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**The Pangea Schools**

**Employee Handbook**

Updated 2023-2024

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# SECTION 1: GENERAL

## Welcome

We are pleased to have you on staff with **The Pangea Schools** and wish you every success in your new position. We pride ourselves on hiring and retaining individuals who have a strong ethic of service and contribute to the growth and success of our organization. We hope that you will take pride in being a member of our team.

This handbook is designed to familiarize you with **The Pangea Schools**, providing you with information about working conditions, employee expectations, and some of the policies affecting your employment. If you have questions or concerns about any of the material within this handbook, we urge you to discuss them with your immediate supervisor.

After reviewing this handbook, please sign both copies of the Acknowledgment and Release form included at the end of this document. This confirms that you have received the handbook and understand its contents. Please return the Employer Copy to your supervisor.

No handbook can anticipate every situation or question about all of our policies and terms of employment. Your supervisor may tailor the policies set forth herein to specific situations. **The Pangea Schools** reserves the right to add new policies and to change or cancel existing policies at any time. We will endeavor to notify you of any changes to this handbook as they occur.

Questions about the handbook or its application to specific situations should be directed to your supervisor.

This handbook supersedes all previous handbooks and management memos that may have been issued on the subjects covered. References in this handbook to “us” and “company” include **The Pangea Schools** and all affiliated entities.

Welcome to **The Pangea Schools**. We hope that your experience here will be fulfilling ,challenging, and enjoyable.

## About

## The Pangea Schools

**PHILOSOPHY**

**CONNECTION**

At Pangea schools we are relationship driven. Our commitment to communication is the cornerstone of a successful parent and school partnership. We connect with your child and your family to form a strong, cohesive support structure to raise a resilient child. Connection is Everything.

**CREATING LEGACY**

Pangea kids are our legacy and our future. We believe in nurturing young minds that are curious and connected to the world around them. We invest in children and families by focusing on programs and curriculum that develop-

▪ Curiosity

▪ Intelligence

▪ Courage and

▪ Leadership

**INSPIRED LEARNING**

At Pangea, we work to lay the foundation for a child's lifetime of learning by challenging students to explore, discover and be inspired. Our Pangea Together Curriculum is focused on-

▪ School Readiness

▪ Life skills

▪ Global-minded citizenship

▪ Multi-Language Immersion

**INTENTIONAL SUSTAINABILITY**

Pangea Kids understand their impact on the community and on the world. At the Pangea Schools they learn-

▪ Environmental Citizenship

▪ Responsibility for Self

▪ Healthy Habits and Nutrition

▪ Appreciation for Nature

The Pangea Schools is the best start to learning in a safe, fun, and educational environment. We aim to create memorable learning experiences through play. We believe in engaging the diversity and creativity of each individual child. We strive to teach self-respect, independence, and respect for others in addition to helping children develop cognitive, physical, social, and emotional skills.

# SECTION 2: EMPLOYMENT

## Equal Employment Opportunity Policy

**The Pangea Schools** is an equal opportunity employer, and it is our policy that employees and applicants will not be subjected to unlawful discrimination or harassment based on race, color, religion, sex, age, national origin, citizenship, veteran status, marital status, genetic information, pregnancy, or any other basis prohibited by applicable state, federal or local laws.

Accordingly, **The Pangea Schools** will hire, train, and promote individuals in accordance with this Equal Employment Opportunity Policy; make decisions according to the principle of equal opportunity by imposing only bona fide occupational qualification requirements for employment opportunities; and administer all personnel practices and programs (including, but not limited to, compensation, benefits, transfers and training) in accordance with this Equal Employment Opportunity Policy.

## Americans with Disabilities Act

**The Pangea Schools** is committed to complying with all applicable provisions of the Americans with Disabilities Act (ADA) and offers equal employment opportunities for qualified individuals who may have a physical or mental disability, but can still perform the essential functions of the job.

