



EMPLOYEE HANDBOOK

BAY HAVEN CHARTER ACADEMY, INC.

(Amended 03/2026)

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VISION STATEMENT

“High Expectations High Achievement”

MISSION STATEMENT

As a school of excellence and diversity, we value rigor, relevance, and relationships thereby empowering students to become lifelong learners and contributing members of society.

Core Beliefs We Believe:

1. Learning is a life-long process.
2. Students learn best in a safe and caring environment.
3. All students can learn and achieve success.
4. Children deserve high-quality instruction that meets their individual needs.
5. Literacy is a fundamental key to success.
6. Public education is a team effort including home, school, and community.
7. Relationships are the foundation of a highly-effective learning environment.

INTRODUCTION

Welcome to Bay Haven Charter Academy, Inc. (“Haven”). This Employee Policy Handbook (“Handbook”) is designed to serve as a resource for information about common questions and concerns. If you have questions regarding any policy outlined in this Handbook, please contact your supervisor.

The policies contained in this Handbook are subject to change at any time, at the sole discretion of Haven’s Board of Directors (“Board”) and/or Administration. From time to time, you may receive updated information regarding policy changes. The policies you are subject to are not limited to this Handbook and may include other publications, including, but not limited to, Federal and State laws, rules or regulations and the Board policies. The Board policies may be found on the Haven’s website.

The contents of this Handbook are not intended to, and do not, create a contract or agreement between Haven and any employee. Certain policies referenced in this Handbook have specific procedures associated with them. Questions should be directed first to your supervisor, then to your principal, and finally to the Chief Education Officer (“CEO”). Unresolved issues or legal matters will be referred to Haven’s legal counsel.

In the event of any conflict or inconsistency between this Handbook and the Board Policy Manual, the Board Policy Manual shall govern.

Bay Haven Charter Academy, Inc. partners with an external human resources consulting firm, HR Edge, to assist with unresolved human resources matters. When necessary, the CEO, Chief Financial Officer (CFO), Chair of the Board, or Board attorney will contact the assigned human resources professional to address organizational needs.

GENERAL INFORMATION

You are employed by Bay Haven Charter Academy, Inc. (“Haven”) on an **at-will basis**. This means that either you or Haven may terminate the employment relationship at any time, with or without cause or notice, in accordance with applicable law. Nothing in this Handbook alters the at-will nature of employment.

Haven is responsible for all employee tax-related documentation and compliance. Haven also directs and controls the manner and means of work performed, including establishing work assignments, schedules, compensation, safe work practices, hiring, training, evaluation, discipline, and other operational procedures. Haven retains cost, custody, and control of employee activities performed in the course and scope of employment.

Employees are required to **immediately notify their supervisor** of any of the following matters, as applicable:

- Work-related injuries or accidents (for workers’ compensation reporting purposes)
- Employee relations concerns
- Allegations of discrimination or harassment
- Release from duty or removal from an assignment
- Safety violations or unsafe working conditions
- Assignment cancellations
- Suspected violations of federal, state, or local laws or regulations
- Changes in duty assignments

Failure to timely report work-related injuries or safety concerns may affect benefits or corrective actions as permitted by law.

Employment At-Will

Employment with Bay Haven Charter Academy, Inc. (“Haven”) is **at-will and voluntary**. This means that an employee may resign at any time, with or without cause or notice. Likewise, Haven may terminate the at-will employment relationship at any time, with or without cause or notice, provided such action does not violate applicable federal or Florida law.

The policies outlined in this Handbook are not intended to, and do not, create a contract of employment or any contractual obligations between Haven and its employees. The provisions of this Handbook supersede all prior policies and practices and may be amended, modified, or discontinued at any time, with or without notice, at the sole discretion of Haven.

PLEASE NOTE: At no time, including before, during, or after the execution of any employment agreement with Haven, should an employee expect continued employment or the renewal or extension of a contract beyond its stated term. There is **no guarantee of reemployment** with Haven for any subsequent school year, and nothing contained in this Handbook should be interpreted as creating such an expectation.

Employee Status Definitions

Full-Time Employees

Employees who are not in a temporary status and who are regularly scheduled to work thirty (30) hours or more per week. Full-time employees are generally eligible for Haven’s benefit programs, subject to the terms, conditions, and limitations of each benefit plan and applicable law.

Part-Time Employees

Employees who are not assigned to a temporary or introductory status and who are regularly scheduled to work fewer than thirty (30) hours per week. Part-time employees receive all legally mandated benefits (such as Social Security and Workers’ Compensation Insurance) but are not eligible for Haven’s other benefit programs, including paid holidays, insurance benefits, paid vacation, or sick and personal leave, except as required by law.

Temporary Employees

Employees hired as interim replacements, to temporarily supplement the workforce, or to assist in completing a specific project. Temporary employees are not hired as educators or instructional support personnel. Assignments are time-limited, generally not exceeding six (6) months. Employment beyond any initially stated period does not imply a change in employment status. Temporary employees retain their temporary status unless notified otherwise in writing.

Temporary employees receive all legally mandated benefits but are not eligible for Haven’s other benefit programs, including insurance benefits, paid holidays, paid vacation, or sick and personal leave, except as required by law. Insurance benefits will be offered to temporary employees who qualify in accordance with applicable federal and state law, including the Affordable Care Act.

Long-Term Substitutes

Employees hired to fill in for an educator or instructional support person for an extended period. Assignments typically exceed twenty (20) consecutive workdays but do not exceed six (6) months.

Daily substitutes attain long-term substitute status on the workday following twenty (20) consecutive, uninterrupted workdays and retain this status unless notified otherwise.

Long-term substitutes receive all legally mandated benefits but are not eligible for Haven's other benefit programs, including insurance benefits, paid holidays, paid vacation, or sick and personal leave, except as required by law. Insurance benefits will be offered to long-term substitutes who qualify in accordance with applicable federal and state law, including the Affordable Care Act.

Daily Substitutes

Employees hired on an on-call, daily basis to fill in for absent educators. Daily substitutes receive all legally mandated benefits but are not eligible for Haven's other benefit programs, including paid holidays, insurance benefits, paid vacation, or sick and personal leave, except as required by law.

Daily substitutes are considered temporary employees and are not permanent employees of Haven.

Employee Classification Regarding Overtime

Haven complies with the Fair Labor Standards Act ("FLSA") and all applicable state laws regarding employee classification and the payment of overtime. Positions are periodically reviewed to ensure proper classification under applicable law.

For purposes of overtime, employees are classified as either **non-exempt** or **exempt**.

Non-Exempt Employees

Non-exempt employees are entitled to overtime pay at one and one-half (1.5) times their regular rate of pay for all hours worked over forty (40) hours in a defined workweek. Non-exempt employees may be paid on an hourly, salary, or other permissible basis but remain eligible for overtime compensation in accordance with applicable law.

Overtime work must be approved in advance by a supervisor. However, all overtime hours worked must be accurately recorded and will be paid in accordance with applicable law, even if worked without prior authorization. Working unauthorized overtime may result in disciplinary action.

Exempt Employees

Exempt employees are not eligible for overtime compensation because their positions meet specific salary and duties requirements established by the FLSA and applicable federal and state law. Exempt employees are generally paid on a salary basis and perform executive, administrative, professional, or other duties that qualify for exemption under the law.

Classification determinations are based on job duties and responsibilities and not solely on job title or method of payment.

Paycheck Information

Employees are paid by direct deposit into their designated bank account in accordance with applicable law. Employees are responsible for ensuring that their direct deposit information is accurate and up to date.

If you believe there is an error in your pay, you must notify Payroll immediately so the matter can be reviewed and corrected if necessary. Haven will promptly investigate all reported payroll discrepancies and make any required corrections in accordance with applicable law.

Payroll Correction Policy

Employees whose compensation is determined by i) years of experience; ii) paygrade placement; iii) paygrade changes; and/or iv) supplementary pay, have a duty to verify that their beginning compensation package is accurate. In the event that an employee determines that an error has occurred, the error must be reported within the employee's probationary employment period or no more than ninety (90) days from the date of receipt of written notice that the employee's i) years of experience; ii) paygrade placement; iii) paygrade changes; and/or iv) supplementary pay, criteria have been verified, whichever is greater. The report shall be made in writing to the HR Representative and shall specify the error and include reasonable proof of the error. The correction will only be calculated and retroactive from the first day of the employee's contract for the current contract year, and the employee's status will then be corrected. Any calculations and corrections will not be retroactive to prior contract years.

Pay Deductions

Federal and state laws require Haven to make certain deductions from employee wages, including but not limited to federal income taxes, Social Security, Medicare, and Florida Retirement System contributions, as applicable.

No deductions other than those required by law, authorized by court order, or permitted under applicable law will be made from an employee's wages without the employee's written authorization. Participation in Haven-sponsored benefit programs, including but not limited to medical, dental, short-term disability (STD), long-term disability (LTD), life insurance, and 403(b) retirement plans, constitutes authorization for payroll deductions necessary to cover the employee's elected contributions.

Open enrollment for benefits is generally conducted in August each year. Employees who fail to complete open enrollment elections may be limited to employer-required or default benefit selections as determined by Haven and the applicable benefit plan documents. Employees are responsible for timely completing enrollment materials, including beneficiary designations for Haven-provided life insurance coverage.

Haven reserves the right, to the extent permitted by law, to deduct from an employee's final paycheck any authorized amounts owed to Haven, including but not limited to unreturned property, payroll overpayments, obligations arising under a signed continuing education agreement where the employee has not satisfied the terms of the agreement, or other lawful setoffs. Any such deductions will be made in accordance with applicable federal and state law and the terms of the applicable written agreement.

Wage Assignments (Garnishments)

Haven will comply with all legally valid wage assignments, garnishments, child support income deduction orders, tax levies, and other court-ordered withholdings. Upon receipt of appropriate legal

documentation, Haven will process such withholdings in accordance with applicable federal and state law.

Employees are responsible for resolving any personal financial matters that result in wage garnishment. Questions regarding the underlying obligation must be directed to the issuing court or agency.

Personnel Files

Each employee's personnel file is an official record of employment and must be kept accurate and current. Employees are required to promptly notify the Payroll Manager in the Accounting and Finance Department, in writing, of any changes to the following:

- Name
- Address
- Telephone Number
- Emergency Contact Information
- Children's Names
- Number of Dependents
- Beneficiary Designations
- Educational Accomplishments
- Changes in Family Status
- W-4 Withholding Elections

Certain changes may require supporting documentation.

Personnel files are the property of Haven. Except as required by Florida law, access to the information contained in personnel files is restricted to supervisors, management personnel, and other individuals who have a legitimate business or legal need to review such information.

As a public charter school, Haven is subject to Florida public records laws. Personnel records may be subject to disclosure upon receipt of a lawful public records request unless the information is specifically exempt or confidential under applicable law. Haven will comply with all applicable public records requirements.

Employees who wish to review their personnel file must contact the Payroll Manager, the custodian of Haven's personnel records, to schedule an appointment. With reasonable advance notice, employees may review their file during normal business hours in the presence of a designated Haven representative. Personnel files may not be removed from the premises.

The Accounting and Finance Department, through the Payroll Manager, will:

1. Collect, use, and retain only personnel information necessary for legitimate business or legal purposes;
2. Limit internal access to personnel information to those with a legitimate need to know; and
3. Release personnel information outside of Haven only with employee authorization, except as required to verify employment, comply with legal obligations, respond to lawful public records requests, or satisfy investigative or regulatory requirements.

Ownership Of Intellectual Property

Any intellectual property created, developed, conceived, reduced to practice, or prepared by an employee during the course and scope of employment with Haven, and related to Haven's business or operations, shall be the sole and exclusive property of Haven.

This includes, but is not limited to, any process, curriculum, lesson materials, publications, designs, works of authorship, data, reports, inventions, discoveries, improvements, trademarks, service marks, logos, branding materials, or any other work that may be subject to copyright, patent, or trademark protection under state or federal law.

Intellectual property created using Haven time, personnel, students, facilities, equipment, technology, confidential information, or other resources shall also be considered Haven property, even if created outside of normal working hours.

To the extent permitted by law, such works shall be considered "works made for hire." If any intellectual property does not qualify as a work made for hire, the employee hereby assigns and agrees to assign to Haven all rights, title, and interest in and to such intellectual property without additional compensation.

Employees may not register or attempt to register any intellectual property related to Haven's operations in their own name. Any application for copyright, patent, or trademark registration must be submitted only on behalf of Haven and only with the express prior written consent of the CEO.

If an employee obtains or attempts to obtain any intellectual property registration in violation of this policy, the employee agrees to hold such registration in trust for Haven and shall immediately execute any documents necessary to assign or transfer all rights, title, and interest in such intellectual property to Haven without compensation.

EMPLOYMENT INFORMATION

Equal Employment Opportunity

Haven is committed to providing equal employment opportunities to all employees and applicants in accordance with all applicable federal, state, and local laws. Haven managers and employees are responsible for complying with these laws, including, but not limited to, the Civil Rights Act of 1964, as amended; the Age Discrimination in Employment Act of 1967, as amended; the Equal Pay Act of 1963, as amended; the Americans with Disabilities Act of 1990, as amended; the Genetic Information Nondiscrimination Act of 2008; and other applicable anti-discrimination laws.

Haven affords equal employment opportunity to all qualified individuals without regard to race, color, religion, creed, sex, pregnancy (including childbirth, lactation, and related medical conditions), sexual orientation, gender identity or expression, national origin, ancestry, age, disability, genetic information, marital status, veteran status, or any other characteristic protected by applicable law.

This policy applies to all aspects of employment, including recruitment, hiring, placement, compensation, benefits, promotion, transfer, discipline, layoff, recall, training, education, retirement, and participation in employer-sponsored programs and activities.

It is Haven's intent to comply with both the letter and the spirit of all equal employment opportunity laws and to foster a workplace free from unlawful discrimination and harassment. All employees are expected to support and uphold this commitment.

Any employee who believes they have experienced discrimination, harassment, or retaliation in violation of this policy is encouraged to report the concern promptly. Employees may report concerns to their supervisor, Human Resources, or any member of management. Haven strictly prohibits retaliation against any individual for making a good faith complaint, participating in an investigation, or otherwise exercising rights under applicable law. All complaints will be reviewed promptly and handled as confidentially as possible consistent with a thorough investigation.

Non-Discrimination and Accommodation of Individuals with Disabilities

Haven complies with the Americans with Disabilities Act of 1990 (ADA), as amended, and all applicable state and local laws prohibiting discrimination against qualified individuals with disabilities. Haven does not discriminate against qualified applicants or employees on the basis of disability in any aspect of employment.

Haven is committed to providing reasonable accommodations to qualified applicants and employees with known physical or mental disabilities, unless doing so would impose an undue hardship on the operation of Haven's business.

Specifically, Haven will:

- Ensure that qualified individuals with disabilities are treated in a nondiscriminatory manner during the application process and throughout all terms, conditions, and privileges of employment.
- Engage in a timely, good faith interactive process with applicants or employees who request an accommodation or when Haven becomes aware of the possible need for an accommodation.
- Provide reasonable accommodations that enable qualified individuals with disabilities to perform the essential functions of their positions, or to enjoy equal access to employment opportunities, unless the accommodation would create an undue hardship.
- Maintain all medical information obtained in connection with employment in strict confidence and in separate confidential medical files, in accordance with applicable law.
- Inform applicants and employees of this policy through inclusion in this Handbook and through required workplace postings.

An applicant or employee who believes they need a reasonable accommodation should notify their supervisor or Human Resources. Haven may request appropriate medical documentation where permitted by law to support a request for accommodation.

Haven strictly prohibits retaliation against any individual for requesting an accommodation, participating in the interactive process, or exercising rights under the ADA or applicable state law.

Immigration Law Compliance

Haven is committed to employing individuals who are legally authorized to work in the United States. In compliance with the Immigration Reform and Control Act of 1986 (IRCA) and other applicable laws, Haven verifies the identity and employment authorization of all newly hired employees.

Haven does not unlawfully discriminate on the basis of citizenship, immigration status, or national origin, and does not engage in unfair immigration-related employment practices, including requesting more or different documents than required by law or refusing to honor documents that reasonably appear to be genuine and relate to the individual presenting them.

As a condition of employment, each newly hired employee must complete Section 1 of the Employment Eligibility Verification Form (Form I-9) on or before their first day of employment. Employees must present acceptable documentation establishing identity and authorization to work in the United States within the timeframe required by federal law. Haven will complete Section 2 of the Form I-9 within the legally required period.

Haven will reverify employment authorization as required by law when an employee's work authorization has an expiration date. Former employees who are rehired may be required to complete a new Form I-9 if their previous Form I-9 is no longer retained, is incomplete, or if otherwise required under applicable regulations.

All Form I-9 records will be maintained and retained in accordance with federal law.

Job Posting Policy and Procedure

Haven will follow the job posting and recruitment policies approved by the Bay Haven Charter Academy, Inc. Board (“Board”).

Purpose

The purpose of the job posting process is to ensure that qualified applicants are identified and that current employees are provided a fair opportunity to apply for open positions, either prior to or concurrently with consideration of external candidates. Business conditions permitting, all regular full-time and part-time positions will be posted when a vacancy occurs.

Haven seeks to recruit and hire the most qualified applicants to serve the needs of our students, families, and community.

Posting and Advertising

All new positions must receive Board approval prior to being posted or advertised.

Each vacancy will be advertised as appropriate based on the type of position, operational needs, and time constraints. The duration of postings and the geographic scope of advertising (local, regional, or national) will be determined in accordance with Board policy and organizational needs.

Applications will be accepted through the BambooHR applicant tracking system. Positions will be posted for a minimum of five (5) business days unless otherwise authorized due to operational necessity. Certain positions may require longer posting periods or re-posting to ensure an adequate applicant pool.

Equal Employment Opportunity

Recruitment and selection decisions will be made on the basis of qualifications, merit, and organizational needs, and without regard to race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, disability, genetic information, veteran status, or any other characteristic protected by applicable law.

Internal candidates will receive fair and equal consideration; however, all positions will be filled based on the qualifications and overall suitability of the candidate for the position.

