



# K<sup>12</sup> Employee Handbook

*This handbook is a guideline and not a contract. The policies and benefits contained in this book may be updated or changed by the employer at any time.*

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## **WELCOME!**

K<sup>12</sup> is a dynamic and rewarding environment in which to work. We are a company with great people and an incredible mission to remove barriers that limit any child from reaching his or her full potential. Whether you have just joined our staff or have been at K<sup>12</sup> for a while, we are confident that you will find our company to be a place of collaboration and teamwork. We strive to continuously enhance K<sup>12</sup> as a company in which individual excellence is celebrated and a sense of community is genuine and present.

There are several important things to keep in mind regarding this handbook. First, it contains only general information and guidelines. It is not intended to be comprehensive or to address all of the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions or are unsure about any policy or procedure, please ask your manager, Human Resources or any Company executive. Second, please treat the contents of this handbook as Company confidential. Third, K<sup>12</sup> is a growing organization and it, therefore, reserves the right to change the content of the handbook from time to time. These changes may be communicated by e-mail from authorized personnel or through other means. Finally, any of the policies and procedures contained within this handbook is not intended to be contractual in nature and K<sup>12</sup> employees should not construe them as such.

Thank you for choosing K<sup>12</sup> as your choice of work experience. We hope that our company is much more than a job, and supports both your personal and professional career aspirations. Please know the great degree to which the company values the many and diverse talents of its most valued resources – its employees. This handbook has been written to serve as the guide for the employer/employee relationship and we hope that you find it useful.

Your K<sup>12</sup> Human Resources Team

April, 2016

## **OUR VISION**

To provide children access to exceptional and meaningful curriculum and tools that enables them to maximize their success in life, regardless of geographic, financial, or demographic circumstance.

## **OUR BELIEFS**

- We believe in individualized learning through mass customization vs. mass production of education.
- We believe in the cognitive science of how brains really work and how learning happens.
- We believe Big Ideas + Consecutive Down Payments + Practice = Mastery.
- We believe in the democratization of mastery—it shouldn't be just for the best and brightest.
- We believe in establishing a rich knowledge base across history and subjects.
- We believe in giving parents meaningful ways to be involved in their children's education.
- We believe in being directly accountable and responsive to all of our customers.
- We believe in outstanding teacher engagement.
- We believe in rich, engaging content, because kids must get into the learning for learning to get into them.
- We believe in books, digital media, and dirt, because a mix of teaching tools makes learning come alive.
- We believe that profitability yields invention, responsiveness, and responsibility.
- We believe in using 21<sup>st</sup>-century tools to prepare 21<sup>st</sup>-century students.

## **OUR VALUES**

- Customer Focus
- Integrity
- Aggressive Achievement
- Courage
- Passion

## **LANGUAGE IS IMPORTANT**

In drafting this Employee Handbook, we have avoided the use of specific gender pronouns wherever possible. However, where such avoidance would have led to very awkward sentences, we have used the masculine pronoun. This use should be considered to refer to both genders.

## **DEFINITIONS**

- The term "employee" as used throughout this handbook means the employees of K<sup>12</sup> Inc. or any of its subsidiaries.
- The term "employment" as used throughout this handbook means your employment with K<sup>12</sup> Inc. or one of its subsidiaries.
- The term "Company" as used throughout this handbook means K<sup>12</sup> Inc. and its subsidiaries

The Company strives to maintain a positive work environment where employees respect the personal rights and property of fellow employees and meet reasonable standards of work performance. Employees are expected to be courteous and professional to fellow employees, clients, vendors, visitors, and anyone else with whom they come in contact while conducting business.

The Company may, at its sole discretion, take any appropriate corrective action up to and including immediate termination of employment, depending on the circumstances of the situation.

Neither this policy, anything else in this manual, nor any statement (whether written or oral, express or implied) in any way changes or alter the "at-will" employment relationship. Either the Company or the employee has the right to terminate the relationship at any time for any or no reason, with or without notice.

## **EQUAL EMPLOYMENT OPPORTUNITY POLICY**

K<sup>12</sup> provides equal employment opportunities to all employees and applicants, without regard to race, color, religion, sex, national origin, citizenship status, pregnancy, disability, age, genetic information, military status or status as a Vietnam-era or special disabled veteran, marital status, civil union or registered domestic partner status, gender (including gender identity) sexual orientation or bankruptcy in accordance with applicable federal, state and local laws. In addition, K<sup>12</sup> complies with applicable state and local laws governing nondiscrimination in employment in every location in which K<sup>12</sup> has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

## **AMERICANS WITH DISABILITIES ACT (ADA)**

The Americans with Disabilities Act (ADA) requires an employer to provide reasonable accommodations for qualified individuals with disabilities, unless it would cause undue hardship. A reasonable accommodation is any change in the work environment or in the way a job is performed that enables a person with a disability to perform the essential functions of the job or, for applicants, to be considered for the job.

If you require an accommodation, you must inform Human Resources that there is a need for an adjustment or change at work for a reason related to a disability. We will respond promptly and to the best of our ability to accommodate the needs of all employees.

## **THE HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 (HIPAA) PRIVACY AND SECURITY RULES**

The Standards for Privacy of Individually Identifiable Health Information (“Privacy Rule”) establishes, for the first time, a set of national standards for the protection of certain health information. The U.S. Department of Health and Human Services (“HHS”) issued the Privacy Rule to implement the requirement of the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”). The Privacy Rule standards address the use and disclosure of individuals’ health information—called “protected health information” by organizations subject to the Privacy Rule — called “covered entities,” as well as standards for individuals’ privacy rights to understand and control how their health information is used. Within HHS, the Office for Civil Rights (“OCR”) has responsibility for implementing and enforcing the Privacy Rule with respect to voluntary compliance activities and civil money penalties.

A major goal of the Privacy Rule is to assure that individuals’ health information is properly protected while allowing the flow of health information needed to provide and promote high quality health care and to protect the public’s health and well-being. The Rule strikes a balance that permits important uses of information, while protecting the privacy of people who seek care and healing. Given that the health care marketplace is diverse, the Rule is designed to be flexible and comprehensive to cover the variety of uses and disclosures that need to be addressed.

To view the entire Rule, and for other additional helpful information about how it applies, see the OCR website: <http://www.hhs.gov/ocr/hipaa>. In the event of a conflict between this summary and the Rule, the Rule governs.

### **CLASSIFICATIONS OF EMPLOYMENT (updated 1/2016)**

For purposes of salary administration and eligibility for overtime payments and employment benefits, K<sup>12</sup> classifies its employees as follows:

**Full-time Regular Employees** – Employees hired to work K<sup>12</sup> normal, full-time, 30-hour or more workweeks on a regular basis. Such employees may be "exempt" or "non-exempt" as defined below.

**Part-time Regular Employees** – Employees hired to work fewer than 30 hours per week on a regular basis. Such employees may be "exempt" or "non-exempt" as defined below.

**Seasonal Employees** – Employees hired into a position for which the customary annual employment with K<sup>12</sup> is on a limited, seasonal basis such as a spring, summer or fall term for a period of six (6) months or less.

**Non-exempt Employees** – Employees who are required to be paid minimum wage and overtime at the federal or state prescribed wage rate, whichever is higher. K<sup>12</sup> management will determine the classifications of employees.

**Exempt Employees** – Employees who are not required to be paid minimum wage and overtime, in accordance with applicable federal wage and hour laws, for work performed beyond 40 hours in a workweek. K<sup>12</sup> management will determine the classifications of employees.

### **HR PORTAL (updated 03/2014)**

The HR Portal was created for employees as a place to find Human Resource related materials and forms. For example, on the HR portal, employees can view their pay stubs, change personal

information and find Human Resource policies and forms such as tuition assistance and FMLA. The HR Portal website is [www.K12.com/hrportal](http://www.K12.com/hrportal). Please allow a week for processing to log in.

To get logged in, you will need the following:

Username: Last name + last 4 digits of your SSN (Ex. Smith2454)

Password: Birthday in the MMDDYY format. (Ex. 01251975)

Note: If you need a password reset, please send your requests to [HR@K12.com](mailto:HR@K12.com)

## **PERSONNEL FILES**

K<sup>12</sup> maintains a personnel file on each employee. You may review your personnel file upon request and in the presence of Human Resources personnel. If you are interested in reviewing your file, contact Human Resources.

No information in a personnel file will be disclosed to anyone outside the organization without the employee's consent, except as permitted or required by law. K<sup>12</sup> reserves the right, at its discretion, to comply with official requests for information by law enforcement, public safety, or government agencies without notice.

To ensure that your personal information is up to date at all times, log on to the HR Portal at [www.K12.com/hrportal](http://www.K12.com/hrportal) to update any changes in your telephone number, home address, the individuals to notify in case of an emergency, etc.

## **EMPLOYMENT VERIFICATION**

All employment verification or reference requests for current or former employees are to be referred to the Human Resources Department. The Human Resources Department customarily releases only last title and dates of employment.

Requests for employment verification for credit or mortgage purposes should also be referred to the Human Resources Department. Certain information will be provided only if Human Resources has obtained permission by the employee to release this information.

## **MEDIA INQUIRIES (updated 11/2013)**

All media inquiries regarding K<sup>12</sup>, its clients, or vendors should be referred to Corporate Communications at 703-436-3168 or to [press@k12.com](mailto:press@k12.com). Employees may not identify themselves in the press as either "employees of K<sup>12</sup> Inc." or "employees of a K<sup>12</sup> Inc. operating company" or use the K<sup>12</sup> name in any way without first receiving approval from Corporate Communications.

## **OPEN-DOOR POLICY**

K<sup>12</sup> maintains an open-door policy and employees are encouraged to communicate with any and/or all K<sup>12</sup> personnel as needed. Any employee may approach any of the management staff on an as-needed basis to address questions, concerns, problems, or other matters. Our expectation is that employees will use good judgment and communicate in a professional manner throughout K<sup>12</sup>. In most cases, it would be appropriate for employees first to address questions or concerns with their direct supervisor and then follow up with higher management as needed, taking



concerns up to the most senior level of management if necessary. Employees are also encouraged to discuss problems with a Human Resources representative at any time.

