online Identity and Posting to Blogs.** As a vibrant academic community, we encourage active engagement in a range of activities, intellectual pursuits, causes, and the like—including social, political, religious, and civic-oriented groups, blogs, etc. At the same, an individual's right to participate in these groups must be balanced with the school's right to manage public communications issued in its name or on its behalf. When posting messages to blogs (i.e., meant to broadly include a variety of online discussion forums) employees may not state or imply their connection to the school in any way, without the prior written consent of the head administrator(s).

Example: If an employee chooses to post a personal message on a blog, he/she must not sign the post, "Jane Smith, Faculty Member, MCS," but rather only "Jane Smith." Similarly, when making personal, non-work-related posts to blogs, employees may not use their school email address in the message or for reply purposes, to avoid implying approval of the message's content by the school.

11. **Protecting Confidential Information.** All confidential school information must be protected and may be disclosed only pursuant to school policy or as otherwise required by law. No social media or blog posts may communicate any confidential information.
12. **Use of Logos, Trademarks, and Intellectual Property.** Employees are not permitted to use the school's logo, trademarks, official photographs, or any other intellectual property or proprietary materials in any postings without written consent of the head administrator.
13. **Use of Social Media Sites in Background Checking.** Background checking is a serious matter that is governed by specific regulations and that creates a variety of risks and liabilities for the school if not handled properly. No employee is permitted to engage in "freelance" checks of any type.
14. **Acceptable Use and Monitoring of Electronic Activities.** Employees are prohibited from engaging in illegal activities or accessing web sites with illegal or otherwise prohibited content when using school networks or school equipment on or off school property, during or after working time, or while directly or indirectly representing the school in any way. The school reserves the right to monitor employee electronic communications and activities that are transmitted through school networks and/or through the use of school-provided equipment, to protect the school, its students, employees, and other community members from potential harm, liability, or other risk.

## Disciplinary Action

If there is an allegation or suspicion that an employee is guilty of child abuse, sexual harassment, or any criminal activity, the accused employee will be placed on unpaid leave, pending an investigation into the facts of the case. Such investigation will be conducted by the HR Manager, the Head of School, your site administrator, and your immediate supervisor. The Head of School and the HR Manager will consult with our Labor Law Lawyer and report to the Board. After the investigation, action may be taken, including termination, retroactive to the beginning of the administrative leave with forfeiture of pay from that time. The HR Manager will also ensure that any appropriate reports will be given to law enforcement agencies.



## Christian Conciliation Requirement - Binding Arbitration

You acknowledge and agree that any claim or dispute arising from or related to any conflict or agreement shall be settled by biblically based mediation and, if necessary, legally binding arbitration in accordance with the “Rules of Procedure for Christian Conciliation” as outlined in the *Christian Conciliation Handbook*. You acknowledge and agree that these methods shall be the sole remedy for any controversy or claim arising out of this agreement and expressly waive your right to file a lawsuit in any civil court against one another for such disputes, except to enforce an arbitration decision. (Matthew 18:15-20; I Corinthians 6:1-8). Every employee is given a copy of the *Christian Conciliation Handbook* upon initial employment.

## Conflict Resolution Among Employees

In accordance with scriptural principles, especially as set forth in Matthew 18 and the *Christian Conciliation Handbook*, you will strive to follow these steps:

1. You will try first to resolve the problem with the person with whom you have a conflict.
2. If step one does not result in a resolution, you should enlist a mediator to help you resolve the conflict. We suggest that a supervisor of one of the persons involved in the conflict be asked to mediate. However, another person who is mutually respected may serve in this capacity.
3. If step two does not result in a resolution, the person at the next highest level of supervision must be consulted.
4. The final level of appeal within the corporation is with the Board of Directors.
5. Mediation and/or arbitration are to be in accordance with the guidelines set forth in the *Christian Conciliation Handbook*.