Selection Process

- A search committee may be formed for instructional and administrative positions and may include individuals who work directly or indirectly with the position. The formation and composition of search committees will be determined based on the nature of the position.
- Background checks, reference checks, and employment history verification will be conducted in accordance with Haven policy and applicable law prior to final employment offers.
- Upon selection of a candidate, Accounting and Finance personnel will determine salary placement consistent with approved placement schedules and Board policy.

- Accounting and Finance staff, in coordination with the Compliance Specialist, will facilitate required background screening and onboarding documentation.
- The Chief Financial Officer will report newly hired positions and placement to the Board in the next appropriate Board report.

Education Background and Teacher Certification

For positions requiring proof of graduation from an accredited college or university, candidates must provide official documentation verifying the required degree prior to the commencement of employment, unless otherwise authorized in writing. Acceptable documentation may include official transcripts or other verifiable proof of degree conferral.

All instructional positions require appropriate certification or credentialing as mandated by the State of Florida. At the time of hire, teachers must provide documentation demonstrating either:

- A valid Florida Educator Certificate; or
- A valid Statement of Eligibility issued by the Florida Department of Education.

Employees hired under a Statement of Eligibility or temporary certification must obtain and maintain the appropriate Florida certification within the timelines established by the Florida Department of Education and any conditions of employment.

It is the responsibility of each employee to obtain, maintain, renew, and provide documentation of all required certifications, endorsements, and professional licenses applicable to their position. Updated documentation must be submitted to the Compliance Specialist in a timely manner and prior to the expiration of any credential.

Failure to obtain or maintain required certification or licensure may result in disciplinary action, up to and including termination of employment, in accordance with applicable law and Board policy.

Education Credentials and Teacher Certification Policy

Purpose

Haven requires all instructional personnel to meet the educational and certification requirements established by Florida law, the Florida Department of Education (FDOE), and the State Board of Education. This policy ensures legal compliance and maintains high standards of instructional quality.

Educational Credentials

For any position requiring a college degree, candidates must provide official documentation verifying degree conferral from an accredited college or university. Acceptable documentation includes official college transcripts or other verifiable proof of degree.

All required educational documentation must be submitted during the application process and prior to the commencement of employment.

Certification Requirements

All instructional personnel must hold or be eligible to hold a valid Florida Educator Certificate issued by the Florida Department of Education.

At the time of hire, a teacher must provide one of the following:

1. A valid Florida Educator Certificate; or
2. A Florida Statement of Eligibility issued by the FDOE indicating the individual is “Eligible” for certification.

No person shall be employed or continue employment as instructional staff without holding, or being eligible to hold, a valid Florida Educator Certificate as required by Florida law and State Board of Education rules.

Permanent or professional certification issued by another state does not substitute for Florida certification.

Reciprocity

Certification requirements vary by state. Under Florida reciprocity provisions, an applicant may qualify for a Florida Statement of Eligibility if the individual:

- Holds a current professional teaching certificate issued by another U.S. state or territory; or
- Holds current National Board for Professional Teaching Standards (NBPTS) certification.

Reciprocity does not eliminate the requirement to obtain full Florida certification within the timelines established by the FDOE.

Teachers Employed Under a Statement of Eligibility

Teachers hired with a Florida Statement of Eligibility indicating “Eligible” for certification must obtain and maintain the appropriate Florida Educator Certificate within the timeframes established by the FDOE.

Teachers employed under a Statement of Eligibility shall be placed on the Instructional Personnel Placement Schedule in accordance with Board-approved compensation guidelines.

It is the responsibility of the employee to provide a copy of the Florida Educator Certificate to the Compliance Specialist immediately upon issuance.

Long-Term Substitute Provision

A candidate who does not hold a valid Florida Educator Certificate or a Florida Statement of Eligibility indicating “Eligible” for certification may be employed as a long-term substitute while pursuing eligibility, for a period not to exceed six (6) months.

Compensation for long-term substitutes shall be as follows:

- The regular daily substitute rate for the first twenty (20) consecutive workdays.
- Beginning on the twenty-first (21st) consecutive workday, compensation shall increase to **\$188.78 per day**, which is equivalent to **\$37,000 based on a 196-day contract year**.

If there is any interruption in consecutive service for any reason, compensation shall revert to the applicable daily substitute rate until twenty (20) new consecutive workdays have been completed.

Continued employment beyond six (6) months requires issuance of a Florida Statement of Eligibility indicating “Eligible” for certification.

Maintenance and Renewal of Certification

All instructional personnel are responsible for obtaining and maintaining valid Florida certification, completing all renewal and professional development requirements, ensuring certification does not lapse, and providing updated certification documentation to the Compliance Specialist.

Documentation of renewed certification must be submitted no later than April 30 of the year in which the certificate expires, or earlier if required by FDOE timelines.

Failure to obtain or maintain required certification may result in disciplinary action, up to and including termination of employment, in accordance with applicable law and Board policy.

Compliance Oversight

The Compliance Specialist is responsible for maintaining certification records and monitoring compliance with this policy. Instructional staffing compliance may be reported to the Board as required.

Awarding Years of Experience for Public School System Retirees

Purpose

This policy establishes guidelines for awarding years of experience for salary placement purposes to individuals who have retired from a public-school system and are newly hired by Haven.

Instructional Personnel

A newly hired instructional employee who has retired from Bay District Schools or another public-school system may be awarded a maximum of ten (10) years of experience on the Instructional Personnel Placement Schedule, provided that:

- The employee produces official documentation verifying retirement from a public-school system; and
- The employee has at least ten (10) years of verifiable full-time teaching experience in a public-school system.

Verifiable experience must be supported by official employment records or service documentation from the prior public-school employer.

Administrative Personnel

A newly hired administrative employee who has retired from Bay District Schools or another public-school system may be awarded a maximum of ten (10) years of experience on the Administrative Placement Schedule, provided that:

- The employee produces official documentation verifying retirement from a public-school system; and
- The employee has at least ten (10) years of verifiable qualified administrative experience in a public-school system.

Administrative experience must be directly related to the position for which the individual is hired and supported by official employment verification.

Limitation on Private School Experience

It is the policy of Bay Haven Charter Academy, Inc. that years of teaching or administrative service performed in private schools shall not be credited for purposes of salary placement under this policy.

Final Determination

All experience credit determinations are subject to verification and final approval in accordance with Board-approved compensation schedules and organizational guidelines.

Employment References

Purpose

To ensure that individuals who join Haven are well qualified and capable of contributing to the organization's mission, Haven conducts employment reference checks on all applicants selected for hire.

Applicant Reference Checks

Haven may verify prior employment, credentials, and professional references as part of the hiring process. Reference verification may include, but is not limited to:

- Telephone reference checks, the details of which may be documented and retained in the employee's personnel file;
- Written reference requests transmitted by mail, electronic communication, or facsimile to previous employers or listed references;
- Verification of employment history, job performance, professional conduct, and eligibility for rehire, as permitted by law.

Employment offers may be contingent upon satisfactory reference verification.

Public Records Notice

As a public charter school, Haven is subject to Florida public records laws. Personnel records and other employment-related documents may be subject to disclosure upon receipt of a valid public records request, unless specifically exempted by law. Employees should be aware that information maintained by Haven may be disclosed in accordance with applicable public records requirements.

Providing References for Former Employees

Haven will cooperate with lawful requests for employment verification concerning former employees.

Only Haven management or specifically authorized personnel may respond to employment verification inquiries. Authorized responses are limited to verification of:

- Dates of employment;
- Job title(s) held; and
- Status of employment (e.g., separation date).

Salary information will not be verified by telephone. Written employment verification requests for purposes such as mortgage or loan applications must be directed to the Accounting and Finance Department and may require written authorization from the former employee.

No employee of Haven is authorized to provide professional or character references on behalf of the organization for a current or former employee without prior approval from the CEO.

Background Investigations

Purpose

Haven is committed to providing a safe and secure environment for students and staff. To support this commitment, Haven conducts background investigations on applicants selected for employment in accordance with Florida law and applicable federal regulations.

Authorization

By submitting an application for employment, the applicant authorizes Haven to verify the information provided and to conduct background screening as permitted by law. Such screening may include verification of education, employment history, professional references, and other information necessary to evaluate qualifications and suitability for employment.

Employment offers are contingent upon satisfactory completion of all required background screenings.

Falsification, omission, or misrepresentation of information on an employment application or during the hiring process may result in denial of employment or termination of employment.

Scope of Background Screening

At a minimum, the following checks may be conducted:

- **Education Verification** – Verification of post-secondary degrees, certifications, and/or high school diplomas, as applicable to the position.
- **Criminal Records Search** – A criminal history review in jurisdictions where the applicant has resided, worked, or attended school within a timeframe permitted by law. Applicants are required to disclose any misdemeanor convictions, felony convictions, or pending criminal charges as required by Haven’s application process. Criminal history findings will be evaluated in accordance with applicable law and job-relatedness standards.
- **Social Security Number Trace** – Verification of the applicant’s identity and review of associated address history to assist in determining whether additional jurisdictions should be searched.

Mandatory Fingerprinting and Level II Screening

As a condition of employment, all employees are required to undergo fingerprinting and a Level II background screening as required by Florida law. Fingerprinting shall be conducted through the Bay District Schools fingerprinting office or other authorized agency.

If an applicant’s background screening reflects an arrest record or criminal history, the information will be reviewed in accordance with applicable law and statutory disqualification standards. Depending on the nature and severity of the offense, further action may be taken, up to and including withdrawal of an offer of employment or termination.

Individuals who are statutorily disqualified under Florida law, including those convicted of certain offenses involving children or those required to register as sexual offenders or sexual predators, will not be eligible for employment with Haven.

Ongoing Obligation

Employees are required to notify Haven immediately if they are arrested for or convicted of an offense during their employment.

Non-Disclosure and Confidentiality

Non-Disclosure Agreements

Haven may require employees, as a condition of employment or continued employment, to sign a Non-Disclosure Agreement (NDA) or other confidentiality agreement consistent with applicable law. Such agreements supplement, but do not replace, the obligations described in this policy.

Protection of Confidential and Proprietary Information

The protection of confidential information, proprietary information, student records, personnel records, and trade secrets is essential to Haven’s mission and operations. Employees are expected to safeguard such information and use it solely for legitimate business purposes and within the scope of their job duties.

For purposes of this policy, confidential information includes, but is not limited to:

- Active and pending projects or proposals
- Budgets, forecasts, and non-public financial information
- Compensation data (subject to legally protected wage discussions as permitted by law)
- Curriculum implementation plans and student performance data
- Customer, vendor, or donor information
- Employee personnel records
- Instructional methodologies and internal training materials
- Labor relations strategies
- Marketing strategies and development plans
- Research and development initiatives
- Student educational records, health records, and personally identifiable information
- Student lists, demographics, records, and contact information
- Technological systems, passwords, and internal security protocols

This list is illustrative and not exhaustive.

Employees must not disclose, use, copy, remove, or distribute confidential information except as necessary to perform their job duties or as authorized in writing by Haven Administration.

Student and Employee Records

Student educational records are protected under the Family Educational Rights and Privacy Act (FERPA) and applicable state law. Employee personnel and medical records are protected by applicable privacy and employment laws.

Unauthorized access to, disclosure of, or misuse of such records may result in disciplinary action, up to and including termination, and may expose the individual to civil or criminal penalties under applicable law.

Work Product and Ownership

All documents, instructional materials, curriculum developments, reports, data compilations, communications, and other work product created within the scope of employment or using Haven resources are the property of Haven, unless otherwise required by law or Board policy.

Obligations Upon Separation

The obligation to maintain confidentiality continues after employment ends.

Upon separation from employment for any reason, employees must immediately return all Haven property, documents, files, electronic records, passwords, identification badges, and other materials containing or reflecting confidential information. Employees may not retain copies in any format.

Violations

Improper use, disclosure, or misappropriation of confidential information or trade secrets may result in disciplinary action, up to and including termination of employment. Haven reserves the right to pursue all legal remedies available under applicable law, including injunctive relief and damages, regardless of whether the employee personally benefited from the disclosure.

Protected Rights and Whistleblower Protections

Nothing in this policy is intended to:

- Prohibit employees from discussing wages, hours, or other terms and conditions of employment as protected by applicable law;
- Interfere with rights under the National Labor Relations Act (NLRA);
- Prohibit an employee from reporting possible violations of law to a governmental agency; or
- Limit rights under federal or state whistleblower protection laws.

Probationary (Introductory) Period for New Employees

- All newly hired employees are subject to an introductory period of ninety (90) days beginning on the employee's first day of work. This introductory period allows both the employee and Haven an opportunity to evaluate whether the employment relationship is a good fit.
- Employment with Haven is at will. Accordingly, either the employee or Haven may terminate employment at any time, with or without cause or notice, during or after the introductory period, subject to applicable law.
- Completion of the introductory period does not alter the at-will nature of employment and does not create a contract of employment, guarantee of continued employment, or change in employment status.
- At or around the conclusion of the ninety (90) day introductory period, the employee's supervisor may conduct a performance review to evaluate the employee's performance, skills, and ability to work effectively within the organization. The supervisor may submit a recommendation to the appropriate administrator with hiring and termination authority. Haven reserves the right, in its discretion, to extend the introductory period, confirm continued employment, or separate employment at any time.
- All employees, regardless of classification or length of service, are expected to meet and maintain Haven's standards for job performance, professionalism, and conduct.

Eligibility to Apply and Application Procedure for Existing Employees

Regular full-time and part-time employees who have successfully completed their introductory period and who are meeting Haven's performance and attendance expectations may apply for posted job openings, subject to administrative approval.

Eligibility to apply does not guarantee an interview, transfer, or promotion. All employment decisions are made at Haven's discretion based on qualifications, operational needs, and other lawful considerations.

Each job posting will include, as applicable:

- Job title
- Department or school
- Location
- Required certifications or credentials
- Application deadline

Qualified employees who wish to apply for a posted position must submit an application through the BambooHR application system in accordance with the instructions provided in the posting.

Employees who are interviewed will be notified of the disposition of the position by the hiring administrator or through the BambooHR system.

An existing employee who accepts a new position is subject to the ninety (90) day introductory period; provided, however, that eligibility for benefits as an existing employee shall not be disturbed.

Haven reserves the right to determine the recruitment and selection process for any position and may consider external candidates at its discretion.

Changes in Pay for Existing Employees Transferring Positions

Compensation for employees transferring to a new position will be determined in accordance with placement schedules, guidelines, and policies adopted by the Board.

The salary offered for the new position will be based on factors including, but not limited to, years of relevant experience, qualifications for the new role, internal equity, budget considerations, and operational needs. Nothing in this policy guarantees a specific salary increase or adjustment.

Employees should refer to the Bay Haven Charter Academy, Inc. Salary Handbook for additional information regarding compensation structures, placement schedules, and applicable guidelines.

Employees may accept or decline an offer for a new position. Declining a transfer or promotion will not affect the employee's current position, compensation, or employment status.

Haven reserves the right to determine compensation and pay adjustments in its discretion, consistent with Board policy and applicable law.

Performance Appraisals and Promotions

Performance evaluations may be conducted periodically, including annually, by administrative staff or the employee's supervisor, as designated by Haven. Evaluations are intended to provide feedback regarding job performance, professional development, and adherence to Haven standards.

Employees should refer to applicable evaluation guidelines and administrative procedures for additional information regarding the evaluation process.

Performance evaluations do not create a contract of employment, guarantee continued employment, or entitle an employee to a promotion, salary increase, or other change in employment status.

Promotions are based on qualifications, performance, operational needs, and other lawful considerations, and are made at Haven’s discretion in accordance with Board policy.

Employment of Relatives (Nepotism Policy)

The employment of relatives may create actual or perceived conflicts of interest, favoritism, or morale concerns. Haven seeks to ensure that employment decisions are based on merit, qualifications, and operational needs, and are consistent with applicable law.

For purposes of this policy, a “relative” includes a spouse, parent, child, sibling, uncle, aunt, first cousin, nephew, niece, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister.

All applicants and employees must disclose to the Chief Financial Officer the name and position of any relative who is currently employed by Haven or who is applying for employment with Haven. These situations will be reviewed on a case-by-case basis and handled in accordance with Board policy and applicable law. Employees have a continuing obligation to notify the Chief Financial Officer of any relative who becomes employed by Haven during their employment.

No employee may directly or indirectly supervise a relative. Pursuant to Section 1002.33(24), Florida Statutes, a Haven employee may not appoint, employ, promote, advance, or advocate for the appointment, employment, promotion, or advancement of a relative in or to a position over which the employee exercises jurisdiction or control.

If an employee becomes aware of a supervisory or reporting relationship involving relatives, the employee must immediately notify the CEO or CFO so that appropriate action may be taken.

Haven reserves the right to take appropriate corrective action, including reassignment or other measures, to ensure compliance with this policy and applicable law.

Outside Employment

Employees may engage in outside employment provided that such employment does not interfere with the performance of their duties at Haven and does not create an actual or perceived conflict of interest.

All employees are expected to meet Haven’s performance, attendance, and scheduling requirements. Outside employment does not excuse an employee from meeting the standards, expectations, or work demands of their position with Haven.

Employees must notify their supervisor in writing if they currently hold or intend to obtain outside employment. Haven reserves the right to review and determine whether the outside employment creates a conflict of interest, interferes with job performance, damages Haven’s reputation, or otherwise poses an employment-related concern.

Haven may require an employee to discontinue outside employment if it determines that the outside employment conflicts with Haven’s interests, affects job performance, or violates Board policy.

Nothing in this policy alters the at-will nature of employment.

EMPLOYEE CONDUCT AND PROFESSIONAL EXPECTATIONS

All employees are expected to conduct themselves in a professional manner that reflects positively on Haven, its students, families, colleagues, and the community. Employees serve as representatives of Haven and are expected to uphold the organization's standards of professionalism, integrity, and respect at all times.

Employees are expected to:

- Report to work as scheduled and begin duties promptly.
- Perform assigned responsibilities in a productive, competent, and professional manner.
- Demonstrate a respectful, positive, and constructive attitude toward fellow faculty, staff, administrators, Board members, students, and parents.
- Refrain from gossip, disruptive behavior, or conduct that negatively impacts workplace morale or the educational environment.
- Comply with all Haven policies, Board policies, and administrative directives.
- Work collaboratively and support a positive, team-oriented work environment.
- Support and uphold Haven's Mission Statement and educational objectives.
- Maintain professional, respectful, and appropriate relationships with students, parents, and colleagues at all times.
- Respond promptly and professionally to concerns raised by students or parents, consistent with their role and responsibilities.