Consistent with this policy of nondiscrimination, **The Pangea Schools** will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made **The Pangea Schools** aware of his or her disability, in writing, provided that such accommodation does not constitute an undue hardship on **The Pangea Schools**.

## Anti-Harassment and Non-Discrimination

**The Pangea Schools** wants to provide all employees a work environment that is free from harassment and discrimination. Therefore, it shall be **The Pangea Schools**’s policy to prohibit discrimination or harassment of employees based on race, color, religion, sex, age, national origin, citizenship, veteran status, marital status, genetic information, pregnancy, or any other basis protected by state, federal or local laws.

**The Pangea Schools** expects that all relationships among persons in the workplace will be businesslike and free of bias, prejudice and harassment. Sexual harassment typically is **serious offensive conduct** directed towards an individual because of his/her gender and **is unwelcome** by the individual. Sexual harassment does not refer to casual conversation or compliments of a socially acceptable nature.

Federal Law defines sexual harassment as unwanted sexual advances, requests for sexual favors or visual, verbal or physical conduct of a sexual nature when:

1. submission to such conduct is made a term or condition of employment; or
2. submission to or rejection of such conduct is used as basis for employment decisions; or
3. such conduct interferes with an individual’s work performance; or
4. conduct creates an intimidating, hostile or offensive work environment.

The following list provides some examples of conduct that ***could be viewed as*** sexual harassment. This list does not cover every type of behavior that could constitute sexual harassment. It is meant to provide employees with some idea of the type of conduct that is prohibited under this policy.

* Sex oriented verbal “kidding,” “teasing,” or jokes
* Foul or obscene language or gestures
* Physical contact such as patting, pinching, or brushing against another’s body
* Pressuring someone to go on a date
* Comments about an individual’s sexual activity, deficiencies, or prowess
* Displaying sexually suggestive objects, pictures, or cartoons
* Unwelcome leering, whistling, body gestures, suggestive or insulting comments
* Inquiries into one’s sexual experience and discussion of one’s sexual activities.

Communication of any harassing material by e-mail, voice mail, organization bulletin boards or otherwise is a violation of **The Pangea Schools**’s policy against harassment.

### Reporting Harassment

**The Pangea Schools** encourages employees to report any problems they experience or observe concerning harassment, including sexual harassment, discrimination or retaliation. Employees should report harassment **before** it becomes severe or pervasive.

* Any employee who believes that he or she has been subjected to objectionable conduct prohibited by this policy is encouraged (but not required) to let the offending person know immediately and firmly that the behavior is offensive.
* Any employee who believes that he or she has been subjected to objectionable conduct prohibited by this policy must report it to their immediate supervisor or a member of management if the supervisor is the offending individual.
* Every reported incident of unlawful harassment or discrimination will be investigated.
* Individuals reporting complaints or providing information in good faith in connection with an investigation will not be retaliated against for their participation in this procedure.

### Investigation

**The Pangea Schools** will promptly undertake an investigation of all complaints of harassment, discrimination or retaliation. The investigation will include a private interview with the person filing the complaint, and with witnesses if applicable. The person alleged to have engaged in harassment will also be interviewed.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with an adequate investigation and appropriate corrective action.

### Responsive Action

Employees found to have engaged in conduct in violation of this policy will be subject to disciplinary action, up to and including termination of employment.

No employee will be disciplined or otherwise retaliated against for filing a complaint or participating in the investigation of a bona fide complaint. However an individual who brings a false or frivolous complaint is subject to discipline up to and including termination.

## Ethics Policy

Ethics are integral to the successful achievement of our mission at **The Pangea Schools**. Employees are expected to comply with this policy and to hold to the highest ethical standards. By understanding this policy, employees will recognize the situations and activities that must be strictly avoided and those that require disclosure or prior approval. Employees must treat all co-workers, clients, and external parties with honesty, integrity, and fairness in all regards.