# BENEFITS

## Flexible Benefit Plan

The *MCS Flexible Benefits Plan* gives eligible employees the choice in selecting benefits that best serve their needs. Each eligible employee receives a base medical and dental plan for the employee only with an option to buy in for family members. If benefits are waived, no credit is offered.

Eligible employees should contact the HR Manager for details. Complete plan documents are available in the Human Resource Office.

## Holidays

MCS will observe holidays according to an annual calendar adopted by the Administrators. Employees will be paid for holidays, if the holiday falls on a regularly scheduled workday. Scheduled employees will work through Christmas and Easter breaks at their regular rate of pay. All sites will be closed on specified holidays. In the event a site is open on a specified holiday, employees who work that day will be paid.

By the application of this policy, the following holidays are established and the pay for these holidays is enforced forthwith.

These holidays will be paid for all regularly scheduled employees. If any of these days fall on a Tuesday, Wednesday, or Thursday, the employee shall be paid for the holiday only, even if the school or program is closed on days preceding or following the holiday:

- New Year's Day
- Martin Luther King, Jr. Day
- President's Day
- Good Friday
- Memorial Day
- July 4<sup>th</sup>
- Labor Day
- Veteran's Day
- Thanksgiving Day (2)
- Christmas Day (1)

The following general provisions apply to holiday pay for all employees to whom it may apply:

- Holidays will be observed on the calendar day designated by the school for observance.
- If a holiday falls during an employee's approved vacation period, the employee will receive holiday pay, and will not be charged for a vacation day on the day the holiday is observed.
- Employees on leave of absence for any reason are not eligible for holiday pay on holidays that are observed during the period they are on leave.
- Holiday pay will not count as hours worked for the calculation of overtime.

Holidays must be taken and cannot be accumulated or deferred.

### Pay for Reporting to Work

If you report to work at your regularly scheduled work time and there is no work you will be allowed to leave and be paid for half of your scheduled work hours. If you are called to work a second time on a scheduled workday and there is no work for you, you will be paid for two hours.

### Overtime

Overtime hours are hours worked over 8 hours in one day or 40 hours in one week (Monday - Sunday). Overtime pay must be approved in advance by your immediate supervisor. However you are not allowed to work more than six days without a day off.

### Statutory Benefits

Statutory benefits are required deductions from your paycheck. Currently deductions are for Social Security, Medicare, Unemployment Insurance, and State Disability.

## Vacations

All employees who hold a twelve (12) month position or combination of positions, who work at least 30 hours per week or 1,560 hours per year, can earn vacation. No employee will be allowed to utilize vacation hours that have yet to be accrued.

The following policy shall be implemented for all twelve (12) month hourly employees that accrue vacation:

HOURLY				
Beg Year	Days	Hrs - 40/wk	Hrs - 35/wk	Hrs - 30/wk
1	5	40	38	30
2	10	80	75	60
5	15	120	113	90
10	20	160	150	120

The following policy shall be implemented for all twelve (12) month salaried employees that accrue vacation:

SALARY		
Beg Year	Days	Hours
1	10	80
2	15	120
5	20	160

A vacation day is equal to your regularly scheduled workday. If you normally work a six-hour day, then your vacation day is six hours. Vacation hours cap at one year of accrual.

### Advance Notice

Vacation time is to be scheduled at least TWO WEEKS IN ADVANCE with your site administrator or immediate supervisor.

## Termination

When your employment with MCS ends, you will be paid for your already accrued, but unused vacation, along with your final paycheck.

## Limits

If an employee chooses not to use their full allotment of vacation hours during the course of any given fiscal year, the unused remainder shall carry over to the next year. However, once the monthly accrual from the new fiscal year brings the total up to maximum accrued hours, accrual will cease until the employee takes time off. All un-accrued hours cannot be recaptured. No employee will be allowed to utilize vacation hours that have yet to be accrued. Vacation hours cap at one year of accrual.