Professional Conduct and Social Media

Employees are representatives of Haven both during and outside of working hours. Employees are expected to exercise sound judgment and professionalism when using social media or engaging in public communications, even on personal accounts.

Online conduct, including, but not limited to personal accounts, should not:

- Violate student or employee confidentiality;
- Conflict with Haven's mission or professional standards;
- Damage the reputation of Haven; or
- Undermine working relationships within the school community.

Nothing in this policy is intended to interfere with employees' legally protected rights under applicable law.

Failure to meet the standards outlined in this section may result in disciplinary action, up to and including termination of employment.

Professional Dress and Personal Appearance

Employees are expected to maintain a professional, modest, and appropriate appearance that reflects positively on Haven and supports a respectful educational environment. As educators and school professionals, employees serve as role models for students and should exercise sound judgment in their dress and grooming.

Dress, grooming, and personal hygiene standards contribute to workplace morale and to the professional image Haven presents to students, parents, and visitors. Employees are responsible for presenting a clean, neat, and professional appearance at all times while on duty or representing Haven.

Clothing must be neat, clean, in good condition, and appropriate for a school setting and the employee's role and responsibilities. Attire that is excessively casual, revealing, disruptive, or otherwise inconsistent with a professional educational environment is not permitted. Employees should avoid clothing, accessories, or visible materials that contain language, images, or messages that are inappropriate, offensive, distracting, or inconsistent with Haven's mission and values.

Supervisors may establish additional dress expectations appropriate to specific roles, events, or campus needs. The guidelines outlined in this section are not all-inclusive. Haven reserves the right to determine whether attire or appearance is appropriate and may require an employee to modify their appearance if it does not meet professional standards.

Failure to comply with dress and appearance expectations may result in corrective action.

Nothing in this policy is intended to interfere with legally protected rights or reasonable accommodations required by law.

Attendance and Timekeeping

Regular and reliable attendance is an essential function of employment at Haven. Employees are expected to report to work as scheduled and to be punctual. Attendance and timekeeping for non-exempt employees are governed by Board Policy 6520.02 – Haven Schools Timekeeping Policy, as amended from time to time.

Scope

The timekeeping provisions outlined below apply to all non-exempt employees. Exempt employees are expected to fulfill the responsibilities of their positions and maintain regular, consistent attendance in accordance with administrative directives.

Reporting Absences and Tardiness

Employees are required to personally notify their supervisor or supervisor's designee at least two (2) hours prior to the start of each shift if they will be absent or tardy, regardless of whether the absence may qualify under an approved intermittent leave.

If an employee is seeking leave, the employee must notify their manager daily, unless otherwise directed, until leave approval is confirmed. Failure to provide proper notice may result in corrective action.

If an employee must leave before the end of a scheduled shift, notice must be provided to the manager or designee at least two (2) hours in advance or as soon as practical.

Definitions

Absence

An unscheduled absence from work on one (1) or more consecutively scheduled workdays or shifts not considered protected leave. Unscheduled absences exceeding three (3) days may be referred to Human Resources to determine whether a leave of absence is appropriate.

No-Call/No-Show

A no-call/no-show occurs when an employee fails to personally notify the manager or designee and fails to report to work within the first two (2) hours of the shift. Three (3) or more consecutive days of no-call/no-show will be considered job abandonment and a voluntary resignation, subject to review and applicable law.

Grace Period

A five (5) minute grace period applies before being tracked as tardy. This does not excuse tardiness and does not apply where prohibited by law.

Tardiness

Tardiness occurs when an employee fails to report for duty at the scheduled start time or fails to return promptly from a break or meal period. Tardiness protections under federal, state, or local law (including FMLA and ADA) apply as required.

Punctuality

Punctuality requires adherence to scheduled shift start times and appointed times for meetings, training sessions, and other required events. Non-exempt employees should not clock in earlier than necessary to reach their assigned work area.

Patterns of Behavior

Patterns of attendance behavior may include repeated absences before or after scheduled days off, routine Monday or Friday absences, absences around holidays, repeated tardiness, early departures, failure to clock in/out properly, or other trends indicating attendance concerns.

Timekeeping Requirements

Non-exempt employees must accurately record all hours worked using the BambooHR system via mobile or desktop device. Employees are responsible for clocking in and out for designated shifts.

Managers are responsible for communicating attendance expectations and tracking time through the BambooHR system.

Occurrence System for Non-Exempt Employees

Attendance occurrences are tracked within a calendar year and reset on January 1.

Absent with call: 1 point

Absent, no call: 2 points

Tardy: ½ point

Early departure: ½ point

Late return from lunch/break: ½ point

Corrective Action Process

The recommended corrective action for accumulated occurrences within a calendar year is as follows:

4 points – Verbal Warning

5 points – First Written Warning

6 points – Second Written Warning

7 points – Meeting with Manager/Supervisor; possible unpaid suspension

8 points – Subject to termination

Managers retain discretion to initiate corrective action earlier if an employee exhibits a pattern of behavior or fails to comply with the BambooHR timekeeping requirements.

Employees who receive corrective action are expected to demonstrate sustained improvement. Failure to improve may result in further disciplinary action, up to and including termination.

Exempt Employees

Exempt employees are expected to work the hours necessary to effectively fulfill their duties and to comply with administrative expectations regarding attendance and availability. Abuse of attendance expectations may result in counseling or corrective action, up to and including termination.

Corporation Rights

Haven reserves the right to:

- Initiate corrective action for absences, tardiness, or patterns of behavior
- Authorize or deny absence or tardiness requests
- Investigate attendance concerns
- Determine whether an absence or tardiness is justified
- Deny pay where permitted by law for violations of this policy
- Require medical documentation after three (3) consecutive days of absence

Nothing in this section alters the at-will nature of employment or limits rights under applicable federal or state leave laws.

Leave Without Pay (LWOP) Policy

Leave Without Pay (LWOP) provides an approved temporary unpaid absence for qualifying medical or emergent situations not otherwise covered by applicable federal or state leave laws.

Haven recognizes that employees may occasionally need unpaid leave and seeks to balance employee needs with operational requirements.

Eligibility

Regular employees who have been employed for at least ninety (90) days may request unpaid personal leave. Approval of leave is not automatic and is subject to administrative review and operational needs.

Duration

An eligible employee may request unpaid personal leave for up to ten (10) working days per school year for reasons not covered by the Family and Medical Leave Act (FMLA).

Extended unpaid leave of up to five (5) workweeks may be granted upon recommendation of the Principal, CEO, and Human Resources, subject to operational feasibility.

No unpaid leave will be granted for a period exceeding five (5) workweeks.

Approval Process

All requests for unpaid leave must be submitted in writing to the CEO and approved in advance. Retroactive approval may be denied.

Leave for illness or emergency situations may be considered approved if the employee provides written notice and explanation to their supervisor or principal at the earliest practicable time.

Approval or denial of unpaid leave is within Haven's sole discretion.

Relationship to Other Leave Policies

Leave Without Pay is not intended to extend leave granted under the FMLA, nor is it intended to replace available paid leave.

Where applicable, accrued leave (such as sick, personal, float, or vacation leave) must be exhausted before unpaid leave will be considered, unless otherwise required by law.

Nothing in this policy limits rights under the FMLA, ADA, or other applicable federal or state laws.

Return from Leave

Employees are expected to return on the approved return date. If unable to return, a written extension request must be submitted before the scheduled return date.

If an extension is denied and the employee does not return as scheduled, the employee may be considered to have voluntarily resigned.

Upon return, employees will be reinstated to their former position if available or to a substantially equivalent position, subject to certification requirements, operational needs, and applicable law.

Nothing in this policy alters the at-will nature of employment.

Benefits During LWOP

Employees on unpaid leave may elect to continue insurance coverage by paying the full monthly premium (including both employee and employer portions) directly to Haven by the first of each month.

Employees are responsible for maintaining contact with the Benefits Department to ensure premiums are paid timely.

Employees will not accrue paid leave while on LWOP.

If an employee is in unpaid status the workday before and after a recognized holiday, the employee will not receive holiday pay.

Meal and Break Policy

Haven complies with applicable federal and state laws regarding meal and rest periods.

Rest Breaks

Non-exempt employees who work six (6) or more hours per day are permitted one fifteen (15) minute paid rest break during the first half of the workday. Rest breaks may not be used to offset late arrivals or early departures.

Meal Periods

Non-exempt employees who work eight (8) hours or more per day are permitted one thirty (30) minute unpaid meal break.

Employees must clock out for meal breaks and must be fully relieved of duty. If work is performed during a meal period, the employee must clock in and will be compensated for time worked.

With prior administrative approval, a rest break may be combined with a meal period. If combined, the employee must remain clocked out for the additional fifteen (15) minutes and will not be compensated for that time.

Failure to accurately record time or return from breaks on time may result in disciplinary action.

Instructional and paraprofessional employees may not leave campus during the workday without prior administrative approval.

Overtime Policy

Non-exempt employees are required to complete assigned duties within their scheduled hours whenever possible.

Overtime compensation is paid in accordance with federal and state wage and hour laws. Non-exempt employees will be paid one and one-half (1.5) times their regular rate of pay for hours physically worked in excess of forty (40) hours in a workweek.

Paid leave, holidays, and unpaid absences do not count as hours worked for overtime calculation purposes.

Overtime should be approved in advance the employee's supervisor. Failure to obtain prior authorization may result in disciplinary action; however, all overtime actually worked will be paid in accordance with law.

Overtime approval documentation must be completed and signed by the appropriate supervisor.

Disaster Leave

Disaster leave may be implemented during a declared emergency by the CEO or designee. Disaster leave may provide job protection and, when authorized, continued pay and benefits for a designated period.

Disaster leave:

- Applies only during a formally declared emergency
- May not extend for the entire duration of the emergency
- May apply to any category of employee
- May vary based on job responsibilities

The CEO retains discretion to require certain employees to report to work during a declared emergency.

During a disaster declaration, existing leave policies may be superseded, modified, or suspended as deemed necessary by authorized administrators.

Decisions regarding eligibility, compensation, duration, and benefit continuation will consider the nature of the emergency, operational impact, financial implications, and business continuity requirements.

School Closing Leave Policy

This policy applies to school closings that are not related to a declared disaster or emergency. In such instances, and under the direction of the CEO, employees may be paid for designated School Closing Days.

This policy applies to full-time, part-time, support, instructional, licensed, and administrative employees who were scheduled to work on the designated closing date(s).

If an employee is directed to report to work during a school closing and fails to report as instructed, the employee will be required to use applicable leave.

Employees who had previously requested and been approved for leave during the designated closing date(s) and were not scheduled to work will have leave charged for the applicable time period.

Compensation by Employee Classification

Twelve-Month Employees

Employees scheduled to work will be paid for the designated closing date(s) and should be reported as working their normal hours or shifts. Employees who had previously scheduled leave and were not scheduled to work will be charged leave.

Licensed Personnel

Licensed personnel scheduled to work will be paid for the designated closing date(s) and should be reported as working their normal hours or shifts. Licensed personnel who had previously scheduled leave (excluding temporary duty assignments) and were not scheduled to work will be charged leave.

Instructional Personnel

Instructional personnel scheduled to work will be paid for the designated closing date(s) and should be reported as working their normal hours or shifts. Instructional personnel who had previously scheduled leave (excluding temporary duty assignments) and were not scheduled to work will be charged leave.

Support Personnel

Support personnel scheduled to work will be paid for the designated closing date(s) and should be reported as working their normal hours or shifts. Support personnel who had previously scheduled paid or unpaid leave and were not scheduled to work will be charged leave.

Long-Term Substitutes

Individuals serving in a long-term substitute assignment will be paid for the designated closing date(s) as if they were scheduled to work.

Substitute Personnel

Day-to-day substitute personnel will not receive payment for school closing date(s) not related to a declared disaster.

Part-Time Employees

Part-time employees scheduled to work fewer than four (4) hours on the designated closing date(s) will not receive payment for such closing.

Administrative Authority

The Chief Education Officer retains discretion to determine:

- Whether a school closing qualifies under this policy
- Which employees are required to report to work
- Compensation eligibility and reporting procedures

Nothing in this policy alters the at-will nature of employment or guarantees compensation beyond what is expressly authorized by the CEO under this policy.

Merit Pay and Salary Adjustment Policy

Bay Haven Charter Academy, Inc. (“BHCA”) administers compensation adjustments in accordance with Section 1012.22, Florida Statutes, and applicable Board policy.

Performance-Based Compensation Plan (Merit Pay Plan)

In compliance with Florida law, BHCA has adopted a Performance-Based Compensation Plan (“Merit Pay Plan”) for eligible instructional personnel and school administrators.

Eligibility

Instructional personnel and school administrators, as defined in Sections 1012.01(2) and 1012.01(3), Florida Statutes (excluding substitute teachers and the Chief Education Officer, Chief Financial Officer, and Compliance Specialist), are automatically placed on the Merit Pay Plan.

All other employees, including the CEO and non-instructional personnel, are not eligible to participate in the statutory Merit Pay Plan but may be eligible for salary adjustments as outlined below.

Budget Allocation

As part of BHCA’s annual budget process, funds may be designated for salary adjustments. The total amount available for adjustment is determined annually and allocated among cost centers based on the proportion of total base salaries of eligible employees within each cost center relative to BHCA’s total eligible payroll.

Nothing in this policy guarantees that funds will be available in any given fiscal year.

Salary Adjustments – Instructional Personnel and School Administrators

Performance evaluations are conducted annually in accordance with Section 1012.34, Florida Statutes. Employees will receive one of the following ratings:

- Highly Effective
- Effective
- Needs Improvement/Developing
- Unsatisfactory

Only employees receiving a rating of Highly Effective or Effective are eligible for a performance-based salary adjustment, subject to available funds.

Salary adjustments are determined as follows:

- Highly Effective: One (1) Full Share
- Effective: Seventy-five percent (75%) of one (1) Full Share

Employees receiving a rating of Needs Improvement/Developing or Unsatisfactory are not eligible for a salary adjustment for that year.

Any approved performance-based adjustment becomes part of the employee's permanent base salary.

Placement Schedule and Years of Service

Upon hire, compensation is determined based on years of service through the prior contract year and placement on the applicable Board-approved placement schedule.

Because years of service are credited through the prior contract year, employees hired or transferred during the current contract year are not eligible for a salary increase during that year.

Reservation of Authority

All compensation adjustments are subject to:

- Annual budget approval
- Available funding
- Board-adopted placement schedules
- Applicable law

Nothing in this policy guarantees a salary increase in any given year or alters the at-will nature of employment.

Personal Calls, Electronic Communications, and Voice Mail

Haven communication systems—including telephones, cellular devices, voicemail, email, fax machines, photocopiers, and other electronic systems—are provided primarily for business purposes.

Personal Use During Work Hours

Personal use of telephones, cellular devices, or other communication systems during work hours must not interfere with job performance, instructional responsibilities, or school operations.

Employees should:

- Avoid disrupting instruction or student supervision for personal calls or text messages.
- Limit personal calls and messages to lunch, planning periods, or approved break times.
- Keep personal use of digital devices to a minimum during work hours.

Cell phones should be silenced or set to accept messages during instructional time and meetings unless use is required for job-related duties.

Abuse of this policy may result in disciplinary action, up to and including termination.

Emergency Contact

The front office is available to take messages and contact employees in the event of an emergency. Employees should direct family members to contact the school office for urgent matters during the workday.

School Property and Monitoring

All communication systems and devices provided by Haven are school property. Haven reserves the right to access, review, monitor, and disclose communications sent, received, or stored on school-owned equipment or systems, subject to applicable law.

Employees should have no expectation of privacy when using Haven-owned communication systems.

Reimbursement and Charges

Personal use of Haven-provided devices that results in additional charges (such as long-distance calls or service fees) may require reimbursement to Haven.

Long-distance calls or other chargeable services must not be used without prior supervisory approval.

Mail and Postage

Haven's mail system and paid postage are reserved for official school business. Personal correspondence using school-paid postage is not permitted.

Haven-Issued Cell Phones

Certain positions may be issued Haven-owned cellular devices based on operational needs. Haven-issued devices remain school property and are subject to monitoring and review.

Use of Haven-issued devices must be primarily for business purposes. Authorization to use such devices is granted at the discretion of administration and may be revoked at any time.

Employees are expected to exercise discretion in distributing school-issued phone numbers and to use such devices in accordance with all Haven policies.

Computers, Email, and Internet Usage

Haven provides computers, electronic devices, email accounts, network access, and internet services to support school operations and employee job responsibilities. These systems are provided for business purposes and remain the property of Haven at all times.

Ownership and No Expectation of Privacy

All electronic devices, email accounts, network systems, data, and communications created, sent, received, stored, or accessed using Haven systems are the property of Haven.

Employees should have no expectation of privacy when using Haven-owned equipment, systems, or networks. Haven reserves the right to access, monitor, review, retrieve, and disclose electronic communications or stored information at any time, with or without notice, subject to applicable law.

As a public charter school, certain electronic communications and records may be subject to inspection and disclosure under Florida's public records laws.

Appropriate Use

Haven systems must be used primarily for school-related purposes. Limited personal use may be permitted at Haven's discretion, provided such use does not:

- Interfere with job performance or school operations
- Violate any Haven policy
- Result in additional cost to Haven
- Compromise system security

All content created or stored on Haven systems, including personal content, remains subject to monitoring and public disclosure requirements.

Prohibited Uses

Haven electronic systems may not be used to:

- Conduct personal commercial business or outside employment activities
- Solicit for religious, political, or non-school-related causes
- Access, create, transmit, or store content that is offensive, harassing, discriminatory, or sexually explicit

- Transmit content containing racial slurs, derogatory comments, or other language that violates Haven’s anti-discrimination or harassment policies
- Engage in illegal activity
- Download unauthorized software or compromise network security

Improper use of Haven’s electronic systems may expose the employee to legal liability and may result in disciplinary action, up to and including termination.

Reporting Violations

Employees who become aware of misuse of Haven’s electronic systems must promptly report the matter to their supervisor or administration.

Failure to comply with this policy may result in corrective action.

Nothing in this policy is intended to interfere with legally protected rights under applicable law.