**Confidential Information**

Rules pertaining to the use and disclosure of confidential information are listed below:

* Information entrusted to employees must be treated as confidential and privileged, and must not be disclosed to anyone, either inside or outside **The Pangea Schools**, who does not have a legitimate need for the information.
* Confidential financial information about **The Pangea Schools** must not be disclosed to outsiders.
* Using confidential information for personal gain is strictly prohibited.

“Confidential Information” is defined to mean confidential information of **The Pangea Schools**, including, but not limited to, **The Pangea Schools’s** existing and contemplated products and services; procedures of distributing, pricing, selling and marketing products and services; confidential and proprietary information related to current, former, and prospective clients; confidential and proprietary information related to vendors and suppliers; trade secrets and proprietary information; treatments, applications, procedures, and testing methods; marketing, business and financial plans; proprietary literature and publications; and other confidential and proprietary information of **The Pangea Schools**, all of which are unavailable or not known to the general public or to individuals or entities working in the same or similar industry.

**Conflicts Of Interest**

Employees must manage their personal financial and business affairs to avoid conflicts of interest or the appearance of a conflict of interest. A conflict of interest arises when an employee’s personal interest in a transaction, or an obligation s/he owes to someone else, comes into conflict with the employee’s obligation to **The Pangea Schools** or its clients.

If an employee is confronted with a conflict of interest, s/he must disclose the conflict to her/his manager, describe the facts giving rise to the conflict, and excuse her/himself from any deliberation or decision with respect to the transaction.

Employees must not accept anything of value from clients, suppliers, or others in return for any business, service, or confidential information of **The Pangea Schools**.

## Substance-Free Workplace

The Drug-Free Workplace Act of 1988 requires **The Pangea Schools**, as a federal contractor and grant recipient, to certify that it will provide a drug-free workplace. As a result the following is prohibited:

* Reporting to work under the influence of alcohol or illegal drugs or substances, including the illegal use of prescription drugs;
* The illegal use, sale, manufacture, distribution or possession of drugs while on organization business or premises and while operating vehicles on organization business;
* The use, sale, possession, transfer or purchase of alcoholic beverages on organization premises or while performing organization business, except in connection with organization-authorized events; and
* Working under the influence of prescription or nonprescription drugs that could impair judgment or motor functions and potentially place persons or property in jeopardy.

**The Pangea Schools** will not condone criminal activity on its property, or on property under its direct control, and will take appropriate action up to and including terminating an employee or requiring him or her to participate in a drug abuse assistance or rehabilitation program.

As a condition of employment, employees must abide by the terms of this policy and must notify **The Pangea Schools** of any criminal drug statute conviction for a violation occurring in the workplace not later than five days after such conviction.

**The Pangea Schools** has the right to conduct a search of all property owned or controlled by us (desks, computers, cabinets, etc.) and employee property on the facilities, such as handbags and briefcases, if there is reasonable suspicion to believe that a violation of the substance abuse control policy has occurred. **The Pangea Schools** may, but is not required, to obtain the employee’s consent when property belonging to or used by an employee is to be searched.

## Immunizations

**The Pangea Schools** mandates as a condition of employment, all employees must be current with all immunizations routinely recommended by the Centers for Disease Control and Prevention (CDC) or, if not immunized for medical, religious or philosophical reasons, provide written documentation of the reason before their effective start date.

## 

## Confidential, Proprietary and Other Nonpublic Information

The protection of confidential information and proprietary inventions is vital to the interest and the success of **The Pangea Schools**. Such confidential information includes, but is not limited to, the following:

* Donor Names/Information
* Employee data
* Family/Client information
* Financial information
* Research and development initiatives
* Pending projects and proposals

The disclosure of **The Pangea Schools**’s confidential, proprietary or other nonpublic information, whether intentional or unintentional, will be subject to disciplinary action (up to and including possible discharge), even if he or she does not actually benefit from the disclosed information. Please refer to Section 5: Employee Conduct, Electronic Communication for further explanation.

