

# Employee Handbook



Education Station  
Academy

712 Main  
Lavon, Texas 75166  
972-843-2229  
[www.esalavon.com](http://www.esalavon.com)  
[connie@esalavon.com](mailto:connie@esalavon.com)

### **About This Handbook**

The following pages contain information regarding many of the policies and procedures of Education Station Academy, Inc. (hereby referred to as "Education Station Academy"). This is not an employment contract and is not intended to create contractual obligations of any kind.

The policies and procedures outlined in this handbook will be applied at the discretion of Education Station Academy and Education Station Academy reserves the right to deviate from the policies and procedures of this handbook, or to withdraw or change them, at any time. We will notify you when an official change in policy or procedure has been made.

Education Station Academy values the many talents and abilities of its employees and seeks to foster an open, cooperative and dynamic environment where employees and the company alike can thrive. If you would like further information or have questions about any of the policies and procedures outlined in this handbook, please feel free to bring them to the attention of the Executive Director.

## **Contents**

### **Standard Employment Practices**

- At-Will Employment
- Equal Opportunity Employment
- Sexual & Other Unlawful Harassment
- Immigration Law Compliance
- Criminal Convictions
- Evaluation Period
- Standards of Conduct
- Personnel File

### **General Policies and Procedures**

- Orientation
- Curriculum Supports
- Reporting Changes
- Job Classifications
- Pay Periods
- Hours of Work
- Lunch Breaks
- Sign-in/Sign-Out
- Overtime
- Salary Increases
- Payroll
- Performance Reviews
- Bonus Structure
- Expense Reimbursement
- Attendance & Punctuality
- Mandatory Meetings
- Holidays
- Vacations
- Drugs & Alcohol
- Violence & Weapons
- Smoking
- Food & Beverage
- Visitors
- Workplace Attire
- Telephone Use
- Use of Company Vehicles
- Use of Company Property
- Postage, Shipping & Office Supplies
- Personal Property
- Personal Safety
- Office Security
- Monitoring & Searches
- Confidential Information
- Conflicts of Interest
- Non-Solicitation
- Competing Employment

## **Leave Policies**

- General Policies
- Family & Medical Leave
- Personal Leave of Absence
- Jury Duty
- Military Duty
- Funeral Leave
- Emergency Closings & Severe Weather

## **Employee Benefits**

- Benefits Eligibility
- Medical Insurance
- 401K
- Employee Discounts
- Tuition Reimbursement
- Worker's Compensation
- COBRA

## **Disciplinary Policies**

- Problem Resolutions
- Discipline
- Corrective Action

## **Disciplinary policies for Children**

## **Separation Policies**

- Job Abandonment
- Termination
- Termination Process
- Employment References

## **Appendix**

- Acknowledgement of Receipt & Understanding

## **Standard Employment Practices**

### **At Will Employment**

Education Station Academy does not offer tenured or guaranteed employment. Unless Education Station Academy has otherwise expressly agreed in writing, your employment is at will and may be terminated by you or by Education Station Academy at any time, including after the evaluation period.

### **Equal Employment Opportunity**

Education Station Academy is committed to providing equal employment opportunities to all individuals without regard to race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, or any other characteristic protected by law. For further information about the applicability of Federal Equal Opportunity Laws, including the Americans with Disabilities Act, the Equal Pay Act, the Age Discrimination in Employment Act, see Exhibit D in the Appendices.

Education Station Academy does not discriminate on the basis of gender in compensation or benefits for women and men who work in the same establishment and perform jobs that require equal skill, effort, and responsibility and which are performed under similar conditions.

Education Station Academy will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. An employee with a disability for which reasonable accommodation is needed should contact the Executive Director to discuss possible solutions.

Employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of the Executive Director. Employees can raise legitimate concerns and make good faith reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including discharge.

### **Sexual and Other Unlawful Harassment**

Education Station Academy will endeavor to maintain a work environment that nourishes respect for the dignity of each individual. This policy is adopted in furtherance of that tradition.

It is against the policies of Education Station Academy for an employee to harass another person because of the person's sex, race, color, religion, national origin, age, disability, sexual orientation, marital status, or other characteristic protected by law. Actions, words, jokes, or comments based on such characteristics will not be tolerated.