Travel Policy, Procedures and Accounting for Expenses

Haven may reimburse actual and necessary travel expenses incurred by employees in the course of performing official school duties or attending approved professional learning activities, subject to pre-approval and Board policy.

All travel must be authorized in advance and must serve a legitimate school purpose.

An agenda from meetings and/or conferences may be required for documentation of travel.

Authorization

The CEO is the designated representative responsible for authorizing and approving instructional and administrative travel and related reimbursements.

Pre-approval is required before any travel expenses are incurred. A completed Request for Travel Authorization form and required documentation must be submitted and approved in advance. Failure to obtain proper authorization may result in denial of reimbursement, and personal leave may be required for time away from work.

Out-of-state travel requires specific prior approval by the CEO or designee.

In-County Travel

Authorized in-county travel will be reimbursed at the IRS mileage rate in effect as of July 1 of the applicable fiscal year.

Mileage is calculated from the employee’s official headquarters to the destination. Travel between an employee’s home and official headquarters is not reimbursable, except when traveling directly to or from a temporary work location.

Official odometer readings must be documented. Required reimbursement forms must be submitted to the Budget and Finance Office in accordance with established procedures.

Out-of-County Travel

One-Day Travel (No Overnight Stay)

Reimbursement may include:

- Mileage at the IRS rate or common carrier coach fare (whichever is most economical)
- Meal allowances as follows:
 - Breakfast: \$9 (travel begins before 6:00 a.m. and extends beyond 8:00 a.m.)
 - Lunch: \$12 (travel begins before noon and extends beyond 2:00 p.m.)
 - Dinner: \$19 (travel begins before 6:00 p.m. and extends beyond 8:00 p.m.)

Meal reimbursements will not be provided for meals included in registration fees, conferences, or lodging. Alcoholic beverages and excess gratuities are not reimbursable.

Overnight Travel

In addition to the above:

- Lodging will be reimbursed at the single-occupancy rate (or available room rate).
- When feasible, lodging should be secured through school purchase order, corporate card, or advance payment.
- Travelers are expected to select reasonable and economical accommodations.

When multiple employees attend the same event, group travel and shared accommodations may be required where practical and economical.

Faculty and Instructional Travel

Instructional travel must be pre-approved by the employee's supervisor, the Coordinator of Curriculum and Instruction, and the CEO.

When feasible and cost-effective, training may be provided on-site instead of through travel.

Substitute and Part-Time Personnel

Long-term substitutes serving in an active assignment may be eligible for payment during approved travel-related closings consistent with Board policy.

Day-to-day substitute personnel are not eligible for travel reimbursement unless otherwise authorized.

Part-time employees working fewer than four (4) hours per day are not eligible for compensation for certain school closings not related to declared disasters.

Reimbursable Incidental Expenses

With receipts, the following may be reimbursed when necessary and pre-approved:

- Taxi, rideshare, or shuttle fares
- Parking and tolls
- Ferry fares
- Luggage fees
- Required communication expenses

Non-Reimbursable Expenses

The following are not reimbursable:

- Alcoholic beverages
- Traffic fines or violations
- Supplemental rental car insurance (unless required)
- Entertainment expenses
- Expenses for spouses, family members, or guests
- Unauthorized upgrades or convenience expenses

Employees may not receive mileage reimbursement when gratuitously transported by another reimbursed traveler.

Family Travel

If family members accompany the traveler, only the employee's allowable expenses will be reimbursed. Lodging will be reimbursed at the single-occupancy rate.

Fraudulent Claims

Submission of fraudulent travel claims may result in disciplinary action and civil or criminal liability under Florida Statutes, including Section 112.061.

All reimbursement claims must include required documentation and certification that expenses were actually incurred for official purposes.

General Provisions

Employees are expected to exercise prudent judgment when incurring travel expenses, as if traveling on personal business.

The CFO or designee will determine the validity of travel reimbursements.

Nothing in this policy guarantees reimbursement, and all travel payments are subject to available funds and Board approval.

This section does not address every contingency. Employees should consult Board Policy 1440 and the Finance Office for complete procedural guidance.

Code of Conduct for Social Media

Haven recognizes that social media and digital platforms are widely used for personal and professional communication. Employees are encouraged to use technology responsibly and in ways that enhance education and professionalism.

However, employees of Bay Haven Charter Academy, Inc. are representatives of Haven at all times. An employee's online conduct — whether on a personal or professional account — may reflect upon the school, its students, its families, and its reputation within the community.

For purposes of this policy, “social media” includes any interactive digital platform that allows users to create, share, or view content, including but not limited to social networking sites, blogs, microblogs, video-sharing platforms, discussion boards, and messaging applications.

Representation of Haven

Employees must understand that personal social media accounts are not separate from their professional identity. Even when posting on personal time and using personal devices, employees may be identifiable as Haven employees.

Accordingly:

- Employees are responsible for all content they post, share, comment on, or endorse.
- Content that undermines Haven's mission, disrupts the educational environment, damages Haven's reputation, or reflects poorly on the employee's professional judgment may result in disciplinary action.
- Deleting a post does not eliminate responsibility for the content.

Employees should assume that anything posted online may become public, be shared widely, and remain accessible indefinitely.

Professional Standards

Employees are expected to adhere to the same standards of professionalism online as they are in the workplace. Online conduct must not:

- Violate Haven policies or Board policies
- Violate state or federal law
- Harass, threaten, or demean students, parents, coworkers, or members of the community
- Create a hostile work or learning environment
- Disrupt school operations
- Damage the goodwill, public trust, or reputation of Haven

Because employees serve as role models for students and representatives of Haven within the community, online content that reflects poor professional judgment or is inconsistent with the standards expected of educators may have a negative effect on Haven and may result in disciplinary action.

This includes, but is not limited to, posting images, videos, or commentary that are sexually suggestive, excessively provocative, depict irresponsible or unlawful behavior, promote substance misuse, or otherwise undermine the professional image expected of school employees.

Employees are responsible for exercising sound judgment in all online activity and should consider how their content may be perceived by students, parents, colleagues, and the broader community.

All policies relating to harassment, discrimination, retaliation, professionalism, and employee conduct apply equally to online behavior.

Confidentiality and Student Protection

Employees must strictly comply with federal and state confidentiality laws, including FERPA.

Employees may not:

- Post personally identifiable student information
- Share student records or health information
- Post images or videos of students without proper written authorization and administrative approval
- Engage in inappropriate personal communications with students

Employees are strongly discouraged from “friending,” “following,” or connecting with current students on personal social media accounts.

Use of Haven Name, Logos, and Resources

Employees may not use Haven’s name, logos, trademarks, or branding on personal social media accounts without authorization.

Employees may not use Haven’s name to promote or endorse political candidates, causes, commercial ventures, or outside organizations.

Haven computers, devices, email accounts, and work time are to be used for school-related purposes. Employees may not use Haven resources to engage in personal social media activity unrelated to their job duties.

Ethical and Legal Responsibilities

All employees must adhere to the Florida Department of Education Code of Ethics and the Principles of Professional Conduct of the Education Profession in Florida.

Online conduct that calls into question an employee’s fitness to serve as a role model for students or that constitutes conduct unbecoming of an educator may result in disciplinary action.

Monitoring and Public Records

Social media content referencing Haven, its employees, or its students may be reviewed by administration. Employees should be aware that online communications may be subject to public records laws and legal discovery.

Disciplinary Consequences

Violation of this policy may result in disciplinary action, up to and including termination of employment, referral to the Florida Department of Education, and/or referral to law enforcement when appropriate.

Nothing in this policy is intended to interfere with employees' legally protected rights under applicable law, including the right to discuss wages, hours, or terms and conditions of employment.

Review of Classroom Instructional Materials

Haven is committed to selecting instructional materials that support academic excellence while reflecting the values and expectations of its families and community. Instructional materials shall be age-appropriate, educationally relevant, and consistent with applicable state standards and Board policy.

While Haven does not seek to censor ideas, the school exercises discretion in selecting materials that are suitable for classroom use. Materials that contain content that is sexually explicit, graphically violent, profane, or otherwise inconsistent with Haven's educational philosophy and community standards shall not:

- Be assigned as required classroom reading
- Be recommended to fulfill classroom assignments
- Be maintained in the classroom for general student access

Students may, with written parental permission, independently select alternative reading materials for assignments when approved by the teacher. Such materials may not be shared, presented, or read aloud in the classroom setting except as part of a written submission to the teacher.

The primary focus of instructional material selection shall remain the educational advancement of students.

Each teacher shall maintain a current list of reading materials available in the classroom. A copy of this list shall also be maintained in the principal's office and shall be available for parental review upon reasonable request.

Objection and Review Process

Parents or legal guardians who object to specific instructional materials shall follow the process below:

Step 1: Informal Resolution

Parents should first communicate their concerns directly to the teacher and principal in an effort to resolve the matter informally.

Step 2: Formal Reconsideration Request

If the concern is not resolved informally, the parent may submit a written Request for Reconsideration of Instructional Material to the School Instructional Material Review Committee (“Review Committee”).

Within ten (10) working days of receipt of a formal complaint, the principal shall notify parents of students in the affected class(es) that a review has been initiated.

Step 3: Review Committee Evaluation

The Review Committee shall review the challenged material and make written recommendations to the principal within thirty (30) working days of the filing of the complaint.

The Review Committee shall evaluate whether the material is consistent with:

- Applicable Florida law
- Haven Board policies
- State-adopted standards
- Established instructional material selection criteria

The Review Committee shall not determine curriculum but shall make recommendations regarding retention or removal of the challenged material.

If the complainant serves on the Review Committee, he or she shall not participate in the review of the challenged material.

Step 4: Principal Decision

Within ten (10) working days of receiving the Review Committee’s recommendation, the principal shall issue a written decision to retain or remove the material.

If the material is retained, the complainant shall be notified in writing within five (5) working days and provided appeal procedures.

If the material is removed, the teacher(s), affected students, and parents of the affected class(es) shall be notified in writing within five (5) working days.

Step 5: Appeal

An appeal of a principal’s decision to retain material must be submitted in writing to the Haven Board Chair within five (5) working days of notification and must state the specific grounds for disagreement.

Copies of the appeal shall be provided to the affected teacher(s) and the parents of students in the affected class(es).

During Review

While under review, the challenged material shall remain in use unless otherwise directed by administration.

A decision to retain material shall remain final for the remainder of that school year, and no additional challenge to the same material shall be considered during that school year.

A decision to remove material shall apply at the grade level in which it is used and may apply to lower grade levels unless otherwise determined by the Board.

Summer Homework

Mandatory summer assignments shall not be required for students in grades Kindergarten through eight (K–8).

High school teachers may assign mandatory summer homework, subject to administrative approval and alignment with curriculum standards.

Tutoring

Teachers may provide private tutoring services outside of their assigned work responsibilities.

However, teachers may not charge any student who is currently enrolled in their own class or under their direct instructional supervision for tutoring services.

Tutoring of Haven students, whether paid or unpaid, must not occur during the teacher's scheduled workday or assigned duty hours. Tutoring may only take place after the conclusion of the teacher's workday (typically after 3:15 p.m.), unless otherwise approved by administration.

Tutoring arrangements must not create a conflict of interest, interfere with instructional responsibilities, or give the appearance of preferential treatment. Teachers may not condition grades, classroom treatment, recommendations, or access to instructional support on participation in private tutoring.

Use of Haven facilities, materials, student data, or resources for private tutoring is prohibited without prior administrative approval.

Violation of this policy may result in disciplinary action.

Solicitation and Commercial Activity

Haven is committed to maintaining a focused educational environment free from disruption, commercial influence, and conflicts of interest. School time, resources, and relationships are to be used solely for official school purposes.

Non-Employee Solicitation

Individuals who are not employed by Haven may not solicit, advertise, promote, distribute materials, or conduct any commercial or non-school-related activity on Haven property at any time without prior written approval from the CEO or the Board, unless otherwise required by law.

Employee Solicitation and Distribution

Employees may not solicit, promote, advertise, or distribute non-school-related materials during working time. "Working time" includes any time an employee is scheduled or expected to be performing job duties and does not include designated meal or break periods.

Employees may not solicit another employee while either employee is on working time.

Only materials and communications that have been approved by administration may be distributed on Haven property.

Personal Commercial Activity and Private Gain

Employees may not use their position, title, authority, access to students, families, or fellow employees, school communication systems, school-sponsored events, or Haven property to promote, advertise, sell, or solicit for:

- Personal businesses, side ventures, or independent contractor work
- Multi-level marketing or direct sales companies
- Private tutoring services (except as permitted under Haven's Tutoring Policy)
- Fundraisers not officially approved by Haven
- Products, services, events, or causes benefiting the employee
- Products, services, events, or causes benefiting a family member, household member, or close associate

Employees may not use Haven email accounts, internal communication platforms, student or employee contact information, classrooms, or school events to promote or solicit for personal or family financial gain.

Employees may not leverage their professional relationships, supervisory authority, or access to coworkers to pressure, encourage, or imply that participation in outside commercial ventures or personal business activities is expected, preferred, or advantageous.

No employee may sell goods or services on Haven property without prior written approval from the CEO or the Board.

Outside Organizations and Non-Haven Schools

Employees may not advertise, promote, or distribute materials for outside schools, organizations, programs, camps, leagues, or events unless expressly approved in writing by the CEO.

Disciplinary Action

Violation of this policy may result in disciplinary action, up to and including termination of employment.

Nothing in this policy is intended to restrict employees' legally protected rights under applicable law, including the right to discuss wages, hours, or working conditions.

Gifts, Gratuities, and Unauthorized Compensation

Haven is committed to maintaining the highest standards of integrity, impartiality, and ethical conduct. Employees must avoid both actual conflicts of interest and the appearance of impropriety in all professional activities.

No employee may solicit or accept anything of value that could reasonably be perceived as influencing, or intended to influence, their professional judgment, recommendation, vote, purchasing decision, or other official action.

This policy applies to all employees and extends to items of value offered directly or indirectly to the employee, the employee's spouse, minor child, household member, or close associate.

Prohibited Conduct

Employees may not:

- Solicit or accept gifts, loans, rewards, entertainment, favors, services, discounts, or promises of future employment that could influence, or appear to influence, official actions.
- Accept compensation, payment, reimbursement, or anything of value in connection with purchasing, recommending, approving, or evaluating goods or services for Haven.
- Accept commissions, referral payments, rebates, consulting fees, honoraria, or other benefits related to Haven business.
- Use their position to obtain favorable pricing, discounts, or special privileges for personal purchases.

“Anything of value” includes, but is not limited to, cash, checks, gift cards, securities, tickets, meals, lodging, travel, transportation, conference fees, event registration, entertainment, services, or payment of expenses.

Vendor-Related Gifts and Payment of Expenses

Employees may not accept gifts, gratuities, entertainment, services, travel, lodging, meals, conference fees, reimbursement of expenses, or any other item of value from vendors, contractors, service

providers, or entities seeking to do business with Haven that exceeds twenty-five dollars (\$25.00) in value.

Vendors are strictly prohibited from paying, reimbursing, or covering any personal or professional expenses of Haven employees—including travel, meals, lodging, conference registration, or related costs. Gifts or items of any value are strictly prohibited if offered with the intent to influence a purchasing decision, recommendation, contract award, evaluation, or other official action.

Employees involved in purchasing, vendor selection, contract evaluation, or recommendation of goods or services are held to the highest standard of impartiality and must decline any gift, benefit, or payment that could create even the appearance of favoritism or impropriety.

If an employee receives an unsolicited item of value or offer of expense payment from a vendor that may violate this policy, the employee must immediately notify the CFO in writing and surrender the item or decline the benefit as directed.

Failure to disclose vendor-related gifts or payments may result in disciplinary action.

Gifts from Students and Parents

Instructional staff members may accept gifts valued at less than twenty-five dollars (\$25.00) from students or parents when given in recognition of a holiday, birthday, or the end of the school year, provided the gift is not intended to influence grades, disciplinary decisions, recommendations, or other official actions.

The CEO may approve exceptions in unusual circumstances when consistent with applicable law and Board policy.

Scholastic and Program Incentives

Any rewards, incentives, credits, points, or benefits earned through student participation in school-sponsored programs (including book programs or similar initiatives) are the property of Haven and must be used solely for the benefit of students.

Reporting Obligations

Employees must report any known or suspected violations of this policy in accordance with Haven's Whistleblower Protection policy.

Enforcement

Violation of this policy may result in disciplinary action, up to and including termination of employment, and may subject the employee to civil or criminal penalties under Florida law.

Nothing in this policy alters the at-will nature of employment.

Media Relations

To ensure accurate, consistent, and appropriate communication with the public, all media inquiries regarding Haven must be directed to the CEO or the CEO's designated representative.

Unless expressly authorized in advance by the CEO, employees are prohibited from speaking on behalf of Haven or providing official statements to any member of the media.

For purposes of this policy, "media" includes, but is not limited to:

- Newspapers and magazines
- Television and radio outlets
- Online news organizations
- Bloggers and digital publications
- Social media influencers or content creators
- Any other individual or organization seeking information for public distribution

Employees may not discuss or comment on Haven matters—including property, operations, policies, investigations, incidents, students, parents, or personnel matters—when the communication could reasonably be interpreted as an official statement on behalf of Haven.

All requests for interviews, comments, statements, photographs, or information must be immediately referred to the CEO's office at 850-248-3500.

Only the CEO or an authorized designee may provide official statements or respond to media inquiries on behalf of Haven.

Nothing in this policy is intended to prohibit employees from exercising legally protected rights under applicable law, including the right to speak as private citizens on matters of public concern or to discuss wages, hours, or other terms and conditions of employment. However, employees may not represent that they are speaking on behalf of Haven unless authorized to do so.

Violation of this policy may result in disciplinary action.

Conflict of Interest

Haven is committed to conducting all educational and business operations with integrity, fairness, and transparency. Employees must avoid situations in which personal interests conflict with, or appear to conflict with, the interests of Haven.

Employment with Haven carries a continuing obligation to act in the best interests of the school and its students.

General Standard

Employees must exercise independent professional judgment and may not allow personal, financial, family, or outside business interests to influence decisions made on behalf of Haven.

Employees are expected to avoid both actual conflicts of interest and circumstances that create the appearance of impropriety.

Prohibited Conflicts

No employee, officer, or agent of Haven shall participate in the selection, recommendation, award, approval, or administration of any contract, purchase, agreement, or financial transaction if a real or apparent conflict of interest exists.