## Employment Classification

All employees are classified as either “exempt” or “non-exempt” from overtime compensation according to the overtime provisions of state and federal laws. Non-exempt employees are entitled to overtime pay. Exempt employees are not.

In addition, employees will be classified as the following:

**Full-time:** An employee who is normally scheduled to work a standard forty-hour workweek.

**Part-time:** An employee who is normally scheduled to work less than forty hours per week, and is not temporary.

**Regular:** An employee who has completed their introductory period.

**Temporary:** An employee who is hired to temporarily supplement the work force or to assist in the completion of a specific project. Employment beyond the initial stated period does not in any way imply a change in employment status.

## At-Will Employment

Employment with **The Pangea Schools** is at-will, meaning that either you or **The Pangea Schools** may terminate the employment relationship at any time with or without a reason or notice.

Statements or promises, information in this Employee Handbook, or in any other publications cannot modify this at-will employment relationship. Only a written and signed contract by the Executive Director or the Board can change an individual’s at-will employment status.

## Probationary Period

The first **90 days** (working days) are considered the Probationary Period. Either the employee or the employer may end the employment relationship at will at any time during or after this period, with or without cause or advance notice.

The Probationary Period is intended to give new employees the opportunity to demonstrate their ability to achieve a level of performance acceptable to **The Pangea Schools** and to determine whether the new position meets their expectations.

Similarly, **The Pangea Schools** uses this period to evaluate the employee’s capabilities, work habits, and overall suitability for the job.

The completion of the Probationary Period does not represent a guarantee of continued employment, as employment is always at-will.

## 

## Personal Data Changes

To help keep record and benefits program information accurate, please notify **The Pangea Schools** of any changes to your personal information, such as: mailing address, emergency contacts, and other possible relevant information via an email to the administrator and copied to your direct manager. If you are enrolled in benefits plans, please keep the provider or us informed of relevant changes in marital status, dependents’ information, beneficiaries, and the like. Please also provide at least one or two emergency contacts for us to contact in case of an emergency situation.

## Open Communication

Employees should share their concerns, provide input, seek information, and resolve work-related issues by professionally discussing them with their supervisors. The simplest, quickest and most satisfactory solution is often reached at this level.

If discussion with the employee’s supervisor is not able to resolve the matter, the concern then may be presented to the next level of management.

## Performance Evaluation

Supervisors and employees are encouraged to discuss job performance and goals informally, as needed. A formal written performance evaluation will be conducted at the end of an employee's probationary period.

Additional formal performance reviews are conducted periodically and annually to provide both supervisors and employees the opportunity to review job tasks, recognize strengths, identify and correct weaknesses, and discuss positive approaches to achieving goals.

## Resignation

Resignation is a voluntary act initiated by the employee to terminate employment. While the law does not require advance notice, **The Pangea Schools** requests at least two weeks' written resignation notice from all staff. An employee or contactor leaving without a two week written notice shall pay a penalty, the details of which are in the contract.

# SECTION 3: SCHEDULES, COMPENSATION & ABSENCES

## Work Schedules

**The Pangea Schools** retains the right to vary work schedules according to its needs. Staffing needs and operational demands may necessitate amendments in start and end times, as well as variations in the total hours that may be scheduled each day and week.

Your supervisor will inform you of your expected work schedule and when/if amendments are needed.

## Recordkeeping

All hourly employees are responsible for timely and accurately recording the hours they work. You must accurately record the time you begin and end work, as well as the beginning and ending time of each meal period. You should also record the beginning and ending time of any departure from work for personal reasons. Your supervisor must always approve overtime work in writing before it is performed.

All employees (including exempt employees) are required to record any and all vacation and/or sick time taken.

Altering, falsifying or tampering with pay records is strictly prohibited and shall result in disciplinary action, up to and including termination.