All complaints of harassment will be promptly, thoroughly and confidentially investigated and, where necessary, appropriate corrective action will be taken. Any person found to have unlawfully

harassed another employee will be subject to appropriate disciplinary action, up to and including discharge.

### Immigration Law Compliance

Education Station Academy does not hire anyone that is not a citizen of the United States, nor is not a non-citizen that is authorized to work in the U.S under the Immigration Reform and Control Act of 1986. As a condition of employment, all new and past employees must show valid proof that they are eligible to work in the United States. An overview of the Immigration Reform and Control Act can be found at Exhibit D in the Appendices.

### Criminal Convictions

Education Station Academy reserves the right not to hire or retain anyone that has been convicted of a criminal offense. Conviction of a crime that involves dishonesty may result in an automatic termination of employment. Before any decision is made, the nature of the crime and circumstances surrounding the conviction will be considered.

### Evaluation Period

During the first three months of your employment with Education Station Academy, you will be in an "evaluation period." During this time, the Executive Director will continually evaluate your performance and compatibility with Education Station Academy. Should your performance not meet the standards set forth by Education Station Academy or the Executive Director, your employment will be terminated. Upon completion of the evaluation period, you will be eligible for additional benefits, as set forth in the benefits information you received upon employment.

### Standards of Conduct

Education Station Academy expects that all employees conduct themselves in a professional and ethical manner. An employee should not conduct business that is unethical in any way, nor should an employee influence other employees to act unethically. Furthermore, an employee should report any dishonest activities or damaging conduct to the Executive Director. In the event that you become aware of another employee's behavior or actions, which you believe are inappropriate, illegal, problematic, or in any way inhibit or affect your job performance or the Education Station Academy work environment, you should discuss such behavior or actions with the Executive Director or other appropriate management personnel. All reasonable concerns will be promptly, thoroughly and confidentially investigated by Education Station Academy and, where necessary, appropriate corrective action will be taken. You should not discuss such actions or behavior with other Education Station Academy employees. Your discussing such matters with other employees may – in and of itself – create an unacceptable work environment for which you will be held responsible and for which you may be disciplined in accordance with Education Station Academy's disciplinary policy.

## Personnel File

Education Station Academy keeps personnel files on each of its employees. These files are confidential in nature and are managed by the Executive Director. They will not be copied or be removed from the premises unless there is a legitimate business reason to do so.

All employees may view his or her personnel file by contacting the Executive Director during normal business hours. No employee may alter or remove any document in his or her personnel file.

## **General Policies and Procedures**

### Orientation

In accordance with minimum standards of the state of Texas, both new employees and re-hires will be required to provide documentation of identity and eligibility to work in the United States. The I-9 form will be used for this purpose.

New employees will also receive a copy of the Employee Handbook and will be given the time to read it and ask any clarifying questions of the Executive Director. The signed copy of the "Acknowledgement & Receipt of Understanding" will be placed in the employee's personnel file.

All employees are required to take an 8 hour pre-training course before working in the classroom with the children. There are no exceptions to this policy.

### **Curriculum Supports**

We provide the following supports to our staff regarding curriculum (lesson planning):

- Paid planning time: one hour a week without supervising children.
- Resources provided (CLI Engage curriculum and Big Day for Pre-K)
- Professional development/mentoring by TSR and TRS
- Feedback on lesson plans from director

We strive to ensure our staff feels supported and confident when creating lesson plans for our children. They are always welcome to ask questions as needed.

### Reporting Changes

You are responsible for promptly notifying the Executive Director of any change in your name, address, telephone number, marital status, citizenship, tax withholding allowances, emergency contact information, insurance beneficiary, or dependent insurance coverage. Accurate and correct information is vital for benefits and insurance records and other Company files.

Each employee is required to notify the Executive Director, in advance, of the dates of all approved vacation or leave time to be taken by filling out and returning to the Executive Director the required form.

### Job Classifications

Employees are classified by two major categories: "Exempt" and "Non-exempt." This handbook applies to both Exempt and Non-Exempt employees.

- (1) Exempt employees are generally salaried and fall into one or more of the following three classifications: executive, professional, or administrative. These employees are exempt from the applicable provisions of state and federal wage and hour laws (FLSA).
- (2) Non-exempt employees are eligible to receive overtime pay in accordance with state and federal wage and hour laws (FLSA). These employees are required to submit a time record for each pay period, approved by the appropriate supervisor, for the purpose of tracking hours worked and calculating compensation.