A conflict of interest exists when the employee, or any of the following, has a financial or personal interest in a vendor, contractor, organization, or individual involved in the transaction:

- The employee
- The employee's spouse
- An immediate family member
- A household member
- A business partner
- An organization that employs or is seeking to employ any of the above

Employees may not use their position for personal gain or for the gain of family members, associates, or outside organizations.

Outside Business Relationships

Employees must not engage in outside employment, consulting, or business activities that:

- Interfere with their responsibilities to Haven;
- Compete with Haven's interests;
- Influence or appear to influence school decisions; or
- Provide personal benefit through relationships developed in their official role.

Employees involved in purchasing, vendor selection, budgeting, or contract administration are held to the highest ethical standards and must remain impartial at all times.

Disclosure and Recusal

Employees who become aware of an actual, potential, or perceived conflict of interest must promptly disclose the matter in writing to their supervisor and the CFO or CEO.

Upon disclosure, administration may require:

- Recusal from decision-making;
- Reassignment of responsibilities;
- Termination of the conflicting relationship; or
- Other appropriate corrective action.

Failure to disclose a known conflict of interest may result in disciplinary action.

Gifts and Gratuities

See *Gifts, Gratuities, and Unauthorized Compensation* section.

Even when technically permissible under the Gifts policy, employees must avoid accepting anything that could create the appearance of favoritism, bias, or impaired professional judgment.

Enforcement

Violation of this policy may result in disciplinary action, up to and including termination of employment, and may subject the employee to civil or criminal penalties under applicable law.

Nothing in this policy alters the at-will nature of employment.

Visitors in the Workplace

To ensure the safety and security of students, employees, and school facilities, only authorized visitors are permitted on Haven property.

Restricting unauthorized access helps maintain safety standards, protect students and staff, safeguard confidential information, prevent theft or damage to property, and minimize disruptions to the educational environment.

Visitor Authorization

All visitors must enter through the designated administrative office and sign in in accordance with school procedures. Visitors may be required to present identification and obtain a visitor badge before being permitted access to school facilities.

Visitors must remain in authorized areas and comply with all school policies and directions provided by staff.

Employees may not grant access to visitors without following established school procedures.

Family and Personal Visitors

For safety and security reasons, family members, friends, and other personal visitors are discouraged from visiting employees during the workday.

Personal visits are not permitted in instructional areas or workspaces during scheduled work hours except in emergency situations.

In the event of an emergency, employees will be notified and may meet visitors in a designated area as directed by administration.

Responsibility of Employees

Employees are responsible for ensuring that any visitor they sponsor or invite complies with school policies and procedures.

Employees must not permit unauthorized individuals to “tailgate” or enter secure areas without proper authorization.

Unauthorized Individuals

If an employee observes an unauthorized individual on Haven property, the employee must immediately notify the principal, supervisor, or school administration.

Employees should not confront or physically intervene with an unauthorized individual unless directed by administration or required to ensure immediate student safety.

Haven reserves the right to deny access to or remove any individual whose presence is determined to be disruptive, unsafe, or inconsistent with school policy.

Working Conditions

Haven is committed to providing a safe, respectful, and professional work environment in which employees are treated with dignity and can perform their duties effectively.

Haven strives to maintain working conditions, wages, and benefits that are competitive and consistent with applicable law and Board-approved policies.

Employees are encouraged to raise concerns regarding working conditions, safety, compensation, or other employment-related matters through appropriate supervisory channels. In most cases, concerns should first be directed to the employee’s principal or immediate supervisor.

If an employee believes that a concern has not been adequately addressed, the employee may elevate the matter to the Chief Education Officer.

Haven prohibits retaliation against any employee who raises concerns in good faith or participates in a complaint, investigation, or review process.

Nothing in this policy is intended to limit employees’ rights under applicable law, including the right to discuss wages, hours, or other terms and conditions of employment.

Workplace Violence

Haven is committed to providing a safe, secure, and orderly environment for students, employees, and visitors. Workplace violence of any kind will not be tolerated.

Prohibited Conduct

Workplace violence includes, but is not limited to:

- Physical acts of violence

- Threats of violence, whether verbal, written, or electronic
- Intimidation or harassment involving threats
- Possession of weapons in violation of law or school policy
- Destruction of property
- Any behavior that creates a reasonable fear of harm

Any employee who engages in violent conduct, makes threats, or behaves in a manner that endangers others may be subject to disciplinary action, up to and including immediate termination of employment and referral to law enforcement.

Reporting Obligations

Employees who experience, witness, or become aware of violent behavior, threats, or conduct that suggests a potential for violence must report the matter immediately to their supervisor, principal, or school administration.

If the situation presents an immediate threat to safety, employees should contact law enforcement or emergency services as appropriate.

Prompt reporting helps Haven prevent and address potential safety concerns.

Investigation and Response

All reports of workplace violence will be taken seriously and investigated promptly. Haven reserves the right to take appropriate corrective or protective action, including suspension, reassignment, termination, or referral to law enforcement.

While Haven will make reasonable efforts to maintain confidentiality, complete confidentiality cannot be guaranteed due to the need to investigate and address safety concerns.

Non-Retaliation

Haven prohibits retaliation against any employee who reports workplace violence or participates in an investigation in good faith.

Nothing in this policy alters the at-will nature of employment.

Prohibition of Firearms and Other Weapons

Haven is committed to maintaining a safe and secure educational environment.

In accordance with Florida law, including Section 790.001 and related statutes, firearms, electric weapons or devices, destructive devices, and other weapons as defined by Florida Statutes are strictly prohibited on:

- School property
- School buses
- School bus stops

- School-sponsored events
- Any location where the employee is acting within the scope of employment

This prohibition includes, but is not limited to, firearms, ammunition, knives (including razor blades and box cutters), explosive devices, and any object intended to be used as a weapon.

This policy does not apply to:

- Law enforcement officers acting in their official capacity; or
- Individuals specifically authorized under Florida law or pursuant to a pre-approved, school-sanctioned activity.

Pocketknives with a blade less than three (3) inches are excluded only to the extent permitted by Florida law; however, employees are strongly discouraged from bringing any blade or sharp instrument onto school property.

Reporting Requirement

Any employee who becomes aware of, or has reason to believe that, a person is in possession of a firearm or other weapon on school property must immediately report the information to:

- The School Resource Deputy (SRD), if available;
- The principal; and/or
- CEO.

Failure to report known or suspected possession of a weapon may result in disciplinary action.

Enforcement

Violation of this policy will result in disciplinary action, up to and including immediate termination of employment.

Possession of a firearm or other prohibited weapon on school property may also require notification to law enforcement and reporting to appropriate state agencies, including the Florida Department of Education.

Nothing in this policy alters the at-will nature of employment.

Unacceptable Conduct

The following activities are prohibited and may result in disciplinary action, up to and including termination of employment. This list is illustrative and not all-inclusive.

Unacceptable conduct includes, but is not limited to:

- Drinking, using, possessing, distributing, or selling intoxicants, narcotics, illegal drugs, or the unauthorized use of legal or prescription drugs on Haven property or at any Haven-sponsored event, including testing positive for illegal substances in violation of policy.

- Theft, vandalism, misuse, or careless destruction of Haven property or property belonging to a fellow employee, student, parent, visitor, or vendor.
- Failure to observe assigned work schedules, including reporting to work on time, adhering to break periods, and remaining on duty as scheduled.
- Gambling during working time or on school property.
- Performing personal work or outside business activities during working time without prior express approval from a principal or the CEO.
- Fighting, physical altercations, threats, or engaging in aggressive behavior on Haven property or at school-sponsored events.
- Insubordination or willful disregard of lawful supervisory instructions.
- Excessive absenteeism or tardiness.
- Falsification or fraudulent statements on an employment application, time records, student records, job-related documents, or during any investigation conducted by Haven or by state or local authorities.
- Willful violation of safety or security procedures, including failure to comply with safety protocols or required protective measures.
- Use of abusive, threatening, hostile, or profane language or behavior toward students, parents, coworkers, or members of the public.
- Harassment, discrimination, retaliation, or any conduct that creates a hostile work or learning environment.
- Dishonesty or unauthorized possession, removal, or misuse of Haven property or the property of others.
- Unauthorized disclosure of confidential or proprietary information, including student, employee, or operational information.
- Failure to provide adequate and timely information necessary to ensure appropriate coverage or determine absence or leave status.
- Violation of Haven’s Code of Conduct for Social Media, including online conduct that:
 - Damages the reputation or public trust of Haven;
 - Reflects poor professional judgment inconsistent with the role of an educator;
 - Disrupts the educational environment;
 - Breaches confidentiality;
 - Harasses or demeans members of the school community; or
 - Otherwise violates Haven policies or professional standards.

Online conduct, whether occurring on personal or professional accounts and whether during or outside of working hours, may constitute unacceptable conduct when it negatively impacts Haven or calls into question an employee’s fitness to serve as a role model.

Consensual Intimate Relationships

Haven is committed to maintaining a professional work environment free from conflicts of interest, favoritism, and the appearance of impropriety.

Prohibited Relationships

Intimate, romantic, or sexual relationships between a supervisory employee and any employee who directly or indirectly reports to that supervisor are strictly prohibited.

This prohibition applies to all employees who have authority to hire, evaluate, discipline, promote, recommend advancement, influence compensation, or otherwise affect the terms and conditions of another employee's employment.

Such relationships create actual or perceived conflicts of interest and may undermine workplace morale, objectivity, and fairness.

If such a relationship develops, it must be disclosed immediately so that appropriate action, including reassignment or other corrective measures, may be taken.

Disclosure of Other Workplace Relationships

Haven recognizes that consensual relationships may develop between employees who do not have a supervisory or reporting relationship.

Employees who enter into a consensual intimate relationship with a coworker are required to promptly disclose the relationship to Human Resources, their supervisor, and the CEO if:

- A reporting relationship exists or may develop;
- One employee may influence employment decisions affecting the other; or
- The relationship could create an actual or perceived conflict of interest.

Upon disclosure, Haven may implement appropriate measures to address any potential conflict, including reassignment of supervisory duties or reporting structures.

Professional Conduct Expectations

Employees involved in consensual relationships must maintain professional behavior at all times in the workplace and must not allow the relationship to interfere with job performance, decision-making, or the work environment.

Public displays of affection or conduct that disrupts the workplace are prohibited.

Failure to comply with this policy may result in disciplinary action, up to and including termination of employment.

Nothing in this policy alters the at-will nature of employment.

Relationships with Students

Protecting the physical and emotional well-being of Haven's students is of paramount importance. Haven employees are expected to maintain the highest professional, moral, and ethical standards in all interactions with students, whether on or off school grounds and whether during or outside of school-sponsored activities.

Employees are entrusted with the supervision, control, and protection of students. Any conduct that compromises—or appears to compromise—that trust is strictly prohibited.

No employee may engage in prohibited conduct with students, including, but not limited to, the following:

- Employees shall not associate with students in a manner that gives the appearance of impropriety. This includes, without limitation, participating in or creating situations that could reasonably be considered abusive, exploitative, sexually suggestive, secretive, or involving controlled substances such as drugs, alcohol, or tobacco.
- Employees shall not engage in unacceptable relationships or communications with students. Unacceptable relationships or communications include, but are not limited to:
 - Dating or attempting to date a student;
 - Any form of sexual touching or behavior;
 - Making sexual, indecent, suggestive, or illegal proposals, gestures, jokes, or comments;
 - Engaging in grooming behavior;
 - Exploiting the employee-student relationship for personal, emotional, romantic, financial, or other gain;
 - Communicating with students through personal social media accounts, private messaging, texting, or other electronic means in a manner that is unrelated to legitimate educational purposes or that attempts to bypass parental or administrative oversight.
- Under no circumstances may an employee engage in a romantic, sexual, or otherwise inappropriate relationship with a student enrolled in grades K–12, regardless of the student’s age or consent.

Employees must avoid even the appearance of inappropriate conduct. Conduct that may be legal but that undermines professional boundaries, public trust, or the integrity of the educational environment is prohibited.

Any employee who becomes aware of, suspects, or receives information regarding inappropriate conduct between an employee and a student must immediately report the matter to the principal, CEO, or appropriate authorities as required by law. Failure to report suspected misconduct may result in disciplinary action.

Violation of this policy will result in disciplinary action, up to and including immediate termination of employment, and may result in referral to law enforcement and state licensing authorities.

Nothing in this policy alters the at-will nature of employment.

Tobacco and Nicotine Products

Haven is committed to maintaining a healthy, safe, and tobacco-free environment for students, employees, and visitors.

The use of any tobacco or nicotine product is strictly prohibited at all times on Haven property. This prohibition includes, but is not limited to:

- Cigarettes
- Cigars

- Pipes
- Smokeless tobacco
- Electronic cigarettes (e-cigarettes)
- Vaporizers or vaping devices
- Nicotine delivery systems of any kind

The prohibition applies to:

- All buildings and facilities
- School grounds and parking areas
- School buses and school vehicles
- School-sponsored events, field trips, and activities

Employees may not use tobacco or nicotine products at any school-sponsored event or activity where students are present.

This policy applies regardless of whether the product contains tobacco or synthetic nicotine.

Violation of this policy may result in disciplinary action, up to and including termination of employment.

Nothing in this policy alters the at-will nature of employment.

Insubordination

Insubordination is defined as a deliberate and unjustified refusal to comply with a lawful and reasonable directive related to an employee's job duties.

A refusal may be expressed verbally, in writing, through conduct, or through a willful failure to perform assigned responsibilities.

Employees are expected to comply promptly with supervisory instructions. Failure to do so may result in disciplinary action, up to and including suspension or immediate termination of employment.

Disrespectful, disruptive, or defiant conduct directed toward a supervisor in connection with a job-related directive may also constitute insubordination.

If an employee disagrees with or wishes to challenge an assignment or directive, the employee must comply with the directive first and may then pursue the appropriate complaint or grievance procedure outlined in this Handbook.

However, an employee is not required to comply with a directive that the employee reasonably believes to be unlawful, unsafe, or in violation of school policy. In such cases, the employee must promptly report the concern to a supervisor, principal, or the Chief Education Officer for review.

Nothing in this policy alters the at-will nature of employment.

Dishonesty

Haven expects all employees to conduct themselves with integrity and honesty in all professional matters.

Dishonesty in any form is strictly prohibited. This includes, but is not limited to:

- Falsification, alteration, or misrepresentation of personnel records, medical documentation, leave requests, time records, payroll records, student records, or other official documents;
- Providing false, misleading, or incomplete information on employment applications or during the hiring process;
- Making false statements during any school-related investigation, inquiry, audit, or review;
- Omitting material information when such omission results in misrepresentation;
- Submitting inaccurate reports, reimbursement requests, or financial documentation.

Employees are required to cooperate fully and truthfully in any internal investigation or inquiry conducted by Haven or by state or local authorities.

Any act of dishonesty may result in disciplinary action, up to and including immediate termination of employment, and may also result in referral to appropriate authorities where applicable.

Nothing in this policy alters the at-will nature of employment.

Cooperation with Haven Investigations

Haven is committed to conducting fair, thorough, and timely investigations when concerns arise. Employees are expected to cooperate fully and professionally with any authorized investigation.

Investigations may be conducted by a supervisor, Human Resources consultant, the CEO, a principal, assistant principal, Haven's legal counsel, or any individual designated by Haven to review the matter.

Employees must:

- Provide complete, accurate, and truthful information;
- Respond promptly to requests for interviews or documentation;
- Preserve relevant documents, records, and communications; and
- Maintain appropriate confidentiality regarding the investigation.

Failure to cooperate with an investigation—including refusal to participate, intentional delay, destruction of evidence, purposeful ambiguity, dishonesty, fraudulent statements, or knowingly providing false or misleading information—may result in disciplinary action, up to and including immediate termination of employment.

Nothing in this policy is intended to prohibit employees from exercising rights protected under applicable law, including the right to discuss terms and conditions of employment or to participate in legally protected activities.

Nothing in this policy alters the at-will nature of employment.

Complaint Procedure

Haven is committed to fostering a professional and respectful workplace in which employees are treated fairly and equitably. Open communication is essential to maintaining positive employee-employer relationships.

Haven recognizes that questions, concerns, or disagreements may arise regarding the interpretation or application of policies, procedures, or workplace actions. Employees are encouraged to raise concerns promptly so they may be reviewed and addressed in a timely manner.

Step 1 – Immediate Supervisor

An employee who wishes to raise a formal complaint should first discuss the matter with his or her immediate supervisor.

Step 2 – Principal (if applicable)

If the matter is not resolved to the employee's satisfaction, the employee may elevate the concern to the principal. The principal may meet with the employee and, if appropriate, may involve the CEO and/or Human Resources.

If the principal is the employee's immediate supervisor, the employee may proceed directly to the CEO.

Step 3 – CEO Review

If further review is necessary, the matter may be submitted to the CEO for final administrative review. The CEO may consult with Human Resources, legal counsel, or other appropriate parties as necessary.

Complaints Involving Senior Leadership

If a complaint involves the CEO, CFO, or Compliance Specialist, the employee should notify the Board Chair.

Special Circumstances

Nothing in this procedure prevents an employee from reporting concerns related to harassment, discrimination, workplace violence, illegal conduct, or other serious matters directly to the CEO, Human Resources, or through Haven's Whistleblower procedures, as appropriate.

Non-Retaliation

Haven prohibits retaliation against any employee who raises a concern or participates in a complaint review process in good faith.

Haven will make every reasonable effort to review complaints promptly, fairly, and objectively.

Nothing in this policy alters the at-will nature of employment.

ANTI-HARASSMENT POLICY

Introduction

Haven is committed to creating and maintaining a positive, productive work environment in which all employees are treated with dignity and respect and are free to perform their work without unlawful harassment.

Haven will not tolerate harassment by any employee or non-employee (including students, parents, vendors, volunteers, or visitors) based on race, color, religion, sex (including pregnancy, sexual orientation, and gender identity), national origin, age, disability, marital status, retaliation for engaging in protected activity, or any other characteristic protected by federal or Florida law.

Haven takes allegations of harassment seriously. Reports will be addressed promptly, investigated in a fair and thorough manner, and—when inappropriate conduct is found—corrective action will be taken, up to and including termination of employment.

