**Mission Statement**

At AAHS, our mission is to provide a diverse group of students rigorous, authentic, industry-aligned STEM education as well as the leadership skills necessary to pursue careers in the aerospace and aviation industry.

**Vision Statement**

Our vision is to create clearly defined pathways into aviation and aerospace careers for all students creating a diverse pipeline of future industry leaders. AAHS will be located at the Southern Museum of Flight campus in the heart of the East Lake neighborhood serving approximately 520 students grades 9-12 at full capacity. The school will begin with a founding Freshman class of 125 “Young Aviation Professionals.

**Letter from the AAHS Board Chairman to Employees- Page 1**

**Members of the AAHS Board- Page 2-3**

**Purpose of Employee Manual- Page 4**

The purpose of the Alabama Aerospace and Aviation High School Employee Manual is to provide employees with general information and specific policies which relate to employment. The Human Resource Services staff values employee feedback and input. Please contact Human Resources at Phone Number, or email address,regarding the content of this Manual or to make suggestions for the next revision.

**Employee Handbook Disclaimer Statements**

The Alabama Aerospace and Aviation High School Employee Manual is provided as a guide and is not meant to create, nor should it be construed as creating, a contract of employment. Alabama Aerospace and Aviation High School reserves the right to make changes to the policies, procedures and other statements made in the Employee Manual. Organizational needs, charter, federal, and state law are constantly in flux and may require portions of the handbook to be rewritten.

**Equal Opportunity**

Alabama Aerospace and Aviation High School affirms adherence to equal access / equal opportunity in accordance with all relevant state and federal laws, rules, and regulations. Discrimination on the basis of race, national origin, sex, age, veteran status, disability, or marital status against a student or employee is strictly prohibited. The Equal Opportunity supervisor responsible for compliance is Name; he/she may be contacted by calling Phone Number.

**Employment Policies & Procedures- Page 5-22+**

**ABSENT WITHOUT LEAVE POLICY**

Administrative and instructional - Any member of the administrative or instructional staff who is willfully absent from duty without leave shall forfeit compensation for the time of the absence and the employee's contract shall be subject to cancellation by the Board of Directors. Any other employee who is willfully absent from duty without leave shall be subject to dismissal from employment and shall forfeit compensation for the time of the absence. If an employee fails to report for duty for three (3) consecutive working days, and is not on approved leave, the employee will be determined to have abandoned his/her position and the employee will be subject to termination.

**ALCOHOL AND DRUG-FREE WORKPLACE POLICY**

No employee of the Board of Directors shall manufacture, distribute, dispense, possess, or use on or in the workplace any drug as defined in this policy. As a condition of employment, each employee shall notify his or her supervisor of his or her conviction of any criminal drug statute for a violation occurring in the workplace no later than forty-eight (48) hours after such conviction. Any employee who violates the terms of this policy may be subject to non-renewal of his or her contract or employment or he or she may be disciplined, suspended or terminated. When an employee has a positive confirmed drug test, such action by the Board of Directors will be considered to be for cause. When a job applicant has a positive confirmed drug test, or otherwise violates the terms of this policy, the Board of Directors may refuse to hire the applicant and such refusal to hire will be considered to be for cause. The Board of Directors will not discharge, discipline, or discriminate against an employee solely upon the employee's voluntarily seeking treatment, while under the employ of the Governing Board, for a drug-related problem if there has been no communication to the employee of a demand for a drug test and the employee has not previously tested positive for drug use, employee enters an employee assistance program for drug-related problems, or an alcohol and drug rehabilitation

program. An employee's request for voluntary treatment under these conditions does not constitute reasonable suspicion for ordering a drug test.

(The intent is to allow an employee one (1) opportunity to voluntarily seek treatment for a substance abuse problem.)
A drug-free awareness program is hereby established, and is to be implemented by the Governing Board, to inform employees of the dangers of drug abuse in the workplace, of the Governing Board's policy of maintaining a drug-free workplace, of available drug counseling, rehabilitation, and assistance programs, and of the penalties to be imposed upon employees for drug abuse violations occurring in the workplace. As a part of this program, all employees and applicants for employment will be given notice of Governing Board's policy regarding the maintenance of a drug-free workplace. Except where the context otherwise requires, and as used in this policy: Drug means alcohol, including distilled spirits, wine, malt beverages and intoxicating liquors; amphetamines; cannabinoids; cocaine; phencyclidine (PCP); hallucinogens; methalqualone; opiates; barbiturates; benzodiazepines; synthetic narcotics; designer drugs; or, a metabolite of any of the substances listed herein."Initial drug test" means a sensitive, rapid, reliable procedure to identify negative and presumptive positive specimens using an immunoassay procedure or an equivalent, or a more accurate scientifically accepted method approved by the United States Food and Drug Administration or the Agency for Health Care Administration until such time as a more accurate technology becomes available in a cost-effective form. "Confirmation test, confirmed test, or confirmed drug test" means a second analytical procedure used to identify the presence of a specific drug or metabolite in a specimen. The confirmation test must be different in scientific principle from that of the initial test procedure and must be capable of providing requisite specificity, sensitivity, and quantitative accuracy. (The confirmation test for alcohol will be gas chromatography and the confirmation test for all other drugs will be gas chromatography/mass spectrometry.) "Prescription or non-prescription medication" means a drug or medication obtained pursuant to a prescription as defined by Alabama law or a medication that is authorized pursuant to Federal or State law for general distribution and use without a prescription in the treatment of human diseases, ailments or injuries. "Specimen" means tissue, hair, or a product of the human body capable of revealing the presence of drugs or their metabolites, as approved by the United States Food and Drug Administration or Agency for Health Care Administration. "Workplace" is the site of the performance of work done in connection with employment. That includes any school building or any school premises; any vehicle owned, leased, rented or used on official business by the Governing Board; and any vehicle used to transport students to and from school and school activities off school property during any school-sponsored or school activity, event or function, such as field trip or athletic event, where students are under the jurisdiction of the School. The Employee Health Care Program or a similar Board of Directors approved drug abuse assistance or rehabilitation program. The Board of Directors will communicate to the employee prior to