Employees are also classified within one of the following three statuses:

- (1) Full-time: any employee that is regularly scheduled to work 30 hours a week or more. Full-time employees are eligible for standard company benefits.
- (2) Part-time: any employee that is regularly scheduled to work less than 30 hours per week. Part-time employees are not eligible for standard company benefits.
- (3) Temporary: any temporary work that has a predetermined start and end date of employment. Temporary employees are not eligible for standard company benefits.

### Pay Periods

All employees are paid biweekly, every other Friday for hours worked for the two preceding weeks beginning on Sunday and ending on the preceding Saturday. When the Friday falls on a holiday, employees will be paid the day before the holiday.

### Hours of Work

Education Station Academy's standard work week for full-time employees is five days. Schedules may vary based on the company's needs. Employees may not deviate from the company's hours of work, unless the Executive Director specifically approves a request.

The center is open from 6:30 a.m. to 6:30 p.m., Monday through Friday. Education Station Academy's preference is for employees to work within this schedule. However, it is understood that exempt employees may be required to work extra hours to accommodate certain deadlines. If such extended hours are required, Education Station Academy will allow some flexibility with the expectation that employees will make every effort to align their hours with center hours. This is in order to facilitate consistent and reliable availability for meetings and other interactions, which are elemental to the smooth operation of this business.

### Lunch Breaks

Lunch breaks are determined by the Director and management staff as needed to enforce that all classes are covered and in ratio at all times. Breaks are not a mandatory action.

### Sign-in / sign-out sheets

Employees are required to use the time clock or sign in sheets, logging time-in, time-out. Employees will write their time down on a sheet and have it signed by Executive Director. It is strictly forbidden for an employee to sign another employee in or out. This is means for immediate



termination. If you fail to sign in or out you may not get paid. It is not the responsibility of the Executive Director to keep up with your time sheet.

### Overtime

Employees are to be paid time and one-half for work time that exceeds 40 hours during a scheduled workweek. Employees asked to work overtime are expected to do so. Exempt employees are not eligible for overtime pay. All overtime must be approved and initialed on the time sheet by the Executive or Assistant Director in order to get paid

The calculation of overtime hours will not include holiday, sick leave or vacation days during a given scheduled workweek.

### Salary Increases

Salary increases are based on performance or promotion. All salary increases are at the discretion of the Executive Director.

### Payroll

Both exempt and nonexempt employees will have federal and state taxes withheld from their wages. Payroll checks will not be released prior to the set pay schedule for any reason, nor will they be released to anyone other than the employee unless there is a written note or phone call from that employee.

### Performance Reviews

Every Education Station Academy employee will be subject to a performance appraisal at least once a year. The Executive Director and the staff member will fill out the same review and then sit down and compare the results. The reviews will focus on job-related strengths and weaknesses, as well as overall fit with the company. Goals and improvement plans will be mapped out each review period and progress will be measured at the next review.

Performance reviews will determine salary increases and promotions. Employees will have the opportunity to thoroughly review all performance appraisals and provide a written opinion. All performance reviews and responses will become part of an employee's personnel file.

### Bonus Structure

Education Station Academy may institute a bonus structure or incentive plan at any time. Education Station Academy guarantees no bonus plans. Any bonus structure will be determined by management and will likely include some level of performance achievement. Employees will receive notice of any additions, subtractions, or changes to any new or existing bonus structure.

### Expense Reimbursement

Education Station Academy will reimburse employees for reasonable **pre-approved** business expenses.

All expenses must be submitted via the required expense form and approved by one of the management team prior to acquiring the expense. Unreasonable or excessive expenses will not be reimbursed. Any questions should be directed to the Executive Director.

### Attendance & Punctuality

Punctuality and regular attendance are important to the smooth operation of Education Station Academy. If you are consistently late or excessively absent, Education Station Academy's ability to perform work is affected and an unfair burden is placed on your co-workers and parents become unhappy with our performance. Therefore, unless your absence is permitted or excused under Education Station Academy's holiday, vacation, sick or other policies, you are responsible for being at work and arriving on time. If you are going to be absent or late, it is your responsibility to call the Executive Director as soon as possible, in advance of lateness and no later than one hour after the start of the workday. If you are absent for several days, you must notify the Executive Director each day.