## Breaks/Lunch for Hourly Staff

**The Pangea Schools** does not have a defined break policy in which operations stop for a specified period of time. It is recognized, however, that occasional pauses for rest are beneficial. Therefore, it is suggested that the time and occasion of such breaks be at the discretion of the supervisor and that the taking of short breaks is not against **The Pangea Schools**’s regulations. When a staff member is asked to go on their scheduled lunch break the staff member is expected to do so immediately so as to support timely lunch breaks for all staff members. Staff members may not falsify their time by staying on the clock while not engaged in work contributing to **The Pangea Schools**.

All hourly employees who work more than 8 consecutive hours will have at least a 30-60 minute unpaid lunch or break period. Working through break/lunch period must be authorized by a supervisor.

## 

## Workweek & Payroll

**The Pangea Schools’s** normal business hours are-

Monday- Friday 6:30 AM- 6:00 PM

The payroll period is biweekly and the Payday in every two weeks.

In the event a regularly scheduled payday falls on a holiday, employees will receive pay on the business day after. Banking holidays and disruptions sometimes effect payroll drops.

There is a one-week delay in the payment of wages after they are earned. Therefore, employees are paid for the prior workweek.

## Payroll Deductions

**The Pangea Schools** is required by law to deduct from your paycheck, federal, state and local withholding taxes, social security taxes and any court-ordered withholding such as garnishments or child support payments. These amounts, which are designated on your paycheck stub, are forwarded directly to the appropriate entity.

**The Pangea Schools** will also make other deductions that have been authorized by you, such as your elected insurances or other benefits.

You must maintain a current, valid IRS W-4 and G4 form designating the number of exemptions for federal and State tax withholding. We cannot honor oral or email requests to “stop withholding” or “just use 99 exemptions this week.”

## Overtime

When operating requirements or other work plan needs cannot be met during regular working hours, employees will be given the opportunity to volunteer for overtime work assignments. However, in instances where an insufficient number of employees volunteer, a supervisor may require employees to work overtime. All overtime work must receive the supervisor's prior written authorization.

Exempt employees are not eligible for overtime pay. Overtime compensation is paid to all non-exempt employees in accordance with prevailing federal and state laws. Overtime pay is based on actual hours worked. Time off on sick leave, vacation leave, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

Working overtime without prior authorization from your supervisor may result in disciplinary action up to and including termination.

Overtime work cannot be “traded” for time off.

## Expense Reimbursement

Employees must ONLY use the business credit cards that are provided by their manager for all pre-approved, business-related purchases. Employees must maintain accurate documentation of any business-related expenses incurred on behalf of **The Pangea Schools**. Receipts and detailed explanations of expenses must accompany all reimbursement requests. Expense reports and reimbursements may be subject to other specific policies and practices beyond those provided in this handbook.

## Errors in Pay

Employees are required to review their time cards and sign-off each pay period. If you become aware of an error in your pay or deductions, bring it to the attention of your supervisor so that it can be corrected as soon as possible. These communications have to be in an email for tracking purposes.

## Absences

Regular and timely attendance is a condition of employment. Tardiness is a condition for termination of employment.

You should report any anticipated absence to your supervisor ahead of time. In an emergency, let your supervisor know via a phone call as soon as possible the reason for your absence and when you expect to return.

Unexcused absences are subject to immediate discipline up to and including termination.

If you are absent from work for three consecutive days **without** advising your supervisor, you may be terminated.

If you are absent for five consecutive working days and do not notify your supervisor, you will be considered to have abandoned your job and you will be terminated.

## Emergency Conditions/ Safety

Emergency conditions, such as severe weather, power outages, or fire can disrupt operations and interfere with work schedules, as well as endanger employees. These extreme circumstances may require the closing of the work facility.

When operations are closed due to an emergency, the time off from scheduled work may partially be paid for employees depending on how long the closure is. In the event of an emergency or severe weather your supervisor will notify you of any schedule changes or closures.

Employees who come in late, leave early, or are absent because of an emergency or severe weather situation must notify their supervisor immediately. Failure to notify your supervisor may result in being charged the time against available personal or vacation leave balances. Please check with your supervisor to learn more about these policies for your specific job responsibilities.