conducting the drug test the reasons for ordering the test and will conduct drug testing in the following circumstances:

JOB APPLICANT DRUG TESTING: This drug testing will be required of all job applicants selected for employment. Refusal of the job applicant to submit to a drug test is a basis for refusal to hire any applicant for a period of six (6) months from the date of the receipt of the test results. The following will also be considered a refusal:

Failure to complete and sign testing form(s), to provide an adequate specimen, or otherwise to cooperate with the testing process in a way that prevents the completion of the test will be considered a refusal to test and will be deemed a positive test result. Any attempt to alter a specimen or provide a specimen that is altered will also be considered a refusal to test and will be deemed a positive test result. Any obstruction to, or lack of cooperation with, the testing process will be considered a refusal to test and deemed a positive test result.

Failure or refusal to be available for testing within twenty-four (24) hours may be deemed a refusal to submit to testing and is a basis for refusal to hire an applicant for a period of six (6) months from the date of the refusal.

Special consideration will be given when there is a complication with the test results, because of special medical condition. The information for Special Handling Collection will be provided when the applicant signs the drug referral form.

REASONABLE SUSPICION DRUG TESTING: This drug testing is based on a belief that an employee is using or has used drugs in violation of the Governing Board's policy drawn from specific objective and articulable facts and reasonable inferences drawn from those facts in light of experience. Among other things, such facts and inferences may be based upon:

Observable phenomena while at work, such as direct observation of drug use or the physical symptoms or manifestations of being under the influence of a drug.

Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance.

A report of drug use in the workplace, provided by a reliable and credible source.

Evidence that an individual has tampered with a drug test during his employment with the Governing Board.

Evidence that an employee has caused or contributed to an accident while at work.

Evidence that an employee has used, possessed, sold, solicited, or transferred drugs while working or while on any Board of Directors premises or while operating a Board of Directors vehicle, machinery or equipment.

FITNESS FOR DUTY DRUG TESTING: The Board of Directors will require an employee to submit to a drug test if the test is conducted as part of a routinely scheduled employee fitness for duty medical examination that is part of or becomes part of the Governing Board's established policy or that is scheduled routinely for all members of an employment classification or group.

FOLLOW-UP DRUG TESTING: This type of test will be required if the employee, in the course of employment, enters an employee assistance drug-related programs or an alcohol or drug rehabilitation program, unless the employee voluntarily entered the program. Such an employee will be required to submit to a drug test, as a follow-up to such a program on a quarterly, annual or semi-annual basis for up to two (2) years thereafter. No advance notice of the follow-up testing date will be given to the employee. The following procedures shall apply to drug testing under this policy:

Samples shall be collected with due regard for the privacy of the individual providing the sample, and in a manner reasonably calculated to prevent substitution or contamination of the sample.

Specimen collection shall be documented and the documentation procedures shall include:

- o Labeling specimen containers so as to reasonably preclude the likelihood of erroneous identification of test results; and,

- o A form for the employee or job applicant to provide any information he may feel is relevant to the test. Such information may include currently or recently used prescription or non-prescription medication or any other relevant medical information. The form must provide notice of the most common medications by brand name or common name, as applicable, as well as by chemical name, which may alter or affect a drug test. Providing such information shall not preclude the administration of a drug test, but shall be taken into account in interpreting any positive results.

- o Specimen collection, storage and transportation to the testing site shall be performed in a manner in which will reasonably preclude specimen contamination or adulteration.

o The Board of Directors will use a certified medical review officer (include name and address, telephone number in your policy). The MRO will be responsible for: Interpreting the drug test results.Contacting the employee if the initial drug test is positive. The MRO will contact the donor who has a positive test result before reporting the results of the test to the employer. Within 5 days of notification of the positive test result, the applicant/employee will have an opportunity to discuss the results and to submit documentation of any prescriptions relevant to the test results. The applicant/employee is responsible for providing all necessary documentation to the MRO within the 5-day period after notification of the test results. The MRO determines there is a legitimate explanation for the test result showing positive (i.e.,legal use of prescription or prescription medication), as determined by the MRO, the MRO will report the test result as negative to the Governing Board. The MRO cannot be an employee of the testing laboratory. If the MRO is unable to contact an applicant/employee who tested positive within 3 working days of receipt of the test results from the laboratory, the MRO will contact the Board of Directors and request the Board of Directors to direct the applicant/employee to contact the MRO. If the applicant/employee fails to contact the MRO within 2 working days from the MRP's request to the Governing Board, the MRO will verify the test as positive.

o Each initial and confirmation test, not including the taking or collecting of a specimen to be tested, shall be conducted by a licensed laboratory.

o Specimens for drug testing may be collected or taken by any of the following persons: A physician, a physician's assistant, a registered professional nurse, a licensed practical nurse, or a nurse practitioner. A certified paramedic who is present at the scene of an accident for the purpose of rendering emergency medical services or treatment.A qualified person employed by a licensed laboratory who has the necessary training and skills for the assigned tasks.

