

Employee Handbook

2026-2027



FREEDOM
P R E P A C A D E M Y

TABLE OF CONTENTS

Equal Employment Opportunity	4
At Will Employment	4
Employee Classifications	5
Organizational Structure.....	5
Code of Ethics Policy	7
Misconduct and Discipline Policy.....	7
Discipline Action Policy.....	8
Alcohol, Drug and Tobacco-Free Workplace Policy.....	10
Pay Provision/Pay Periods.....	11
Retirement Benefits	12
Paid Time Off Policy (PTO).....	12
Bereavement	12
Postpartum Recovery Leave	13
Leave of Absence (FMLA).....	13
Conference Attendance Policy	14
Jury Duty	15
Travel Policy.....	15
Expense Policy	15
Ownership of Intellectual Property.....	15
Employee Dress Code Policy	16
Classroom Conduct Policy	17
Classroom Safety and Security.....	17
Cellphones	18
FPA Property	18
Classroom Care and Appearance.....	19
Classroom Windows and Personal Property.....	19
Safety and Accidents	19
Communications Monitoring Policy.....	20
Personal and School Use of Social Media.....	20
Professional Duties Policy.....	20
Tuition Reimbursement	21
Compensation Determination	22
Conflict of Interest and Time Policy	22
Harassment Policy	23
Sexual Harassment Policy	24
Confidential Information Policy.....	26
Accommodations for Employees with Disabilities Policy	27
Acknowledgement of Receipt.....	30

IMPORTANT NOTICE

THIS HANDBOOK IS DESIGNED TO ACQUAINT YOU with Freedom Prep Academy (“FPA”) AND PROVIDE YOU WITH INFORMATION ABOUT WORKING HERE. THE HANDBOOK IS NOT ALL-INCLUSIVE BUT IS INTENDED TO PROVIDE YOU WITH A SUMMARY OF SOME OF FPA'S GUIDELINES. THIS EDITION REPLACES ALL PREVIOUSLY ISSUED EDITIONS.

EMPLOYMENT WITH FPA IS CONSIDERED AT-WILL, UNLESS YOU HAVE SIGNED A SEPARATE EMPLOYMENT CONTRACT WITH FPA. EMPLOYEES HAVE THE RIGHT TO END THEIR WORK RELATIONSHIP WITH FPA WITH OR WITHOUT ADVANCE NOTICE FOR ANY REASON. FPA HAS THE SAME RIGHT. THE LANGUAGE USED IN THIS HANDBOOK AND ANY VERBAL STATEMENTS MADE BY ADMINISTRATION ARE NOT INTENDED TO CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESS OR IMPLIED. NOR ARE THEY A GUARANTEE OF EMPLOYMENT FOR A SPECIFIC DURATION. NO REPRESENTATIVE OF FPA, OTHER THAN THE EXECUTIVE DIRECTOR OF THE ACADEMY, HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE EXECUTIVE DIRECTOR AND THE EMPLOYEE.

NO EMPLOYEE HANDBOOK CAN ANTICIPATE EVERY CIRCUMSTANCE OR QUESTION. AFTER READING THE HANDBOOK, IF YOU HAVE QUESTIONS PLEASE TALK WITH YOUR IMMEDIATE SUPERVISOR. ALSO, THE NEED MAY ARISE TO CHANGE THE GUIDELINES DESCRIBED IN THIS HANDBOOK AND FPA THEREFORE RESERVES THE RIGHT TO INTERPRET OR CHANGE THEM WITHOUT PRIOR NOTICE.

The policies contained herein are guidelines and have been prepared by FPA to provide employees who work at FPA campuses with information covering various aspects of their employment and to answer many of the questions employees might have about their jobs. These policies are presented as a matter of information only and cannot and do not describe all circumstances and situations in which FPA employees might find themselves, nor can they or do they describe all policies and procedures that might affect the employment relationship. If at any time an employee has any questions or concerns about these policies or any other aspect of his or her employment, the employee is responsible for contacting a supervisor or the Campus Principal for clarification.

These policies supersede all prior FPA policies and procedures and all other statements or commitments, oral or written, concerning the terms and conditions of an employee's employment. FPA reserves the right to change, replace, withdraw, or deviate from any or all the following policies without prior notice.

Equal Employment Opportunity

FPA is dedicated to the principles of equal employment opportunity in any term, condition or privilege of employment. We do not discriminate against applicants or employees on the basis of age, race, sex, color, religion, national origin, disability, or any other status protected by applicable law. This prohibition includes unlawful harassment based on any of these protected classes. Unlawful harassment includes verbal or physical conduct which has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment. This policy applies to all employees, including Administrators, supervisors, co-workers, and non-employees such as customers, clients, vendors, consultants, etc. FPA prohibits retaliation against any employee for filing a complaint under this policy or for assisting in a complaint investigation. If you believe there has been a violation of our EEO or retaliation standard follow the complaint procedure under the Harassment Policy Section.

At Will Employment

Except as otherwise set forth in a fully executed employee agreement between FPA and an employee, employees are not hired for any specified term. All employment is viewed as "terminable at will" at the option of either FPA or the employee. This means that either you or FPA may terminate your employment at any time, for any reason or no reason. Any change in this employment at will policy is effective only if set forth in writing signed by the Executive Director and you.

Employee Classifications

Exempt

Teachers, counselors, administrators, supervisors, and other professional staff members paid an annual salary are exempt employees, not covered by the Fair Labor Standards Act. They do not receive overtime pay or compensatory time. They are expected to fulfill the requirements of their job regardless of hours. Teachers, counselors, and administrators are referred to as “faculty” and do not receive paid vacation time apart from school holidays and allotted PTO. Expected days of work are outlined in each person’s employment agreement.

Non Exempt

These employees are paid an hourly wage and are covered by the Fair Labor Standards Act, including compensation for overtime work, either as overtime pay or compensatory time, when they work over 40 hours per week.

Overtime

Overtime is paid if you work in excess of forty (40) hours in any workweek (Sunday thru Saturday), unless you are an exempt (salaried) employee. Paid holidays, vacations, and leaves of absence are not considered hours worked for the purpose of computing overtime. Overtime work must be authorized by Administration in writing before the overtime occurs. Working unauthorized overtime will not be tolerated.

Organizational Structure

Site Based School Staff

Freedom Preparatory Academy operates under a site-based leadership model. Each school is led by a Principal who is responsible for the day-to-day operation of the campus, including instructional leadership, student supervision, staff management, and implementation of school policies and procedures.

Teachers, instructional aides, office staff, and other school-based employees work under the supervision of their building Principal or the Principal's designee. Employees are expected to follow all lawful directives issued by their supervisors and to support the mission, vision, and goals of the school.

In the absence of the Principal, responsibility for school operations may be delegated to an Assistant Principal or other designated administrator. When necessary, executive leadership may appoint an appropriate employee to provide direction and ensure the continued operation of the school.