An employee who is absent for reasons other than those permitted or excused by Education Station Academy's holiday, vacation, or leave policies, or who fails to provide notice as required, will be written up and both the Executive Director and the staff member have to sign it. On the third write up the phrase "Your job is in jeopardy" will be added and the next write up will be cause for termination.

### Mandatory Meetings

Employees will be required to attend mandatory team meetings once a month. In the event that a mandatory meeting interferes with an employee's regular schedule, no overtime will be paid for attendance.

### Holidays

The following are paid holidays for eligible employees:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and the following Friday
- Christmas Eve
- Christmas Day
- Close at 3:00p.m. on New Year's Eve

Note: Education Station Academy will make reasonable efforts to accommodate holidays pertaining to an employee's established beliefs that are not included in the above list. Employees should speak with their supervisors to obtain approval for taking time off to observe such holidays.

### Vacations (VIP)

VIP days (Vacation, Illness, Personal) are offered to full-time eligible employees based on a 'Years of Service' schedule, as outlined below:

- For every year of service completed, you get 10 VIP days. VIP days must be completed within a year of earning or they will be lost. No VIP days are accumulated. Vacations are approved on a first come first serve basis. If all time off slots are taken then you need to pick another time.

Any time taken in excess of time earned will be taken without pay. Vacation time must be scheduled and approved in advance by the Executive Director. Education Station Academy will not carryover or pay out any unused vacation time from one year to the next.

An authorized company holiday that falls on a normal business day during your vacation is not counted as a vacation day.

When given advance notice, Education Station Academy will **consider** requests for additional time without pay. If you have a special type of vacation in mind, talk to the Executive Director to see if a solution can be reached.

### Drugs and Alcohol

Education Station Academy will not tolerate the use or possession of alcohol or illegal drugs on the job or on company property.

Employees using or possessing alcohol or illegal drugs on company property or while at work or who report to work under the influence of alcohol or illegal drugs will be automatically terminated.

### Violence & Weapons

Education Station Academy takes threats of violence extremely seriously. Any act or threat of violence by or against any employee, customer, supplier, partner or visitor is strictly prohibited. This policy applies to all company employees, whether on or off company property.

Any use or possession of weapons, whether illegal or not, is prohibited on company property, or while on company business. This includes knives, guns, martial arts weapons, or any other object that is used as a weapon. Any employee caught possessing a weapon will be terminated.

### Smoking

Smoking is not allowed in Education Station Academy center or on the any part of the grounds or parking lot. **Smoking breaks are not**, nor have ever been allowed at Education Station Academy.

### Food and Beverages

Education Station Academy's surroundings should always reflect a professional appearance. Eating at your desk is acceptable, but should be done unobtrusively and in a manner so as to prevent damage to valuable company equipment and other property. All employees are personally responsible for keeping their classrooms clean and presentable. Teachers may drink coffee, soft drinks or water if it is in a non see through cup or glass. All drinking apparatus must be plastic and not glass. Coffee must be in a container that has a spill proof lid to avoid burning a child.

## Visitors

Only parents and authorized visitors are permitted at Education Station Academy's center. This includes unauthorized sales persons, or those collecting for charitable causes. Visits from friends and family should be kept to a minimum and should not exceed fifteen (15) minutes. Employees are responsible for the conduct of their guests.

All visitors must enter through the reception area and receive a name badge. Any employee that notices an unauthorized visitor should notify their supervisor immediately.

## Workplace Attire

Education Station Academy has a strict dress environment. Employees are expected to wear scrubs and use good judgment, taste and to show courtesy to their co-workers and associates by dressing in a fashion that is presentable and appropriate. All tattoos are to be covered with a band aid if visible to the public. All facial piercings (this does not include earrings) are to be removed while on the center grounds. Jeans must be worn that cover all of your mid drift area and may not have holes in them. All teachers must wear tennis shoes while at work.