## **PERFORMANCE**

We are a high-performance enterprise. We select and hire based upon our value of aggressive achievement, and we expect the best from all our colleagues. There are three major areas of performance:

- **Accomplishment**
  - Achievement of goals
  - Enhancing the business
- **Reliability**
  - Keeping commitments
  - Meeting deadlines
- **Culture Contribution**
  - Living the values
  - Positive effect on others

To ensure that our expectations are communicated and that feedback is provided fairly and consistently, K<sup>12</sup> relies upon both managers and employees to understand their roles in the process and to keep the lines of communication open at all times, including formal and informal feedback throughout the year. The Company's performance cycle is July 1<sup>st</sup> – June 30<sup>th</sup>. The use of SuccessFactors is required for all full-time permanent employees. The cornerstone of any performance management program is open communication and regular feedback.

Supervisors and employees are required to discuss job performance and goals on an informal, routine basis. Timely and regular feedback is key to successful working relationships. Managers are expected to regularly communicate how well employees are meeting expectations in their current jobs, to clarify job responsibilities, and to review progress on goals. If employees have questions or concerns about performance, they should take the initiative to ask their supervisors to discuss their concerns as they occur. We document performance annually via an employee-driven development process. This process provides employees and their supervisors with the tools to discuss, explore, and document plans for improvement and advancement.

## **EMPLOYMENT AT WILL**

All employment at K<sup>12</sup> is "at will," as governed by the law of the state where the employee works. Either party has the right to terminate the relationship at any time for any reason, with or without notice. K<sup>12</sup> also retains its discretion to make all other decisions concerning employees, including such items as demotions, transfers, job responsibilities, increases or reductions in salary, bonuses, other compensation, or any other decision by management with or without cause or notice. It is further understood that the "at-will" nature of employment with K<sup>12</sup> is one aspect of employment that cannot be changed except in writing and signed by an authorized Officer of K<sup>12</sup>. Nothing in K<sup>12</sup>'s policies is intended to create a contract of any sort on the part of K<sup>12</sup> or any of its employees, officers, directors, or agents for employment in other than an at-will status. Nothing in this policy manual nullifies, modifies or interprets the terms of the Employee Confidentiality, Proprietary Rights, and Non-Solicitation Agreement, and the Agreement to Arbitrate.

## **TERMINATION OF EMPLOYMENT (update 5/2016)**

An employee may be separated from employment voluntarily or involuntarily by retirement, resignation, lack of work, or termination. Whether a termination is voluntary or involuntary,

supervisors must bear in mind that each termination may involve consideration of unique facts or circumstances. Prior to taking any action regarding termination by K<sup>12</sup>, the supervisor must first consult with the Human Resources Department to assess the circumstances and appropriateness of termination. All termination decisions must always be made in a manner consistent with applicable federal, state and local laws, and only after approval of one level of management above the supervisor recommending the termination, and a Human Resources Director or the Senior Vice President of Human Resources.

When appropriate, K<sup>12</sup> may consider a development plan, a performance improvement plan or other appropriate action prior to terminating an employee. However, K<sup>12</sup> has the right to terminate an employee without using one or any of these methods.

K<sup>12</sup> has the right to terminate an employee for any or no reason and specifically reserves the right to terminate an employee immediately when there is a basis for believing that the employee has engaged in conduct that K<sup>12</sup> considers serious and unacceptable.

Employees whose employment terminates due to lack of work or who otherwise lose their job due to no fault of their own may be eligible for unemployment compensation, subject to applicable state unemployment laws. It is the responsibility of the terminated employee to file his or her unemployment compensation claim.

#### **Resignation**

Any employee who voluntarily resigns is expected to provide K<sup>12</sup> with advance written notice of no less than two weeks, as is customarily done as a business courtesy. Failure to provide such notice may result in the employee not being eligible for rehire. Upon receipt of the written notice, K<sup>12</sup> reserves the right to accept the resignation as well as deciding the effective date of resignation. An employee's resignation date is their actual last day worked. Vacation, sick, or personal time or a Company holiday may not be used to extend a resignation date. Employees will accrue benefits, up to and including the date of termination, but not extend beyond the date last worked.

#### **Exit Interviews**

Human Resources or a member of management may conduct an exit interview to discuss an employee's reason for leaving and any other impressions they may have about K<sup>12</sup>. During the exit interview, an employee can provide insights into areas for improvement for K<sup>12</sup> and their specific position.

#### **Return of K<sup>12</sup> Property**

Any K<sup>12</sup> property issued to an employee, such as software, computer equipment, databases, files, PDAs, cell phones, swipe cards, keys, parking passes, company credit cards, and all confidential and proprietary information must be returned at the time of your termination. The employee will be responsible for any lost or damaged items.

#### **Rehire**

Rehire is to hire a former employee again. In the event the employee leaves K<sup>12</sup> and returns within one year of the termination date, prior service will be recognized and reflected in an adjusted calculated seniority date. If previous employees return to K<sup>12</sup> after the specified one-year period, they will not receive credit for such prior service.

Employee referral bonuses are not paid for rehires of former employees.

Rehire of employees affected by position elimination, layoff, or restructuring must be approved by the SVP, Human Resources and CEO for a period of one year following the employee's date of termination. Similarly, former employees cannot engage in employment as a contractor performing work for K<sup>12</sup> or one of its subsidiaries, an independent consultant, or a company engaged in a joint venture with K<sup>12</sup> for a period of one year after their date of termination without the approval of the

SVP, Human Resources and CEO. All such situations will be evaluated based upon available facts and circumstances.

### **INSTRUCTIONAL STAFF BONUS PAYMENT (update 5/2015)**

At K<sup>12</sup>, we appreciate the hard work our instructional staff provides our students. As such we want to recognize these achievements. Instructional staff members are eligible to participate in the school's discretionary bonus plan as outlined in their employment offers and pro-rated based on the date of hire. Eligibility is based on a combination of the successful completion of performance objectives by the individual employee, the school and K<sup>12</sup>.

Except as noted below, payment of any amounts under the bonus plan will only be made if the employee is employed by K12 on the scheduled payroll date when the bonus is paid. Notwithstanding the above, teachers who a) do not return in the immediately following school year, b) work through the end of the then-current school year and c) timely return all equipment, files and documents, will be paid the bonus for which they were otherwise eligible if they provide their notice of resignation to not return no later than May 15.

### **CODE OF BUSINESS CONDUCT AND ETHICS**

*Note: The entire Code of Business Conduct and Ethics Policy should be read by every employee and can be found on the HR Portal. You are responsible for knowing the policy and acting in accordance with it.*

The Code of Business Conduct and Ethics contains general guidelines for conducting the business of K<sup>12</sup> Inc. (the "Company") consistent with the highest standards of business ethics. The Code applies to all of our employees. To the extent the Code requires a higher standard than required by commercial practice, applicable laws, rules or regulations, or any provision of this handbook we adhere to these higher standards. Furthermore, the Company is committed to maintaining a workplace that is free from harassment, discrimination, violence, and the use and presence of illegal substances. Therefore, you are encouraged to familiarize yourself with those sections of this Employee Handbook which prohibits this behavior and to which you are also subject.

The Code requires that employees disclose any conflicts of interest to their supervisor or to the Legal department. Among the types of situations in which a conflict of interest may exist are outside employment, personal benefits received as a result of employment with K<sup>12</sup>, financial interests in or loans from customers, suppliers or competitors of K<sup>12</sup>, service on boards or committees, and actions by an employee's family members.

The Code also requires employees to advance the Company's interests and safeguard confidential information. It further provides that employees should deal fairly with employees, customers, suppliers and competitors, and protect company assets.

The Code provides that employees are not to give gifts to, or receive gifts from, customers or suppliers unless the gift is of nominal or token value, would not be viewed as an inducement to or reward for any business decision, is consistent with customary business practice and does not violate any applicable laws or regulations.

The Code addresses several additional topics. It is important that you know, understand and adhere to all portions of the Code. If you cannot access the Code, contact Human Resources.

## GIFTS AND ENTERTAINMENT

The giving and receiving of reasonable and customary gifts and entertainment (such as theatre or game tickets, business meals or a round of golf) are common business courtesies, and are designed to build relationships and understanding among business partners. However, it is not always appropriate or advisable to offer or accept them, and you should not be in a position of deriving direct or indirect benefit from anyone dealing with the Company. For example, if accepting a gift or entertainment would compromise, or even appear to compromise, your ability to make objective and fair business decisions, it should politely be declined. Likewise, it would not be appropriate to accept a gift from a vendor who is participating in a competitive contract bidding process. It is never appropriate to accept or solicit gifts or money, securities or special discounts, or cause another person to do so on your behalf.

It is your responsibility to use good judgment in this area. No employee may give gifts to, or receive gifts from, customers or suppliers unless the gift is of nominal or token value, would not be viewed as an inducement to or reward for any particular business decision, is consistent with customary business practices and does not violate any applicable laws or regulations. Similarly, any meals or entertainment provided to, or accepted from, customers or suppliers should be moderately scaled, not extravagant, infrequent, and within the limits of reasonable and customary business practice. You should not attend activities that would reflect poorly on the Company or violate other provisions in this Code of Conduct. All gifts and entertainment expenses should be properly accounted for on expense reports.