Help keep our workplace safe. It is The Pangea Schools’s policy to provide a workplace free of safety or health hazards. Observe all posted safety rules, adhere to all safety instructions and use safety equipment where required. You must report all observed unsafe equipment, unsafe or unhealthy working conditions, processes or procedures to the immediate attention of your supervisor. Any deliberate or ongoing safety violation or creation of a hazard by an employee will be dealt with through disciplinary action, up to and including termination. Don’t engage in horseplay or pranks that may create unsafe conditions.

* WORKERS COMP INFORMATION is posted on the School premises prominently and is accessible to all staff. Please ask your supervisor if you have any questions.

If you encounter another employee who is having a medical or safety emergency, contact your supervisor immediately. When in doubt, call 911. Do not attempt to assist or move another employee who is having a medical problem unless you are qualified to do. Get professional help.

# SECTION 4: BENEFITS

## Holidays

According to applicable restrictions, **The Pangea Schools** will grant paid holiday time off to all eligible employees after completion of one full year of service. Please see details on the attached Summary of benefits.

To be eligible for holiday pay you must have worked your scheduled hours the days before and after the holiday. If a recognized holiday falls during an eligible employee's paid absence (e.g. vacation, sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied. If a recognized holiday falls during an eligible employees unpaid absence (e.g. unpaid leave of absence), no holiday pay will be provided.

## Insurance

Please see details on the attached Summary of benefits.

**The Pangea Schools** offers the following health and life insurance options to

employees:

### a. Health Insurance:

Please see details on the attached Summary of benefits.

### b. Life Insurance:

Any employee may purchase additional life insurance for themselves, spouses or dependents. Please see details on the attached Summary of benefits.

## Workers' Compensation

**The Pangea Schools** provides a workers' compensation program to our employees. The program reimburses certain out-of-pocket costs and may provide reimbursement for lost wages sustained as the result of injuries or illnesses sustained in the course of employment.

If you are injured or think you have been injured while working, no matter how slightly, you must report the injury immediately to your supervisor to protect your eligibility for compensation and alert **The Pangea Schools** to any potential workplace hazards.

Workers' compensation is intended to cover only work-related injuries. Because of this, neither **The Pangea Schools** nor the program will be liable for the payment of workers' compensation benefits for injuries that might occur outside of work or during employees' voluntary participation in off-duty recreational, social, athletic or community-based activities, even if sponsored by **The Pangea Schools**.

## 401K Retirement Plans

Please see details on the attached Summary of benefits.

## Leave Provisions

## Vacation

**The Pangea Schools** provides vacation time to all regular full-time and part-time employees. Vacation hours accrue each pay period to the employee based on the employee's classification, hours worked during the pay period, and years of service. Employees will not accrue more than the maximum allocated accrual for any one pay period.

An employee will earn no vacation time during an unpaid leave of absence.

Vacations benefits are designed to provide employees with an opportunity to spend time away from the job and connect with others outside of work. Therefore, employees may not “cash out” vacation pay by continuing to work in lieu of taking vacation.

Vacation leave requests should be submitted to your supervisor a minimum of four weeks in advance and are subject to approval. Requests will be evaluated based upon various factors, including anticipated operating requirements and staffing considerations during the proposed absence.

Vacation time must be used within the anniversary year it is earned. Unused vacation time will not be paid out at the end of the anniversary year.

# SECTION 5: EMPLOYEE CONDUCT

## Computer Use

Use of **The Pangea Schools**’s computer and telecommunication resources and other organization equipment by a person who is not properly authorized is not permitted. All employees have the responsibility to use their assigned computer and telecommunication resources in an efficient, effective, ethical, and lawful manner.

Employees may not install software onto their individual computers or the network without management authorization to do so. Any duplication of copyrighted software, except for backup and archival purposes, is a violation of organization policy and federal law. **The Pangea Schools** may delete unlicensed and personal software without notice.