## Telephone Use

Because of potential issues with state supervision requirements requiring that full and complete attention shall be focused on the children in a teachers care, and that there shall be no potential or real threat of distractions from this mandate, therefore: **NO** employees shall be permitted to have or use their cell phones on the premise of Education Station Academy, including but not limited to the buildings, playground and surroundings of the building. Cell phones shall either be left in vehicle when arriving at school, or kept in storage in the director's office. If caught using your cell in any of these areas, it will be cause for immediate dismissal.

## Use of Company Property

The use of personal locks on any company property is strictly forbidden. No company equipment, including computers, photocopiers or printers may be used for personal business.

## Postage, Shipping and Office Supplies

Postage, shipping and office supplies paid for by the company are for business purposes and are not to be used for an employee's personal purposes.

## Personal Property

Education Station Academy **does not assume responsibility** for any personal property located on its premises. Employees are to use their own discretion when choosing to bring personal property into the building and do so at their own risk. Additionally, employees may not bring or display in the building any property that may be viewed as inappropriate or offensive to others.

## Personal Safety

The safety of each employee's health and security is very important to Education Station Academy. Education Station Academy is willing to make reasonable efforts to address an employee's safety

concerns. Employees should remember to use caution and good judgment in all activities and should notify the management team if they believe there is a safety issue that should be addressed.

### Office Security

Shortly after an employee's start date, he/she may be given a key to gain access to the building. The last employee to leave the building at night is responsible for making certain that the right lights are turned off and doors and windows are locked.

### Monitoring & Searches

All company property is subject to monitoring and review at all times. This includes, but is not limited to, desks, lockers, company vehicles, computers and email files. Reasons for searches and reviews include, but are not limited to, personal abuse of company property, theft investigation and improper disclosure of confidential information.

Education Station Academy retains the right to conduct searches at any time. Any employee that attempts to obtain or alter a password for the purpose of accessing restricted files will be subject to disciplinary action, up to and including termination.

### Confidential Information

Education Station Academy requires that employees do not disclose information held to be confidential by Education Station Academy and also requires new employees to sign a confidentiality disclosure agreement. Any questions about this policy should be addressed to the Executive Director. You are not allowed to disclose or discuss anything about our parents and children to staff or anybody else.

### Conflicts of Interest

Education Station Academy requires that employees not compromise the company, its parents, partners or suppliers for personal gain. Examples of conflict of interest include, but are not limited to, requesting or granting favors, or conducting business for personal gain. Employees are required to disclose all conflicts of interest to a supervisor. Failure to do may result in disciplinary action, up to and including termination.

### Non-Solicitation

During the period of your employment and for a period of twelve (12) months after the termination of your employment with Education Station Academy, you shall not, directly or indirectly, (i) solicit for employment or employ any person who was employed by Education Station Academy during your employment with Education Station Academy; or (ii) call on, solicit, or take away for yourself or for any other person or entity any person or entity who or which was a customer of Education Station Academy during your employment with Education Station Academy.

### Competing Employment

Due to the highly competitive nature of the industry in which Education Station Academy is involved, employees are restricted from certain associations or working arrangements with competing or conflicting organizations. Subject to Education Station Academy's prior written approval, you may work for other businesses during the course of your employment with Education Station Academy; provided, however, you may not (1) accept or perform work of a nature that conflicts or competes in any way with the business or services of Education Station Academy; (2) use any Education Station Academy resources (3) perform any non-Education Station Academy work on Education Station Academy premises; or (4) perform any non-Education Station Academy work during normal business.

**No** staff member is allowed to work for any parent that brings their child to our center. This includes babysitting.

## **Leave Policies**

### General Policies

Education Station Academy provides Eligible Employees with leaves for a variety of reasons. The following discussion summarizes Education Station Academy's leave policies in a way that Education Station Academy hopes will be generally helpful. Education Station Academy abides by the provisions of the Family and Medical Leave Act, as appropriate. An overview of the Act is set out in Exhibit C in the Appendices.

As with all policies, Education Station Academy reserves the right to revise or rescind these policies at its discretion, subject to legal requirements. This statement of leave policies is not intended to create a contract between Education Station Academy and its employees.

To apply for leave, or to inquire into what leave may be available, an employee should contact the Executive Director. An employee applying for leave will be asked to state why he/she wants the leave, when he/she wants the leave to begin and when he/she wants the leave to end. The Executive Director will inform the employee what type and duration of leave, if any, has been approved and will also tell the employee which requirements, such as certification of a health condition, the employee must fulfill.