# Leaves of Absence

## Professional Development

MCS values the ongoing professional development of our teaching staff. MCS provides on-site professional development opportunities and encourages teachers to participate in outside professional development opportunities as well. Organizations readily approved for such opportunities include, but are not limited to, the Santa Clara County Office of Education (SCCOE), Staff Development for Educators (SDE) and the California Association of Private School Organizations (CAPSO).

At the discretion of the administration, an individual or a group of teachers may be sent to participate in such opportunities and paid leave will be given. The cost of the event will be covered by the school.

Occasionally, an individual teacher will request permission to attend an event specific to his/her job description. With the approval of the administration, the teacher will be allotted one paid day of "leave" per year to attend such an event. The cost of the event, over and above the budgeted professional development allotment (\$150), is the responsibility of the teacher. The teacher is expected to present a report of his/her learning at a future faculty meeting.

MCS also values the contributions of our staff members in providing professional development opportunities for others at various conferences and conventions. MCS encourages teachers to present at the yearly ACSI convention. Additionally, with prior approval of the administration, a teacher may have one additional paid day of leave per year to present at an outside event.

Non-teaching administrative and Business Office staff may participate in ministry-related leadership positions in professional organizations so long as that participation does not interfere with the regular performance of their MCS employment.

## Sick Leave

Sick Leave is paid time off granted to you to care for your own illness or injury, or of your child, spouse or parent. A doctor's note is required for any sick leave of 3 days or more with a projected return date only. When absent 5 or more consecutive days you may be required to apply for California State Disability. Certificated and 10-month classified employees are entitled to 10 days per year. All full-time (40 hours) 12-month employees are entitled to 12 days per year. Sick leave is given in advance for the year and you may carry over up to 5 days of sick leave from the previous school year. Classified employees receive a minimum of 24 (twenty-four) hours regardless of the amount of time they work. Unused sick time will not be paid out at the end of employment.



### **Sick Leave Offering**

From time to time an MCS employee will face a major illness and exhaust his/her earned sick leave. As an act of caring, we have developed a "Sick Leave Offering." When an employee with a major illness (requiring hospitalization) or injury has exhausted his/her sick leave, other employees will be invited to "donate" one sick day into a "Sick Leave Offering." This offering will be used to provide this person with income until state or other disability insurance begins. The maximum size of the offering will not exceed the amount needed when disability insurance begins.

### **Paid Personal Leave**

Employees who work a minimum of twenty-five (25) hours per week are entitled, after twelve months of regular employment with MCS, to receive two paid personal leave days. After five years of continuous employment with MCS, you are granted a third day of personal leave per year. After ten years of continuous employment you are granted a fourth day of personal leave. This leave may be used at your discretion. However, prior written approval from the appropriate supervisor is required. No employee will be allowed to utilize personal leave that have yet to be accrued.

### **Maternity Leave**

Pregnant employees are provided up to four (4) months of disability leave upon a healthcare provider's certification of a pregnant employee's inability to continue work. Six weeks of leave may be taken in the absence of the certification. Pregnancy Leave is separate from FMLA Leave. FMLA Leave may be used after the birth to care for the newborn child.

### **Bereavement Leave**

Employees may request up to 5 days of paid time off for Bereavement Leave. This leave may be used in the event of the death of your spouse, child, sibling, parent, or grandparent, grandchild, mother-, father-, sister-, brother-, son-, daughter-in-law or person living in the same home as the employee. This leave may also be used to visit a close family member whose death is imminent. The Head of School, COO or HR Manager must approve the request for leave.

### **Unpaid Leave**

Unpaid leave may be granted at the discretion of the supervising administrator providing that appropriate arrangements for substitutes and continuity of program can be assured, except in the case of a Military Leave. Unpaid leave will only be allowed after all accrued vacation time has been utilized, except in the case of a Military Leave.

### **Military Leave**

Leave for military duty may be granted as unpaid leave.