To ensure adherence to the ethical standards reflected in our Code of Conduct, any gifts or entertainment accepted by employees holding the position of senior vice president or above shall be disclosed in writing or electronically to the General Counsel within five (5) business days or as soon as practicable thereafter. Token gifts (*e.g.*, coffee mugs, golf balls and similar promotional items) and business meals with a value of less than \$100 need not be reported. The disclosure shall provide a description of the gift or entertainment received its actual or estimated value, and the identity of the individual and company that provided the gift or entertainment. The actual value should be provided if it is readily available, such as from menu prices or a face ticket amount, or otherwise obtained from the vendor or supplier upon reasonable request. If the actual value of the gift or entertainment cannot be readily obtained, the estimated value should be the fair market value. For example, a disclosure for a gift of an exclusive bottle of wine could be estimated from its retail sales price. The General Counsel will provide the Board of Directors with a consolidated report of such matters at its regular scheduled meetings. Any exceptions to the above limitations for other employees must be pre-approved by the General Counsel.

Gifts and entertainment may not be offered or exchanged under any circumstances to or with any public employee, whether federal, state or local governments, including school boards and school officials, unless made in strict accordance with Section VII herein. If you have any questions about this policy, contact your supervisor or the Legal Department for additional guidance. For a more detailed discussion of special considerations applicable to dealing with federal, state and local government officials, see "Interactions with the Government" in Section VII, noted below.

If you conduct business in other countries, you must be particularly careful that gifts and entertainment are not construed as bribes, kickbacks or other improper payments. See "The Foreign Corrupt Practices Act and Other Laws Governing Our Business Internationally" for a more detailed discussion of our policies regarding giving or receiving gifts related to business transactions in other countries (section IX of the Code of Business Conduct which can be found on the HR Portal.

You should make every effort to refuse or return a gift that is beyond these permissible guidelines. Failure to comply with these guidelines may result in disciplinary actions, up to and including termination of employment. If it would be inappropriate to refuse a gift or you are unable to return a gift, you should promptly report the gift to your supervisor. Your supervisor will bring

the gift to the attention of the Legal Department, which may require you to donate the gift to an appropriate community organization. If you have any questions about whether it is permissible to accept a gift or something else of value, contact the Legal Department for additional guidance.

**Note: VII. Interactions with the Government**

*The Company conducts business with the U.S., state and local governments and the governments of other countries. It is important to remember that the “government” is a broad term and also extends to other public entities and their employees including, but not limited to, school districts, intermediate school districts, charter schools and boards of cooperative educational services. The Company is committed to conducting its business with all governments and their representatives with the highest standards of business ethics and in compliance with all applicable laws and regulations, including the special requirements that apply to government contracts and government transactions. In your interactions with the government, you should:*

*Be forthright and candid at all times. No employee should misstate or omit any material information from any written or oral communication with the government.*

*You should not offer or exchange any gifts, gratuities or favors with, or pay for meals, entertainment, travel or other similar expenses for, government employees. To the extent that state law and school district policies permit such payments or gratuities up to specified limits, but not otherwise, you must obtain the approval of the General Counsel before making any such offers, exchanges, or payments.*

*If your job responsibilities include interacting with the government, you are expected to understand and comply with the special laws, rules and regulations that apply to your job position, including any local restrictions on providing entertainment and gifts to school officials. In addition, all interactions with government officials in policymaking positions must first be coordinated with the Public Affairs Department to ensure that we are in full compliance with all applicable lobbying disclosure laws and are consistent with Company public policy positions. If any doubt exists about whether a course of action is lawful, you should seek advice immediately from the Legal Department.*

**EMPLOYEE CONDUCT**

K<sup>12</sup> strives to maintain a positive work environment where employees are treated with respect and where they respect the personal rights and property of fellow employees. All employees are expected to meet reasonable standards of work performance: Achieving committed goals; meeting deadlines; living the values; having a positive effect on others; and continuously seeking ways to enhance and improve the business.

**ANTI-HARASSMENT AND DISCRIMINATION POLICY**

It is the policy of K<sup>12</sup> to maintain a working environment that encourages mutual respect, promotes respectful and congenial relationships between employees, and is free from all forms of unlawful discrimination, including harassment of any employee or applicant for employment by anyone, including supervisors, co-workers, vendors, or customers. Harassment in any manner or form is expressly prohibited and will not be tolerated by K<sup>12</sup>. Accordingly, Company management is committed to vigorously enforcing this policy against discrimination, including but not limited to sexual harassment, at all levels within K<sup>12</sup>.

All reported or suspected occurrences of discrimination (including, but not limited to, harassment) will be promptly and thoroughly investigated. Where discrimination is determined to have occurred, K<sup>12</sup> will immediately take appropriate disciplinary action, including written warnings and possible suspension, transfer, and/or termination.

K<sup>12</sup> will not permit or condone any acts of retaliation against anyone who files discrimination complaints or cooperates in the investigation of the same.

The term “harassment” includes, but is not limited to, unwelcome slurs; jokes; verbal, graphic, or physical conduct relating to an individual’s race, color, religion, sex, national origin, citizenship status, pregnancy, disability, age, genetic information, military status or status as a Vietnam-era or special disabled veteran, marital status, civil union or registered domestic partner status, gender (including gender identity), sexual orientation or bankruptcy in accordance with applicable federal, state and local laws..

K<sup>12</sup> prohibits unlawful sexual harassment, as well as retaliation against persons alleging such harassment. The U.S. Equal Employment Opportunity Commission and the U.S. Department of Education’s Office of Civil Rights consider sexual harassment to be repeated and unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. There are two forms of sexual harassment:

**Quid Pro Quo (“One Thing for Another”):** This may occur where submission to such conduct is made an implicit or explicit term or condition of an individual’s employment; or where submission to or rejection of such conduct is used as the basis for decisions about employment, promotion, transfer, selection for training, performance evaluation, etc.

**Hostile Work Environment:** This may occur where such conduct has the power or effect of creating an intimidating, hostile, or offensive working environment or substantially interferes with an employee’s work performance.

Sexual harassment can range from sexual humor and innuendo to physical threats and sexual assault. It may include, but is not limited to, the following behaviors:

- Inappropriate posters, photos or symbols
- Direct or subtle pressure for sexual activity
- Unwelcome brushes or touches
- Physical aggression, such as pinching or patting
- Inappropriate sexual innuendo
- Sexist jokes or remarks
- Obscene gestures or comments
- Telephone calls, emails, text messages, instant messages or blogs

The term “harassment” may also include conduct of employees, supervisors, vendors and/or customers who engage in verbally or physically harassing behavior that has the potential to humiliate or embarrass an employee of K<sup>12</sup>.

### **Complaint Procedure**

Any employee who feels that he or she has been or is being harassed, or discriminated against, can immediately inform the alleged harasser that the behavior is unwelcome. In many instances, the person may be unaware that their conduct is offensive and when so advised can easily and willingly correct the conduct so that it does not reoccur.

If an informal discussion with the alleged harasser is unsuccessful in remedying the problem or if such an approach is not desirable or possible, the employee should immediately report the complained-of conduct to his or her, manager, executive, or the Human Resources Department. The report should include all facts available to the employee regarding the harassment.

A third party may also file a complaint of sexual harassment if the sexual conduct of others in the work environment has the purpose or effect of substantially interfering with the third party's welfare, or work performance, thus creating a hostile environment.

### **Confidentiality**

All reports of discrimination will be treated seriously. However, absolute confidentiality is not promised, nor can it be assured. K<sup>12</sup> will conduct an investigation of any complaint that will require limited disclosure of pertinent information to certain parties, including the alleged harasser.

### **Investigative Procedure**

Once a complaint is received, K<sup>12</sup>, through the Human resources department, will begin a prompt and thorough investigation. The investigation may include interviews with all involved employees, including the alleged harasser, and any employees who are aware of facts or incidents alleged to have occurred.

In responding to claims of sexual harassment, K<sup>12</sup> will judge each claim based on the facts particular to each case. Once the investigation is completed, a determination will be made regarding the validity of the discrimination allegations. If it is determined that harassment has occurred, prompt, remedial action will be taken. This may include some or all of the following steps:

1. Restoring any lost terms, conditions, or benefits of employment to the complaining employee.
2. Disciplining the harasser. This discipline can include written disciplinary warnings, transfer, demotion, suspension, and termination.

If the harassment is from a vendor or customer, K<sup>12</sup> will take appropriate action to stop the complained-of conduct.

### **Duties of Employees and Supervisors**

All employees of K<sup>12</sup>, both management and non-management, are responsible for assuring that a workplace free of harassment is maintained. Any employee may file a harassment complaint regarding incidents experienced personally or incidents observed in the workplace. K<sup>12</sup> strives to maintain a lawful, pleasant work environment where all employees are able to effectively perform their work without interference of any type and requests the assistance of all employees in this effort.

All K<sup>12</sup> supervisors and managers are expected to adhere to the K<sup>12</sup> anti-harassment policy. They are responsible for doing all they can to prevent and discourage harassment from occurring. If a complaint is raised, supervisors and managers are to act promptly and notify the Human Resources Department of the complaint so that Human Resources may proceed with an investigation. If a supervisor or manager fails to follow this policy, he or she will be subject to disciplinary action, up to and including termination.

## **GUIDELINES FOR APPROPRIATE CONDUCT (updated 05/2012)**

As K<sup>12</sup> team members, employees are expected to accept certain responsibilities, follow acceptable business principles in matters of conduct, and exhibit a high degree of integrity at all times. This not only involves sincere respect for the rights and feelings of others, but also demands that employees refrain from any behavior that might be harmful to themselves, co-workers, or K<sup>12</sup> or that might be viewed unfavorably by current or potential customers or by the public at large. Employee conduct reflects on K<sup>12</sup>. Employees are, consequently, encouraged to observe the highest standards of professionalism at all times.