All leaves are granted for a specific period of time. An employee who foresees being unable or unwilling to return to work at the end of the leave period should apply for any other leave for which the employee is eligible, including an extension of the current leave. Education Station Academy reserves the right to terminate the employment of an employee who does not return to work at the end of the approved leave period. When an employee takes leave for any duration they will return to work at whatever job is available at the time.

### Family and Medical Leave

Employees may take unpaid leave per the terms of the Family and Medical Leave Act of 1993. Employees should also be aware that pregnancy is considered a disability and may be eligible for disability benefits under mandatory disability benefits laws of certain states.

### Personal Leave of Absence

Requests for personal leave without pay are considered individually and granted at the discretion of management. The reason for the request, the employee's length of service, the employee's work record and the demands of the individual's job are examples of the type of factors typically considered in evaluating a request for personal leave of absence. A request for personal leave of absence will be granted only if the employee is not eligible for any other type of leave. An employee may not be on personal leave of absence for more than 2 months in a calendar year.

### Jury Duty

Employees summoned for jury duty will be allowed the necessary time off from work to perform this civic responsibility. Employees must give Education Station Academy 15 days advance notice. Employees will be expected to report to work during all regular hours if their presence is not required in a jury room or court. Education Station Academy will require the employee to supply documentation from the court affirming the employee's jury duty service.

### Military Duty

Employees who are absent from work in order to attend an annual encampment in a recognized reserve branch of the armed forces of the United States may take an unpaid leave of absence of up to a maximum of two weeks per year. Leaves for military service and reinstatement after performing military service will be provided in accordance with the requirements of law.

### Funeral Leave

When a death occurs in an employee's immediate family, an employee may take up to three days without pay in order to attend the funeral or make funeral arrangements. In unusual circumstances, additional time off may be granted, without pay, at the discretion of the Executive Director. For purposes of the funeral leave policy, "immediate family" means an employee's spouse or child, as well as a parent, grandparent, brother, or sister of the employee or the employee's spouse.

### Forced Closings and Severe Weather

Unless notified by the Executive Director, you are to report to work on all regularly scheduled days, regardless of weather conditions. If you are unable to report to work due to weather conditions, you must notify the Executive Director as soon as possible.

In the event that the company closes due to severe weather conditions or another reason, you will not be required to report to work. If we are open and you do not report for work you will not be paid.

### Employee Benefits

The following is a list of benefits that Education Station Academy makes available to Eligible Employees. The descriptions in this handbook are a summary only. The separate plan documents explain each benefit in more detail and the language of the plans' documents controls the various plans. Benefits may be modified, added or terminated at any time by the insurance company or benefit provider, per the terms of the plan, or by Education Station Academy, at its discretion.

### Benefits Eligibility

Full-time employees that have successfully completed the evaluation period are eligible for the benefits outlined below. Part-time employees (less than 30 hours per week) are not eligible for these benefits.

### Employee Discounts

Full-time employees are eligible to receive a discount on the Education Station Academy's service offerings. The employee discount policy is not permanent and may be reviewed, altered, or discontinued at any time. Six weeks thru 17 mos. will pay full cost. Eighteen mos. and above will pay half.

### Disciplinary Policies

#### Problem Resolution

Education Station Academy seeks to deal openly and directly with its employees and believes that communication between employees and management is critical to solving problems.

Co-workers that may have a problem with one another should attempt to resolve the problem themselves. If a resolution cannot be agreed upon, both employees should approach their supervisor(s), who will work with the employees to determine a resolution. In these instances, the decision of the supervisor is final.

Employees that have a problem with a supervisor should first go to the supervisor and state the problem. If a resolution cannot be agreed upon, the employee should present his or her problem, in writing, to the Executive Director or the company President. The decision of the Executive Director or President will be final.

#### Discipline

Education Station Academy's policy is to attempt to deal constructively with employee performance problems and employee errors. The disciplinary process will be determined by Education Station Academy in light of the facts and circumstances of each case. Depending upon the facts and circumstances, the discipline applied may include, among other things, oral or written warnings, probation, suspension without pay, or immediate discharge. Each situation will be considered in light of a variety of factors including, but not limited to, the seriousness of the situation, the employee's past conduct and length of service, and the nature of the employee's previous performance or incidents involving the employee. Details of this process are outlined further in the Corrective Action section below.