This policy applies to all employees at every level. Employees with questions about this policy may speak with their supervisor, principal, CEO, or Haven’s HR Consultant without fear of retaliation.

Definition of Harassment

Harassment may occur when:

1. Submission to the conduct is made, explicitly or implicitly, a term or condition of employment;
2. Submission to or rejection of the conduct is used as the basis for employment decisions; or
3. The conduct unreasonably interferes with an individual’s work performance or creates an intimidating, hostile, or offensive work environment.

Sexual Harassment

Sexual harassment is illegal under Title VII of the Civil Rights Act and Florida law. Haven believes all employees, students, parents, and visitors have the right to be free from harassment in any form.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, or other verbal, non-verbal, or physical conduct of a sexual nature.

Examples include, but are not limited to:

Verbal

- Offensive jokes, comments, or profanity of a sexual nature
- Sexual comments, innuendo, or remarks about a person’s body
- Requests for sexual favors
- Sexual stories or repeated unwanted personal remarks

Non-Verbal

- Inappropriate staring
- Offensive gestures or motions
- Circulating inappropriate letters, images, cartoons, or messages
- Winking, blowing kisses, licking lips, or similar suggestive behavior

Physical

- Unwelcome touching, grabbing, hugging, kissing, patting, rubbing, or pinching
- Blocking movement or invading personal space in a sexual manner
- Unwanted neck/back rubs or similar physical contact

Certain physical conduct may violate criminal law and may be reported to law enforcement.

Responsibilities of Supervisors

All employees are covered by and subject to this policy. Supervisors have a heightened responsibility because their behavior and actions strongly influence the work environment.

A supervisor is any employee who has authority to direct another employee's work activities or make or recommend employment decisions. Employment decisions include, but are not limited to, hiring, firing, disciplining, demoting, evaluating, reassigning, and compensation recommendations.

Supervisors must:

- Model professional conduct at all times;
- Take all complaints seriously;
- Immediately report any complaint or suspected harassment to the CEO and the HR Consultant; and
- Ensure that no retaliation occurs.

Supervisors may not retaliate against an employee who reports harassment or participates in an investigation and must take steps to prevent retaliation by others.

Reporting Violations of This Policy

Employees should report harassment of themselves or others as soon as possible. Reports may be made to:

- The employee's immediate supervisor or principal;
- CEO; and/or
- Haven's HR Consultant.

If the supervisor/principal is the person accused, the employee should report directly to the CEO and/or the HR Consultant.

If the report involves allegations against the CEO, CFO, or Compliance Specialist, the employee should report the concern directly to the Chair of the Board.

Employees should report any instance of harassment even if they believe the conduct has been reported by someone else. Do not wait for the behavior to become severe or repeated.

Haven prohibits retaliation against any employee who reports harassment or participates in an investigation in good faith.

Investigation and Corrective Action

Haven will promptly investigate all reports of harassment. Investigations may be conducted by a principal or designee, the CEO, the HR Consultant, and/or legal counsel as appropriate.

Haven will make reasonable efforts to maintain confidentiality; however, complete confidentiality cannot be guaranteed due to the need to investigate and address the matter appropriately.

If harassment is substantiated, Haven will take appropriate corrective and disciplinary action, up to and including termination of employment.

Our Commitment

Haven is committed to enforcing this policy consistently and fairly. If an employee believes Haven has not met its obligations under this policy or that the reporting process is not accessible, the employee should notify the CEO or the HR Consultant.

Nothing in this policy alters the at-will nature of employment.

Bullying, Harassment, and Hazing Prevention

Introduction

Bay Haven Charter Academy, Inc. (“Haven”) is committed to maintaining a safe, respectful, and legally compliant educational environment for all students and employees. Bullying, cyberbullying, harassment, and hazing are strictly prohibited.

Such conduct undermines Haven’s mission, disrupts the educational process, and may violate Florida law. Haven will not tolerate behavior that creates an intimidating, hostile, abusive, or disruptive educational or work environment.

Violation of this Policy may result in disciplinary action up to and including expulsion (for students) or termination of employment (for employees), and may result in referral to law enforcement or appropriate state agencies.

Scope of Policy

This Policy applies to:

- Students
- Employees
- Administrators
- Volunteers
- Visitors
- Contractors

This Policy applies to conduct occurring:

- On school property;
- During school-sponsored activities;
- On school transportation;
- Through school-owned technology;
- Through personal devices or off-campus conduct when such conduct substantially interferes with school operations or a student’s ability to participate in school programs.

Definitions

Bullying

Bullying means systematically and/or chronically inflicting physical harm or psychological distress on one or more students or employees. Bullying includes, but is not limited to:

- Teasing
- Social exclusion
- Threats
- Intimidation
- Stalking
- Physical violence
- Theft
- Public humiliation
- Destruction of property
- Sexual, religious, racial, or other discriminatory harassment

Cyberbullying

Cyberbullying means bullying through electronic communication, including email, text messages, social media, websites, blogs, digital impersonation, or electronic distribution of harmful content.

Harassment

For purposes of this Policy, harassment means threatening, insulting, dehumanizing, written, verbal, electronic, or physical conduct directed against a student or employee that:

- Places an individual in reasonable fear of harm to person or property;
- Substantially interferes with educational performance or work performance; or
- Substantially disrupts the orderly operation of the school.

Harassment under this section aligns with and is in addition to Haven's Anti-Harassment Policy governing protected-class harassment in employment.

Hazing

Hazing means any action or situation that endangers the mental or physical health or safety of a student for purposes of initiation into, admission into, or affiliation with any school-sponsored organization.

Hazing includes coercion to violate law, forced consumption of substances, physical brutality, or any activity that could reasonably be expected to cause physical or psychological harm.

Hazing is strictly prohibited, whether occurring on or off school property, when connected to school-sponsored organizations or activities.

Prohibited Conduct

No employee, student, administrator, volunteer, or visitor shall:

- Engage in bullying, harassment, or hazing;
- Encourage, condone, tolerate, or ignore such conduct;
- Retaliate against any individual who reports such conduct in good faith.

Failure by an employee to act upon known misconduct may result in disciplinary action.

Reporting Requirements

Haven requires prompt reporting of all known or suspected bullying, harassment, or hazing.

Employees must immediately report incidents to:

- Their supervisor or principal;
- CEO; or
- The HR Consultant.

If the complaint involves the CEO, CFO, or Compliance Specialist, the report must be made to the Chair of the Board.

Students, parents, and community members are strongly encouraged to report concerns to the school principal.

Anonymous reports will be accepted and investigated; however, disciplinary action will not be based solely on anonymous allegations.

Failure by an employee to report known violations may result in disciplinary action.

Investigation Procedures

All reports will be investigated promptly and thoroughly.

The principal shall designate a trained investigator for student-related matters not involving employees. If a current or former employee is involved, the CEO shall designate the investigator in coordination with the HR Consultant.

Investigations will:

- Be conducted promptly;
- Include private interviews of involved parties and witnesses;
- Be documented in writing;
- Be completed within ten (10) school days when reasonably possible.

If criminal conduct is suspected, law enforcement will be notified.

Employees are required to fully cooperate in investigations. Dishonesty, refusal to cooperate, or interference with an investigation may result in disciplinary action up to and including termination.

Determination and Discipline

The principal and/or CEO will review investigative findings and determine appropriate corrective action based on the totality of circumstances.

Students may face behavioral intervention, suspension, or expulsion.

Employees may face discipline up to and including termination. Certified educators may be reported to the Florida Department of Education.

Visitors or volunteers may be removed from campus and referred to law enforcement.

Any hazing incident meeting statutory criteria shall be reported to local law enforcement.

Non-Retaliation

Retaliation against any individual who reports bullying, harassment, or hazing in good faith or participates in an investigation is strictly prohibited.

Any employee or student engaging in retaliation will be subject to disciplinary action.

Commitment to a Safe Environment

Haven is committed to preventing bullying, harassment, and hazing and to maintaining an educational environment grounded in professionalism, respect, safety, and accountability.

Nothing in this Policy alters the at-will employment relationship.

School Safety Reporting

All Haven schools shall utilize Florida's School Environmental Safety Incident Reporting (SESIR) system to report school safety and discipline data. This includes the appropriate incident codes and related element codes for bullying, harassment, and hazing.

If a bullying, harassment, or hazing incident occurs, it shall be reported in SESIR using the appropriate incident code. If the conduct also results in any of the following reportable SESIR incidents, the incident shall be coded using both the applicable incident code and the related bullying/harassment/hazing element code:

- Alcohol
- Arson
- Battery
- Breaking and Entering
- Disruption on Campus
- Drug Sale/Distribution (Excluding Alcohol)
- Drug Use/Possession (Excluding Alcohol)
- Fighting
- Homicide
- Kidnapping
- Larceny/Theft
- Robbery
- Sexual Battery
- Sexual Harassment
- Sexual Offenses
- Threat/Intimidation
- Tobacco
- Vandalism
- Weapons Possession
- Other Major (incidents that do not fit within other SESIR definitions)

All incidents of hazing shall be reported in the school's safety and discipline report in accordance with Section 1006.135(2)(e), Florida Statutes, as may be amended or superseded.

In addition, discipline and referral data shall be recorded in the Bay District Schools Student Discipline/Referral Action Report and the Automated Student Information System. Bay District Schools shall then provide such incident, discipline, and referral data to the Florida Department of Education as required by law.

First Amendment Rights

Nothing in this Policy shall be construed to abridge the rights of students or school employees protected by the First Amendment to the Constitution of the United States. However, expression that materially and substantially disrupts the educational environment or infringes upon the rights and safety of others is not protected and may be subject to appropriate disciplinary action.

WHISTLEBLOWER PROTECTION

Purpose and Policy Statement

Bay Haven Charter Academy, Inc. (“Haven”) expects all employees to conduct themselves honestly, ethically, and in compliance with all applicable federal, state, and local laws, as well as Governing Board policies and administrative procedures.

In accordance with Florida law, Haven encourages employees to report violations or suspected violations of law, policy, or regulation. This includes, but is not limited to, conduct by any employee, Board member, agent, or independent contractor doing business with Haven that:

- Creates or presents a substantial and specific danger to public health, safety, or welfare;
- Constitutes gross mismanagement, malfeasance, misfeasance, gross waste of public funds, or gross neglect of duty;
- Involves suspected or actual Medicaid fraud or abuse; or
- Violates federal, state, or local law, or Governing Board policy.

Haven is committed to investigating credible reports and protecting individuals who report concerns in good faith.

Reporting Procedure

An employee who becomes aware of conduct that may violate federal or state law, local law, or Board policy shall report the concern promptly to his or her immediate supervisor.

If:

- The immediate supervisor is not responsive;
- The supervisor is the subject of the complaint; or
- The employee reasonably believes reporting to the supervisor is inappropriate;

the report shall be made directly to the CEO.

If the alleged misconduct involves the CEO or a member of the Governing Board, the report shall be made directly to the Board Attorney, who is authorized to retain outside counsel to conduct an independent investigation if necessary.

Reports may initially be made verbally; however, the reporting employee may be asked to submit the report in writing to ensure clarity and accuracy.

Investigation

Upon receipt of a report, Haven will conduct a prompt and appropriate investigation consistent with applicable Florida law, including Sections 112.3187–112.31895, Florida Statutes, as may be amended.

Investigations may be conducted by the Chief Education Officer, the HR Consultant, the Board Attorney, or other designated personnel as appropriate to the nature of the allegation.

Employees are required to cooperate fully in any investigation. Failure to cooperate, dishonesty, or interference with an investigation may result in disciplinary action up to and including termination.

Protection from Retaliation

An employee who makes a report in good faith, and with a reasonable belief that the information is accurate, shall be protected from retaliation, discipline, reprisal, intimidation, or adverse employment action.

Retaliation against any employee who reports misconduct in good faith or participates in an investigation is strictly prohibited and will result in disciplinary action up to and including termination.

False Reports

Employees who knowingly, intentionally, or recklessly make false allegations under this Policy will be subject to disciplinary action up to and including termination.

Conversely, employees who are aware of violations of federal, state, or local law that Haven has authority to correct and who fail to report such violations may also be subject to disciplinary action.

Commitment to Ethical Conduct

Haven is committed to transparency, accountability, and lawful governance. Employees are encouraged to raise concerns without fear of retaliation so that issues may be addressed promptly and appropriately.

Nothing in this Policy alters the at-will nature of employment.

DISCIPLINARY ACTION

Purpose

Guidelines for acceptable employee conduct are necessary for the benefit, protection, and safety of all employees and students. From time to time, corrective action may be necessary to ensure the efficient and safe operation of the school.

Forms of corrective action may include, but are not limited to:

- Coaching and counseling
- Verbal warnings
- Written warnings
- Suspension
- Termination
- Reinstatement

The following lists of offenses serve as general conduct guidelines. These lists are not all-inclusive and do not encompass every possible violation of workplace standards. Haven reserves the right to determine the appropriate level of discipline based on the severity of the conduct and the totality of the circumstances.

Class A Offenses – Grounds for Immediate Termination

The following offenses may result in immediate termination of employment:

- Theft, including the unauthorized removal of Haven property or the property of another employee, student, parent, or visitor.
- Unlawfully carrying a firearm or other “weapon” as defined in Section 790.001(13), Florida Statutes, including razor blades and box cutters, on Haven property or while engaged in Haven business. (See Prohibition of Firearms and Other Weapons Policy.)
- Fighting, provoking a fight, or physically assaulting a student, employee, parent, or visitor.
- Violating Haven’s Drug-Free Workplace Policy.
- Sabotaging or willfully damaging Haven property or the property of others.
- Falsifying, altering, or destroying Haven records.
- Falsifying time records or soliciting another employee to do so.
- Walking off the job without prior supervisory approval.
- Insubordination, including refusing to follow a reasonable directive of a supervisor.
- Absence for three (3) consecutive working days without notifying a supervisor (job abandonment).
- Conviction of a crime that relates to employment or adversely affects Haven’s reputation.
- Willfully violating Haven’s rules, regulations, or policies.
- Engaging in conduct deemed adverse or prejudicial to the best interests of Haven.
- Violating Haven’s Anti-Harassment Policy.
- Sleeping on the job unless medically verified by a licensed M.D. or D.O.
- Violating the Florida Department of Education Code of Ethics.
- Engaging in inappropriate conduct with students or violating professional boundaries.

Class B Offenses – Grounds for Discipline Up to and Including Termination

The following offenses may result in disciplinary action up to and including termination:

- Unexcused or excessive absenteeism or tardiness.
- Negligently damaging Haven property or the property of others.
- Failing to report work-related injuries promptly to a supervisor.
- Gambling on Haven property.
- Failing to follow safety rules or procedures.
- Creating or contributing to unsanitary or hazardous conditions.
- Disclosing confidential or privileged information without authorization.
- Failing to satisfactorily perform assigned job duties.
- Violating Haven policies not otherwise listed as Class A offenses.

Corrective Action Process

Most employees benefit from constructive feedback and occasional discussions to address minor job-related concerns. However, when performance or conduct issues persist, Haven may utilize a system of progressive discipline.

Notwithstanding the progressive discipline framework outlined below, Haven reserves the right to determine the appropriate level of discipline in its sole discretion based on the severity of the offense. Haven may bypass any step and proceed directly to termination when warranted.

Corrective action may include:

Coaching and Counseling

Coaching and counseling may be verbal or written. A verbal warning may precede a written warning, but a written warning may be issued without a prior verbal warning. Documentation of coaching or verbal warnings may be placed in the employee's personnel file.

Written Warning (First or Second Notice)

If improvement is not made within the designated time frame, or if the conduct is serious, a written warning may be issued. Written warnings will be reviewed with the employee and placed in the personnel file. Failure to improve may result in suspension or termination.

Suspension

An employee may be suspended with or without pay pending investigation or as a disciplinary measure.

Termination or Reinstatement

Employment may be terminated when corrective measures fail or when the seriousness of the conduct warrants immediate separation. In limited circumstances, reinstatement may occur at the discretion of Haven administration.

Documentation

Employees will be asked to review and sign written disciplinary notices. Signature acknowledges receipt of the notice, not agreement with its contents.

Disciplinary documentation will be placed in the employee's personnel file and may be retained indefinitely.

Administrative Discretion and At-Will Employment

Nothing in this policy guarantees progressive discipline or continued employment. Haven reserves the right to determine appropriate discipline based on the circumstances of each case.

Nothing in this policy alters the at-will employment relationship.

TERMINATION OF EMPLOYMENT

Termination of employment is a normal part of personnel administration. Employment with Bay Haven Charter Academy, Inc. (“Haven”) may end for a variety of voluntary or involuntary reasons as outlined below.

Nothing in this policy alters the at-will nature of employment.

At-Will Employment

All Haven employees are employed on an at-will basis. This means that either the employee or Haven may terminate the employment relationship at any time, with or without cause, and with or without notice, subject to applicable law.

Annual contracts do not create an expectation of continued employment beyond the contract term. Nothing in this Handbook or any policy creates a contract of employment or guarantees renewal or continued employment.

Resignation

A resignation is a voluntary termination initiated by the employee.

Employees are expected to provide written notice to their supervisor at least two (2) weeks prior to their final day of employment. Failure to provide appropriate notice may result in a designation of “not eligible for rehire.”

At Haven’s discretion, an exit interview may be conducted by the CEO, HR Consultant, principal, or supervisor to address final compensation, benefits, and separation matters.

Non-Renewal of Annual Contract

All Haven employees are employed under annual contracts.

Non-renewal may occur when:

- An employee voluntarily elects not to enter into a new contract; or
- Haven elects not to renew an employee’s contract for an additional term.

Haven reserves the right, in its sole discretion, to renew or not renew any annual contract, with or without cause. Employees have no expectation or guarantee of renewal.

Discharge

Discharge is an involuntary termination initiated by Haven, typically due to performance deficiencies, misconduct, violation of policy, failure to meet professional standards, or other disciplinary reasons.

Haven reserves the right to discharge an employee with or without progressive discipline, depending on the severity of the circumstances.

Layoff / Reduction in Force

A layoff or reduction in force is an involuntary termination for non-disciplinary reasons, including but not limited to:

- Budgetary constraints
- Enrollment fluctuations
- Program changes
- Position elimination
- Organizational restructuring
- Operational necessity

Layoffs and reductions in force are administrative decisions based on school needs and do not reflect misconduct or performance deficiencies.