A person who collects or takes a specimen for a drug test will collect an amount sufficient for two drug tests as determined by the Agency for Health Care Administration.
A drug test may be conducted at any reasonable time during the employee's work day.
Every specimen that produces a positive test result must be preserved by the licensed or certified laboratory that conducted the test for a period of at least 210 days after the result of the test was mailed or otherwise delivered to the MRO. If the employee or job applicant challenges the test result, the laboratory is to retain the sample until the case is settled.
The employee or job applicant has 180 days after receiving written notification of a positive test result, and to have the sample retested at his or her expense at another laboratory that is

licensed and approved by the Agency for Health Care Administration chosen by the employee or job applicant. Within five (5) working days of the receipt of a positive confirmed test result from the MRO, the Board of Directors or designee will inform the employee in writing of such positive test result, the consequences of such results, and the options available to the employee or job applicant. The Board of Directors will provide to the employee or the job applicant, upon request, a copy of the test results. Within five (5) working days after receiving notice of a positive confirmed test result, the employee or job applicant may submit information to the Board of Directors explaining or contesting the test results and why the results do not constitute a violation of the Governing Board's policy.

If an employee's or job applicant's explanation or challenge of the positive test results is unsatisfactory to the Governing Board, within fifteen (15) days of receipt of the explanation or challenge, the Board of Directors shall issue to the employee or job applicant a written explanation as to why the employee's or applicant's explanation is unsatisfactory, along with a report of positive results, and all such documentation shall be kept confidential by the Board of Directors pursuant to the confidentiality section of this policy and shall be retained by the Board of Directors for at least one year. The Board of Directors may not discharge, discipline, refuse to hire, discriminate against, or request or require rehabilitation of an employee or job applicant on the sole basis of a positive test result that has not been verified by a confirmation test and by a Medical Review Officer. If an initial drug test is negative, the Board of Directors may, at its sole discretion, seek a confirmation test, to be conducted by licensed or certified laboratories as described elsewhere in this policy.

All positive initial tests shall be confirmed by the MRO by using gas chromatography/mass spectrometry (GC/MS) or an equivalent or more accurate scientifically accepted method approved by the Agency for Health Care Administration or the United States Food and Drug Administration as such technology becomes available in a cost-effective form.
If an employee has a confirmed-positive test result for an alcohol level or an unlawful drug or substance, the employee may be subject to disciplinary action up to and including termination of employment, consistent with the applicable collective bargaining agreement, if applicable.
If testing is conducted based on reasonable suspicion, within seven (7) days after testing of an employee has been completed, the Board of Directors will promptly detail, in writing, the circumstances which formed the basis of the determination that reasonable suspicion existed to warrant the testing. A copy of this documentation shall be given to the employee upon request, and the original documentation shall be kept confidential by the Board of Directors pursuant to the confidentiality provisions of this policy and retained by the Board of Directors for at least one Year. When an employee refuses to submit to a drug test, the Board of Directors authorizes the Principal or designee to take appropriate action including, but not limited to, disciplinary action up to and including dismissal from employment with the Board of Directors of that employee.

There is no physician/patient relationship created between an employee or job applicant and the Board of Directors or any person performing or evaluating a drug test solely by the establishment, implementation, or administration of this drug testing program. Nothing in this policy shall be construed to prevent the Board of Directors from establishing reasonable work rules related to an employee's possession, sale or solicitation of drugs, including convictions for drug-related offenses, and taking action based upon any violation of those rules. Nothing in this policy will be construed to prohibit the Board of Directors from conducting medical screening or other tests required by any statute, rule, or regulation for the purpose of monitoring exposure of employees to toxic or other unhealthy substances in the workplace or in performance of job responsibilities. Such screening tests shall be limited to the specific substances expressly identified in the applicable statute rules or regulations, unless prior written consent of the employee is obtained for other tests. Special categories of employees, primarily transportation employees, may be subject to separate and/or additional policies.

**APPROVAL OF LEAVES POLICY**

All requests for leave shall be submitted on the proper form and shall be approved either by the Board of Directors or the Principal as provided herein:

The following types of leave require approval of the Governing Board:

- Any compensated leave in excess of ten (10) consecutive days
- Extended Illness Leave or Disability Leave including Maternity Leave in excess of ten (10)
- consecutive unpaid days
- Military Leave in excess of seventeen (17) days
- Personal Leave in excess of ten (10) consecutive unpaid days
- Illness or Injury in Line-of-Duty Leave in excess of ten (10) days
- Leave to seek political office
- Professional Leave in excess of ten (10) days
- Sabbatical Leave
- Family and Medical Leave
- The Principal is authorized to grant the following types of leave:
- Sick Leave or unpaid sick leave not to exceed ten (10) days
- Personal Leave not in excess of ten (10) days
- Personal Leave chargeable to sick leave
- Annual Leave
- Professional Leave not to exceed ten (10) days

- Jury Duty assignment
- Military Leave not to exceed seventeen (17) days
- Witness Duty absence
- Temporary Duty

**CERTIFICATION OF INSTRUCTIONAL PERSONNEL**

Certification of instructional personnel is handled through the CEO/Head of School and Governing Board. A valid Educator's Certificate is required for all teachers. Exceptions may be granted to highly-skilled individuals teaching specialized courses. Each instructional employee must secure and update his or her certificate. Newly-hired teachers, teachers who have a change in their certification status, and teachers who have renewed their special certificates must file their valid certificates and their official transcripts of credits with the Human Resource staff.