#### Corrective Action



Corrective Action is taken against an employee in response to a rule infraction or a violation of company policies. Correction action will continue until the violation or infraction is corrected.

Corrective Action usually begins with a verbal warning, followed by a written warning that is placed in the employee's personnel folder. If more serious corrective action is required, the employee may be put on probation, or have his or her employment terminated.

Education Station Academy considers some violations as grounds for immediate dismissal, including, but not limited to: insubordinate behavior, theft, destruction of company property, breach of confidentiality agreement, untruthfulness about personal background, drug or alcohol abuse, or threats of violence.

Employees charged with some infraction and subject to corrective action may appeal that corrective action. An appeal must be submitted in writing to the Executive Director or the Company President. If, after reviewing the corrective action, the Executive Director or President determines that the supervisor followed procedures accordingly, the corrective action will stand. If the supervisor has failed to follow company policy, the action may be reversed. The decision of the Executive Director or President is final.

### **Discipline Policy of Children**

Discipline is a n on-going process of helping children make the right choices, so they can manage their own behavior in approved and acceptable ways. The education Station Academy teaches self discipline instead of motivation by fear or punishment.

The only acceptable forms of discipline are positive guidance along with distraction and redirection.

There will not be under any circumstances, any kind of corporal punishment. This would cause for immediate termination. There will be **no** yelling or raised voices in any classroom directed toward the children or anyone else. If you think you have lost your control please send for a member of the management team to come and give you a break.

### **Separation Policies**

#### **Job Abandonment**

Employees of Education Station Academy that fail to call into work to a member of the management team are considered to have voluntarily abandoned their employment with the company. The effective date of termination will be the last day the employee reported for work. If an employee abandons a job, without a proper two week resignation or we have replaced your position, you will be paid at the current minimum wage for every hour, minute and second worked irregardless of his regularly hourly wage. This is approved by the FSLA of the State of Texas.

#### **Termination**

Education Station Academy does not have tenure or guaranteed employment. You or Education Station Academy may terminate your employment at any time for any reason.

Termination may result from any of the following: (1) Corrective action measures, which include infractions for violation of company policies, (2) layoffs, which include the elimination of an employee's job function or headcount reduction due to redundancy or cost reduction and (3) involuntary dismissal, which may include poor performance reviews or failure to demonstrate an acceptable attitude in the workplace.

### Termination Process

Education Station Academy requires that employees return all documents, files, company tools, business credit cards, keys and other company owned property on or before the last day of work. When all company owned property has been collected, the employee will receive his or her final paycheck. If you were let go we will mail your check within 6 days. If you quite, you will get your check at the next payroll period.

Employees leaving the company will have the option of having an exit interview with the Executive Director.

### Employment References

Due to confidentiality considerations, Education Station Academy does not provide employment references for former employees. The Executive Director will provide dates of employment and positions held only.

Returning Company Documents. I agree that, at the time of leaving the employ of the Company, I will deliver to the Company (and will not keep in my possession, recreate or deliver to anyone else) any and all software, devices, records, data, notes, reports, proposals, lists, correspondence, specifications, drawings, blueprints, sketches, materials, equipment, other documents or property, or reproductions of any aforementioned items developed by me pursuant to my employment with the Company or otherwise belonging to the Company, its successors or assigns. In the event of the termination of my employment, I agree to sign and deliver the "Termination Certification" attached hereto as Exhibit B

### **Acknowledgement of Receipt & Understanding**

I hereby certify that I have read and fully understand the contents of this Employee Handbook. I also acknowledge that I have been given the opportunity to discuss any policies contained in this handbook with the Executive Director. I agree to abide by the policies set forth in this handbook and understand that compliance with Education Station Academy's rules and regulations is necessary for continued employment. My signature below certifies my knowledge, acceptance and adherence to the company's policies, rules and regulations.

I acknowledge that the company reserves the right to modify or amend its policies at any time, without prior notice. These policies do not create any contractual obligations between this company and its employees.

Signature \_\_\_\_\_ Date \_\_\_\_\_