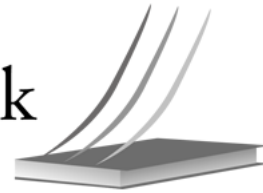


# Learn Beyond The Book



## **Employee Handbook**

### EMPLOYEE DEFINITION AND STATUS

Your status as an employee of Learn Beyond the Book is that of an “at will” employee. Your job status does not guarantee employment for any specific length of time. Learn Beyond the Book, LLC is free to end the employment relationship with you at any time, for any reason or no reason with or without cause or advance notice. Your “at will” status may be altered only with written authorization by Company Owners.

### EMPLOYEE CLASSIFICATION

Each Employee is designated as either non-exempt or exempt from federal and state wage and hour laws. Non-Exempt Employees are entitled to overtime pay under specific provisions of Federal and State laws.

Exempt employees: Exempt employees are excluded from specific provisions of Federal and State wage and hour laws. Exempt or non-exempt classification may be changed only upon written notification by the management of Learn Beyond the Book, LLC. Full time employees are those regularly scheduled to work The Company’s full-time schedule.

Non-Exempt employees: Non-exempt employees must maintain a record of the total of hours they work each day in accordance with the Company time keeping procedures. Any employee who fails to report or inaccurately reports any hours worked will be subject to disciplinary action, up to and including termination.

Schedule of Hours: All classes and seminars scheduled prior to the beginning of a semester are subject to cancellation if sufficient enrollment does not exist to justify the existence of the class/seminar. There is no guarantee that any class/seminar will be repeated in the following semester. The decision to schedule a class will be at the total discretion of the management of Learn Beyond the Book, LLC.

## EQUAL EMPLOYMENT OPPORTUNITY POLICY

Learn Beyond the Book, LLC is an Equal Opportunity Employer and does not discriminate against any person because of race, color, creed, religion, sex, national origin, disability, age, sexual orientation, general identity, genetic characteristics, marital status, pregnancy, childbirth or related individual conditions, medical condition (as defined by state law), military status, political affiliation, or any other characteristic protected by federal, state or local law referred to as “protected status.” The Company is committed to compliance with the Americans with Disabilities Act (ADA) and all applicable federal, state, and local laws.

In order to provide equal employment and advancement opportunities to all individuals, the Company’s employment decisions are based on merit, qualifications, and ability.

Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action up to and including termination of employment. Any employees with questions or concerns regarding discrimination in the workplace are encouraged to bring these issues to the attention of the Learn Beyond the Book, LLC management. Employees can raise concerns and make reports without fear of reprisal.

### Sexual and other Harassment

The Company is committed to provide a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Unwelcome actions, words, jokes, comments based on an individual’s sex, race, color, national origin, age, religion, disability, sexual orientation, gender identity, pregnancy, military status, or any other legally protected characteristic will not be tolerated. Harassment is unwelcome verbal, visual, or physical conduct creating an intimidating, offensive, or hostile work environment that interferes with work performance. Sexual Harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender based harassment of a person of the same sex as the harasser.

The following is a partial list of sexual harassment examples:

- Unwanted sexual advances;
- Offering employment benefits in exchange for sexual favors;
- Making or threatening reprisals after a negative response to sexual advances;
- Visual conduct that includes making or using derogatory comments, epithets, slurs, or jokes;
- Verbal sexual advances or propositions;
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual’s body, sexually degrading words used to describe an individual, or suggestive or obscene letter, notes, or invitations and
- Physical conduct that includes touching, assaulting, or impeding or blocking movements.

## TIMEKEEPING POLICY

All employees must record their hours worked on the time sheet provided by LBB management. Accurately Recording time worked is the responsibility of every employee. Federal and state laws require that the Company keep an accurate record of time worked in order to calculate employee pay.

Paydays and Compensation – All employees will be paid once a month. Each employee must submit a signed timesheet to the LBB office no later than the 20<sup>th</sup> of each month. Employees will be paid by direct deposit on the 26<sup>th</sup> of that same month.