**CHANGE OF NAME AND/OR ADDRESS**

Changes in personal information – such as name, address and phone number – must be reported to Human Resources staff. Human Resource staff is the only department authorized to access employee personal information. Name changes must be handled through your HR staff. Please email the appropriate HR staff for more information regarding the process to complete a name change.

**CIVILITY POLICY**

Employees of AAHS will treat parents and other members of the public with respect and expect the same in return. The Board of Directors must keep schools and administrative offices free from disruptions and prevent unauthorized persons from entering school grounds.Accordingly, this policy promotes civility, mutual respect, and orderly conduct among employees, parents, and the public. It is not the intent of this policy to deprive anyone of his or her right to freedom of expression. Rather, we seek to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for our students and staff. In the interest of promoting teachers and other employees as positive role models, we encourage positive communication and discourage volatile, hostile, or aggressive actions. This school seeks public cooperation with this endeavor. Disruptive Individual Must Leave School Grounds. Any individual who:

(1) disrupts or threatens to disrupt school/office operations;
(2) threatens to or attempts to do or does physical harm to school personnel, students or others lawfully on school or Board of Directors premises;

(3) threatens the health and safety
of school personnel, students, or others lawfully on school or school premises;
(4) intentionally causes
damage to school or school property, or property of others lawfully on school or school premises;
(5) uses loud and/or offensive language; or
(6) has without authorization come on school or school premises will be directed to leave school or school property promptly by the school's principal or designee, or any school administrator. If the person refuses to leave the premises as directed, the administrator or other authorized personnel shall seek the assistance of law enforcement and request that law enforcement take such action as is deemed necessary. Directions to Staff in Dealing with Abusive Individual. If any member of the public uses obscenities or speaks in a demanding, loud, insulting, and/or demeaning manner, the administrator or employee to whom the remarks are directed will calmly and politely warn the speaker to communicate civilly. If the abusive individual does not stop the behavior, the employee will verbally notify the abusing individual that the meeting, conference, or telephone conversation is terminated; and, if the meeting or conference is on school or school premises, the employee shall direct the abusive individual to leave promptly. If the person refuses to leave the premises as directed, an administrator or other authorized personnel shall seek the assistance of law enforcement and request that law enforcement take such action as is deemed necessary.

**CODE OF ETHICS POLICY**

An effective educational program requires the services of men and women of integrity, high ideals, and human understanding. Members of the Board, Instructional Personnel and School Administrators, and all other employees, regardless of their position, collective bargaining status or role, because of their dual roles as public servants and educators, are bound by this policy. All employees acknowledge receipt of this policy, which is designed to create a culture of honesty and integrity that will help AAHS meet the goal of providing a safe environment and high quality education to all of the students. The purpose of this policy is to promote the highest level of ethical conduct on the part of all employees associated with AAHS to ensure the highest public confidence in the impartiality and independent judgment of all employees and to provide guidance concerning ethics-related matters. All Instructional Personnel and School Administrators shall adhere to the Code of Ethics. All Administrative, instructional, and non-instructional personnel shall familiarize themselves with the Code of Ethics for Public Officers and Employees. All employees shall abide by the Code at all times, and shall be held to the standards of the Code in all matters related to their employment with AAHS. No employee shall engage in conduct unbecoming of an employee of AAHS that brings the school into

disrepute or that disrupts the orderly processes of the school. All Instructional Personnel and School Administrators shall adhere to the principles enumerated above and shall be required to complete training on the standards established herein. All employees are required to report employee misconduct and known or suspected violations of Board policy to the Principal. In the event an employee is directed by a supervisor to perform any act that will result in a violation of Board policy, the employee is hereby directed to ignore any such requests and report the requested to the Board.

**DATA NETWORK ACCEPTABLE USE POLICY**

The data network systems of the school are available for employees and students in order to provide them with access to the computing resources which serve public education. All personnel having authorization to use the computer network will have access to a variety of information. Some material on the network might not be considered to be of educational value in the context of the school setting. In addition, some material, individual contacts or communications may not be suitable for school-aged children. The school views information retrieval from the network in the same capacity as information retrieval from reference materials identified by schools. Specifically, the Schools supports those which will enhance the research and inquiry of the learner with directed guidance from faculty and staff. Each student's access to use of the network will be under staff direction and monitored as a regular instructional activity. The School notices shall be conspicuously posted electronically or as hard copies that state the following: Users of the data network system of the Alabama Aerospace and Aviation High School are responsible for their activity on the network. The School has developed a data network acceptable use policy. All users of the computer networks are bound by that policy. Any violation of the policy will result in the suspension of access privileges or other disciplinary action, including student expulsion and employee dismissal. The use of computer networks shall be consistent with the mission, goals, policies, and priorities of the School. Successful participation in computer networks requires that its users regard it as a shared resource and that members conduct themselves in a responsible, ethical, and legal manner while using the computer networks. Any use of computer networks for illegal, inappropriate, or obscene purposes, or in support of such activities, will not be tolerated. The following are examples of unacceptable use of telecommunications resources.