Types of behavior and conduct that K<sup>12</sup> considers inappropriate include, but are not limited to, the following:

- Falsifying employment or other Company records;
- Violating the K<sup>12</sup> anti-harassment policy;
- Soliciting or accepting gratuities from customers or clients;
- Excessive absenteeism or tardiness;
- Excessive, unnecessary, or unauthorized use of Company property and supplies, particularly for personal purposes;
- Reporting to work under the influence of drugs or alcohol, and the illegal manufacture, possession, use, sale, distribution, or transportation of drugs;
- Fighting or using obscene, abusive, or threatening language or gestures;
- Theft of property from co-workers, customers, K<sup>12</sup>, or the community;
- Unauthorized possession of firearms on K<sup>12</sup> premises or while on Company business;
- Disregarding safety or security regulations;
- Insubordination; and
- Failing to maintain the confidentiality of Company, customer, or client information.
- Any other serious misconduct as determined by the Company.

Should an employee's performance, work habits, overall attitude, conduct, or demeanor become unsatisfactory based on violations either of the above or of any other Company policies, rules, or regulations, the employee will be subject to disciplinary action, up to and including immediate termination.

Before or during imposition of any discipline, employees may be given an opportunity to relate their version of the incident or problem at issue and provide any explanation or justification they consider relevant.

Management reserves the right to determine the suitable course of action, up to and including termination.

### **PROGRESSIVE DISCIPLINE (updated 05/2012)**

Here at K<sup>12</sup> we want you to be successful in your job and we will provide you with the necessary tools, support and guidance. There are times where the performance of an employee does not meet the needs of K<sup>12</sup>. Where appropriate, a policy of progressive employee discipline will be followed by supervisors.

Progressive discipline provides managers/supervisors with a consistent and fair process for handling disciplinary issues and protects the legal rights of the employee and employer. Managers/supervisors should contact and work with the HR office when determining the level of discipline, if any, which may be required.

The following steps should be taken for progressive discipline:

**Verbal Counseling** - The first step in the K<sup>12</sup> progressive disciplinary policy is "verbal counseling." This is a verbal warning to an employee that his conduct is unacceptable, and that repeated or continued failure to conform his conduct or performance to K<sup>12</sup> standards will result in more severe disciplinary action. A record of the notice of the verbal warning may be made and retained in the employee's personnel file.

**Written Warning** - The second step is a "written warning." This warning will be a formal counseling statement that will describe the unacceptable conduct or performance of the employee and specify needed changes or improvements. This statement will:



- Detail the areas of deficiency, specific occurrences, and prior discussions on the topic.
- Provide areas in which an employee must improve their performance.
- Discuss the importance of this position within the organization and why a stronger performance is needed.
- Include a timeline for improvement to occur, and may involve frequent meetings to measure the progress along the way.
- At the end of the timeline, the performance will be evaluated again, and a determination on next steps will be discussed.

A copy of the written warning will be retained in the employee's personnel file.

**Termination** - The final step in the disciplinary procedure is the termination of the employee. If an employee fails to conform his conduct or performance to the standards K<sup>12</sup> requires, K<sup>12</sup> may, at its sole discretion, terminate the employee's employment.

**Exceptions** - For serious offenses, such as fighting, theft, insubordination, threats of violence, the sale or possession of drugs or abuse of alcohol on company property, etc., termination may be the first and only disciplinary step taken. Any step or steps of the disciplinary process may be skipped at the discretion of K<sup>12</sup> after investigation and analysis of the total situation, past practice, and circumstances. In general, several oral warnings should, at the next infraction, be followed by a written warning, followed at the next infraction by discharge. This is especially true in those cases where the time interval between offenses is short and the employee demonstrates a poor desire to improve his/her performance.

While the Company will generally take disciplinary action in a progressive manner, it reserves the right, in its sole discretion, to decide whether and what disciplinary action will be taken in a given situation.

## **WHISTLEBLOWING AND GENERAL COMPLAINT RESOLUTION PROCEDURE**

### Whistleblower Policy

*Note: The entire Complaint and Investigation Procedures for Accounting, Internal Accounting Controls should be read by every employee and can be found on the HR Portal. You are responsible for knowing the procedures and acting in accordance with them.*

The Company treats complaints about accounting, internal accounting controls, auditing matters or questionable financial practices seriously and expeditiously. Employees may confidentially and anonymously submit such complaints for review by the Company. The Company will protect the confidentiality and anonymity of the employee to the fullest extent possible, consistent with the need to conduct an adequate review. The Company abides by all laws that prohibit retaliation against employees who lawfully submit complaints under these procedures.

Other whistleblower complaints or disclosures can include, but are not limited to, intentional and unintentional violations of regulations and policies set forth in this handbook such as discrimination, sexual or other harassment, and retaliation. Any person may make a complaint or disclosure by following the process below.

### **General Complaint Resolution**

In addition to whistleblower complaints, misunderstandings or conflicts can arise in any organization. To ensure effective working relations, it is important that such matters be resolved before serious problems develop. Most incidents resolve themselves naturally; however, should a

situation persist that you believe is detrimental to your effective employment with K<sup>12</sup>, you should follow the procedure described here for bringing your complaint to management’s attention.

**Step One.** Discussion of the problem with your immediate supervisor is encouraged as a first step. If, however, you do not believe a discussion with your supervisor is appropriate, you may proceed directly to Step Two.

**Step Two.** If your problem is not resolved after discussion with your supervisor or if you feel discussion with your supervisor is inappropriate, you are encouraged to request a meeting with your Human Resource Generalist. In an effort to resolve the problem, the representative will consider the facts and may conduct an investigation.

K<sup>12</sup> does not tolerate any form of retaliation against employees availing themselves of this procedure. The procedure should not be construed, however, as preventing, limiting, or delaying K<sup>12</sup> from taking disciplinary action against any individual, up to and including termination, in circumstances (such as those involving problems of overall performance, conduct, attitude, or demeanor) where K<sup>12</sup> deems disciplinary action appropriate.

**ETHICS POINT**

We should have the comfort of knowing that we work in a safe, secure, and ethical workplace. Our hope is that we are proud to work here, feel good about our jobs, and attain our highest productivity.

Every person, regardless of position, shares the responsibility for promoting a positive environment. We have a reporting system, which is managed by EthicsPoint, to enhance communication and empower you to promote safety, security, and ethical behavior.

This system allows you to communicate your concerns and enables you to remain anonymous if you so choose. We have partnered with EthicsPoint to manage the reporting for us. They have gone to great lengths to ensure that reports entered in the system are completely confidential.

Your input is essential for ensuring that we maintain a positive, productive workplace. Please know that when you use the EthicsPoint Reporting System, you can report misconduct that you observe, or gain clarity on whether or not something is cause for concern. We want to hear your positive comments, too—things that we are doing well or that could be improved.

**How to File a Report**

EthicsPoint is designed to maintain your confidentiality and anonymity. The following instructions will guide you through the processes available to submit a report, including a report under the Whistleblower Policy. Use any **one** of these three convenient channels of communication:

Company Network	Public Internet	Toll-Free Phone
Click on link provided on the HR Portal. You will automatically be connected to your EthicsPoint secure landing page.	From any computer with Internet access (home, public library, neighbor, etc.), go to <a href="http://www.ethicspoint.com">www.ethicspoint.com</a> and click on “File a new report”	Call your EthicsPoint toll-free hotline at 1-888-541-4701. An intake specialist will assist you with entering your report into the EthicsPoint system.

For complaints under the Whistleblower Policy, you may also submit a written complaint to the General Counsel. You do not need to provide your name or other personal information appropriate attention; you should caption it “Accounting Complaint.”

## **VIOLENCE IN THE WORKPLACE POLICY**

It is the intent of K<sup>12</sup> to provide a safe workplace for employees and to provide a comfortable and secure atmosphere for customers and others with whom we do business. K<sup>12</sup> has zero tolerance for violent acts or threats of violence.

K<sup>12</sup> expects all employees to conduct themselves in a non-threatening, non-abusive manner at all times. No direct, conditional, or veiled threat of harm to any employee or K<sup>12</sup> property will be considered acceptable behavior. Acts of violence or intimidation of others will not be tolerated. Any employee who commits or threatens to commit a violent act against any person while on K<sup>12</sup> premises will be subject to immediate discharge. If an employee, while engaged in K<sup>12</sup> business off the premises, commits or threatens to commit a violent act, that employee will be subject to immediate discharge if the threat or violent act could adversely affect K<sup>12</sup> and/or its reputation in the community.

Employees within K<sup>12</sup> share the responsibility in identification and alleviation of threatening or violent behaviors. Any employee who is subjected to or threatened with violence, or who is aware of another individual who has been subjected to or threatened with violence, should immediately report this information to their supervisor, Human Resources, or a member of management. Employees must assume that any threat is serious. If you, as an individual, feel threatened and need protection, do not hesitate to report the situation to a supervisor. Any threat reported to a supervisor should be brought to the attention of management and/or the Human Resources Department. Human Resources will carefully investigate all reports, and employee confidentiality will be maintained to the extent possible.

## **WORKPLACE DATING/CONSENSUAL RELATIONSHIPS**

Visually, verbally, and physically, K<sup>12</sup> employees spend enormous amounts of time together. If your mind wanders from the task at hand to thoughts of a romantic relationship with another employee, let the following strategy guide your actions:

Should you decide to pursue another K<sup>12</sup> employee romantically, and they say “no,” **do not** ask again, as a second attempt will be considered to be a violation of the Anti-Harassment Policy. Additionally, there is to be no dating, romantic or amorous relationships within reporting relationships, regardless of whether such activities are considered to be consensual by any or all of the parties. Pursuing a subordinate is grounds for termination of employment. Should two employees be involved and become assigned to a single reporting line, both of the employees need to inform Human Resources so that the integrity of the reporting relationship can be maintained.

This policy applies equally for in-person and online contact.

## **WORKPLACE ACCIDENTS (updated 3/2014)**

No matter how insignificant an injury may seem at the time of occurrence, you shall notify the on-site supervisor and Human Resources immediately of any workplace accident or injury.

If you sustain an injury requiring immediate medical attention, call 911.

Please refer to [WORKERS' COMPENSATION INSURANCE \(updated 3/2014\)](#) policy for further information.