School Leadership and Support Staff

School leadership and support staff work under the direction of their immediate supervisor and are responsible for providing services that support student success, school operations, and instructional effectiveness.

Depending on the school and assignment, these positions may include but not limited to:

- **Assistant Principals**
- **Administrative Assistants**
- **Counselors**
- **Special Education Personnel**
- **504 Coordinators**
- **School Safety Specialist**
- **Behavior Support Staff**
- Other support personnel assigned to the school

These employees play a critical role in supporting students, families, teachers, and school administrators.

District Office Administration

District-level administrators and departments exist to support the schools, students, families, and employees of Freedom Preparatory Academy. District Office personnel provide leadership, oversight, compliance support, and operational services across the organization.

District Office departments may include but not limited to:

- Executive Administration
- Operations and Student Services
- Human Resources
- Finance and Payroll
- Federal Programs/Grants
- Curriculum & Academic Services
- Special Education
- LEA Safety and Security
- Facilities and Maintenance
- Transportation
- Information Technology
- Marketing and Student Recruitment
- Compliance and Risk Management
- Child Nutrition Program

District Office administrators work collaboratively with school leaders to ensure that Freedom Preparatory Academy operates efficiently, remains compliant with applicable laws and regulations, and provides a safe and effective learning environment for all students.

Governing Board

Freedom Preparatory Academy is responsible for establishing policy, providing strategic direction, overseeing organizational performance, and ensuring the school's long-term financial and operational sustainability.

The Board does not participate in the day-to-day management of school operations. Employees are

expected to communicate through their established supervisory chain and should not seek direction from individual board members regarding operational matters.

Code of Ethics Policy

FPA employees and any subcontractors shall follow the guidelines outlined by the Division of Administrative Rules of the Utah State Board of Education. Contained in these guidelines are Authority and Purposes of an Educator, Action if an Educator violates the Provisions of Professional Practice, Professionalism in Employment Practices, Competent Practices, Competent Practices Related to Students, and Moral and Ethical Conduct. Employees found in violation of this code shall be referred to FPA Administration for disciplinary action as set forth in this *Employee Handbook*.

In addition to this code, FPA employees shall:

- Use no offensive, vulgar, or profane speech.
- Be fair with others at all times; be generous in praise and just in criticism.
- Accept and complete assignments given to them by FPA Administration.
- Conduct themselves in a spirit of goodwill and helpfulness towards other employees and consider no personal success legitimate or ethical that is attained by taking unfair advantage of another.
- Cooperate with other FPA employees, FPA Administration, the Governing Board, parents and volunteers for the continual improvement of the school.

To assist employees in achieving these goals, to stimulate progress and to improve job performance, FPA Administration shall give assistance, encouragement, and instruction to everyone.

Misconduct and Discipline Policy

Employee Discipline shall generally be handled by the campus Principal and the Executive Director (or designee). When allegations of employee misconduct arise, the campus Principal or Executive Director (or designee) may investigate the incident in a conference with the employee implicated in the alleged misconduct to ascertain the relevant facts. Misconduct deserving of discipline, whether or not the discipline applied involves all four steps described below in the discipline action policy, or skips any or all of such steps, or results in immediate termination, shall include, but is not limited to:

- Failure to devote full time and efforts to FPA duties and responsibilities, as defined in the Employee Handbook.
- Violation of FPA policy.
- Violation of negotiated agreements.
- Incompetence or inefficiency in the performance of duties.
- Insubordination, including but not limited to the refusal to do assigned work.

- Dishonesty on the job, including but not limited to lying to FPA Administration, other employees, parents, or Governing Board members.
- Conduct involving moral turpitude.
- Any violation of law (excluding minor traffic offenses).
- Bringing an intoxicant into or consuming an intoxicant on school property or reporting for work under the influence of an intoxicant.
- Addiction to or being under the influence of a narcotic or other habit-forming drug.
- Use of tobacco in any form whilst on Academy premises or any other time supervising students or during school sponsored activities
- Use of FPA property for personal gain.
- Negligent or willful damage to FPA property or waste of school supplies or equipment.
- Falsifying any information supplied to FPA Administration or the Governing Board including data on application forms, employment records, or other information requested by FPA.
- Unexcused absence or tardiness.
- Excessive absences or tardiness.
- Neglect of duty.
- Use of any FPA computer and network resources, including, but not limited to Internet access or email accounts, to access, view, download, or otherwise access pornographic, sexually explicit, obscene, lewd, or otherwise inappropriate material, including websites.
- Use of any FPA computer and network resources, including, but not limited to Internet access or email accounts, for any form of direct or indirect activity for commercial or political purposes or to obtain financial gain, for gambling (including gambling lotteries), or other illegal activities.

Discipline Action Policy

The Principal and/or the Executive Director (or designee) may discipline employees in accordance with these four steps. In any event, employee being disciplined is not to discuss any discipline action with any FPA employees, student(s), or parent(s):

Step 1: Written warning (plan of improvement)– The campus Principal and/or the Executive Director (or designee) shall verbally counsel the employee, write a formal letter of correction and/or plan of improvement and copy the letter to the employee and the employee’s personnel file.

Step 2: Second written warning– The campus Principal and/or Executive Director (or designee) shall verbally counsel the employee, write a formal letter of warning, and copy the letter to the employee and the employee’s personnel file.

Step 3: Administrative suspension – The campus Principal, Executive Director (or designee) shall inform the employee that he/she is immediately suspended from his/her duties, without pay, for a period of not less than five consecutive school days, during which time the employee shall not enter school property. The campus Principal, Executive Director (or designee) shall write a formal letter of administrative suspension and copy the letter to the employee and the employee's personnel file. The employee's access to the student grading system, keycard badges, emails, and other items will be suspended.

Step 4: Termination – The Executive Director (or Designee) shall inform the employee that his/her employment is immediately terminated. The Executive Director (or Designee) shall write a formal termination letter and copy the letter to the employee and the employee's personnel file. The employee shall gather his/her personal effects under the supervision of FPA Administration, after which he/she will be escorted off school property. All unused PTO, and any benefit buyout pay shall be immediately forfeited, including any merit or bonus pay. All FPA health, dental, life, vision insurance, and 401k eligibility will terminate immediately.

Acts of misconduct need not be similar in nature for employees to escalate from one step to the next.

Certain offenses can have an immediate and serious negative impact upon FPA and are grounds for FPA, at its sole and absolute discretion, to skip any or all of the four steps listed above or to effect an immediate termination of the employee's employment regardless of whether the employee has escalated through all four steps in succession. Examples of such offenses include, but are not limited to, the following:

- Any violation of law (excluding minor traffic offenses).
- Any conduct that endangers or threatens the health, safety, or welfare of any student, employee, or any other person.
- Release of confidential information without authorization.
- Three or more consecutive days of unauthorized absence.
- Violation of the Alcohol, Drug and Tobacco-Free Workplace Policy.
- Fighting.
- Unauthorized altering of time records.
- Misrepresentation of facts to the Governing Board, Executive Director, campus Principal, or any other administrator.
- Insubordination—the refusal to carry out work instructions.
- Theft of property or funds belonging to FPA, any employee, or any student.
- Willful destruction of property.
- Gross misconduct.
- Falsification, fraud, or omission of pertinent information when applying for a position, or falsification, fraud, or omission of pertinent information in the performance of assigned duties, and/or falsification of information provided to the Executive Director, campus

Principal, or Governing Board.