Users must not:

- Send or display offensive messages or pictures.
- Use obscene or abusive language.
- Harass, insult, or attack others.
- Damage computers, computer systems, or computer networks.

- Violate copyright law or plagiarize.
- Share accounts or passwords.
- Leave computer unattended while logged on.
- Use for private, commercial or illegal purposes.
- Use for anonymous communications.
- Circumvent security measures on school or remote computers or networks.
- Post personal information about yourself or others.
- Agree to meet with anyone you have met on-line.
- Intentionally waste limited resources.

Failure to adhere to this policy may result in suspending or revoking the offender's privilege of access to computer networks and other disciplinary action up to and including termination of the employee or expulsion in the case of a student. Any student shall be exempt from instruction or use requiring accessing computer networks upon request in writing from the parents or guardians to the principal. The request for exemption shall expire at the end of each school year. It shall be the responsibility of the parent or guardian to renew the request yearly.

**DISCRIMINATION PROHIBITED POLICY**

No person shall, on the basis of race, color, religion, sex, age, national or ethnic origin, marital status, qualified handicap or disability, or social or family background be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, or in any employment conditions or practices conducted by this School, except as provided by law. The Board of Directors shall admit students to the school and program without regard to race, color, religion, sex, age, national or ethnic origin, marital status, qualified handicap or disability, or social and family background.

**EDUCATIONAL PARAPROFESSIONALS AND INSTRUCTIONAL ASSISTANTS POLICY**

Teacher assistants and paraprofessionals are persons assigned by the Board to assist instructional staff members in performing his/her instructional or professional duties or responsibilities. A paraprofessional has additional responsibilities consistent with the requirements of any applicable laws. The conditions of employment of a teacher assistant or paraprofessional shall be governed by Board policy and shall include the following:

A teacher assistant shall have a high school diploma or hold a high school equivalency diploma issued pursuant to State Board of Education rules.

A paraprofessional shall meet one of the following requirements:
o Hold an associate's or higher degree.
o Two (2) years of study at an institution of higher education (60 hours), or
o A rigorous state or local assessment of knowledge of and the ability to assist in instruction in reading, writing, and mathematics or reading readiness, writing readiness, or mathematics readiness.
o Be at least eighteen (18) years of age.
o Present a complete set of fingerprints taken by a law enforcement agency or properly trained School personnel and the appropriate processing fee. The fingerprints shall be acceptable for processing by the Alabama Department of Law Enforcement and the Federal Bureau of Investigation. The Department of Personnel shall initiate a records check by the two (2) agencies.
o A pre-employment drug test shall be required of all non-instructional applicants recommended for hire.

The principal shall assure that the teacher assistant or paraprofessional assigned to the school possesses a clear understanding of state and school rules relating to his or her responsibilities and to the safety, welfare, and health of students. It shall be the principal and the instructional staff member's responsibility to ascertain that a teacher assistant or paraprofessional possesses the necessary knowledge about rules to perform duties of a special nature in a proper and reasonable manner. It shall be the principal's responsibility to assure the Board that each teacher assistant or paraprofessional possesses a clear understanding of all state and school instructional practices and rules relevant to his or her responsibilities if he/she is expected to assist a teacher in promoting learning activities. When a teacher assistant is assigned duties requiring knowledge of instructional practices and policies or providing prescribed physical care for students of a specialized nature, it is the instructional staff member's responsibility to ascertain in advance whether the teacher assistant possesses the necessary knowledge and skills. The teacher assistant or paraprofessional shall complete a period of supervised practice when assigned to a new instructional staff member or assigned a type of duty which he/she has not previously performed. The length of such supervised practice may vary depending upon previous experiences of the teacher assistant or paraprofessional. A record shall be maintained in the school to show the length, nature, and inclusive dates of each supervised practice assignment for each teacher assistant or paraprofessional. A teacher assistant or paraprofessional shall not perform any of the following:

Establish instructional objectives;
Render decisions regarding the relevancy of certain activities or procedures to achieve instructional objectives;

Make decisions regarding the appropriateness of training materials for accomplishing instructional objectives;
and, Evaluate a student's attainment of instructional objectives unless clear and objective criteria such as a specific achievement standard on an objective test are defined.

The principal and instructional staff members who are assigned teacher assistants or paraprofessionals personnel shall be responsible for assigning duties which are consistent with State Board of Education rules, Board of Directors rules and other controlling regulations.

**EMPLOYEE DISCIPLINE PLAN POLICY**

To Be Determined by AAHS's Board of Directors

**EMPLOYMENT DEFINED POLICY**

Full-time. A regular full-time employee is a person who is employed for the school term or for the school fiscal year to render the minimum number of hours each day as established by the Board for that position or job. Part-time. A part-time employee is a person who is employed to render less than the number of hours each day as established by the Board for a regular full-time employee. Temporary. A temporary employee is a person whose employment is expected to be for a limited time to fill a vacancy for which a permanent employee is not available or to perform some work of a temporary nature. Such employment will cease at the close of the school term or school fiscal year or when the temporary work has been completed. A temporary employee may be a part-time or a full-time employee.