Haven retains sole discretion in determining the need for and implementation of layoffs or position eliminations.

Retirement

Retirement is a voluntary separation initiated by an employee who meets applicable retirement eligibility requirements under relevant retirement systems.

Administrative Leave

Haven reserves the right to place an employee on Administrative Leave at its discretion.

Administrative Leave may be:

- With pay or without pay;
- Pending the outcome of an investigation;
- During review of alleged misconduct;
- When necessary to protect student safety; or
- When required to maintain operational integrity.

Placement on Administrative Leave is not, in itself, disciplinary and does not constitute a finding of wrongdoing.

Employees placed on Administrative Leave must remain available for communication and must fully cooperate with any investigation. Failure to cooperate may result in disciplinary action up to and including termination.

Separation for Licensure or Certification Issues

Certain positions at Haven require valid professional licensure, certification, or eligibility under Florida law.

If an employee:

- Fails to obtain required certification within mandated timelines;
- Allows required certification or licensure to lapse;
- Has certification suspended, revoked, restricted, or denied; or
- Becomes ineligible to work in a Florida public school setting due to action by the Florida Department of Education or any governing authority;

Haven may immediately remove the employee from assigned duties and may place the employee on Administrative Leave pending review.

If required licensure or certification is not restored within a timeframe determined by Haven, employment may be terminated.

Nothing in this section limits Haven's authority to terminate employment immediately if continued employment would violate law, jeopardize accreditation, or compromise student safety.

Final Compensation and Accrued Leave

Final pay will be issued in accordance with Florida law.

Twelve (12) Month Employees – Vacation Payout

Accrued, unused vacation time will be paid only to eligible twelve (12) month employees who have worked in a twelve (12) month position for at least five (5) years. Employees who do not meet this requirement are not eligible for vacation payout.

Ten (10) Month Employees – Personal Leave Payout

Accrued, unused personal time will be paid only to eligible ten (10) month employees who have worked in a ten (10) month position for at least five (5) years. Employees who do not meet this requirement are not eligible for payout.

Benefit Termination

- Ten (10) Month Non-Instructional Employees: Benefits end on the last day of the month in which separation occurs. Any prepaid summer premiums will be refunded.
- Ten (10) Month Instructional Employees: Benefits continue through the end of the contract term if contractual obligations are fulfilled. If not fulfilled, benefits end on the last day of the month of separation.

- Twelve (12) Month Employees: Benefits end on the last day of the month in which separation occurs.

COBRA Continuation

Employees who elected insurance coverage may be eligible for continuation under COBRA. Required documentation will be provided within fourteen (14) days of separation, in accordance with federal law.

Return of Property

Employees are responsible for all Haven property issued to them or in their possession, including but not limited to:

- Keys
- Identification badges
- Electronic devices
- Records and student information
- Instructional materials
- Confidential materials

All property must be returned immediately upon request or upon separation of employment.

To the extent permitted by law, Haven may deduct the cost of unreturned property from the employee's final paycheck and may pursue all lawful remedies to recover its property.

SAFETY

Bay Haven Charter Academy, Inc. (“Haven”) is committed to maintaining a safe and healthy work environment for all employees, students, and visitors. Safety is a shared responsibility. Employees are expected to comply with all safety rules, report hazards promptly, and cooperate fully in maintaining a safe workplace.

Failure to comply with safety requirements may result in disciplinary action up to and including termination.

Workers’ Compensation

In accordance with applicable Florida law, Haven provides workers’ compensation coverage for employees who suffer job-related injuries or occupational illnesses.

Workers’ compensation benefits may include medical treatment and compensation for lost wages resulting from a work-related injury or illness. Official workers’ compensation notices are posted at each worksite as required by law.

It is the joint responsibility of employees and supervisors to report all work-related injuries or illnesses. Each worksite will comply with state and local regulations regarding the recording and reporting of workplace injuries and illnesses.

Mandatory Injury Reporting

All work-related injuries or illnesses must be reported IMMEDIATELY, even if medical treatment is not requested.

Employees must report injuries by contacting:

- Their immediate supervisor;
- The Employee Benefits Manager; or
- The CEO at 850-248-3500.

Failure to report a work-related injury immediately may result in denial of workers’ compensation benefits and/or disciplinary action.

Conditions of Employment – Work-Related Injuries

As a condition of employment, employees agree to:

- Notify their supervisor immediately and always prior to seeking medical care for any work-related injury.
- Report the injury or accident even if medical treatment is not believed necessary.
- Submit to a drug test within twenty-four (24) hours of a reported workplace injury or accident (photo identification required).

The Employee Benefits Manager (or designated payroll/benefits representative) will provide instructions regarding authorized medical providers and additional required documentation.

Unauthorized medical treatment may not be covered under workers' compensation.

General Safety Policies and Rules

Haven will make every reasonable effort to provide safe and healthy working conditions. Employees are expected to exercise equal care in following safe work practices.

Unsafe working conditions or behaviors must be reported immediately to a supervisor. Employees who engage in unsafe conduct may be subject to disciplinary action, including immediate termination.

As a condition of employment, employees agree to comply with all safety rules, including but not limited to the following:

- The use, possession, manufacture, distribution, or dispensation of alcohol or unlawful controlled substances in the workplace or at any school-related function is strictly prohibited.
- Appropriate safety equipment must be used when required (e.g., gloves, eye protection, hearing protection, safety footwear, etc.).
- Seat belts must be worn at all times when operating or riding in a vehicle equipped with them.
- All traffic laws must be followed when operating a vehicle for school business.
- Machinery guards or safety devices shall not be removed, bypassed, or altered.
- Running, horseplay, or reckless behavior is prohibited.
- Employees must maintain clean and hazard-free work areas.
- Appropriate footwear for the work being performed must be worn at all times.
- Proper lifting techniques must be used (lift with the legs, not the back).
- Full cooperation is required during any safety inspection or investigation.

Each department or work unit may establish additional safety procedures specific to its operations, provided such procedures do not conflict with Haven policy.

Driving Safety Policy

Employees who operate a vehicle for Haven business represent the organization and are expected to exercise the highest level of care and responsibility.

As a condition of employment, employees agree to the following:

- Obey all traffic laws at all times.
- Maintain their vehicle in safe operating condition.
- Wear seat belts at all times in vehicles equipped with such devices.
- Never operate a vehicle while under the influence of alcohol, illegal drugs, or impairing substances.
- Avoid distracted driving, including the unlawful use of handheld electronic devices.
- Permit only authorized employees, authorized parents, students, guests, or approved security personnel to be transported in the vehicle when engaged in school-related activities.

Haven reserves the right to restrict or revoke driving privileges for employees who fail to meet safety standards or who pose a risk to student or employee safety.

EMPLOYEE BENEFITS, DISABILITY, AND LEAVE

Reinstatement of Benefits After Break in Service

Any twelve (12) month full-time employee who is employed by the Corporation for a minimum of one (1) full contract year, who leaves the employ of the Corporation for a period of less than twelve (12) months and is then re-employed with the Corporation, shall be entitled to the same vacation leave benefits held by the employee prior to the break in service.

Medical Insurance

Eligible employees may participate in Haven's group medical insurance plan.

Regular full-time employees are eligible for coverage on the first day of the month following thirty (30) days of continuous employment. Dependent coverage is available at an additional cost.

The medical plan provides comprehensive coverage, including:

- Physician visits
- Laboratory services
- Prescription medications
- Hospitalization
- Surgical services
- Major medical expenses

Enrollment may occur:

- Upon initial eligibility; or
- During the annual open enrollment period.

After the initial enrollment period, changes may only be made during open enrollment unless a qualifying life event occurs.

Qualifying life events may include, but are not limited to:

- Marriage or divorce
- Birth or adoption
- Loss or gain of other coverage
- Change in employment status (full-time/part-time)
- Dependent eligibility changes
- Medicaid eligibility changes

Requests for mid-year enrollment changes must be submitted in writing within thirty (30) days of the qualifying event and must include appropriate documentation.

For plan details, employees should consult plan documents or the Benefits Department.

Dental Insurance

Haven offers dental insurance to eligible employees and dependents at group rates.

Eligibility begins on the first day of the month following thirty (30) days of full-time employment.

If an employee declines coverage when first eligible, enrollment may occur during annual open enrollment unless a qualifying event permits earlier enrollment.

COBRA continuation may be available upon separation of employment. Contact the Benefits Department for details.

Vision Plan

A voluntary vision plan is available to regular full-time employees.

Eligibility begins on the first day of the month following thirty (30) days of full-time employment.

The plan includes access to participating providers with fixed co-pays and discounts on lenses and frames.

Life and Accidental Death & Dismemberment (AD&D) Insurance

Haven provides the following employer-paid benefits to eligible employees:

- **Basic Life Insurance:** Equal to the employee's annual salary rounded to the next highest \$1,000.
- **Basic AD&D Coverage:** Equal to one additional annual salary amount.

Voluntary Supplemental Options

Employees may elect:

- **Supplemental Life Insurance:** Up to five (5) times annual salary, not to exceed \$500,000. Amounts over \$100,000 require evidence of insurability.
- **Supplemental AD&D:** Equal to elected supplemental life coverage. (Supplemental AD&D requires enrollment in supplemental life.)
- **Spouse Life Insurance:** Up to fifty percent (50%) of the employee's supplemental life amount. Amounts over \$10,000 require medical underwriting.
- **Dependent Child Life Insurance:** \$5,000 or \$10,000 coverage, available if the employee elects supplemental life coverage.

Employees may designate beneficiaries and update them at any time.

Life insurance coverage exceeding \$50,000 may be considered taxable income under federal law.

Short-Term Disability

Haven provides employer-paid short-term disability coverage.

This benefit:

- Has a fourteen (14) day waiting period;
- Pays up to \$250 per week;
- May continue for up to eleven (11) weeks, depending on the condition.

Employees may use accrued leave to cover the fourteen (14) day waiting period.

A physician's written release is required before returning to work following disability leave.

Coordination by Employee Category

Twelve (12) Month Salaried Employees

May use accrued vacation, sick, or personal leave during the waiting period. If insufficient leave exists, the employee enters unpaid leave status until disability benefits begin.

Ten (10) Month Salaried Employees

May use accrued sick leave during the waiting period (no vacation accrual).

Twelve (12) Month Hourly Employees

May use accrued leave during the waiting period. If none exists, unpaid leave applies.

Ten (10) Month Hourly Employees

May use accrued sick leave if disability occurs during the contract period.

Payroll adjustments will be recalculated upon return from disability leave based on remaining contract days.

Long-Term Disability (Voluntary)

Long-term disability coverage is available on a voluntary, employee-paid basis.

This plan:

- Provides income replacement for disabilities exceeding three (3) months;
- Pays a fixed percentage of salary;
- Is offset by Social Security disability payments if applicable;
- Continues while the employee remains medically disabled under policy terms.

Employees must enroll when first eligible or provide evidence of insurability.

Florida Retirement System (FRS)

Haven participates in the Florida Retirement System (FRS).

Participation is mandatory for eligible employees in regularly established full-time or part-time positions, except as otherwise permitted by law.

Contribution rates are determined annually by the State of Florida.

Employees who are retired FRS members must notify the Benefits Department upon hire.

Section 125 Plan (Cafeteria Plan)

Haven offers a Section 125 pre-tax premium plan.

Eligible employees may elect to have benefit premiums deducted on a pre-tax basis, reducing taxable income.

Elections may only be changed during open enrollment unless a qualifying event occurs.

Participation may slightly reduce Social Security wage calculations.

General Disclaimer

All benefits described in this section are subject to the terms, conditions, limitations, and exclusions of the applicable insurance policies, plan documents, and governing laws.

Haven reserves the right to modify, amend, suspend, or terminate any benefit plan at any time, with or without notice, subject to applicable law.

Nothing in this section alters the at-will nature of employment.

EMPLOYEE LEAVE

To ensure payroll accuracy, employees are required to submit leave requests in advance. In emergency situations, the leave request form must be submitted no later than the end of the applicable pay period. Failure to submit required leave documentation (except in an emergency) and obtain advance approval may result in disciplinary action, up to and including termination.

NOTE: Except as otherwise provided herein, leave benefits (e.g., vacation, sick/personal time) do not accrue during unpaid leave. Leave benefits do continue to accrue during periods of paid leave unless otherwise stated.

Vacation Time

Paid vacation is available to eligible twelve (12)-month full-time employees to provide opportunities for rest, relaxation, and personal pursuits.

Only twelve (12)-month full-time employees accrue vacation time and are subject to the following guidelines. All new employees must complete thirty (30) calendar days of service before becoming eligible to use vacation time.

Hourly employees must be employed for 12 months in order to have days advanced. If an employee has not been with the Haven organization for 12 months, the employee can only use what has been accrued.

Benefit Period

July 1 to June 30 of each year.

Vacation accrues per pay period. Employees must work at least fifty percent (50%) of the pay period to accrue leave. Employees working more than thirty (30) hours but fewer than forty (40) hours per week receive prorated leave.

Vacation Accrual Schedule

Years of Service with Haven	Vacation Time Earned
Up to 5 years	6.66 hours per month / 3.33 per pay period
More than 6 years, less than 10	10 hours per month / 5 per pay period
More than 11 years	13.33 hours per month / 6.66 per pay period

Vacation Guidelines

- Vacation may be used in minimum increments of one (1) hour.
- Employees must submit vacation requests through the BambooHR system and obtain supervisory approval in advance.
- Requests are reviewed based on school needs and staffing requirements.
- One-half (½) of annual vacation is advanced on July 1 (or first day of employment). The remaining half is advanced January 1.
- Employees may not use more than half of their annual allotment unless the excess has been accrued.
- Any advanced but unaccrued vacation used must be repaid and will be deducted from the final paycheck.
- Vacation should preferably be taken when school is not in session and after float time is exhausted.

- Vacation pay is based on base rate only (excluding bonuses, incentives, overtime, etc.).
- Maximum carryover is forty (40) hours per benefit period.
- Employees with five (5)+ years of twelve-month service may sell back unused hours above the rollover cap.
- No employee may accrue more than 240 total vacation hours.
- “Operational needs rollover” beyond 40 hours requires written CEO or CFO approval.
- Upon termination, payout of accrued unused vacation is available only to employees with at least five (5) years of full-time twelve-month service.

NOTE: Carryover does not create an expectation of re-employment or contract renewal.

Personal Time Off

Haven provides paid sick and personal leave for temporary absences due to:

- Personal illness or injury
- Illness of an immediate family member
- Pressing personal business

If absent for three (3) or more consecutive days, a physician’s statement may be required. Employees may be eligible for FMLA leave and must apply by contacting the **Employee Benefits Manager**.

Failure to return to work following expiration of approved leave will be considered a resignation.

Benefit Period

August 1 through July 31 for 10 month employees and July 1 through June 30 for 12 month employees.

Eligibility & Accrual

10-Month Full-Time Employees

- Accrue one (1) day per month (August–May)
- Maximum ten (10) personal days per benefit period
- Five (5) days advanced August 1
- Five (5) days advanced January 1
- Hourly employees must be employed for 12 months in order to have days advanced. If an employee has not been with the Haven organization for 12 months, the employee can only use what has been accrued.

12-Month Full-Time Employees

- Six (6) days per benefit period
- Accrue four (4) hours per month
- Three (3) days advanced July 1
- Three (3) days advanced January 1
- No rollover permitted

- No payout at year end

Employees must work at least fifty percent (50%) of the pay period to accrue leave. Prorated for employees working 30–39 hours weekly.

Advanced but unaccrued leave used must be repaid and will be deducted from final pay.

Hourly employees must be employed for 12 months in order to have days advanced. If an employee has not been with the Haven organization for 12 months, the employee can only use what has been accrued.

Requirements

- Teachers must submit leave in AESOP.
- All other employees must submit leave in BambooHR.
- Personal leave (non-illness) must be requested at least three (3) days in advance.
- Approval is at Haven’s sole discretion.

Failure to properly report leave may result in pay deduction and disciplinary action.

Holiday Restrictions on Personal Leave

Personal leave may not be taken:

- Immediately before or after a school holiday
- During the first or last two weeks of school
- During testing periods

Unless:

1. A substitute has been secured (if applicable).
2. Supervisor approval has been obtained.
3. The employee has not exceeded maximum holiday leave requests (Instructional: two (2) per year).
4. No more than 20% of faculty have requested leave.

Requests are granted first-come, first-served when conditions are met.

Leave Pay Calculation

Personal leave is paid at base rate only and excludes incentives, bonuses, commissions, or other additional compensation.

Unused Leave – 10-Month Employees

- May carry over up to sixteen (16) hours annually.
- Excess unused leave is paid out at end of contract.
- Maximum accrual: twenty-two (22) total personal days.

- Upon separation, payout of carried-over leave requires five (5)+ years of ten-month service.

Carryover does not create an expectation of continued employment.

Float Time

Twelve (12)-month full-time employees receive seven (7) float days per benefit period.

- Accrues at 2.33 hours per pay period.
- Must work 50% of pay period to accrue.
- Advanced in full at start of benefit period.
- Preferably used when Haven is closed.
- Unused float time is forfeited at end of benefit period.
- Advanced but unaccrued time used must be repaid.

Holidays

Full-time employees receive paid holidays per annual school calendar.

- Paid at straight-time base rate.
- Does not count toward overtime.
- Must be in eligible classification.
- Personal leave restrictions near holidays apply.

Parental/School Leave

Employees may use up to six (6) hours per calendar year (separate from sick/personal leave) to attend school-related functions, provided Haven does not incur substitute costs.

Advance notice of one (1) week is preferred when possible.

Time Off to Vote

Up to one (1) hour of unpaid leave will be granted if the employee cannot vote outside working hours.

Jury Duty

- Employee receives court compensation plus difference from Haven (not to exceed 30 days).
- Summons must be provided to supervisor and Payroll Manager.
- Employees must report to work when court schedule permits.

Witness Duty

- Paid in full if subpoenaed by Haven.
- Up to three (3) days paid if subpoenaed by another party.
- Additional time may use accrued leave.

- Subpoena must be submitted to supervisor and HR/Payroll.

Bereavement Leave

Immediate family includes spouse, partner, parent, child, sibling, in-laws, grandparents, grandchildren.