- Any act which is of sufficient magnitude to impact the ability of FPA to conduct its business, causes disruption of work, or causes gross discredit to FPA.
- Misuse of FPA property or funds.
- Possession of firearms, fireworks, explosives, or any other weapon on FPA property, unless legally licensed to carry.
- Acts of discrimination or sexual harassment.
- Acts of immoral or indecent conduct adverse to FPA's rightful interest.

Alcohol, Drug and Tobacco-Free Workplace Policy

It is the policy of FPA, pursuant to the Drug-Free Workplace Act of 1988, 34 CFR Part 85, Subpart F, and regulations promulgated there under, to adopt, implement, maintain and enforce a drug and alcohol-free workplace. FPA intends to provide for a safe and productive work and educational environment that is free from the effects of possession, manufacture, use, or distribution of tobacco, illicit drugs or alcohol. Abuse of alcohol, drugs, and controlled substances impairs employee judgment resulting in increased safety risks, injuries, and faulty decision making.

To ensure a safe and productive work environment FPA prohibits the use, sale, dispensation, manufacture, distribution or possession of alcohol, drugs or controlled substances on any company premises or worksites. This prohibition includes FPA owned vehicles, or personal vehicles being used for FPA business or parked on FPA's properties.

No employee shall report to work or be at work with alcohol or with any detectable amount of prohibited drugs in the employee's system. (A detectable amount refers to the standards generally used in workplace drug and alcohol testing).

Employee shall, when drugs are prescribed by a medical professional, inquire of the prescribing professional whether the drug prescribed has any side effects which may impair the employee's ability to safely perform the employee's job duties. If the answer from the medical professional is yes, the employee shall obtain a statement from the medical professional indicating any work restrictions and their duration. The employee shall present that statement to the Campus Principal prior to going on duty. Abuse of legal or illegal prescription medication will be treated as illegal use of drugs. Illegal use of drugs off duty and off FPA premises or work sites is not acceptable. It can affect on- the-job performance and the confidence of the public in FPA's ability to meet its responsibilities.

Any employee who receives a traffic citation for impaired vehicle operation MUST report citation to the Executive Director or Campus Principal within 24 hours.

Any violation of this policy will result in disciplinary action up to and including termination.

Reasonable Suspicion Testing

FPA will practice reasonable suspicion testing:

An employee will be asked to submit to tests for alcohol and/or illegal drugs when the employee is reasonably suspected of being impaired in the performance of his or her job.

Reasonable suspicion may result from one of the following examples, but is not limited to the following:

- Specific, personal, and articulable observations concerning the appearance, behavior, speech or performance of the employee, or:
- Violation of safety rules, or other unsafe work incidents which, after further investigation of the employee's behavior, leads the supervisor or Administration to believe that the employee's functioning is impaired, or:
- Other physical, circumstantial, or contemporaneous indicators of impairment.

When Administration has reasonable suspicion to request testing, transportation will be arranged to the testing facility, and to the employee's home.

The employee will continue in a paid status pending the receipt of drug testing results by FPA.

Pay Provision/ Pay Periods.

Payday is on the 5th and 20th following the end of the pay period. Paychecks are only paid via a direct deposit into a valid USA savings or checking account designated at the time of hire. An electronic paystub with your payroll information will be provided to all employees via email each pay period. Each paycheck is for work performed during the previous pay period, if you receive a paycheck for an incorrect amount, or if you need to make changes to your direct deposit accounts, or for other payroll concerns, please contact the business office. FPA reserves the right to initiate a reverse ACH to obtain overpaid funds.

Direct deposits are not made on Saturdays or Sundays. Any payroll dates that fall on a Saturday/Sunday, or a Monday holiday, will have a check date on Friday. If a check date falls on a Sunday, it will be deposited on Friday. There are rare occasions when banking holidays, combined with weekends, prohibit direct deposits into employee bank accounts on their prescribed days. FPA will make every effort to avoid any delay in payroll direct deposits.

FPA is at the mercy of the Federal ACH Clearinghouse and has no control over banking holidays and weekends. In the event FPA determines that payroll deposits will deviate from the above-mentioned time(s), FPA will make every effort to inform employees of such delays. It is recommended that employees' setup any automatic payments from their bank accounts for mortgages, rents, utilities, etc. a minimum of two days AFTER the pay dates described above.

Health Insurance- Qualified FPA Employees Only

Qualified full-time employees are afforded the opportunity to enroll in the medical, vision, dental, and life insurance plans, and any other health benefit plan that may be offered. Health insurance benefits begin the first day of the month following the employee start date and end on the day of termination.

Retirement Benefits

Freedom Preparatory Academy offers eligible employees the opportunity to participate in employer-sponsored retirement benefit programs. Eligibility requirements, contribution amounts, vesting schedules, enrollment procedures, and other plan provisions are governed by the official plan documents and may change from time to time.

Participation in any retirement plan is subject to the terms and conditions of the applicable plan documents and applicable law. Employees are encouraged to contact Human Resources for current information regarding retirement plan eligibility, enrollment, and benefits.

Freedom Preparatory Academy reserves the right to modify, amend, suspend, or terminate retirement benefit programs at any time, subject to applicable law and plan requirements.

Paid Time Off Policy (“PTO”)

All eligible employees shall receive PTO which will be determined by their eligible years of employment as an FPA employee.

FPA recognizes that taking personal time off is necessary for good emotional, mental, and physical health of our full time employees.

FPA reserves the right to identify “blackout periods” as the school day before and after holiday breaks, the first ten days of a school year or the last ten days for all employees. Written approval from the Executive Director and/or the Director of Operations & Student Service is required for exceptions. These will be considered for extenuating circumstances outside the employee’s control, such as medical concerns or bereavement, graduation of immediate family members or employees may also be considered.

Standard blackout periods include; State testing days, Inservice, Teacher prep days, Fall Break, Thanksgiving Break, Winter Break, Spring Break, Easter Break, beginning and end of school year.

PTO cannot be rolled over from year to year.

Bereavement

Employees will be given five (5) days bereavement time off for immediate family members (parents, children, spouse), one (1) to three (3) days for all other family related members (by blood or adoption), as circumstance and distance dictate. Employee must notify the campus Principal regarding all bereavement time off requests as soon as possible. Bereavement length of time off and number of bereavement incidences per year are at the sole discretion of the Executive Director (or Designee). If additional time off is required PTO hours may be used but must be approved by Principal and Executive Director.