For payroll purposes the “monthly” work period at Learn Beyond the Book begins on the 26<sup>th</sup> of each month and lasts until the 26<sup>th</sup> day of the following month.

## DISCIPLINE POLICY AND ENFORCMENT OF STUDENT DISCIPLINE POLICY

**All Learn Beyond the Book, LLC employees are required to observe and enforce these policies.**

### **OUR DISCIPLINE POLICY INCLUDES, BUT IS NOT LIMITED TO, THE FOLLOWING:**

- Speaking kind words to others including, but not limited to, no profanity or bad words
- Acting in ways that build up the positive esteem of other students; no bullying, teasing, letters or jokes aimed at hurting someone’s feelings
- Learning to use language to express feelings and to resolve conflicts respectfully with no physical fighting
- Remembering to discuss topics that are age-appropriate and useful to help everyone grow

We work at all times to be respectful of other teachers and students. We do not behave in ways that could hurt other people in any way. Please remember that we are all learners here, everyone at our own level, and we need an environment that keeps learning physically and emotionally safe for everyone.

### **ADDITIONALLY, PLEASE BE AWARE OF THE FOLLOWING RULES:**

- Our dress code applies equally to all employees and students. We follow a dress code that demonstrates respect for ourselves and others.
  - Clothing with objectionable graphics or words are not allowed.
  - Clothing that advocates or glorifies the use of drugs, alcohol, tobacco or illegal activities will not be permitted.
  - No visible piercings will be permitted. An exception will be made for earrings.
  - Cell phones, game devices or other use of electronics will not be allowed during class times, unless instructed by a teacher.

### **VIOLATIONS OF LEARN BEYOND THE BOOK’S DISCIPLINE CODE**

We have a zero-tolerance policy for possession of weapons. Students will be removed by the police or the parent and will not be accepted back into our center. Weapons include all firearms whether loaded or unloaded, air pistols, air guns,

knives or swords. Darts, ice picks, arrows, and all very sharp, pointed objects which could cause harm to another will not be permitted at the center.

Possession of prescription drugs without a prescription, alcohol, illegal drugs or cigarettes will not be permitted in our center. Any party who violates this rule will be given one warning which will include a conference with the student and parents. A second violation will result in the student not being accepted back into our center.

Any student or employee involved in a physical altercation will be removed from the premises. The student's parents will be called and told to pick them up and will be informed the student is released/suspended from attending all classes for two weeks. Payments for the classes will not be refunded. When the Parents and the Executive Director agree the child possesses the self-restraint necessary to participate in a safe and enjoyable learning environment, the student can be invited back into the center.

For all other deviations from or violations of our behavior policy, the LBB Staff will be expected to take the following steps in this order:

1. See the student(s) is spoken to about healthy ways to resolve conflict.
2. Have the student(s) complete a behavior journal.
3. Hold a conference with parents, student(s) and staff to attempt to resolve the issue.
4. If steps 1, 2, and 3 fail, take necessary steps to remove the student temporarily or permanently from the center.
5. The student(s), who have a conflict with each other, must participate in a restorative process that helps them address the issues at hand, with the assistance of a mediator. The process will attempt to restore peaceful communication between students who might be experiencing difficulty in getting along with each other.

Learn Beyond The Book, LLC reserves the right to lawfully refuse or terminate service to anyone.

#### RETURN OF LBB PROPERTY

Employees are responsible for all LBB property items issued to them including but not limited to: Keys, Manuals, Curriculum materials and supplies provided by LBB, Phones, Laptop, Power Strips.

All employees must return all LBB property in their possession on the day employment relationship is terminated.

#### STANDARDS OF CONDUCT

General Guidelines- We believe that positive conflict management is of the highest importance. Conflict often occurs naturally in any relationship and is a part of all of our lives. One of our goals is to help children learn the skills that empower them to interact with other children and adults in positive and respectful ways even when they have disagreements. We want children to become peaceable people! For the safety and learning enjoyment of all students,

we ask the students at LEARN BEYOND THE BOOK to practice a strong standard of behavior, which will need parental support. The staff at LEARN BEYOND THE BOOK will maintain these standards through positive reinforcement, team building activities and conflict resolution modeling.