**EMPLOYMENT OF PERSONNEL POLICY**

All personnel shall be appointed or re-appointed as prescribed by Board of Directors rules.
The Principal is directed to develop appropriate employment procedures governing the recruitment, selection, appointment and employment of all personnel consistent with Board of Directors rules.

**FINGERPRINTING AND BACKGROUND SCREENING POLICY**

To Be Determined by AAHS's Board of Directors

**IDENTIFYING & REPORTING PROFESSIONAL MISCONDUCT**

To Be Determined by AAHS's Board of Directors

**INJURIES – WORK-RELATED**

Employees should immediately report all work-related injuries to their supervisor. State law requires injuries to be reported in writing (First Notice of Injury). Minor First Aid Treatment – First aid kits are kept in the front office and in the employee lounge. If an employee sustains an injury or is involved in an accident requiring minor first aid treatment: Inform the supervisor. Administer first aid treatment to the injury or wound. If a first aid kit is used, indicate usage on the accident investigation report. Access to a first aid kit is not intended to be a substitute for medical attention. Provide details for the completion of the accident investigation report.
Non-Emergency Medical Treatment – Management must first authorize treatment for non-emergency work-related injuries requiring professional medical assistance. If an employee sustains an injury requiring treatment other than first aid:
Inform the supervisor
Proceed to the posted medical facility. Supervisors will assist with transportation, if necessary.
Provide details for the completion of the accident investigation report.
Emergency Medical Treatment – If an employee sustains a severe injury requiring emergency treatment:
Call for help and seek assistance from a co-worker.
Use the emergency telephone numbers and instructions posted next to the telephone in your work area to request assistance and transportation to the local hospital emergency room.
Provide details for the completion of the accident investigation report.

**GUIDELINES FOR EMPLOYEE USE OF SOCIAL MEDIA NETWORKS**

To Be Determined by AAHS's Board of Directors

**GRIEVANCE PROCEDURE FOR PERSONNEL POLICY**

The Board of Directors and CEO/Head of School shall strive to maintain good morale among its employees and, as problems arise, shall encourage all individuals concerned to make sincere efforts in working toward constructive solutions of problems in a courteous and cooperative atmosphere. When a Board employee voices a complaint, every effort shall be made to informally arrive at a satisfactory resolution of the problem, while maintaining confidentiality to the extent possible. Formal procedures as provided herein shall be used if informal procedures do not produce a satisfactory resolution of the employee's problem. The provisions herein shall

not prohibit any employee from contacting any Board member, the Principal, or both about any school problem of the employee. This grievance procedure is separate and has no relation to any grievance procedure which may be contained in any bargaining agreement between the Board and the recognized collective bargaining unit(s). A complaint shall be defined as a claim by a Board employee of unfair or inequitable treatment by reason of an act or condition which is contrary to established Board rules, procedures, or regulations.

A Board employee who has a complaint shall contact his/her immediate administrative supervisor and explain the complaint and desired action to relieve the situation. If the complaint is against the employee's immediate supervisor, then the employee should contact the appropriate Human Resources staff. If the complaint is not resolved, the employee shall take the following steps:

Write a letter to the immediate administrative supervisor explaining the grievance. The immediate administrative supervisor shall have two (2) working days in which to provide a written response to the employee.
Make an appointment with the Principal to discuss the problem when the difference is not reconciled.

Contact the Board for a conference when the complaint cannot be resolved. If the conference with the Principal does not result in the employee's satisfaction, the Principal shall refer the matter to the complaint committee for study and a recommendation.
Confidentiality and protection from retaliation will be provided to the extent possible to any employee,student, applicant or affected party who alleges discrimination or harassment.

**MAINFRAME DATA NETWORK ACCEPTABLE USE POLICY**

To Be Determined by AAHS's Board of Directors

**NEPOTISM POLICY**

An employee may not be recommended for employment or be supervised by a close relative. Close relatives are defined as mother, father, son, daughter, brother, sister and spouse and in-laws of the employee.

## NOTIFICATION OF ABSENCE POLICY

An employee who is absent from duty for any reason shall notify the principal or his/her immediate supervisor as early as possible. Such notification shall be given in advance unless conditions beyond the control of the employee make such advance notification impossible.
A principal shall notify a Board representative when he/she plans to be away from school. The principal shall designate a responsible member of the administrative or instructional staff to be in charge during his/her absence. Where possible, the name of the person to be in charge of the school when the principal is absent shall be submitted to the Board each year.

## PROBATIONARY STATUS FOR INSTRUCTIONAL PERSONNEL

To Be Determined by AAHS's Board of Directors

## PROBATIONARY STATUS FOR NON-INSTRUCTIONAL (BARGAINING and NON-BARGAINING) PERSONNEL

To Be Determined by AAHS's Board of Directors

## PROFESSIONAL DEVELOPMENT

AAHS, through a comprehensive professional development system, provides all personnel with in-service opportunities that lead directly to the improvement of student achievement and promote a climate of self-renewal for all. This In-service Plan is one element of a comprehensive system designed to enhance classroom instructional practices and job skills to improve student performance. The intent of the In-service Plan is to achieve national, state, and local goals through the provision of a framework for professional growth in
the knowledge, attitudes, skills, attributes, and behaviors of all employees. Through the application of this continuous improvement model, AAHS's students benefit from a safe, technology rich environment and effective instruction that meets their needs. In-service opportunities are developed in response to the school strategic plan, school improvement plans, an annual professional development survey, professional development evaluations, and individual professional development plans.