### **Voting**

If an employee does not have sufficient time outside of working hours to vote in a statewide election, he/she may take up to two hours of paid time off to vote. This request must be made at least two days in advance and must be at a time agreed to by the employee's supervisor.

### **Jury Duty**

Jury duty days or time subpoenaed to be a witness would be paid up to a maximum of five (5) days per year per employee. Proof of jury attendance must be turned in to the Human Resource Office upon your return to work.

### **Children's School or Extended Care Activities**

Employees are allowed by law to take up to 40 hours per year, or 8 hours in one month of unpaid time off for the purpose of participating in their own dependent children's activities, attending teacher conferences, or supervising their child who has been suspended from school.

## **Family and Medical Leave**

In compliance with U.S. and California Family and Medical Leave Acts (FMLA), MCS makes available to all eligible employees twelve (12) weeks of unpaid FMLA Leave. This leave may only be used in connection with (1) the birth or adoption of a child, (2) the care of your seriously ill child, spouse, or parent; or (3) your own serious illness or injury, including a Worker's Compensation injury.

For longevity purposes, FMLA Leave does not constitute a break in employment. Under certain circumstances, FMLA Leave may be used intermittently or on a reduced leave schedule. However, at no time shall the leave exceed twelve (12) weeks in any twelve (12) month period. Pregnancy-related disability is covered under a separate policy.

It is required that any accrued paid leave (i.e., sick leave, vacation) must be applied to the twelve (12) weeks of FMLA Leave. The aggregate time off may not exceed twelve (12) weeks per twelve (12) month period. In any case where two married employees of MCS request FMLA Leave their combined FMLA Leave may not exceed twelve (12) weeks, for the same illness or injury.

### **Eligibility**

Employees who are scheduled to work at least 1250 hours per year and have been employed by MCS for at least twelve (12) months may request an unpaid FMLA Leave of absence for up to twelve (12) weeks. This period is based on the fiscal year, July 1 - June 30.

### **Special Rules for Instructional Staff**

If you are an eligible instructional employee and you request intermittent or reduced FMLA Leave and will be on leave for more than twenty percent (20%) of the total number of working days over the leave period, you may be required to transfer to an available alternative position for which you are qualified, which has equivalent pay and benefits and better accommodates the reoccurring periods of leave than does your regular position. An instructional employee is defined as an employee whose principal function is to teach a class, small group, or individual. This includes tutors and coaches.

If you are an instructional employee and begin your leave more than five weeks before the end of the school term, you may be required to continue taking leave until the end of the term, if the leave will last at least three weeks and you would return within three weeks of the end of the term.

If you are an instructional employee and begin your leave, for other than your own serious health condition, during the five weeks before the end of the school term, you may be required to continue taking leave until the end of the term, if the leave will last more than two weeks and would end within the last two weeks of the term.

If you are an instructional employee and begin your leave, for other than your own serious health condition, during the three weeks before the end of the school term, you may be required to continue taking leave until the end of the term, if the leave will last more than five days.

## Requirements

Thirty (30) days written notice and medical certification is required if the FMLA Leave is foreseeable, or in any case, as soon as practical. This certification must include: (1) the date the serious medical condition commenced, (2) the probable duration of the condition; (3) an estimate of the amount of time the health provider believes you need to care for the individual requiring care and (4) a statement that a serious health condition warrants the participation of a family member to provide care during the treatment or supervision of the individual requiring care. If the leave was taken for an employee illness or injury, a “fitness for duty” report completed by the healthcare provider will be required prior to your return to work.

## Continuation of Benefits

Health Care benefits will continue during the FMLA Leave only under the same terms and conditions as when you were working. MCS and you are required to pay healthcare premiums during the leave in the same manner as when you were on the job. Failure to pay the premiums may result in termination of health care coverage after thirty (30) days. However, coverage will be reinstated upon your return to work.