## **EMPLOYEE SAFETY AND HEALTH**

It is the policy of K<sup>12</sup> to provide its employees a safe and healthy workplace and to follow procedures aimed at safeguarding all employees. Safety is everyone's responsibility. Every supervisor is expected to devote the time and effort necessary to ensure the safety of employees at all times.

Responsibilities of the employee include:

- Obeying the safety rules.
- Following safe job procedures and not taking shortcuts.
- Keeping work areas clean and free from slipping or tripping hazards.
- Immediately reporting all malfunctions to a supervisor.
- Using care when lifting and carrying objects.
- Observing restricted areas and all warning signs.
- Knowing emergency procedures.
- Reporting unsafe conditions to supervisors.
- Promptly reporting every accident and injury to a supervisor.
- Following the care prescribed by the attending physician when treated for an injury or illness.
- Attending all employee safety meetings.
- Participating in accident investigations.

## **INTERACTION WITH MINORS**

Children are the central focus of our collective efforts, and their safety and security are paramount to all of us. The Company reserves the right to conduct background checks on any individual who has direct access to our students, or their personal data, including those who move into positions that grant this access, even on a temporary basis.

Personal relationships between K<sup>12</sup> employees and students are not appropriate under any circumstances - whether consensual or not and regardless of the student's age – and, therefore, are prohibited.

## **STUDENT RECORDS AND FERPA**

As a technology-based education company, K<sup>12</sup> has a vital interest in protecting the confidentiality of student information. Not only is this a requirement of a federal law known as FERPA (Family Educational Rights and Privacy Act), it is also a business imperative because parents and customers expect that we will make only proper use of student information.

As K<sup>12</sup> continues to grow, we remind everyone of the importance of maintaining the confidentiality of student education records. Student education records include more than just a student's grades, social security number, individualized education plan and similar records. It includes almost all records directly related to a student and maintained by educational institutions and the contractors acting on their behalf, such as K<sup>12</sup>. Student records must be treated with the utmost care and confidentiality, and any internal sharing must be limited to other K<sup>12</sup> employees who need them to fulfill their job responsibilities or only when you know that it is lawful to do so.

Contact the Legal Department anytime you have a question about FERPA or any student privacy issue.

## **U.S.- E.U. and U.S. – SWITZERLAND SAFE HARBOR PROGRAMS**

K12 has certified to the requirements of the U.S.-E.U. and U.S.-Switzerland Safe Harbor programs developed by the U.S. Department of Commerce and the European Union and Switzerland. This enables us to transfer personal information from the EU or Switzerland to the US under limited circumstances and within the scope of our Safe Harbor certification. For more information about the Safe Harbor program or to view our certification, visit the U.S. Department of Commerce's Safe Harbor website at <http://www.export.gov/safeharbor/>. You may view our Safe Harbor Policy by visiting <http://www.k12.com/safeharbor/>. If you have any questions about the Safe Harbor program or our Safe Harbor Policy, please send an e-mail to [legal@k12.com](mailto:legal@k12.com).

## **COMPANY PROPERTY**

In an effort to ensure the safety and welfare of employees and invitees, K<sup>12</sup> reserves the right, on reasonable suspicion that Company policy is being violated, to conduct searches or inspections, which includes, but is not limited to, employees' work areas, desks, and any other property located on Company premises or worksites. Entry on Company premises or worksites constitutes consent to searches or inspections.

## **DRUG-FREE WORKPLACE POLICY**

The policy of K<sup>12</sup> is to maintain a drug-free workplace. As a condition of continued employment, all K<sup>12</sup> employees must comply with this policy. The term "workplace" is defined as K<sup>12</sup> property, any K<sup>12</sup>-sponsored activity, or any other site where the employee is performing work for K<sup>12</sup> or representing K<sup>12</sup>. The term "drug" as used in this policy includes alcoholic beverages and prescription drugs, as well as illegal inhalants and illegal drugs and/or controlled substances as defined in schedules I through V of the Controlled Substances Act, 21 U.S.C. Sec. 812, 21 C.F.R. Sec 1308, and the state and local law of the jurisdiction where the workplace is located, including, but not limited to, marijuana, opiates (e.g., heroin, morphine), cocaine, phencyclidine (PCP), and amphetamines. If a K<sup>12</sup> employee's primary worksite is a home office, alcohol may be permitted in the home, but drinking alcohol is strictly prohibited during working hours. An employee who engages in an activity prohibited by this policy shall be subject to disciplinary action, up to and including immediate termination of employment.

Prohibited activities under this policy include the possession, use, sale, attempted sale, distribution, manufacture, purchase, attempted purchase, transfer, or cultivation of drugs, as defined above, in the workplace, as defined above. Employees are also prohibited from being at the workplace with a detectable amount of drugs in their system. However, the use and/or possession of prescription drugs, when taken as directed and obtained with a valid prescription, shall not be a violation of this policy.

Information regarding the availability of treatment programs, if any, such as assistance provided by K<sup>12</sup>'s health care plan coverage of drug and alcohol abuse rehabilitation programs and the requirements for participation in drug and alcohol abuse education and training programs, may be requested by contacting your Human Resources Department.

## **WEAPONS**

It is the intent of K<sup>12</sup> to provide a safe and secure workplace for employees, clients, clients' customers, visitors and others with whom we do business. K<sup>12</sup> expressly forbids the possession of weapons on Company property where such prohibition is permitted by law. K<sup>12</sup> has *zero tolerance*

for possession of any type of weapon, firearm, explosive, or ammunition. Company property includes, but is not limited to, all Company facilities, vehicles, and equipment, whether leased or owned by K<sup>12</sup> or its clients. In addition, weapons in employee-owned vehicles parked on Company property are strictly forbidden. Weapons are any instrument of offensive or defensive combat and any device designed or traditionally used to inflict harm or injury and include, but are not limited to, explosives, firearms, bows, slingshots, switchblades, daggers, blackjacks, brass or metal knuckles, hunting knives, nunchaku (“nun-chucks”), dirk knives, bowie knives, star knives, sand clubs, razors, throwing stars and any device capable of projecting a ball, pellet, arrow, bullet, missile, shell or other material.

The possession of weapons on Company property will be cause for discipline, including immediate termination of employment. In enforcing this guideline, K<sup>12</sup> reserves the right to request inspections of any employee and their personal effects, including personal vehicles, while on Company premises. Any employee who refuses to allow inspection will be subject to the same disciplinary action as being found in possession of firearms.

Employees within K<sup>12</sup> share the responsibility for identifying violators of this guideline. An employee who witnesses or suspects another individual of violating this guideline should immediately report this information to his or her on-site supervisor.

## **DRESS CODE**

K<sup>12</sup> has a corporate-casual dress code. Nevertheless, employees of K<sup>12</sup>, in the course of performing their jobs, come in contact with a variety of individuals and organizations outside of K<sup>12</sup>. To a great degree, the appearance and level of professionalism demonstrated by its employees determine the reputation and image of K<sup>12</sup>. Therefore, K<sup>12</sup> employees should exercise judgment in their selection of attire for the office by dressing in a manner appropriate to the nature of their work and the reputation and image of K<sup>12</sup>.

## **SMOKING (updated 4/2014)**

In order to maintain a safe and comfortable working environment and to ensure compliance with applicable laws, smoking is not allowed on K<sup>12</sup> grounds or within the workspace, unless K<sup>12</sup> has designated a specific area for smokers or as otherwise provided by law.

### **Non-permitted Items and Activities**

- **All forms of tobacco**, including but not limited to:
  - cigarettes
  - cigars
  - pipes
  - hookahs
  - electronic cigarettes
  - all forms of smokeless tobacco
- **Tobacco use** includes smoking, chewing, dipping or any other use of tobacco products.
- **Smoking** refers to inhaling, exhaling, burning or carrying of any lighted or heated tobacco product, as well as non-tobacco smoking substances and smoking instruments.

The policy also applies to the use of any tobacco brand or corporate name, trademark, logo, symbol, motto, or messaging that is identifiable with any brand of tobacco product or company which manufactures tobacco. Because K<sup>12</sup> may be subject to criminal and civil penalties for violations of applicable smoking laws, we must insist on strict adherence to this policy. Employees smoking in any non-smoking area may be subject to disciplinary action, up to and

including termination. Please contact your on-site supervisor or the Human Resources Department if you have any questions regarding the smoking policy.

## **HOURS OF OPERATION**

The normal workweek for K<sup>12</sup> is Monday through Friday, and core business hours are from 8:00 a.m. to 5:00 p.m. Other workweeks and schedules may be adopted based on business need.

All employees are expected to work extended hours as required by business needs. Non-exempt employees will be paid according to laws regarding overtime provisions.

## **FLEX-TIME AND FLEX-PLACE**

*Flex-time* is a term used to define an alternate work schedule by which an exempt employee may begin and end the workday within specified limits dictated by the needs of the job. It is also the policy of K<sup>12</sup> to allow authorized employees the option of a flexible workplace. Flex-time and flexible workplace are subject to management and Human Resources approval.

Individual departments may use a flex-time work schedule or flex-place, subject to the following conditions:

- Each Department Head will ensure coverage during its “core hours” of operation. The Department Manager has the discretion to determine staffing coverage to meet the operating requirements of the department.
- Department Heads will be responsible for resolving intradepartmental schedule conflicts and assuring that proper coverage is maintained.
- A manager may, at his/her sole discretion, implement, continue, or discontinue flex-time/flex-place work schedules. At the sole discretion of the manager, an employee may be re-assigned to work core hours or work on-site at any time.
- PTO: The usage of these benefits is the same for employees working flex-time as for those working a standard schedule.

Employees shall not maintain any confidential or legally protected information (including, but not limited to, information protected by FERPA) at a flex-place site unless that information is protected from disclosure (e.g., by robust passwords or locks) to other persons (including family members) who share that site. Employees will use precautions to assure protection of confidential information. Employees who leave the employment of K<sup>12</sup> are required to return all K<sup>12</sup> supplies prior to their departure and will abide by management decisions regarding any confidential data or information.