Employees will be given three (3) days bereavement time off, as circumstance and distance dictate in the event of the death of the employee’s spouse’s parent/step-parents or the employee’s spouse’s grandchild, brother, sister, grandfather, grandmother, aunt, uncle, niece, or nephew. Any requests for bereavement leave beyond the relationships listed above must be submitted in writing to the Executive Director for review and approval.

In cases where a salaried employee or an immediate family member (parents, children, spouse), becomes seriously ill, other employees may voluntarily donate a portion of their unused PTO to the sick employee, though only after the sick employee has used all his/her PTO. In no event may a sick employee receive more than 10 PTO days of donated time in any school-year.

Postpartum Recovery Leave

Eligible employees are provided three weeks of Postpartum Recovery Leave (previously referred to as maternity leave.) This leave must commence on the date of birth unless a healthcare provider certifies that an earlier start date is medically necessary. The leave must be taken as one continuous period, even if it occurs while school is not in session. FPA will provide paid postpartum leave per the schedule below. Any additional time needed for postpartum leave may be deducted from any PTO days accrued by the employee. If additional days are necessary, those days will be taken from their regular pay. FPA allows teachers to take time for these events and guarantees a teaching position for that teacher. If leave is taken at the end of the school year, OR IF LEAVE HAPPENS DURING HOLIDAYS, the teacher will not receive pay for days absent beyond accumulated PTO days but will have the remainder of their accrued yearly wage paid out accordingly.

- 0-2 years of completed teaching, three (3) weeks of paid postpartum leave
- 3 years of completed teaching, four (4) weeks of paid postpartum leave
- 4+ years of completed teaching, six (6) weeks of paid postpartum leave

Eligible employees are also provided up to three weeks of Parental Leave. This leave is not contingent upon years of complete teaching service. Parental Leave may not be taken prior to the qualifying event and must be used within six months following the birth or adoption of a child.

To be eligible to receive postpartum or paternity benefits, FPA employees must notify their campus principal four weeks in advance of their due or adoption date. A written letter from human resources (HR) will be given to each employee seeking postpartum or paternity leave. This letter will detail leave benefits. Employees must have a letter from HR to qualify for leave. It is the employee responsibility to notify HR, even if you have notified your campus principal, of your postpartum-or paternity leave request to obtain written letter.

Leave of Absence-Full-time Employees Only

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees of covered employers with unpaid, job-protected leave for specified family and medical reasons. Eligible employees may take up to 12 workweeks of leave in a 12-month period for one or more of the following reasons:

- The birth of a son or daughter or placement of a son or daughter with the employee for adoption or foster care, and to bond with the newborn or newly-placed child;

- To care for a spouse, son, daughter, or parent who has a serious health condition, including incapacity due to pregnancy and for prenatal medical care;
- For a serious health condition that makes the employee unable to perform the essential functions of his or her job, including incapacity due to pregnancy and for prenatal medical care; or
- For any qualifying exigency arising out of the fact that a spouse, son, daughter, or parent is a military member on covered active duty or call to covered active duty status.

An eligible employee may also take up to 26 workweeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness when the employee is the spouse, son, daughter, parent, or next of kin of the servicemember. An eligible employee is limited to a combined total of 26 workweeks of leave for any FMLA-qualifying reasons during the single 12-month period.

In addition to providing eligible employees an entitlement to leave, the FMLA requires that employers maintain employees' health benefits during leave and restore employees to their same or an equivalent job after leave. The law sets requirements for notice, by both the employee and the employer, and provides employers with the right to require certification of the need for FMLA leave in certain circumstances.

For further information please contact the HR Department.

Employees taking intermittent leave or reduced schedules may be required to temporarily transfer to another job with equivalent pay and benefits that better accommodate that type of leave.

If an employee is currently covered by the Academy's medical insurance, these benefits continue for the employees on FMLA leave, but at the sole 100% cost to the employee.

Under a medical leave, employees must use any earned PTO at the beginning of the leave. If collecting worker's compensation or disability payments an employee may not use PTO. **Employees on a family leave of absence must use any earned PTO at the start of the leave.** A leave of absence is without pay when earned paid leaves are exhausted. As with other types of unpaid leave, PTO will not accrue during the unpaid leave.

Employees on leave must contact Administration at least two days before their first day of return. If the leave is for an employee's own serious health condition, the employee must bring medical certification verifying ability to return to work. Failure to return to work on the day after the expiration of leave will result in termination of employment. Employees who return to work from family or medical leave of absence, except for certain highly compensated employees, will be returned to their same job or an equivalent position subject to the requirements of FMLA.

Conference Attendance Policy

Employees may be called upon to attend and participate in academically oriented conferences, training seminars, and other related events. If so called upon, the employee shall attend the event as an official representative of FPA on official FPA business. Whilst on official FPA business, employees shall comport themselves in accordance with the policies of the *Employee Handbook*. Employees attend such events as proxies for FPA; it is the attending employee's responsibility to assimilate all instruction from

the event and thereafter share it with FPA, under the direction of the Principal and/or Executive Director.

If employee misses a conference for any reason other than a personal sickness or death in a family, the employee shall be responsible for all costs FPA may have paid or incurred for the conference. The full amount will be deducted automatically from the employee's next paycheck.

Jury Duty

Employees will be granted one day every three years (not cumulative), if required, to report for jury duty. Any pay that the employee receives for jury or witness fees will be turned over to FPA or personal time off will be deducted from the employee's next payroll check. When you are excused from jury duty service, you are required to report to work.

Travel Policy

See official Travel Policy for all conference and fieldtrip travel guidelines. Failure to follow this policy may result in forfeiture of personal expense reimbursement and/or unnecessary personal liability to be assumed by FPA employees.

Expense Policy

Each year FPA receives funds from the State of Utah and our Parent Organizations which are allotted to teachers to facilitate building classroom libraries, acquiring teaching materials and equipment, and purchasing needed supplies. FPA also receives donations of cash, goods, and services. All these items and benefits belong to FPA, and unless consumable, said items become part of the classroom inventory. In the event a teacher discontinues employment at FPA, these items will remain at FPA.

In the event a teacher's grade level assignment changes, materials that are not relevant to the new grade level shall remain in the previously assigned classroom. Books and equipment purchased with school money should be stamped or labeled as they are inventoried or purchased. Teachers' personal books and materials also need to be labeled as personal property in order to avoid confusion (see Teacher Monies).

FPA shall reimburse employees for expenses previously authorized by FPA Administration, upon completion and submission of electronic expense reports and related receipts, if such requested reimbursements fall within approved budgets. Payments will be made to employees via direct deposit to the same bank accounts as their payroll goes into.

Ownership of Intellectual Property (IP) and Inventions

By accepting employment, the employee agrees that FPA will own any and all inventions that, in its opinion, are made on FPA time or with FPA assets. Employee will assist FPA in perfecting and protecting its title to these inventions.

Grooming Standards

The employee is expected to always maintain the highest standards of personal grooming.