You may choose to prepay, into the pre-tax premium accounts prior to the FMLA Leave, the premiums due during the Leave. If you do not return after the leave, the health care premiums paid by MCS must be reimbursed.

## Restoration Rights

At the conclusion of the FMLA Leave, you will be restored to the same or equivalent position, except when (1) your job ends automatically and; (2) you would not have continued to be employed regardless of the leave. At the conclusion of FMLA Leave you may return to the previous position or an equivalent position.

## Paid Family Leave

In 2002, legislation (CA Senate Bill 1661) extended disability compensation to individuals who take time off work to care for a seriously ill child, spouse, parent, or to bond with a new minor child. This program, known as *Paid Family Leave*, is being administered by the State Employment Development Department’s (EDD) Disability Insurance Branch.

## Coverage and Benefits

*Paid Family Leave* is a component of the State Disability Insurance (SDI) program and thus, those workers covered by SDI also will be covered for this benefit. Similarly, workers who are covered by a Voluntary Plan for SDI are required to be covered for *Paid Family Leave* through their Voluntary Plan.

Weekly benefits will range from \$50 to \$1,252 for claims beginning on or after January 1, 2019. The maximum claim benefit is six times the weekly benefit amount. No more than six weeks of *Paid Family Leave* benefits may be paid within any twelve (12) month period.

## Eligibility Requirements

An employee may file a claim for *Paid Family Leave* benefits for the following reasons:

- To care for a seriously ill child, spouse, or parent;
- To bond with a new child; or
- To bond with a minor child in connection with the adoption or foster care placement of that child.

A medical certificate is required when a *Paid Family Leave* claim is filed to provide care for a seriously ill family member. The certificate must include a diagnosis and International Classification of Diseases code; the commencing date of the disability; the probable duration; the estimated time care is needed; and state that the serious health condition warrants the participation of the employee to provide care. This includes “providing psychological comfort” and arranging “third party care.” An estimate of the amount of time necessary to provide care is also required.

For bonding, *Paid Family Leave* is limited to the first year after the birth, adoption, or foster care placement of a child. A separate certification must be completed for leave associated with the birth, adoption, or foster care placement of a child.

There is a seven-day waiting period before benefits are paid. In addition, the employer may require the employee to use up to two weeks of vacation leave prior to receiving benefits. The first week of vacation will be applied to the waiting period.

Individuals cannot receive *Paid Family Leave* while receiving SDI, Unemployment Insurance, or Workers’ Compensation benefits.

An individual is not eligible for *Paid Family Leave* for any day that another family member is able and available for the same period of time that the individual is providing the required care.

An individual who is entitled to leave under the *Federal Family and Medical Leave Act* and the *California Family Rights Act* must take *Paid Family Leave* concurrent with leave taken under those acts. For information on the California Family Rights Act, see the State Department of Fair Employment and Housing web site at [www.dfeh.ca.gov](http://www.dfeh.ca.gov).

## Qualified Tuition Reduction Plan for Children of Employees

IRS Code 117 permits an employer-sponsored *Tuition Reduction Plan* for employers like MCS. If you are a regularly scheduled employee, you are eligible to receive a tuition reduction for your dependent children to attend Milpitas Christian School. Tuition reductions are given as follows:

- **\*\*Traffic Team\*\*** 5% Discount on 1 child for AM or PM shift Monday - Friday
- **\*\*Traffic Team\*\*** 10% Discount on 1 child for AM and PM shift Monday - Friday
- 0 to 19 hours per week 10% Discount
- 20 to 24 hours per week 20% Discount
- 25 to 29 hours per week 30% Discount
- 30+ hours per week 40% Discount

An additional 10% will be added to the tuition discount if you agree to have the tuition withheld, in semi-monthly increments from your paycheck. However, your net payroll must be equal to or greater than the deduction. Staff discounts cannot be combined with Financial Aid.

In families where both spouses work for MCS, this benefit may only be used by one employee.