A flex-time schedule, once agreed upon by the manager and Human Resources, should remain stable except when a special need arises. Emergency situations, which require schedule modification, may be accommodated with approval of the manager.

## **Responsibilities**

### **Managers:**

Approve and revise work schedules based on business needs. Approval of alternative work schedules should ensure that:

- The level and quality of customer service is maintained or increased.
- Schedules coordinate with needs of internal and external customers.
- Resources are used efficiently and effectively.
- Operational deadlines are met.
- Absenteeism and tardiness are improved.

**Employee:**

- Complete assigned work.
- Maintain full accessibility.
- Use work time effectively.
- Assure the same or improved level of customer service.
- Maintain dependable attendance.
- Document timekeeping accurately.
- Communicate work problems and needs to his/her manager.

*Flex-place* is a term used to define an alternate work venue within specified limits dictated by the needs of the job.

Eligible employees may have flex-place arrangements authorized for either their full or partial schedule (e.g., one or more days a week or a five-day schedule). Employees who are either full time or part time are considered virtual when their work is performed primarily from their home in a flex-place capacity. The employee's compensation benefits, work status, and work responsibilities will not change due to participation in the flex-place program. Flex-place employees are responsible for adhering to the same conditions of employment, performance standards, and policies and procedures as non-flex-place staff, and are also responsible for all K<sup>12</sup> equipment and its use. Flex-place employment does not change the nature of the employment at will relationship.

By participating in the flex-place arrangement, the employee agrees to maintain safe conditions in the at-home workspace, and to practice the same safety habits as he would in his office on the K<sup>12</sup> premises.

Management and Human Resources approval is required prior to extending virtual employment to an employee.

K<sup>12</sup> reserves the right to discontinue the flex-place agreement at any time.

**General Guidelines and Eligibility**

In order to be eligible to participate in the flex-time program, an employee must be in good standing within the department. ("Good standing" means, but is not limited to, no verbal or written warnings, performance improvement plans, and meets all performance objectives on time.) Employees shall have prior approval from their Manager and Human Resources to work a pre-approved flex-time schedule or to work at an alternative venue. Employees are responsible for attending all mandatory department meetings and training in person.

**ABSENTEEISM AND TARDINESS**

Employees are K<sup>12</sup>'s most valuable assets. As such, regular attendance is essential for efficiency and smooth operations. Unexcused absences, excessive excused absences, and/or habitual tardiness are discourteous to fellow employees and may result in corrective action up to and including immediate termination of employment.

Absences that are not pre-approved are considered unexcused. Under certain circumstances employee's absence for more than three (3) consecutive days for an illness may be requested to submit a doctor's note in support of their absence. In addition, three consecutive workdays of absence, without notifying K<sup>12</sup>, is job abandonment and will be considered a resignation. While our guideline is three (3) consecutive days of absence before a note from a medical professional is required, a manager may request a note after one day or if a pattern of absence is noticed. The note can be given directly to Human Resources.



Employees should notify their supervisor as soon as possible on the first day of their absence (if not before). Promptness in reporting an absence can help prevent inconvenience to K<sup>12</sup> clients and fellow employees. Accordingly, in such situations, employees must notify their supervisors as soon as possible, but in no event later than one hour after their scheduled start time. An employee should make every effort to speak to a supervisor, manager, or senior-level manager to report the absence or tardiness. In the event this is not possible, a voicemail or e-mail may be sufficient. Note: Text messages are not a sufficient way to report an absence from work.

When the employee returns to work, a Request for Time Off form must be submitted to the supervisor.

### **EMERGENCY CORPORATE OFFICE CLOSING (Updated 9/2012)**

It is the policy of K<sup>12</sup> that offices be open during normal working hours in order to provide the service our customers require and expect from us. K<sup>12</sup> has the sole discretion of determining if the office is to be closed in the event of inclement weather, power or other utility failure, fire, flood, or some other emergency.

During periods of inclement weather in the Washington, D.C., metro area, please call 703-483-7599 x9000 to determine the status of the Herndon headquarters location. Any delay in opening or closure will be decided no later than 6:30 a.m. that day. In other locations, employees should put safety first in determining appropriateness of travel to their work location. Employees should make every effort to contact their manager for guidance.

K<sup>12</sup> realizes its obligation to employees' physical well-being and strives to maintain a safe place for employees to work. The occasional emergency situation that may arise needs to be handled efficiently and calmly. Your supervisor will advise of procedures to be followed when offices are closed because of inclement weather or when emergencies arise during the day.

### **LEAVE POLICY FOR NATURAL DISASTERS AND EMERGENCIES (updated 11/2013)**

Leave may be available under this policy to an employee who has sustained severe or catastrophic damage to or loss of his or her primary residence, or has been ordered to evacuate that residence, as a result of a natural or man-made emergency or disaster.

During the time of a declared natural disaster, eligible employees are entitled up to eighty (80) hours of paid leave over the course of a continuous 60 day period if the employee is directly affected by the natural disaster. Employees will be required to use all available leave balances (personal, sick, and vacation) to supplement the paid disaster leave.

An employee who is **"directly affected"** by a natural disaster is when the employee or a member of the employee's immediate family has been directly affected by the disaster in the form of personal injury or substantial loss of property, resulting in being dislocated from a residence or required to evacuate the community impacted by the disaster.

**"Immediate family member"** refers to the employee's spouse, partner, parents, children, grandchildren and siblings.

**"Natural disaster"** refers to an event officially declared a natural disaster according to the President of the United States.

**"Man-made emergency"** is an event caused by the action of one or more persons that imperils life and property and produces dangers or the imminent threat of danger through exposure to biological, chemical, or radiological hazards. Examples include large spills resulting from

transportation or industrial accidents, and effects of terrorist acts. Some man-made disasters may also be called technological disasters.

Eligible employees must request paid disaster leave within the same fiscal year as the natural disaster and determination of who qualifies for paid leave lies with the Human Resources department and the employee's direct supervisor. Employees are responsible for ensuring that they have provided the required documentation to Human Resources and the direct manager, and this includes:

- Confirmation of the declaration of a State of Emergency or federal disaster status;
- Documentation that the employee's primary residence is in the official disaster area
- Verification as cited above of catastrophic damage to or loss of the residence, or requirement to evacuate the residence.

Human Resources will review all requests and make written determinations concerning the outcome of those requests to the employee within 1-2 business days. Emergency/Disaster Leave to provide emergency service shall be granted at the discretion of the requesting employee's supervisor or designee and Human Resources. In evaluating such requests, supervisors should consider the needs of the employee, verification of eligibility, other applicable leave policies and the expected impact of the employee's absence on the company's ability to fulfill its mission.

The written approval will include the anticipated return date for the employee, accrued sick and/or personal, or PTO applied to the leave time and how many paid hours of disaster leave will be applied.

This policy is not intended to create any contractual rights in favor of the employee or of K<sup>12</sup>. K<sup>12</sup> reserves the right to change, revise or eliminate this policy at any time. *Nothing in this policy shall be deemed to alter the at-will relationship of employees.*

## **TIME OFF POLICY (updated 1/2016)**

### **HOLIDAYS**

Regular full-time employees are eligible for paid holidays during each calendar year. To receive holiday pay, a non-exempt employee must work the regularly scheduled workday before and after the holiday, unless an exception is approved in writing, in advance, by the on-site supervisor. A paid holiday does not count as a day worked in calculating overtime for the week.

K<sup>12</sup> observes the following holidays each year:

New Year's Day – January 1\*

Martin Luther King Day – Third Monday in January

President's Day – Third Monday in February

Memorial Day – Last Monday in May

Independence Day – July 4\*

Labor Day – First Monday in September

Thanksgiving Day – Fourth Thursday in November

Day after Thanksgiving – Fourth Friday in November

Christmas Day – December 25\*

Winter Break – Management's Discretion (decided in October each year)

*Note: No holiday pay will be awarded after an employee's last day worked. For example, an employee's last day worked is on July 1<sup>st</sup> and he/she has 80 hours of vacation to be paid out. The employee will receive the 80 hours of vacation, but NOT the 8 hours of holiday pay from the Independence Day (July 4<sup>th</sup>) holiday.*

\*When a holiday falls on a Saturday, the preceding Friday is treated as the holiday. When a holiday falls on a Sunday, the subsequent Monday is treated as the holiday.

**VACATION LEAVE**

**Note: State and school-specific policies impacting K<sup>12</sup> employed teachers are included in a separate policy.**

At K<sup>12</sup>, we work hard and we recognize that in order to keep up the pace, we need to occasionally take a respite from work. The K<sup>12</sup> vacation time policy is designed to reward our efforts by providing paid time away from work. All full-time employees are eligible to accrue vacation time, beginning with the first full pay period during which they are employed.

Subject to the caps on accrual described below, vacation time is earned at the rate of a certain number of hours per pay period according to the following schedule:

Chart A: Vacation Accrual Rate

Years of Service / Corporate Level: Other than "Director and above"	Accrual rate - Hours per pay period (if paid semi-monthly)	Accrual rate - Hours per pay period (if paid bi-weekly)
0-47 months	3.333	3.076
48-71 months	5	4.615
72+ months	5.666	5.230
Corporate Level: Director and above		
0-47 months	5	4.615
48 +months	6.666	6.153

It is important to K12, as well as to the employee, that vacation time is taken, and not just accumulated. Therefore, there is a cap on the number of vacation hours that can build up. When the cap shown in Chart B, below, has been reached, no additional vacation will accrue until some of the accumulated vacation time has been utilized, so that the balance has been reduced below the applicable maximum.

The accrual rate and maximum accrual are independent of each other. So long as the balance of accrued hours remains below the cap, vacation will continue to accrue, every pay period, at the rate shown in Chart A. However, when an employee reaches the maximum accrual applicable to him or her, shown in Chart B, no additional vacation leave will accrue until the balance is reduced. This is intended to encourage employees to take the time off that they have earned. If they have reached the maximum balance, they will not accrue more paid time off until they utilize paid time off. When the accrued vacation balance has dropped below the maximum for a pay period, vacation accrual will resume. There will be no retroactive accrual.