Employee Dress Code Policy

All employees are expected to maintain a clean, neat, and professional appearance. Personal hygiene, appropriate grooming, and attire that aligns with professional standards are required.

Professional Appearance and Conduct

Employees should model the same high standards expected of students, both in conduct and appearance. Professional attire contributes to a respectful, focused learning environment and reinforces Freedom Prep's culture of excellence.

Clothing should not be distracting or undermine the professional environment.

Employees are encouraged to reflect on whether their attire supports their responsibilities as educators and role models. When uncertain, it's always best to dress more professionally rather than less.

If concerns arise, administrators should engage in a respectful conversation to clarify expectations and emphasize the importance of presenting a positive example to students.

General Guidelines

Generally, Freedom Prep Academy maintains a business casual dress standard for all employees unless otherwise specified by their department.

Since no dress standard can cover all contingencies, employees must exercise professional judgment in their choice of clothing. The general expectation is that all clothing worn to work is clean, neat, in good repair, and modest in style. These standards do not override specific dress requirements for departments (e.g., Custodial, Maintenance, Food Service).

- Slacks and Pants- Pants and slacks should convey a professional image. Denim, athletic wear, or ripped clothing are not considered appropriate unless otherwise authorized for specific occasions or teaching responsibility.
- Skirts and Dresses- Dresses and skirts should be at or near knee-length and allow for sitting comfortably in public.
- Shirts, Tops, and Blouses- Tops should promote a professional image and adequately cover the shoulders, stomach, back, and chest. Shirts with slogans or distracting graphics are not permitted. Collared shirts are encouraged. Hoodies may be worn on Free Dress Day ONLY.
- Hair and Grooming- Hair color should be natural human colors only and hair style should not distract from the educational environment. Visible piercings that disrupt school decorum or detract from a professional appearance must be removed during work hours. Tattoos of a vulgar or offensive nature will need to be covered during work hours.

- Shoes and Footwear-Footwear should be appropriate for a school setting, allowing employees to participate fully in educational activities and job-related duties. Flip-flops, beach sandals, or footwear that compromises safety or mobility should not be worn.

Corrective Action

If an employee consistently disregards established dress and grooming expectations, administrative intervention may include corrective or disciplinary measures in line with Freedom Prep's employee conduct policies.

Classroom Conduct Policy

Employees shall treat all students with respect and consideration and in accordance with the *Safe Schools Policy*. Each employee shall develop and implement a classroom management policy that shows respect for all administration, students, employees, volunteers, parents, Governing Board members and surrounding environments.

Employees are responsible for student discipline in their classrooms in accordance with the *Safe Schools Policy*. Excessive student misbehavior, or where dictated by the *Safe Schools Policy*, shall be reported to the campus Principal. Student(s) sent to the office for misbehavior(s) must have FPA documentation with them of the incident or they will be returned to class. Email notification to the Administration will not be accepted. Only exception is in the event of a fight or where there is an immediate need to separate students from an incident. The campus Principal shall, at that time, assume responsibility for discipline related to the incident.

All employees shall act professionally, whether in or out of their classrooms, and shall avoid conduct which gives the appearance of impropriety. Employee behavior influences teaching ability and reputation with other employees and parents, wherever the behavior occurs.

Classroom Safety and Security

Creating and maintaining a safe learning environment is a shared responsibility of all employees. Teachers are expected to maintain classrooms in a manner that supports student safety, school security, and emergency preparedness.

Classroom doors shall remain closed whenever students occupy the classroom and must be capable of being secured at all times. Magnets, wedges, door props, or other devices that prevent a classroom door from closing and latching properly are prohibited unless specifically authorized by Freedom Prep Academy administration.

Emergency exits, doorways, and pathways must remain clear and unobstructed. Furniture, supplies, decorations, and stored materials may not interfere with the safe evacuation of students or staff during an emergency.

Teachers are expected to be familiar with Freedom Prep Academy emergency procedures and maintain their classrooms in a manner that supports the effective implementation of those procedures.

Cellphones

Cellphone use is restricted to non-instructional time including any time employees are supervising students. Cellphone usage may be used to contact Administration anytime. Cellphones at all other times shall be silenced and out of sight. Daily calls and emergency needs shall be met using the classroom phone only, unless within a crisis setting (fire drill, lockdown, evacuation, earthquake, or student safety issues).

FPA Property

All school and office equipment and school supplies have been purchased expressly for school use. Any use of the aforementioned for personal use or gain is strictly prohibited.

FPA's buildings will be opened, closed, and secured by the campus principal, assigned custodian, or designated FPA employee(s). Any employee granted access privileges is required to enforce and abide by all FPA policies and procedures regarding the use of the building and equipment.

Normal access hours for FPA buildings are 6:00 a.m. to 8:00 p.m., Monday through Friday, during the regular calendared school-year. Holidays, summer, and non-calendared days the school is considered closed.

Security alarms are to be disabled by the first arriving employee during regular school access hours, as described in the above paragraph. It is the employees' responsibility to learn how to disarm the alarm from their campus Principal or designee. Request for building access after normal hours must be approved, in writing, by the campus principal or their designee.

Employees are encouraged not to access campus buildings on weekends.

The administrators, principals, directors, custodians, maintenance operations, police, fire and security have 24x7 access.

School activity(ies) building access hours may be extended by the administration for activities such as leagues, conferences, board meetings, etc.

During school holidays, Freedom Prep Academy buildings are generally closed to staff to support security, energy efficiency, and maintenance needs. The building principal will clearly communicate any specific access schedules in advance, and all staff are required to follow that schedule. Any exceptions to building access during holidays must be requested in advance and approved by the principal.

Unauthorized access may result in disciplinary action and loss of access privileges.

Classroom Care and Appearance

Freedom Preparatory Academy takes pride in maintaining clean, safe, and welcoming learning environments for students, families, and staff. Employees are expected to exercise good stewardship of Freedom Prep facilities and property.

Classrooms should be kept clean, organized, and free from excessive clutter. Decorations, displays, and instructional materials should support learning while maintaining a professional appearance and safe environment.

Employees may only use approved methods to hang decorations, posters, student work, or instructional materials. Materials that may cause permanent damage to walls, ceilings, flooring, furniture, or other Freedom Prep Academy property are prohibited.

To allow for summer cleaning, maintenance, and facility improvements, employees should plan for classroom decorations, displays, and personal materials to be taken down at the end of each school year.

Classroom Windows and Personal Property

Classroom windows play an important role in campus safety, visibility, and creating a positive learning environment. Interior and exterior classroom windows should remain largely unobstructed throughout the school year.

Student work, decorations, posters, and other materials should not block visibility through classroom door windows or eye-level windows except during approved activities such as state testing, emergency drills, or other circumstances approved by administration.

Personal furniture may not be brought into classrooms or Freedom Prep Academy facilities without prior written approval from the Building Principal. Approved personal furniture remains the responsibility of the employee. Freedom Preparatory Academy is not responsible for moving, cleaning, repairing, storing, or disposing of personal furniture or other personal property.