## PUBLIC INFORMATION AND INSPECTION OF RECORDS POLICY

To Be Determined by AAHS's Board of Directors

**PUBLIC RECORDS – EMPLOYEE EXEMPTION**

To Be Determined by AAHS's Board of Directors

**RESIGNATIONS – POLICY 6.52 38**

To Be Determined by AAHS's Board of Directors

**SAFETY COMMITTEE**

Workplace Safety Committee Organization
A workplace safety committee will be established at each school/worksite to recommend improvements to our workplace safety program and to identify corrective measures needed to eliminate or control recognized safety and health hazards. The safety committee consists of the following:

- Workplace Safety Program Coordinator: School – Principal or his/her designee
- Worksite: Management Team Member
- Supervisory Employee Members: Two members of the supervisory team
- Non-Supervisory Employee Members: Three members of the non-supervisory team responsibilities

The workplace safety committee shall determine the schedule for evaluating the effectiveness of control measures used to protect employees from safety and health hazards in the workplace. The workplace safety committee will be responsible for assisting management in reviewing and updating workplace safety rules based on accident investigation findings, any inspection findings and employee reports of unsafe conditions or work practices; and accepting and addressing anonymous complaints and suggestions from employees. The workplace safety committee will be responsible for assisting management in updating the workplace safety program by evaluating employee injury and accident records, identifying trends and patterns and formulating corrective measures to prevent recurrence. The workplace safety committee will be responsible for assisting management in evaluating employee accident and illness prevention programs, and promoting safety and health awareness and coworker participation

through continuous improvements to the workplace safety program. Workplace safety committee members will participate in safety training and be responsible for assisting management in monitoring workplace safety education and training to ensure that it is in place, that it is effective and that it is documented.
Meeting Workplace safety committee meetings will be held quarterly and more often if needed. The Workplace Safety Program Coordinator will post the minutes of each meeting within one week after each meeting.

(A copy of the minutes must be sent to the Risk Management office).

**SOCIAL SECURITY NUMBERS POLICY**

To Be Determined by AAHS's Board of Directors

**SOCIAL SECURITY NUMBERS – NOTICE OF USE**

To Be Determined by AAHS's Board of Directors

**COMPENSATION COMPENSATORY TIME**

To Be Determined by AAHS's Board of Directors

**DIRECT DEPOSIT**

To Be Determined by AAHS's Board of Directors

**OVERTIME**

To Be Determined by AAHS's Board of Directors

**SCHEDULE OF PAYROLL**

To Be Determined by AAHS's Board of Directors

**WAGES / SALARY**

To Be Determined by AAHS's Board of Directors

**YEAR OF SERVICE DEFINED FOR ADMINISTRATIVE AND INSTRUCTIONAL PERSONNEL POLICY**

To Be Determined by AAHS's Board of Directors

**BENEFITS**

**403(b) INVESTMENT PLAN**

To Be Determined by AAHS's Board of Directors

**Board of Directors Provided Benefits**

**HEALTH INSURANCE**

To Be Determined by AAHS's Board of Directors

**HEALTH INSURANCE – STEPS TO FOLLOW TO ENSURE COVERAGE**

To Be Determined by AAHS's Board of Directors

**LIFE INSURANCE**

To Be Determined by AAHS's Board of Directors

**DENTAL PLAN**

To Be Determined by AAHS's Board of Directors

**VISION CARE**

To Be Determined by AAHS's Board of Directors

**FLEXIBLE SPENDING ACCOUNT (FSA)**

To Be Determined by AAHS's Board of Directors

**EMPLOYEE ASSISTANCE PROGRAM (EAP)**

To Be Determined by AAHS's Board of Directors

**ANNUAL / VACATION LEAVE**

To Be Determined by AAHS's Board of Directors

**FAMILY AND MEDICAL LEAVE (FMLA) POLICY**

In compliance with the Family and Medical Leave Act of 1993 (FMLA), eligible full-time school employees, i.e. school employees who have been employed by the Board for at least 12 months (the 12 months referenced need not be consecutive, but special eligibility rules may apply where an employee has had a break in service), and who have worked at least 1,250 hours within the 12 months preceding the application for FMLA Leave, may be entitled to take up to twelve (12) weeks unpaid leave a year for the following reasons:

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- The birth of the employee's child;
- The placement of a child with the employee for adoption or foster care;
- To care for the employee's spouse, child or parent who has a serious health condition; or,
- A serious health condition rendering the employee unable to perform his/her job.

*Military Active Duty and Military Caregiver Leave Active Duty Leave*

Eligible employees are entitled to take up to twelve (12) weeks of unpaid leave per year because of any qualifying exigency arising out of the fact that an employee's spouse, son, daughter or parent is a member of the Reserves, National Guard, and certain retired members of the Armed Forces is called to active duty status by the Federal government, or has been notified of an impending call to active duty status in support of a contingency operation. The Board of Directors may require certification of the covered military service member's active duty orders or other certification of a qualifying exigency. Qualifying exigencies for such leave may include:

- Short-notice deployment;
- Military events and activities;
- Childcare and school activities;
- Financial and legal arrangements;
- Counseling;
- Rest and recuperation; or
- Post-deployment activities.