Chart B: Vacation Accrual Caps

Years of Service / Corporate Level: Other than "Director and above"	Maximum balance of accrued days (hours) for employees whose primary work office is in California	Maximum balance of accrued days (hours) for employees whose primary work office is in a state other than California or those listed in box at right	Maximum balance of accrued days (hours) for employees whose primary work office is located in CO, IA, IL, KS, LA, MI, ME, MA, MT, NE, NJ, ND, OR, RI, WV WY

0-47 months	17.5 (140)	10 (80)	10 (80)
48-71 months	26.25 (210)	15 (120)	10 (80)
72+ months	29.75 (238)	17 (136)	10 (80)
Corporate Level: Director and above			
0-47 months	26.25 (210)	15 (120)	10 (80)
48 +months	35 (280)	20 (160)	10 (80)

At the conclusion of a fiscal year (June 30<sup>th</sup>), employees, in states other than California, are permitted to roll-over a *maximum* of 10 days (80 hours) of vacation into the new fiscal year (July 1<sup>st</sup>). For example, if a five-year employee in a state other than California, who is eligible to have a maximum balance of 15 days, has a balance of 12 days of vacation on June 30<sup>th</sup>, only 10 days of that accrued vacation will roll forward to the new fiscal year; balances in excess of 10 days will not be carried forward, or paid. Therefore, K12 encourages all employees to plan their time off in order to fully utilize the vacation that they earn. Employees in California will have their entire accrued but unused vacation time rolled over into the new fiscal year.

Accrued and unused vacation time will be paid to full time employees upon separation from K12.

Part-time employees (that is, those who average less than 30 hours per week), receive 3 vacation days on January 1<sup>st</sup> of each year. If an employee starts after January 1<sup>st</sup>, the time will be pro-rated. Except for California employees, this time does not roll over into a new calendar year, is not accrued time and any unused time will not be paid out upon leaving K<sup>12</sup> Inc.

For California part-time employees, a maximum of 5.25 vacation days will roll over into a new calendar year. Once 5.25 vacation days have been accrued, no additional vacation leave will accrue until some of the accumulated time has been utilized, so that the balance has been reduced below that maximum. When a California part-time employee reaches the maximum, no additional vacation leave will accrue until the balance is reduced. This is intended to encourage employees to take the time off that they have earned. If they have reached the maximum balance, they will not accrue more paid time off until they utilize paid time off. When the accrued paid time off balance has dropped below the maximum for a pay period, accrual will resume. There will be no retroactive accrual. California part-time employees will have their accrued paid time off paid to them upon separation from K12.

When you take vacation or paid time off, your absence impacts your co-workers, so scheduling of that time is subject to approval by your supervisor. All employees are encouraged to plan the time well in advance so scheduling conflicts can be avoided. Employees are not permitted to take paid time off or vacation prior to accruing it, or in excess of the time they have accrued. If a paid holiday falls within an employee's scheduled vacation or paid time off, that day is counted as a holiday and will not be counted as a vacation or paid time off day.

Non-exempt employees who request and are granted permission to take days off, when they do not have sufficient accrued time to cover the absence, will receive unpaid days off. Exempt employees who take a partial day absence will be paid, but will have a negative accrual balance until they accrue sufficient time to cover the partial day absence.

## **PERSONAL TIME**

Employees (other than those in California) are eligible for two (2) personal days per calendar year (refreshed in January). These personal days should be requested as far in advance as possible and are granted at the discretion of management. This is a benefit that is refreshed annually, and is not carried over from year to year. This time is not paid out upon termination.

## **SICK TIME**

Full-time employees are eligible for up to ten (10) days of paid sick time per year.

Part-time employees are eligible for up to two (2) paid sick days per year.

Leave under this policy may be used in connection with the diagnosis, care or treatment of an existing health condition for, or the preventive care of, an employee or an employee's immediate family member. An "immediate family member" for purposes of this policy includes spouses, registered domestic partners or civil union, children (if a dependent or under the age of 21), and parents (including step-parents and parents-in-law).

Employees should notify their immediate supervisor as soon as they know they will not be able to report to work due to illness. (Text messages are not an appropriate way to inform K<sup>12</sup> that you are taking a sick day.) If three (3) or more consecutive sick days are taken, you might be required to provide a note from a medical professional. The note can be given directly to Human Resources.

Additionally, you might be given (and may always request) information about contacting FMLA Source for a leave of absence and/or the employee assistance program to ensure you understand the options available to help you get healthy.

Sick time is a benefit that is refreshed annually (based on a calendar year), and is not carried over year to year except as explicitly noted below. Unused sick time is not paid out upon termination.

Several states and cities have different requirements regarding paid sick leave. For employees who work in the following cities (for Oakland, including employees who only work in that city two days per week) and states, the provisions regarding paid sick leave that vary from those above are:

**California:** Paid sick leave also applies to temporary employees and to employees who work in California at least 30 days in a year. If you work part-time, your normal work site is not in California but you travel to California for business, it is your responsibility to notify HR when you reach the 30 day requirement. HR will then verify that the requirement has been met. Any day in which you conduct work in California (other than, for example, passing through a California airport to connect to a flight out of state) is considered a day worked in California. Part-time California employees are eligible for 24 hours of paid sick leave per year. Employees who work in San Francisco or Oakland (and, for Oakland, as little as two days per week), will accrue paid sick leave at the rate of one hour of leave for every 30 hours worked (up to a maximum of 72 hours), rather than receiving a lump sum at the beginning of the year. Once the maximum accrual has been reached, no additional sick leave time will accrue until some of the accumulated sick leave time has been utilized, so that the balance has been reduced below the maximum. An "immediate family member" of a California employee also includes children of any age, grandparents and grandchildren. California employees may also take sick leave if they have been a victim of domestic violence, sexual assault or stalking. San Francisco and Oakland employees who separate from employment with K12 and who are re-employed by the company in California within a year of separation will have their accrued, unused bank of sick leave (if any) reinstated. If an employee who works in San Francisco or Oakland has no spouse or domestic partner, an "immediate family member" will include any one individual designated by the employee within 10 business days of his or her first date of employment with K12. That designation may also be made, or may be revised, during each year's open enrollment season for benefits.

**Massachusetts:** Paid sick leave also applies to temporary employees. Massachusetts employees will accrue paid sick leave at the rate of one hour of leave for every 30 hours worked (up to a maximum of 40 hours of leave), rather than receiving a lump sum at the beginning of the year. Massachusetts employees may carry over up to 40 hours of unused earned sick time to the next calendar year but are not entitled to use more than 40 hours in one calendar year. Massachusetts employees may also take sick leave to address the legal effects of domestic

violence. Massachusetts employees who separate from employment with K12 and who are re-employed by the company in that state within a year of separation will have their accrued, unused bank of sick leave (if any) reinstated.

**New Jersey:** Those employees will accrue paid sick leave at the rate of one hour of leave for every 30 hours worked (up to a maximum of 40 hours of leave), rather than receiving a lump sum at the beginning of the year. They may carry over up to 40 hours of unused earned sick time to the next calendar year but are not entitled to use more than 40 hours in one calendar year. An “immediate family member” of an employee who works in one of those cities also includes siblings, grandparents, grandchildren and the spouse or civil union/domestic partner of a grandparent or grandchild. Employees who work in those cities and who are terminated (whether with or without cause) from employment by K12 and who are re-employed by the company in the same jurisdiction within six months of separation will have their accrued, unused bank of sick leave (if any) reinstated.

**Portland, Oregon:** Part-time Portland employees are eligible for 40 hours of paid sick leave per year. All Portland employees may carry over up to 40 hours of unused earned sick time to the next calendar year but are not entitled to use more than 40 hours in one calendar year. An “immediate family member” of a Portland employee also includes grandparents and grandchildren. All Portland employees may also take sick leave if they, their minor children or their dependents have been a victim of domestic violence, sexual harassment, sexual assault or stalking in order to address the social or legal issues associated with those events.

**Washington, DC:** Employees who work in the District of Columbia will accrue paid sick leave at the rate of one hour of leave for every 87 hours worked (up to a maximum of 24 hours of leave in a year), rather than receiving a lump sum at the beginning of the year. All DC employees may carry over their accrued, unused sick leave to the next calendar year but are not permitted to use more than 24 hours of paid sick leave per year. An “immediate family member” of a DC employee also includes spouses of children, spouses of siblings, and a person with whom the employee has a committed relationship and who has shared a common residence for at least the previous 12 months. DC employees may also take sick leave to address the social or legal effects of domestic violence, sexual assault or stalking that they or their immediate family members have suffered. DC employees who separate from employment with K12 and who are re-employed by the company in that jurisdiction within a year of separation will have their accrued, unused bank of sick leave (if any) reinstated.

## **DOMESTIC ABUSE AND SEXUAL VIOLENCE LEAVE**

All employees may use their paid sick leave to attend to care or treatment of a health condition they or their immediate family member (as defined in the section on sick leave) need stemming from an instance of domestic violence, sexual assault or other crimes.

Employees who work in the following locations may take additional leave as noted:

**California:** California employees may use their sick leave and/or annual leave to attend to legal, social or relocation needs if they have been a victim of domestic violence, sexual assault or stalking. If additional leave is needed related to those crimes, please contact Human Resources.

**Colorado:** Persons who have been employed by K12 in Colorado for at least 12 months, may take three days of unpaid leave after exhausting all other leave (annual, personal, sick) available to her or him. The leave can be taken by a victim of domestic abuse, stalking, sexual assault or any other crime that includes domestic abuse. The leave can be taken to attend to the legal, relocation and health issues that stem from the incident.