Employees are responsible for removing approved personal furniture and other personal property if they change classrooms, transfer positions, or separate from employment with Freedom Prep Academy.

Safety and Accidents

FPA makes every effort to maintain safe working conditions. The main responsibility for safety, however, lies with the employee. It is up to the employee to think safely and to work safely.

Immediately notify the Executive Director or campus Principal of any unsafe conditions or practices. Should an unsafe condition or accident occur, it must be reported to the campus Principal immediately, even if no one is injured.

If an employee is injured in any way on the job, the first and most important step is to obtain proper medical treatment and medical attention. All accidents must be reported in writing to the campus Principal immediately. An accident form must be filled out within 24 hours. Accident forms can be found at all campus front offices or on Formstack.

Communications Monitoring Policy

The advanced electronic and communication means at our disposal make internal and external communications much easier and faster. Their existence in our schools does not come without responsibility. To the extent that you use any electronic or computerized means to transmit or receive information, you must take responsibility for ensuring its confidentiality and integrity to the greatest extent possible. Highly sensitive or confidential information should never be transmitted via such means without first discussing the matter and receiving approval for the transmission from Administration.

As an added safeguard, FPA reserves the right to monitor and search all e-mail messages, voice mail, internet communications, computer files and other documents and information maintained on our systems, at any time, without cause or notice. Furthermore, employees are strictly prohibited from using FPA's systems and computers to transmit, receive, download, view or copy profane, abusive or offensive materials (such as those containing racial or sexual slurs, pornographic material or demeaning or derogatory comments, gambling), or any other messages which are inappropriate for a business environment. Employees are prohibited from using FPA's systems to solicit any materials or communications not related to FPA. Employees are also prohibited from sharing other employees' personal email addresses or other personal contact information for any reason.

Any abuse of FPA's systems or violation of the above stated rules and prohibitions will subject you to disciplinary action, up to and including immediate termination.

Personal and School use of Social Media

FPA employees must be extremely cautious in their personal use of social media that may be accessible to students from within or outside of school. Employees who post inappropriate or excessively personal information or photographs that students can reasonably associate with the employee or the school are not serving as appropriate role models and as such may be in violation of professional licensing standards as well as school policies.

Employees should never "friend" students on their personal Facebook or other social media accounts and should decline or ignore "friend" requests from students. Employees should set privacy settings on personal social media accounts at a level such that no student can view or access any material that will reflect poorly on the employee or the school.

Teachers, moderators, and coaches who wish to use social media to organize and communicate with student groups should inform the principal, create a separate group account, and connect it to FPA's Facebook page or website. All content on school-related social media sites and any other websites created by school employees or volunteers for school purposes must clearly indicate their official connection to FPA and must use high professional standards that reflect well on the school. All such sites must be open to all FPA students, or, in the case of classroom sites, to all students enrolled in a particular course.

Professional Duties Policy

Employees are expected to be involved with various committees, teams or other projects as assigned them by the campus Principal, e.g. content, campus committees such as core programs and other such curriculum committees. Committee or team involvement may require after-school meetings and extra work. As a rule, employees shall participate in committees or teams as part of their normal employment,

without additional compensation. Attendance at weekly faculty meetings, grade level meetings and professional development trainings are expected of all faculty members.

Employees shall provide sufficient information to FPA Administration, parents, and students to make them aware of all classroom policies, procedures, schedules, and assignments before requiring completion of any assignment or adherence to any policy, procedure or schedule. Additionally, elementary employees shall send a weekly communication to parents, via email, postal mail, any other approved method such as Canvas, or with their child, which advises of upcoming assignments, missing assignments or other pertinent information. Secondary employees are expected to communicate on a regular basis. Employees shall ensure no method of communication is used that would preclude parents from reasonably receiving said communiqués, e.g., only sending email communiqués when some parents have no access to email.

Elementary teachers shall give their campus Principal weekly lesson plans for review by Monday afternoon (4:00) of each week school is in session (first year only). Lesson plans will be used to evaluate employees on their use of approved curricula and should reflect when, during the day, specific programs are used. **Employees shall update any Student Information System (PowerSchool, Canvas) by Friday afternoon of each week school is in session** with the requisite information, as directed by the Executive Director and/or campus Principal.

Employees shall seek continuing education and professional development opportunities consistent with required job skills necessary to manage and lead FPA toward its' established goals.

All aides and Title I instructional aides are responsible for providing proof of an Associate's Degree or completing the Paraprofessional test through the State of Utah before the beginning of the school year.

All teachers are solely responsible for making sure their license is current with the State of Utah. All teachers are required to continue pursuing a professional level teaching license in the State of Utah.

All employees may be asked to participate in either drop-off, pick-up duty, recess, or lunch duty, as assigned by the Principal.

All employees must submit to a background check at their own cost. Teachers, this is handled through the Utah State Board of Education with licensure. All other part-time and full-time employees shall submit to a background check at the start of their employment and at regular intervals as required by the state law. Criminal Background Check Policy outlines more information.

Employees are required to participate in a minimum of seven nightly activities throughout each school year. Such activities may include Meet the Teacher Night, School Carnival, Curriculum Nights, Parent-Teacher Conferences, and so forth.

Tuition Reimbursement

Tuition and continuing education reimbursements and support will be considered on an individual basis as requests are received and approved by the Executive Director and board CAO (see Tuition Reimbursement Policy). Pay increases earned due to an advanced degree, such as a master's or a doctorate degree, will begin the paycheck following verification of the awarded degree.

Compensation Determination

Freedom Preparatory Academy is committed to compensating employees fairly and in compliance with all applicable federal and state laws. An employee's total compensation package may include base salary or hourly wages, health and retirement benefits, paid leave benefits, and other compensation programs offered by Freedom Preparatory Academy.

Prior to employment, the Human Resources Department in collaboration with the Director of Operations will review an employee's qualifications and determine the appropriate placement on the applicable salary compensation plan. To ensure accurate compensation, employees may be required to provide documentation such as resumes, transcripts, licenses, certifications, and employment verification records.

Depending on the position and compensation plan, salary placement or additional compensation may be based on factors including:

- Educational attainment, including advanced degrees
- Professional licenses, endorsements, or certifications
- Verified years of relevant experience
- Specialized assignments or responsibilities
- Required workdays
- Other factors approved by Freedom Prep Academy executive leadership

Compensation Adjustments

Employee compensation is reviewed periodically based on available funding, Utah Legislative increases, employee responsibilities, and Board-approved budgets. Compensation adjustments are made through Freedom Prep Academy's compensation review process and are not guaranteed.

Individual compensation adjustments outside of this process are generally not considered unless approved by Freedom Prep Executive leadership due to significant changes in job responsibilities or other exceptional circumstances.