### Extended Care for Children of Employees

At the Birchwood campus, free extended care will be available for employees during working hours for children who are enrolled in TK-8th grades. Because of licensing limits, this may not be available for employee’s preschool age children; however they may have *Qualified Tuition Reductions*.

## Summer Programs

During the summer program, a special staff rate will apply for summer working employees only.

## Work Off Hours (Staff)

School employees are waived from having to complete work off hours, though you are encouraged to volunteer and participate wherever possible.

## Retirement Plan

Several years ago, for financial reasons, MCS had to suspend the matching contributions to the retirement plan. For school year 2020-21, full time employees were awarded a percentage of their wages. It is our plan to repeat this going forward. Voluntary contributions are also accepted and encouraged for those that qualify to participate in the plan.

Employees that have contributed to our retirement plan and are leaving the organization may be required to move the funds into their own IRA or other qualified/compatible retirement plan account.

# BUSINESS PRACTICES

## Confidentiality

WHEREAS, child care professionals respect enrolled children's and families' privacy, and  
WHEREAS, a child's positive self-esteem is critical and may be damaged by violating his/her privacy,  
WHEREAS, all information concerning children and their families shared in this classroom is of a very sensitive nature and should be respected.

All employees must keep ALL INFORMATION discussed at the Birchwood Campus and at the Preschool Campus relating to any childcare totally confidential. All employees must keep all personal and sensitive information disclosed by adults completely confidential and will report only pertinent information to proper authorities.

## Zero Tolerance Child Abuse Policy

Children who attend MCS are to be cared for, nurtured and kept safe at all times. Because child abuse is a very serious allegation, we, have set a policy that is meant to protect both the children in our care and the colleagues we work with at MCS.

It is our goal to employ childcare professionals who are committed to the highest standards of ethical behavior. To ensure the health and safety of young children in MCS's care, we are very dogmatic in our commitment to consistently enforce MCS's Zero Tolerance Child Abuse Policy.

Children in our care should expect to be treated with kindness, concern and respect at all times. Any evidence of physical abuse or sexual misconduct will be grounds for immediate dismissal. In addition, an employee who exhibits unprofessional behavior that could be misconstrued as abusive can be dismissed from the work relationship without access to any accrued benefits or assistance in legal representation. Staff are advised that corporeal punishment or physical discipline is defined as physical abuse.

## Child Abuse Reporting Requirement

For the purposes of child abuse reporting, MCS considers all of its employees to be childcare custodians. You **must** complete Mandated Report training annually.

California law requires that any childcare custodian who has knowledge of or observes a child in his or her professional capacity, or within the scope of his or her employment, whom he or she reasonably suspects has been the victim of child abuse shall report such suspected instance of child abuse to a child protective agency (Child Protective Services, the police, sheriff, probation, or welfare department) immediately or as soon as practically possible by telephone and shall prepare and send a written report thereof within 36 hours of receiving the information concerning the incident.

Any childcare custodian who has knowledge of or who reasonably suspects that mental suffering has been inflicted on a child or the child's emotional well-being is endangered in any other way, must report such suspected instance of child abuse to a child protective agency. Infliction of willful and unjustifiable mental suffering must be reported.

You should report this by calling Child Protective Services or the Police Department in the city where the suspected abuse took place. The local numbers are:

- Child Protective Services: 408-299-2071
- Milpitas Police Department: 408-263-1212
- San Jose Police Department: 408-277-8911

You are expected to report any suspicion to your site administrator, though doing so does not relieve you of your legal obligation.

Form 8572 is available in the school office for preparing a written report. A copy should be sent to the site administrator and Head of School, as well as the appropriate legal authorities. The *California Penal Code* (Article 2.5) states that no childcare custodian reporting a suspected instance of child abuse shall be civilly or criminally liable for any report required or authorized by this article.