*Military Caregiver Leave*

Eligible employees may also qualify for Military Caregiver Leave to care for a covered military service member with a serious injury or illness. Military caregiver leave allows an eligible employee who is the spouse, son, daughter, parent or next of kin of a covered service member to take up to 26 workweeks of leave during a 12-month period to care for the service member. Employees are to provide at least 30 days' notice of their need to take FMLA leave, Active Duty Leave, or Military Caregiver Leave, if the leave is foreseeable. Medical certification that the leave is needed is required for the employee's own serious health condition or that of a family member or service member. During the FMLA leave, the Board of Directors will continue the employee's health insurance under the same conditions as if the employee were working. However, while on leave, benefits do not continue to accrue or accumulate, but will remain at status quo until the employee returns from leave. Upon returning from leave, the employee will be restored to the same or equivalent position with equivalent pay, benefits, and other terms and conditions of employment. The Board of Directors may require employees to use accrued sick time, sick bank time, vacation time, paid or unpaid leave or any combination concurrently with the employee's FMLA leave. The Board of Directors may, at its own discretion, designate any other type of leave as "FMLA Leave" under this policy, if the Board of Directors becomes aware of any such leave an employee is taking that would qualify as FMLA leave, regardless of whether the employee has requested FMLA leave. Any issues regarding this policy or FMLA eligibility, definitions or interpretation of the FMLA policy or FMLA leave will be interpreted

consistent with the FMLA, Federal Law and regulations. Any questions regarding this policy or FMLA leave shall be directed to the Employee Relations Department.

**ILLNESS OR INJURY IN LINE-OF-DUTY LEAVE POLICY**

To Be Determined by AAHS's Board of Directors

**JURY / WITNESS DUTY POLICY**

To Be Determined by AAHS's Board of Directors

**MILITARY LEAVE POLICY**

To Be Determined by AAHS's Board of Directors

**PERSONAL LEAVE POLICY**

Personal Leave is chargeable to sick leave. Employees may be allowed five (5) days paid leave for personal reasons each year to be charged against accrued sick leave. Such leave shall be non-cumulative and any request for such leave shall be approved, in advance, by the Principal. Unpaid Personal Leave. Employees shall make written application for such leave without compensation. Personal leave shall terminate at the end of the contractual period. Non-instructional staff shall not be eligible for extended leave without pay until they have three (3) or more years of continuous service. The three (3) year requirement may be waived in extenuating circumstances as recommended by the Principal and approved by the Board. Maternity leave and Domestic/Sexual Violence leave are exempt from the three (3) year provision. Extended leave shall not exceed the current year, except that military leave shall be granted for a longer period as necessary for the completion of active duty.mPersonal leave may be granted at the discretion of the Board of Directors as hereinafter provided:

- Leave for child rearing (for natural or adoptive child)
- Leave for childbearing or adoption
- Leave for victim of domestic/sexual violence or a family or household member has been a victim

- of domestic/sexual violence
- Leave for political campaigning (maximum thirty (30) calendar days prior to the election)

Return from leave is contingent on there being a vacant position in the system which the employee is qualified to fill. Requests for extended leave to take another position for salary shall be denied.

**SICK LEAVE POLICY**

To Be Determined by AAHS's Board of Directors

**SICK LEAVE BANK POLICY**

To Be Determined by AAHS's Board of Directors

**UNPAID LEAVE-IMPACT ON BENEFITS**

To Be Determined by AAHS's Board of Directors

**RETIREMENT POLICY**

Any employee who plans to retire shall concurrently submit his/her resignation to the AAHS Board of Directors and his/her application to the retirement system for retirement benefits. Employees are encouraged to submit the resignation and application form at least ninety (90) days in advance of the retirement date to ensure the retirement check is issued the month following the last month of service with the AAHS Governing Board.

**Acknowledgment**

I hereby acknowledge receipt of the Alabama Aerospace and Aviation High School (AAHS) Employee Manual. If I have any questions, I should contact Human Resource staff. I understand the employee manual is not an employment contract, but does provide some the employment policies and procedures of AAHS. I agree to comply with the guidelines, policies and procedures of AAHS. I hereby acknowledge receipt of the AAHS Governing Board's Drug-Free Workplace Policy. I understand that the name, address and telephone number of the employee assistance program is available to me by contacting the Human Resources staff. I hereby acknowledge receipt of the AAHS Governing Board's Code of Ethics Policy. I hereby acknowledge receipt of AAHS Governing Board, Violation of State and/or Federal laws which outlines the Self-Reporting of Arrests and Convictions by all employees. I understand that I shall self-report to my immediate supervisor and to the Principal's office within forty-eight (48) Hours:

- o Any arrest/charges involving the abuse of a child or the sale and/or possession of a controlled substance or any disqualifying offense.
- o Any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering a plea of guilty or Nolo Contendere for any criminal offense other than a minor traffic violation.
- o Any employee in violation of the reporting requirements may be subject to disciplinary action by the AAHS Board of Directors up to or including dismissal.

This manual is subject to change without notice. It is understood that changes in procedure will supersede or eliminate those found in this manual and I will be notified of such changes through normal communication channels.

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Employee Name (Please print)

AEROSPACE & AVIATION HIGH SCHOOL

HIGH SCHOOL

_____ _____

Employee Signature Date

Please send completed form to Human Resources Staff