In addition to regular salary or hourly wages, Freedom Preparatory Academy may provide stipends, supplemental compensation, allowances, or other forms of additional pay for extra duties, leadership assignments, specialized services, extracurricular activities, temporary projects, or other responsibilities determined to be beneficial to the Academy. Additional compensation is not guaranteed and is subject to Freedom Prep Academy approval, available funding, and applicable policies.

Conflict of Interest and Time Policy

A conflict of interest exists when employees are in a position to influence the direction or decision of FPA, or to use FPA resources inappropriately, in such a way that may lead to the personal financial gain of the employee or of his/her immediate family or other designee. **A conflict of time exists when activities external to FPA exceed reasonable time limits or when primary or professional responsibility is not given to FPA.**

Primary Commitment

Conflicts of interest and time arise when employees are involved in activities that may detract from their primary commitment.

Examples of activities that constitute a primary commitment to FPA include, but are not limited to, the following:

- Maintaining a presence at FPA consistent with expectations of employment; fulfilling FPA's expectation of attendance to required meetings.
- Maintaining accessibility to FPA Administration; notifying the Campus Principal in advance of absence.
- Learning continually and maintaining vocational skills and professional educational responsibilities.

Conflicting Activities

Examples of activities that *may* present a conflict of interest or time may include, but are not limited to, the following:

- Participating in employment outside FPA (including teaching).
- Maintaining a private business or serving as an officer in a private business.
- Selling products or services not being sold by FPA.
- Participating in government service (other than jury duty, state legislature, or weekend National Guard or Reserve).
- Using FPA information or position and/or influencing FPA negotiations for personal gain.
- Using FPA facilities and/or employees for personal financial gain.
- Performing extensive professional, church, or community service that adversely impacts FPA presence and/or commitment.

Employees must discuss any potential conflicts of interest or time with the building Principal prior to commitment.

Harassment Policy

Harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of that person's race, skin color, religion, gender, national origin, age, sexual orientation, personal appearance, or disability. Harassment can also occur if conduct is directed toward a person's relatives, friends, or associates. Harassment does one or more of the following:

- Has the purpose or effect of creating an intimidating, hostile, or offensive work environment.

- Has the purpose or effect of unreasonably interfering with an individual's work performance.
- Otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to:

- Epithets, slurs, negative stereotyping or threatening, intimidating, or hostile acts that relate to race, color, religion, gender, national origin, age, sexual orientation, personal appearance, or disability (including jokes or pranks that are hostile or demeaning)
- Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, color, religion, gender, national origin, age, sexual orientation, personal appearance, or disability and that is displayed on walls, bulletin boards, or other locations or circulated in the workplace.
- Favoritism or persecution based on race, color, religion, gender, national origin, age, sexual orientation, personal appearance, or disability.

Harassing conduct creates an uncomfortable and negative working environment. Such behavior and comments demonstrate prejudice, are always unwelcome, and will be subject to discipline.

FPA is committed to providing an environment free of harassment of any kind. Sexual harassment or harassment based on race, gender, color, age, religion, sexual orientation, personal appearance, age or disability violates Academy policy. Any employee who engages in harassment is subject to discipline, up to and including immediate termination if it is shown that a pattern of such comments continues despite intervention by FPA Administration. Any employee or student who believes he/she is being harassed, or any employee who witnesses an incident of harassment, should report it immediately. FPA Administration and the Governing Board shall investigate all harassment complaints in a timely, confidential and professional manner. However, FPA cannot promise anonymity to persons who report harassment.

Sexual Harassment Policy

Freedom Prep Academy (FPA) is committed to maintaining an educational and workplace environment free from all forms of sexual harassment. In accordance with Title IX of the Education Amendments of 1972, FPA has zero tolerance for sexual harassment of or by students, employees, or third parties.

Sexual harassment is unlawful and violates both federal law and school policy. FPA will promptly address all allegations of sexual harassment and will take appropriate action.

All reports of sexual harassment must be referred to the Title IX Coordinator, whose contact information can be found on the Title IX page of the FPA website.

Title IX Coordinator

The Title IX Coordinator is responsible for overseeing the school's response to all reports of sexual harassment and ensuring compliance with Title IX regulations.

Contact information is posted publicly on the Title IX page of the FPA website. All staff, students, and community members should report incidents directly to the Title IX Coordinator or any school employee, who must then forward the report.

Definition of Sexual Harassment

Sexual harassment under Title IX includes conduct on the basis of sex that satisfies one or more of the following:

1. Quid Pro Quo: An employee of FPA conditioning the provision of aid, benefit, or service on an individual's participation in unwelcome sexual conduct.
2. Hostile Environment: Unwelcome conduct that is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to FPA's education program or activity.
3. Sexual Assault, Dating Violence, Domestic Violence, or Stalking as defined under the Clery Act and Violence Against Women Act (VAWA).

Examples may include but are not limited to:

- Sexual advances or requests for sexual favors.
- Verbal abuse of a sexual nature, sexually graphic comments, or degrading words.
- Unwanted touching, hugging, patting, brushing against the body, or other physical contact.
- Displaying or distributing sexually explicit materials.
- Sexual rumors or gestures.
- Acts of sexual violence or assault.

Reporting Sexual Harassment

Any person (student, employee, parent, third party) who experiences, observes, or has knowledge of possible sexual harassment is encouraged to report it immediately to the Title IX Coordinator or to any school employee.

All FPA employees who receive a report or witness possible sexual harassment are mandated to report the information to the Title IX Coordinator without delay.

Reports may be made: In person, by phone, or by email, as listed on the Title IX Coordinator's public contact information.

Reports may be submitted at any time, including outside of school hours.

Response and Investigation

Upon receiving a report, the Title IX Coordinator will:

- Promptly contact the complainant to offer supportive measures.
- Explain the process for filing a formal complaint.
- Coordinate an impartial investigation via a Title IX Investigator, if a formal complaint is filed, according to FPA's Title IX procedures.

- Ensure all parties receive due process, including notice of allegations, opportunity to present evidence, and access to relevant materials.

All investigations will be conducted in a timely, fair, and confidential manner to the extent possible.

Supportive Measures

FPA will offer individualized, non-disciplinary, non-punitive supportive measures to the complainant and respondent as appropriate. These may include:

- Academic accommodations,
- Counseling referrals,
- Schedule modifications,
- No-contact orders,
- Increased monitoring or supervision.

Confidentiality and Retaliation

FPA will protect the confidentiality, to extent possible, of all individuals involved in a sexual harassment report, consistent with legal obligations.

Retaliation is strictly prohibited. No person shall be subjected to intimidation, threats, coercion, or discrimination for:

- Filing a report,
- Participating in an investigation or hearing, or
- Refusing to participate in any Title IX proceeding.

False Reporting

While FPA encourages good faith reporting of sexual harassment, knowingly submitting a false or malicious complaint is a serious offense and may result in disciplinary action.

Disciplinary Consequences

If a determination of responsibility is made following the grievance process, appropriate sanctions may include but are not limited to:

- Suspension or expulsion (for students),
- Disciplinary action up to and including termination (for employees),
- Legal consequences as warranted.