## Personal Liability

As an employee of MCS, you are personally liable right, along with the school, for the safety and supervision of the students. If a "mistake" on your part leads to legal action, your personal assets are at risk and the future of the school are also at risk. However, simple precautions can protect us all. The bottom line measure of liability is, "Did you do what a responsible, reasonable and prudent person would do under the circumstances?"

Please be aware that the following scenarios/examples are not responsible, reasonable, or prudent:

1. Leaving a team room or area of students unattended.
2. Failing to check the I.D. of a parent or guardian whom you do not know.
3. Allowing students to enter a team room, building, or exit for the playground unsupervised.
4. Getting copies, getting supplies, getting food or drink; all while leaving students unattended.
5. Taking a phone call or texting while supervising team rooms or outside activities.
6. Failing to call a parent or guardian in the event of a serious injury or head injury (even if it appears minor).

7. Using corporal punishment of any kind, belittling or embarrassing a student.
8. Letting students go unsupervised at an off-campus venue.

Yes, there are extenuating circumstance. However, you must make sure that another team leader can supervise your students on your behalf during your absence or follow through with MCS procedures. By notifying the Camp Director and other staff members, they can arrange to fill in for you during your absence.

If there is an emergency on the playground, you need to notify the Director, our school's Front or Business Office, or whoever has been left in charge. Afterhours, in the event that the Director is absent, our Chief Operating Officer can assist you.

Please remember that when you are clocked in, both you and MCS are liable.

## Reimbursement for Authorized MCS Expenses

Income tax regulations provide that an "employee need not report on their tax return" expenses paid or incurred solely for the benefit of your employer for which accounting is required by MCS and which is charged directly by MCS. Adequate accounting means the submission to MCS of a statement of expense or similar record of the expenditure, including amount, time, place, and business purpose.

### **ALL PURCHASES MUST BE PURCHASED THROUGH THE BUSINESS OFFICE AND THE PURCHASING AGENT.**

In the event that you are not able to purchase through the purchasing agent, you will be reimbursed, IF ALL of these conditions apply:

1. Prior authorization for the purchase has been given by the site administrator and/or the business office.
2. The expense is a reasonable amount.
3. You complete a check request and attach the receipt, which includes the amount, vendor's name and place of business, the date of purchase, and the site and account being charged.
4. Completion of the above within 15 days of the purchase.

Should you be given a cash advance for a school or professional expense, all receipts and any unused portion of the advance must be returned to the school within 15 days of the purchase.

Under no circumstances will MCS reimburse you for expenses incurred on behalf of the school that are not substantiated according to this policy. Further, failure to provide complete and timely information could result in the IRS taxing you on the reimbursement. In no event will an expense be reimbursed if substantiated more than 30 days after the expense is paid or incurred by an employee. MCS and you understand that this policy is necessary for our reimbursement plan from being classified in the eyes of the IRS as a "non-accountable" plan.