Attendance and Punctuality – All teachers need to be in their classrooms at least 5 minutes before class starts (whether in person or virtual).

Cell phones cannot be used while teaching except in the case of an emergency. Smoking is never permitted in or near the LBB facilities.

Employees must use their own personal emails and they can only use hardware, licenses, software, or subscriptions provided by LBB with written permission of management.

Work Schedule – An employee’s work schedule can vary from semester to semester. At the beginning of each semester each employee will be informed of their work schedule.

Overtime - It is unlikely overtime hours will be accrued since all teachers are part-time. An employee that works overtime must receive a supervisor’s prior express authorization. Overtime compensation is paid to all non-exempt employees in accordance with federal and state wage and hour restrictions. Overtime worked without prior express authorization from the supervisor may result in disciplinary action, up to and including possible termination of employment.

#### MEAL AND BREAK PERIODS FOR NON-EXEMPT EMPLOYEES

Each workday, full-time nonexempt employees are provided with two rest period of 10 minutes. Employees must not be absent from their work stations beyond the allotted time. All full-time employees may clock out for one meal period in the amount of 30 minutes in length each workday. Supervisors can schedule meal periods to accommodate operating requirements. Employees will be relieved of all active responsibilities and restrictions during meal periods. Where scheduled, the employee must take meal and rest breaks as close to the assigned times as possible.

#### JURY DUTY

Jury duty at LBB is unpaid. Employees may take as much time as needed until the trial concludes. Employees must show their jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Employees are expected to report for work whenever the court schedule permits. Employee may request an excuse from jury duty if the employee’s absence will create serious operational difficulties.

## SICK LEAVE

Learn Beyond the Book, LLC provides sick leave according to the laws outlined by the State of California. Each employee that has worked at LBB for 30 days is entitled to a paid sick day after their 90 day of employment in the calendar year. Each qualifying employee will be entitled to 3 sick days per year.

## EMPLOYEE PERFORMANCE AND TERMINATION OF EMPLOYMENT

Periodic Performance Evaluations can be required of any employee as needed. The need for an evaluation will be determined by management.

Every Classroom employee must submit the week's activities for their class on the designated Google classroom platform in order to keep parents aware of the subject matter to be covered. The update must include all assignments and a list of necessary supplies for the following week's class no later than the Sunday following the date of the immediate past class. If these records are not updated according to the stated terms, LBB reserves the right to forego payment to the classroom employees for each violation.

Employees in the classroom may post a detailed syllabus listing projects, activities and assignments.

Provider must leave their classroom clean and ready for use by the next provider.

All employees must be familiar with the LBB Student Participant Policy and the Discipline Policies outlined in this Handbook and agree to thoroughly review all the terms of the LBB Student Participant Policy with the participants in their class during the first class of the semester.

Employees that teach in the classroom must supply their own materials and can be reimbursed if expenses were approved ahead of time, unless a separate written agreement between LBB and the Service Provider provides otherwise. Employees are free to use all kinds of technologies and other project materials in class, with the exception of materials that are sectarian and advocate a particular religious practice.

The repeated violation of these policies may be grounds for termination.

## SCHOOL CALENDAR AND SCHOOL HOLIDAY SCHEDULE: 2020-2021 SCHOOL YEAR

First day of Fall 2020 semester: September 8, 2020; and Last Day is January 22, 2021

First day of Spring 2021 semester: February 1, 2021; and Last day of Spring Semester: May 28, 2021

#### Holidays and Days off School

Thanksgiving week (November 23-27, 2020)

Closed for the Holidays December 14-January 3, 2021

Semester break: January 25-29, 2021

President's Day – February 15, 2021

Spring break: April 5-9, 2021

LBB classes and seminars will be closed on the holidays listed above. Employees do not have to report to work and will not be paid for these days.