For more detailed procedures regarding Title IX complaints, including grievance process steps, please refer to the FPA Title IX Procedures, available on the FPA Title IX website. Contact information for the Title IX Coordinator, along with additional information on reporting, can be found on the school's Title IX Information page under the Resources tab: <https://www.freedomprep.net/main/title-ix>.

Confidential Information Policy

FPA requires all employees to treat as confidential any records or information concerning, but not limited to, the performance, behavior, background, preferences, and identification of students of FPA and their parents, and records and information relating to methods, processes, technology, policies, theories, and structures of operations, teaching, and administration at FPA ("Confidential

Information”). Employees must not disclose or use such information either directly or indirectly other than for FPA purposes. Violation of this policy is extremely serious misconduct for which FPA reserves the right to impose discipline up to and including termination. The Family Educational Rights and Privacy Act (FERPA) will be followed (see FERPA Policy).

In order to maintain a positive environment in the school setting, employees are expected to maintain strict confidentiality in disclosing or discussing salaries, hourly wages, merit pay, stipends, or other forms of FPA compensation.



Approved: 9/18/2025

Accommodations for Employees with Disabilities Policy

Policy No. 4021

Freedom Preparatory Academy is committed to maintaining a workplace free from discrimination on the basis of disability. In compliance with Title I of the Americans with Disabilities Act of 1990 (ADA), as amended by the ADA Amendments Act of 2008 (ADAAA), the Academy provides reasonable accommodations to qualified individuals with disabilities who are employees or applicants for employment, unless doing so would impose an undue hardship on the operation of its business. This policy outlines how to request and implement reasonable accommodations under the law.

Definitions

- **Disability:** A physical or mental impairment that substantially limits one or more major life activities, a record of such an impairment, or being regarded as having such an impairment.
- **Essential Functions:** Fundamental job duties of the employment position the individual with a disability holds or desires.
- **Major Life Activities:** Include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, sitting, reaching, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, interacting with others, working, and the operation of major bodily functions (e.g., immune system, brain, respiratory, circulatory, digestive systems, etc.).
- **Physical or Mental Impairment:** Includes any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more body systems (e.g., neurological, respiratory, cardiovascular, mental or emotional illnesses, learning disabilities).
- **Qualified Individual:** An individual who meets the necessary skill, experience, education, and other job-related requirements and can perform the essential functions of the position, with or without reasonable accommodation.
- **Reasonable Accommodation:** Modifications or adjustments to the job application process, work environment, or how work is performed, which enable a qualified individual with a disability to be considered for or to perform a position and enjoy equal employment benefits.

- **Undue Hardship:** Significant difficulty or expense incurred by Freedom Preparatory Academy in providing an accommodation, considering the nature and cost, financial resources, and operational impact.

Requesting Workplace Accommodations

It is generally the responsibility of the individual with a disability to inform the School of the need for an accommodation.

Employees who require a workplace adjustment due to a medical condition must notify their principal, supervisor, or Human Resources to request the necessary accommodation.

Freedom Preparatory Academy's Human Resources Department will engage in an **interactive process** with the employee to understand the needs and determine appropriate accommodations. This may involve:

- Clarifying the disability and limitations;
- Identifying possible accommodations;
- Consulting public/private resources if necessary.

Human Resources may request reasonable medical documentation to verify the disability and functional limitations.

Review and Determination Process

The Director of Human Resources (or designee) will:

1. Explain the process and documentation requirements to the employee.
2. Consult with the employee's supervisor or principal as needed.
3. Review all submitted medical documentation and accommodation requests.

The definition of "disability" will be interpreted broadly in accordance with the ADA. However, not all impairments qualify as disabilities.

Accommodations will be granted if:

- The employee is qualified for the position.
- The accommodation allows the employee to perform the essential functions of the job.
- The accommodation may not eliminate essential functions of the job.
- The accommodation does not impose an undue hardship on Freedom Preparatory Academy.

If a requested accommodation is denied, the Human Resource department will explore alternative accommodations, including possible reassignment to a vacant position for which the employee is qualified and can perform the essential functions.

Human Resource department may consult with Utah State Risk Management in determining appropriate accommodations and eligibility.

Fitness for Duty Evaluations

A **Fitness for Duty Evaluation** may be required when there is a reasonable belief—based on objective evidence—that:

- The employee’s ability to perform essential job duties is impaired by a medical condition; or
- The employee may pose a direct threat due to a medical condition. A direct threat means a significant risk of substantial harm that cannot be eliminated or reduced by reasonable accommodation.

Results of such evaluations will inform the accommodation process or any changes to the employee’s job duties or employment status.

Confidentiality and Recordkeeping

All medical information and documentation related to accommodation requests will be kept confidential and maintained in separate medical files by the Human Resources Department, in accordance with applicable laws.

ACKNOWLEDGMENT OF RECEIPT

I HAVE RECEIVED A COPY OF THE EMPLOYEE HANDBOOK. I UNDERSTAND THAT I AM TO BECOME FAMILIAR WITH ITS CONTENTS. FURTHER I UNDERSTAND:

- EMPLOYMENT WITH FPA IS CONSIDERED AT-WILL. I HAVE THE RIGHT TO END MY RELATIONSHIP WITH FPA, WITH OR WITHOUT ADVANCE NOTICE. FPA HAS THE SAME RIGHT.
- THE LANGUAGE USED IN THIS HANDBOOK AND ANY VERBAL STATEMENTS OF ADMINISTRATION ARE NOT INTENDED TO CONSTITUTE A CONTRACT OF EMPLOYMENT. EITHER EXPRESS OR IMPLIED. NOR IS IT A GUARANTEE OF EMPLOYMENT FOR A SPECIFIC DURATION.
- THE HANDBOOK IS NOT ALL-INCLUSIVE BUT IS INTENDED TO PROVIDE ME WITH A SUMMARY OF SOME OF FPA'S GUIDELINES.
- THIS EDITION REPLACES ALL PREVIOUSLY ISSUED HANDBOOKS. THE NEED MAY ARISE TO CHANGE THE GUIDELINES DESCRIBED IN THE HANDBOOK. FPA THEREFORE RESERVES THE RIGHT TO INTERPRET THEM OR TO CHANGE THEM WITHOUT PRIOR NOTICE.

I WILL BE RESPONSIBLE FOR ALWAYS KEEPING MYSELF UP TO DATE WITH THE LATEST HANDBOOK INSTRUCTIONS BY EITHER GOING TO CANVAS OR ASKING ADMINISTRATION FOR A CURRENT COPY. I AGREE TO ABIDE BY THE POLICIES LAID OUT IN THIS HANDBOOK.

I ACKNOWLEDGE THAT MY ELECTRONIC SIGNATURE IS REQUIRED ON AN ANNUAL BASIS.

Employee
Signature _____ Date _____

Printed Name _____