## VOLUNTEERS



Volunteers at “Milpitas Cares” event at MCS Birchwood

### Work-Off Hours (Parents)

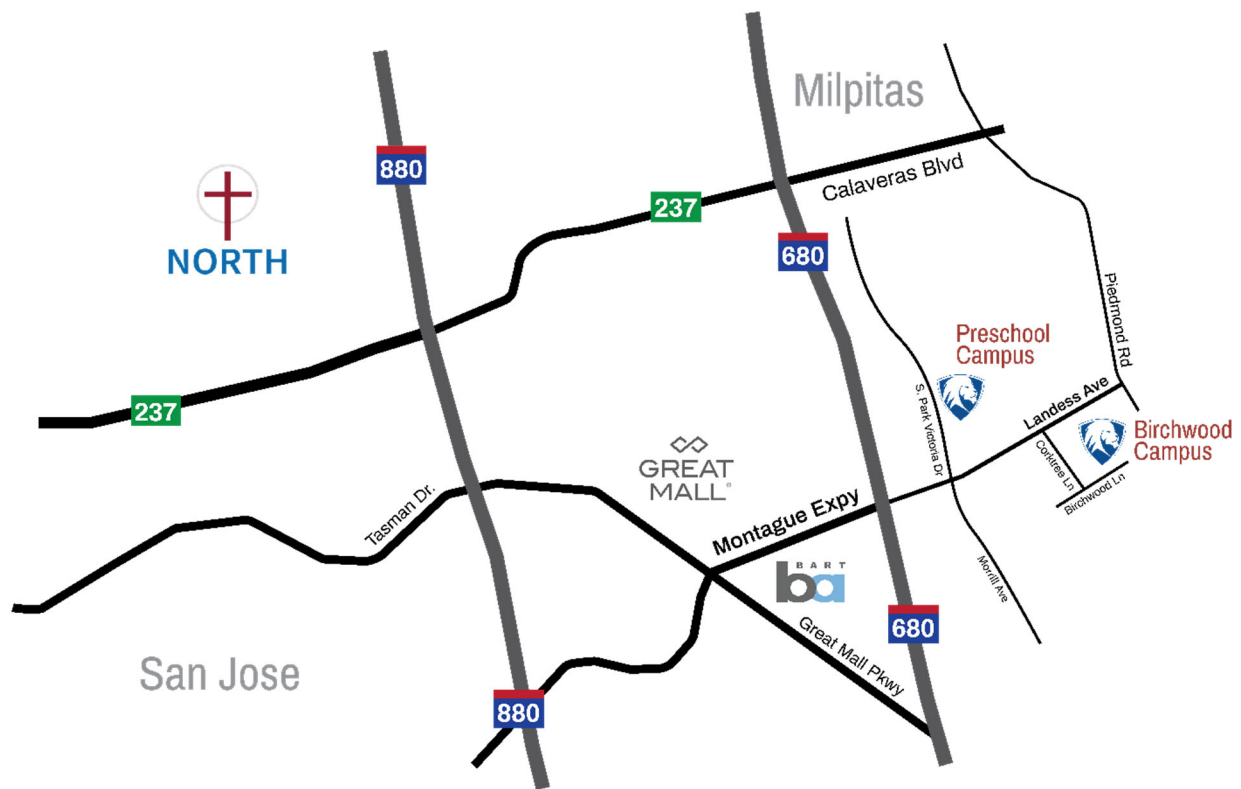
Parents at MCS are required to perform a number of hours of volunteer service to the school. Teachers and staff members are encouraged to find useful opportunities to help parents satisfy their “work-off hours” requirements.

### Community Service (Students)

Occasionally, former students also volunteer on campus as a means of fulfilling their school’s community service requirements. Please observe the following rules for working with volunteers.

1. All volunteers must register at the school office and must wear a nametag.
2. All volunteers must be supervised by a school employee.
3. Volunteers should never be alone with a child.
4. Make a reasonable effort to ensure that a volunteer is not supervising a group of students solely from the opposite gender.
5. Certain volunteer assignments, such as volunteer coaching or overnight outdoor education assignments will require fingerprinting and a criminal background clearance. Fingerprinting and criminal background clearance fees are the responsibility of the parent/volunteer for outdoor education trips. New coaches will be fingerprinted and Milpitas Christian School will incur the cost. All volunteers wishing to participate on an outdoor education trip must receive their fingerprint instructions from the Human Resource Office. The instructions should be followed to ensure prompt receipt of clearance.
6. Background checks can take two to three weeks. Please plan accordingly.
7. Volunteers working in classrooms on a regular basis (10 hours per month) are required to submit verification of a negative TB test.





# MILPITAS

## CHRISTIAN SCHOOL

**Preschool Campus** 1000 South Park Victoria Drive, Milpitas, CA 95035  
**Birchwood Campus** (TK-8th) 3435 Birchwood Lane, San Jose, CA 95132

→ [MilpitasChristian.org](http://MilpitasChristian.org)    📞 408.945.6530    🏠 Facility# 430709420