## Electronic Communication

All communications transmitted by, received from, or stored in **The Pangea Schools**’s computer systems are considered to be the property of **The Pangea Schools**. The following apply to use of **The Pangea Schools**’s computer and telecommunication resources and services:

* Employees must comply with all software licenses, copyrights, and all other state and federal laws governing intellectual property.
* Employees should not alter or copy files belonging to others without first obtaining permission from the owner of the file.
* No personal right of privacy exists in any file contained within or transmitted by **The Pangea Schools**’s computers. **The Pangea Schools** reserves the right to monitor the operation of these systems, to access all records within them, and to retain or dispose of those records as it deems necessary.
* All communication to parents, clients, vendors, staff, employees, contractors, children, and all associates of **The Pangea Schools** must be made through the official Pangea school email, phone and media channels and not personal email, phone or social media channels. Any communication outside of official channels is strictly prohibited. All communication must follow the 3-way rule where a supervisor is copied on the communication to remain in the loop.
* Electronic communication (e-mail, voice mail, Internet, etc.) should not be used in any way that is disruptive, offensive to others, harmful to morale, fraudulent, harassing, embarrassing, indecent, profane, obscene, intimidating, or unlawful. Specifically prohibited are sexually explicit materials, ethnic or racial slurs, or anything that may be construed as disparaging of others based on race, color, religion, sex, age, national origin, citizenship, veteran status, marital status, genetic information, pregnancy, or any other basis prohibited by applicable state, federal or local laws. This also applies to downloading, displaying or storing of such materials in **The Pangea Schools**’s computers.
* The computer and telecommunication resources and services of **The Pangea Schools** may not be used for the transmission or storage of commercial or personal advertisements, solicitations, promotions, destructive programs (viruses and self-replicating code), religious, or political material.
* While **The Pangea Schools** understands that employees occasionally use their computer and the Internet for personal use, such use should be kept to a minimum and should not interfere with the performance and completion of their job responsibilities.
* Employees are responsible for safeguarding their passwords for the system. Individual passwords should not be printed, stored online, or given to others. Employees are responsible for all transactions made using their passwords.
* The rules in this Employee Handbook on confidentiality and electronic communication extend to social media to the extent it is used on our equipment or with identification of us as your employer. Please be mindful and careful when engaging in exchanges of social media with other employees, and our families, vendors, sponsors, customers, and the like, so that you do not disclose our confidential information to outsiders or the general public, and so that you represent us in a positive light. Even seemingly harmless posts on social media sites (including but not limited to Facebook, Twitter & Instagram) can violate the privacy of children and families. Social media comments that are playful or teasing in a personal setting may be out of place when identified with us. If you identified yourself as an employee of ours in social media, you may be subject to the applicable portions of this Employee Handbook with respect to that conduct.

## Outside Employment

**The Pangea Schools** expects that all of its employees will be professionally committed to their position and responsibilities. **The Pangea Schools** also supports employees who wish to engage in outside employment or community related activities, as long as such efforts do not create a conflict of interest or interfere with the regular and punctual fulfillment of your work with **The Pangea Schools**.

Employees who have questions regarding possible conflicts of interest should seek advice from their supervisor.

## Personal Appearance

Employees have a direct impact on the image of **The Pangea Schools** and should appear neat, clean, and dressed appropriately for the work being performed. All staff will be provided with a uniform polo shirt and are required to wear it with pride. Covered toe shoes must always be worn. You may wear khakis, jeans or black pants that are not ripped. Please adhere to professional workplace attire expectations and dress comfortably to be able to sit on the floor and work with children. Nails must be kept short and well-groomed to enable caring for children and diaper changing. Jewelry must be kept to a minimum. Facial piercings must be removed. Bathing daily and a neat and well-groomed appearance is expected. Issues with body odor will not be tolerated and may result in a meeting with your supervisor.