- Parent, spouse, or child: up to five (5) paid days.
- Other immediate family: up to three (3) paid days.
- Additional leave may use accrued time.
- Paid at base rate only.

Military Leave

Unpaid leave for military service in accordance with law.

Benefits continue through the end of the month leave begins. After that, employee is responsible for premium costs.

Accrual of benefits pauses after twelve (12) weeks.

Employees are reinstated in accordance with USERRA requirements.

Family and Medical Leave Act (FMLA)

Haven complies with FMLA.

For eligibility, forms, and assistance, contact the **Employee Benefits Manager**.

Employees must use all accrued paid leave before unpaid FMLA begins.

Medical certification is required within fourteen (14) days of request.

The twelve (12)-month FMLA period is measured on a rolling backward basis.

Health insurance continues during FMLA provided employee pays required premiums through arrangements with the **Employee Benefits Manager**.

Failure to return after FMLA may result in termination.

DRUG-FREE WORKPLACE POLICY

Policy Statement

Bay Haven Charter Academy, Inc. (“Haven”) is committed to maintaining a safe, healthy, and drug-free workplace. Substance abuse threatens employee safety, student welfare, and the integrity of school operations.

Drug addiction is a complex but treatable condition. Haven encourages employees who may be struggling with substance abuse to seek assistance. This policy is intended to prevent and address substance misuse while complying with applicable Florida and federal laws.

As a condition of employment, all employees must comply with this policy.

Prohibited Conduct

Employees are prohibited from the following during working hours, while on school business, or on Haven premises (including parking lots):

- Possessing, using, selling, transferring, trading, or offering illegal drugs
- Reporting to work or working under the influence of alcohol
- Having illegal drugs or alcohol present in their system above established threshold levels
- Misusing prescription medications
- Using any non-prescribed product containing cannabinoids (e.g., hemp seed oil)
- Tampering with, substituting, or adulterating a drug test specimen
- Refusing to submit to required testing

Violation of this policy may result in disciplinary action up to and including termination, even for a first offense.

Prescription and Over-the-Counter Medications

Employees may use legally prescribed medications and over-the-counter drugs as directed. Employees must notify their supervisor if any medication may impair job performance, judgment, or safety.

Abuse or misuse of prescription medication is prohibited.

Confidentiality

All information obtained through drug or alcohol testing will be maintained in confidential files separate from personnel records and disclosed only as permitted by federal or state law, professional licensing regulations, or Haven policy.

Employee Reporting Requirement

Employees must notify Haven in writing within five (5) calendar days of any conviction for a criminal drug statute violation occurring in the workplace.

Definitions

A. Legal Drug

Includes prescribed medications and over-the-counter drugs legally obtained and used solely for their intended purpose. Written confirmation from the prescribing physician may be required when a Medical Review Officer (“MRO”) must determine a legitimate medical explanation.

B. Illegal Drug

Any drug scheduled by the State of Florida that:

1. Is not legally obtainable;
2. May be legally obtainable but has not been legally obtained; or
3. Is being used in a manner or for a purpose other than prescribed.

C. Job Applicant

A person who has applied for a position and has been offered employment.

D. Detectable Amount

Threshold levels established by the U.S. Department of Health and Human Services and/or the Florida Agency for Health Care Administration for screening and confirmation testing.

E. Safety Sensitive Position

Positions involving duties where impairment could result in significant harm, including operation of school vehicles, machinery, equipment, handling hazardous materials, or other legally designated safety-sensitive functions.

F. Notification of Prescription/OTC Medication

If a laboratory result is confirmed positive, the MRO will contact the individual to review prescriptions or medications that may explain the result.

G. Donor Release

Signing the Chain of Custody Form certifies that the specimen was provided by the donor, not adulterated, sealed appropriately, and labeled accurately.

H. Shy Bladder

Inability to produce an adequate urine sample within three (3) hours after consuming up to forty (40) ounces of fluids.

I. Medical Review Officer (MRO)

A licensed physician responsible for reviewing laboratory results and interpreting confirmed positive results in light of medical history and biomedical information.

J. Unfit for Duty

An employee unable to perform assigned duties safely due to physical, emotional, or chemical impairment.

Testing Circumstances

Testing may occur under the following circumstances:

- Pre-employment (as a condition of employment)
- Reasonable suspicion
- Post-accident involving injury requiring physician care
- Property damage of \$1,000 or greater
- Return from extended absence of six (6) months
- Random testing (regular full-time and part-time employees)
- As part of required fitness-for-duty medical examinations

Reasonable Suspicion

Reasonable suspicion may be based on:

- Observed drug use during work hours
- Observable physical signs of impairment
- Incoherent mental state
- Marked, unexplained behavioral changes
- Unexplained deterioration in work performance
- Workplace accidents or conduct suggesting impairment

An employee appearing impaired will be removed from duty and transported safely for testing. The employee will not be permitted to drive.

Upon written request, Haven will provide a written report describing the basis for reasonable suspicion testing within seven (7) days of Haven's receipt.

Drugs That May Be Tested

Any drug scheduled by the State of Florida may be tested. The following substances are commonly included:

- Alcohol
- Amphetamines
- Cannabinoids
- Cocaine
- Phencyclidine (PCP)
- Methaqualone
- Opiates
- Barbiturates
- Benzodiazepines

- Methadone
- Propoxyphene

Testing Procedures

Testing will be conducted by a Department of Health and Human Services and/or Florida-certified laboratory. Results will be reviewed by a Medical Review Officer.

Chain-of-custody procedures will comply with applicable state and federal requirements.

If a specimen cannot be collected due to suspected tampering or adulteration, a second test may be required and may be observed. Purposeful adulteration constitutes grounds for termination.

Employees may contest a confirmed positive result in writing within five (5) working days of written notice. Upon request, the employee may obtain a copy of the test results and request retesting of the original specimen at the employee's expense.

Initial Test Cutoff Levels

Substance	Initial Cutoff Level
Alcohol (non-safety)	0.02 g/dL
Amphetamines	1000 mg/mL
Cannabinoids	50 mg/mL
Cocaine	300 mg/mL
Phencyclidine	25 mg/mL
Opiates	300 mg/mL
Barbiturates	300 mg/mL
Benzodiazepines	300 mg/mL
Synthetic Narcotic/Methadone	300 mg/mL
Propoxyphene	300 mg/mL

Confirmation Test Cutoff Levels

Substance	Confirmation Cutoff Level
Alcohol (non-safety)	0.02 g/dL
Amphetamines	500 mg/mL
Cannabinoids	15 mg/mL
Cocaine	150 mg/mL
Phencyclidine	25 mg/mL
Opiates	300 mg/mL
Barbiturates	150 mg/mL
Synthetic Narcotic/Methadone	150 mg/mL
Propoxyphene	150 mg/mL

Haven reserves the right to update cutoff levels in accordance with changes in testing technology or applicable law.

Refusal to Test

Refusal to submit to testing may:

- Result in immediate termination
- Result in forfeiture of eligibility for workers' compensation medical and indemnity benefits
- Affect eligibility for unemployment compensation

In shy bladder cases, employees have seven (7) working days to provide physician documentation supporting a legitimate medical condition.

Disciplinary Action

Employees who violate this policy may be suspended without pay, reassigned from safety-sensitive duties, or terminated. A confirmed positive result may result in immediate termination.

Employees who test positive for unlawful drug use following a workplace accident or injury may be terminated.

Employees with negative results will be reinstated with back pay if suspended pending results.

Rehabilitation and Return-to-Duty

Employees who successfully complete an approved rehabilitation program may return to work at Haven's discretion. As a condition of return:

- The employee must agree to follow-up testing for two (2) years
- Testing will include an initial test and quarterly unannounced tests
- Any positive result or failure to comply will result in termination

Employee Assistance Program (EAP)

Haven recognizes that personal and health problems, including substance abuse, may affect job performance. Participation in an Employee Assistance Program or counseling program:

- Is confidential
- Does not automatically affect employment status
- Does not excuse continued policy violations or poor performance

The **Employee Benefits Manager** maintains a list of available EAP and mental health resources. Costs of services are the responsibility of the employee unless covered by insurance.

Conclusion

Haven's Drug-Free Workplace Policy is intended to promote a safe, healthy, and productive work environment. It is not designed to be discriminatory or to conflict with any applicable public policy or law.

Drug testing is one component of Haven's broader commitment to workplace safety and employee well-being.

This policy is available for inspection by job applicants and employees during regular business hours.

This policy supersedes all prior written or oral statements regarding drug and alcohol testing. Haven reserves the right to modify, amend, or discontinue this policy or its testing program at any time, with or without notice, subject to applicable law.

Nothing in this policy creates a contract of employment or alters the at-will employment relationship.

Cash Handling and Collection Procedures

Haven is committed to safeguarding all funds collected on behalf of the school. Employees who collect, receive, oversee, or handle money are responsible for complying strictly with the procedures outlined below. These procedures are designed to protect employees, students, and the school from loss, theft, and audit findings.

Failure to comply with these procedures may result in corrective or disciplinary action.

General Requirements

All funds collected on behalf of Haven must be:

- Properly documented
- Safeguarded at all times
- Verified by two independent individuals
- Remitted to the Bookkeeper the same day collected
- Deposited in accordance with state audit requirements

Prenumbered Receipts

- Prenumbered cash receipts must be issued for any individual payment of **\$5.00 or more**.
- Receipts must be completed in full and provided to the payer at the time of collection.
- Receipt books must be controlled and accounted for at all times.

Cash Collection Forms and Dual Verification

- A Cash Collection Form must be completed for all collections.
- The form must be signed by **two independent individuals** verifying the amount collected.
- The individuals verifying funds should not both be the same person responsible for maintaining custody of the funds.

Segregation of duties is a required internal control.

Student Involvement in Collections

If students are assisting with fundraising or collecting funds:

- An employee must actively supervise the collection at all times.
- Students may never be left alone with collected funds.
- Students must not transport funds.

Students are not permitted to bring collected money to the office. Allowing students to handle or transport funds places both the student and the school at unnecessary financial and personal risk.

Transfer of Funds

Employees collecting funds must personally:

- Deliver funds directly to the Bookkeeper; or
- Deposit funds into the designated safe maintained by the Bookkeeper.

Funds may not be sent with students under any circumstances.

Same-Day Turn-In Requirement

Cash may **not** be stored in classrooms, desks, cabinets, or personal bags.

All funds collected must be turned in to the Bookkeeper **the same day they are collected**. There are no exceptions to this rule.

Cash must be safeguarded at all times. The State of Florida does not recognize classrooms as secure cash storage locations.

If it is determined that funds were retained in a classroom or unsecured location, corrective action will be taken.

Timely Deposit Requirement

Auditors compare:

- The Cash Collection Form
- The Deposit Ticket
- The Date of Deposit

If more than **three (3) business days** elapse between the date of collection and the bank deposit, an audit exception may be reported to the State Auditor General.

To prevent audit findings:

- Funds must be submitted promptly; and
- Deposits must be made in accordance with Haven's fiscal procedures.

Safeguarding Funds

All collected funds must be:

- Counted in a secure location
- Verified by two individuals
- Stored only in authorized safes or secure finance locations
- Protected from unauthorized access

Employees are personally responsible for safeguarding funds while in their possession.

Accountability and Compliance

All cash handling procedures are subject to review, audit, and internal control monitoring.

Noncompliance with these procedures may result in:

- Corrective action
- Disciplinary action
- Personal financial responsibility if negligence is determined
- Revocation of cash handling privileges

Purchasing, Requisitions, and Company Credit Card Policy

Haven is committed to strong internal controls and responsible stewardship of public funds. All purchasing and credit card use must comply with Haven's fiscal policies, internal controls, and applicable federal, state, and grant requirements.

Failure to comply with this policy may result in personal financial liability and disciplinary action, up to and including termination.

Requisition and Pre-Approval Requirement

Before making any purchase, placing an order, entering into an agreement, or otherwise committing Haven funds, employees must:

1. Submit a properly completed purchase requisition through the approved system; and
2. Obtain written approval from the CEO, CFO, or authorized supervisor.

Where applicable, a purchase order must be issued before goods or services are ordered.

Employees are not authorized to bind Haven to any financial obligation without prior written approval through the requisition process.

No After-the-Fact Approval

Haven does not permit after-the-fact approvals.

Purchases made prior to submission and written approval of a requisition will not be retroactively approved. Supervisors do not have authority to approve expenses after a financial commitment has already been made.

Any purchase made without prior approval will be considered unauthorized, regardless of business necessity.

Unauthorized Purchases

Unauthorized purchases may result in:

- Denial of reimbursement
- Personal financial responsibility for the full amount of the purchase
- Wage deductions as permitted by law
- Return or refusal of improperly ordered goods
- Disciplinary action, up to and including termination

Lack of knowledge of procedures does not excuse noncompliance.

Company Credit Card Use

Haven may issue company credit cards to designated employees for business purposes only. Use of a company credit card is a privilege, not a right, and may be withdrawn at any time, with or without cause.

If a card is issued for temporary use, it must be returned promptly to the Accounting and Finance Department (including school bookkeepers who are part of the Accounting and Finance Team) after use.

The employee in possession of a company credit card is solely responsible for:

- All charges made on the card
- Safeguarding the card
- Preventing use by unauthorized individuals

Card numbers may not be distributed or stored in online vendor accounts.

Credit Card Pre-Approval Requirement

Use of a company credit card does not eliminate the requisition requirement.

All credit card purchases must:

- Be pre-approved in writing through a purchase requisition
- Be within the employee's job duties and authorization
- Be approved by the CEO, CFO, or appropriate supervisor before purchase

A copy of the approval must be attached to the receipt and submitted to the Accounting and Finance Department (specifically the Budget and Finance Officer).

Permitted and Prohibited Credit Card Use

Credit cards may only be used for legitimate business expenses.

Non-business purchases are strictly prohibited.

Travel

Business-related travel expenses (e.g., lodging, gas, rental car) may be charged to the card if consistent with Haven's travel policy.

Meals while on travel may not be charged to the company credit card. Travel policy per diem rates apply. Charging meals to the credit card while on travel violates both the travel policy and this policy.

Receipt and Documentation Requirements

The employee is responsible for obtaining and retaining original itemized receipts for all purchases.

Receipts must:

- Be submitted to the Accounting and Finance Office within one (1) week of purchase
- Be labeled with a description of the business purpose
- Include names of attendees and business purpose for any non-travel meal expenses

If a receipt is lost, a written explanation and itemized description must be submitted. Lost receipt instances must be rare. Repeated failure to provide receipts may result in suspension of card privileges.

A notation will be made on the credit card reconciliation report for auditors if a receipt is missing.

Personal or Unauthorized Charges

If an employee makes a personal or unauthorized charge:

- The amount will be treated as a wage advance;
- The full amount will be deducted from the employee's next paycheck;
- Any remaining balance will be deducted from subsequent paychecks until fully repaid;
- Deductions will comply with applicable wage laws.

The employee is financially responsible for any purchase that:

- A. Is outside the employee's job duties;
- B. Exceeds the employee's authorization; or
- C. Was not pre-approved.

Disciplinary Action

In addition to financial responsibility, violations of this policy may result in:

- Suspension of credit card privileges
- Disciplinary action, up to and including termination
- Immediate dismissal and possible legal action in cases of fraud

Credit Cards Are Not a Substitute for Purchase Orders

Credit card use should be limited and used only when:

- Travel expenses are incurred;
- Emergency purchases are necessary; or
- A vendor does not accept purchase orders.

Proper planning is required to minimize credit card use. Excessive use of credit cards creates internal control risk.

If excessive use is identified, the Accounting and Finance Office may centralize credit card control and require cards to be returned.

Compliance with Fiscal Policies

All purchasing and credit card activity must comply with Haven's Board-approved Fiscal Policies and internal controls.

Employees with questions must consult their supervisor or the Finance Department before making any financial commitment on behalf of Haven.

Conclusion

This Employee Handbook is designed to provide employees with an overview of Bay Haven Charter Academy, Inc.'s ("Haven") mission, values, expectations, policies, and benefits. It serves as a guide to help employees understand their responsibilities and the standards that support a safe, professional, and student-centered learning environment. Employees should also consult Federal, State, and local laws and the Board policies regarding their duties and obligations.

Haven is committed to fostering a workplace built on integrity, accountability, respect, and collaboration. Each employee plays an essential role in advancing the school's mission and ensuring a positive educational experience for students and families.

Because laws, regulations, and operational needs evolve, Haven reserves the right to interpret, modify, amend, suspend, or eliminate any policy or benefit described in this Handbook at any time, subject to applicable law. Only the Haven Board of Directors has the authority to adopt or revise official policies of the organization.

This Handbook is not intended to create, nor does it create, a contract of employment or any guarantee of continued employment. Employment with Haven is at-will and may be terminated by either the employee or Haven at any time, with or without cause, and with or without notice, in accordance with applicable law.

Employees are encouraged to seek clarification from their supervisor or the Human Resources Department regarding any questions about the contents of this Handbook.

Haven appreciates the dedication and professionalism of its employees and looks forward to continued partnership in serving our students and community.

EMPLOYEE HANDBOOK ACKNOWLEDGEMENT

I acknowledge that I have received access to the Employee Handbook of Bay Haven Charter Academy, Inc. (“Haven”). I understand that the Handbook contains important information regarding Haven’s policies, procedures, expectations, and standards of conduct.

I understand that it is my responsibility to read, understand, and comply with the policies contained in the Handbook and any future revisions.

I understand that my employment with Haven is voluntary and at-will. This means that either Haven or I may terminate the employment relationship at any time, with or without cause or notice, so long as there is no violation of applicable federal or state law.

I understand that the policies, procedures, and benefits described in the Handbook are subject to change at the sole discretion of Haven. I acknowledge that only the Haven Board of Directors has the authority to adopt or modify official policies contained in the Handbook. Any revisions will supersede, modify, or eliminate existing policies and will be communicated through official channels.

I understand that this Handbook is not a contract of employment and does not create any contractual rights, guarantees of employment, or binding obligations on Haven or its employees.

I further understand that if I have questions regarding the Handbook, I should consult my supervisor or the Human Resources Department.

By signing below, I acknowledge that I have received, read, and understand this Handbook and agree to abide by its terms and any future revisions.

(Employee Printed Name)

(Employee Signature)

(Date)