## Personal Relationships

While **The Pangea Schools** has no prohibition against hiring relatives of other employees, close family members such as parents, children, spouses, siblings, significant others, or in-laws will not be hired into, or transferred from, positions where they directly or indirectly supervise or are supervised by another close family member or significant other. **The Pangea Schools** reserves the right to determine in all cases if a close relationship exists to prohibit a supervisory relationship.

## Phone Usage/ Cell Phone Policy

In order to maintain a safe and professional workplace, cell phone use for personal phone calls, answering personal email, texting, taking photographs or surfing the web is not permitted. However, there may be times when either a cell phone or walkie-talkie will be required for safety when off-site during walks or trips outside of the premises. These instances will be evaluated on a case-by-case basis.

## Political Activity

You can participate in political activities as long as it does not conflict with your work performance, or federal or state law and you make it clear in your interactions that you are acting as a private citizen, not representing **The Pangea Schools**.

## Smoking Policy

As required by law, all facilities and vehicles owned, operated or leased by **The Pangea Schools** are smoke-free. Smoking shall be permitted:

* 25 or more feet from a building entrance or exit and providing it is away from windows and air intakes.
* In personal vehicles.

No additional breaks beyond those allowed under **The Pangea Schools**’s break policy may be taken for the purpose of using tobacco or similar products. Violation of this policy is subject to disciplinary action.

# ACKNOWLEDGEMENT AND RELEASE FORM - Employee Copy

(Employee’s Copy—to Remain in Handbook)

I understand that I am an at-will employee, and I therefore understand that my employment may be terminated at any time, with or without prior notice, and with or without cause or reason by **The Pangea Schools**. Likewise, I understand that I am free to resign at any time, for any reason. No employee, agent, or representative of **The Pangea Schools** other than its executive officers has authority to enter into any agreement guaranteeing employment for any specified period of time, or to make any representations, promises or agreements contrary to the foregoing. I further understand that any such agreement authorized by executive officers shall not be enforceable unless it is in writing and signed by both an executive officer and myself.

No employee handbook can anticipate every circumstance or question about policies. As **The Pangea Schools** changes, the need may arise to change policies described in this handbook. **The Pangea Schools** reserves the right to revise, supplement, or rescind any policies or portions of the handbook from time to time as it deems appropriate in its sole and absolute discretion. As soon as practical, **The Pangea Schools** will notify all team members of such changes, and they will be applicable even if I have not signed a new Acknowledgment and Release Form for them. This Handbook supersedes any previous Employee Handbook.

I understand and acknowledge that violation of the Employee Handbook or any other workplace rule may result in immediate disciplinary action against me, up to and including termination of employment.

My signature below indicates that I have read and understood this statement and have received a copy of the Employee Handbook. My signature further acknowledges and agrees that I will read and familiarize myself with its contents and follow the policies and rules indicated.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Employee Printed Name |  |  |
|  |  |  |
| Employee Signature |  | Date |

# ACKNOWLEDGEMENT AND RELEASE FORM - Employer Copy

(Employer Copy—to Be Placed in Employee File)

I understand that I am an at-will employee, and I therefore understand that my employment may be terminated at any time, with or without prior notice, and with or without cause or reason by **The Pangea Schools**. Likewise, I understand that I am free to resign at any time, for any reason. No employee, agent, or representative of **The Pangea Schools** other than its executive officers has authority to enter into any agreement guaranteeing employment for any specified period of time, or to make any representations, promises or agreements contrary to the foregoing. I further understand that any such agreement authorized by executive officers shall not be enforceable unless it is in writing and signed by both an executive officer and myself.

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My signature below indicates that I have read and understood this statement and have received a copy of the Employee Handbook. My signature further acknowledges and agrees that I will read and familiarize myself with its contents and follow the policies and rules indicated.

Please date, print and sign your name and forward this form to your supervisor.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Employee Printed Name |  |  |
|  |  |  |
| Employee Signature |  | Date |