**Connecticut:** In addition to such paid leave as may be useable for such purposes under K12 policies, Connecticut employees may take such unpaid leave to total no more than 12 days leave

if the employee or that person's family member is a victim of domestic violence, sexual assault or stalking. Such leave may be taken to attend to the legal, relocation and health issues that stem from the incident.

**Florida:** Florida employees may take up to three days of unpaid leave. Employees may take this leave if they or their family or household member has been a victim of domestic or sexual violence and, as a result, the employee needs to attend to a medical, social or legal issue. If an employee works in Miami-Dade County and K12 has had at least fifty employees working in that county in the previous twenty weeks, the employee may take up to thirty days of unpaid leave for these purposes, after exhausting any paid leave that is available for these purposes. Miami-Dade employees should contact Human Resources to determine whether this additional unpaid leave is available to them.

**Hawaii:** Employees who work in Hawaii may take up to thirty days of unpaid leave if the employee or the employee's child is the victim of domestic violence and, as a result, needs to take the leave to attend to medical, relocation, legal or victim service organization issues.

**Illinois:** After exhausting all other paid leave (annual, personal, sick) available to her or him, Illinois employees may take up to twelve weeks of unpaid leave. Employees may take this leave if they have been a victim domestic or sexual violence and, as a result, need to attend to a medical, social or legal issue.

**Kansas:** Kansas employees may take up to eight days of unpaid leave. Those employees may take this leave if they have been a victim domestic or sexual violence and, as a result need to attend to a medical, social or legal issue. Kansas employees are permitted to take available paid leave (annual, personal, sick) for these purposes prior to taking this leave.

**Maine:** If a Maine employee or that person's spouse, child or parent has been a victim of domestic violence, stalking, sexual assault, or other crimes of violence resulting in a need to attend to a medical, social or legal issue, the employee should contact Human Resources about talking unpaid leave.

**Massachusetts:** Massachusetts employees may take sick leave to address the legal effects of domestic violence.

**New Jersey:** New Jersey employees may take up to twenty days of unpaid leave. Employees may take this leave if they or their family or household member have been a victim of domestic or sexual violence and, as a result, need to attend to a medical, social or legal issue.

**New Mexico:** New Mexico employees may take up to fourteen days of unpaid leave. They may take this leave if they have been a victim of domestic assault and, as a result, need to attend to a legal issue.

**New York (only New York City and Westchester County):** If an employee who works in either New York City or Westchester County has been a victim of domestic violence, stalking, or a sexual offense resulting in a need to attend to a medical, social or legal issue, the employee should contact Human Resources about talking unpaid leave.

**North Carolina:** If a North Carolina employee needs to obtain relief under the state's domestic violence law, the employee should contact Human Resources about talking unpaid leave

**Oregon:** If an Oregon employee or that person's minor or dependent child has been a victim of domestic violence, stalking, sexual assault, or harassment resulting in a need to attend to a medical, social or legal issue, the employee should contact Human Resources about talking unpaid leave. If the employee was the victim, that person may first take up to 160 hours of paid leave (this is in lieu of, not in addition to, the use of sick leave for such purposes). Portland employees may

also take sick leave if they, their minor children or their dependents have been a victim of domestic violence, sexual harassment, sexual assault or stalking in order to address the social or legal issues associated with those events.

**Pennsylvania-Philadelphia (only):** If an employee (or that person's spouse, domestic partner, parent, child, or intimate partner) who works in Philadelphia has been a victim of domestic violence, stalking, or sexual assault resulting in a need to attend to a medical, legal, relocation, or victim services organization issue, the employee can take up to eight weeks of unpaid leave.

**Puerto Rico:** An employee who works in Puerto Rico may take up to five days of paid leave if the employee or the employee's family member has been the victim of domestic violence resulting in a need to attend to a medical, legal, relocation, or victim services organization issue.

**Rhode Island:** An employee who works in Rhode Island and has been the victim of a crime may take unpaid leave to attend court proceedings stemming from the crime.

**Washington:** If a Washington employee or that person's family member has been a victim of domestic violence, stalking, or sexual assault resulting in a need to attend to a medical, social or legal issue, the employee should contact Human Resources about taking unpaid leave. Employees who work in Seattle will accrue paid leave for these purposes at the rate of 1 hour of leave for every 30 hours worked, up to a maximum accrual of 72 hours. Such employees may carry over up to 72 hours of the paid leave into a new year. However, no more than 72 hours of the paid leave can be used in a year. The paid leave will not be paid out upon separation from employment. However, if a Seattle employee separates from employment and returns to employment with K12 within seven months (while still working in Seattle), the accrued, and unused paid leave will be reinstated. Seattle employees may also use the leave in the event of the closure of his or her child's school or place of care by a public official for the purposes of limiting the spread of infections or toxins or for the response to hazardous materials. If additional leave is needed for any of these purposes by a Seattle employee, the employee should contact Human Resources.

**Washington, DC:** Washington, DC employees will accrue 1 hour of paid domestic abuse and sexual violence leave for every 37 hours worked, up to a maximum accrual of 56 hours. Washington DC employees may combine this accrued leave with their sick leave to take a total of no more than 10 days (if a full time employee) of paid leave and no less than 24 hours and no more than 56 hours (if a part time employee) for these purposes. Employees may take this leave if they or their family member have been a victim of domestic violence, sexual assault or stalking and, as a result, need to attend to a medical, social or legal issue. This leave will not be paid out upon separation from employment. DC employees may also take sick leave to address the social or legal effects of domestic violence, sexual assault or stalking that they or their immediate family members have suffered.

## **BEREAVEMENT LEAVE**

If a death occurs in the immediate family of a full-time or part-time regular employee, the employee will be compensated for time lost from his/her regular work schedule in accordance with the following guidelines.

- A full-time employee may request a leave of absence with pay for a maximum of five (5) consecutive days
- A part time employee may request a leave of absence with pay for a maximum of three (3) consecutive days

An immediate family member for purposes of this policy is a spouse, domestic partner and partner in a civil union, child, parent, sibling or comparable step relation, a grandparent, father-in-law, mother-in-law, son-in-law, or daughter-in-law, or anyone living in an employee's household.



A full time employee will be allowed two (2) days off and a part time employee will be allowed one (1) day off in the event of the death of a relative who is not a member of your immediate family as defined above.

These days are to be taken consecutively within a reasonable time of the day of the death or day of the funeral, and may not be split or postponed.

An employee is allowed up to ten (10) days maximum per calendar year for this benefit. An employee may, with his or her supervisor's approval, use any available vacation or available personal time for additional time off as necessary. Proof of death and relationship to the deceased may be requested.

Upon returning to work, the employee must record his/her absence as a Bereavement Leave on his/her attendance record with the Payroll department.

Employees who work in Oregon may take up to two weeks of leave per death of a family member (as defined below), up to a maximum of 12 weeks in a 12-month period, to make arrangements necessitated by the death, to attend the funeral or memorial service, or to grieve. A family member, for this purpose is the employee's spouse, same-sex domestic partner, child, parent, parent-in-law, grandparent, or grandchild, or the same relations of an employee's same-sex domestic partner or spouse. Leave taken pursuant to this paragraph is in lieu of the bereavement leave set forth above.

#### **JURY DUTY AND WITNESS LEAVE**

If a full-time regular employee is summoned to jury duty, the employee will receive his salary during the period of jury duty for up to a maximum of five working days per calendar year. If the jury service extends beyond five days, full-time regular employees are allowed to use their own vacation or personal time to cover the extended days otherwise they will go without pay, except as noted below. All employees are also permitted to retain the allowance he receives from the court for such service.

A part-time regular employee will be allowed to use their own vacation or personal time (if applicable) otherwise they will be given time off without pay while serving jury duty, except as noted below.

All employees are allowed unpaid time off if summoned to appear in court or at a deposition as a witness. Such time off will be paid to the extent payment is required under the "Domestic Abuse and Sexual Violence Leave" policy.

To qualify for jury or witness duty leave, an employee must submit to his supervisor a copy of the summons, subpoena or notice as soon as it is received. Employees must notify their supervisor as soon as it is known that jury duty will be extended.

Alabama, Delaware, Georgia, Louisiana, Nebraska and Tennessee – All employees who work in any of these states will be paid their regular salary for their entire period of jury duty.

Colorado – Part-time employees who work in Colorado will be paid their regular salary, up to a maximum of \$50, for each of the first three days of jury duty.

Massachusetts – Part time employees who work in Massachusetts will be paid their regular salary for each of the first three days of jury duty.

New York - Employees who work in New York will be paid their regular salary, up to a maximum of \$40, for each of the first three days of jury duty.

## VOTING

It is the policy of K<sup>12</sup> to permit employees to be absent from work to vote in local, state, or national elections. If an employee's polling place does not either open at least two hours before the employee's work day begins or remain open at least two hours after the employee's work day is scheduled to end, the employee may take up to two hours of paid time off to vote. The time off to vote may not exceed two hours. Evidence of voter registration and voting may be required. Notice of the intent to take the time off must be given no later than the work day immediately before the day of the election.

Variations from the above voting leave policy are:

Alaska – The amount of paid leave will be whatever amount of time is necessary to vote.

Arizona - If an Arizona employee's polling place does not either open at least three hours before the employee's work day begins or remain open at least three hours after the employee's work day is scheduled to end, the employee may take as paid leave such length of time at the beginning or end of the work day that, when added to the time difference between work day hours and opening or closing of the polls, will provide a total of three consecutive hours to vote.

California – California employees may take whatever amount of time they need to vote, but only two hours of such leave will be paid.

Colorado - If a Colorado employee's polling place does not either open at least three hours before the employee's work day begins or remain open at least three hours after the employee's work day is scheduled to end, the employee may take up to two hours of paid time off to vote.

Iowa - If an Iowa employee's polling place does not either open at least three hours before the employee's work day begins or remain open at least three hours after the employee's work day is scheduled to end, the employee may take as paid leave such length of time at the beginning or end of the work day that, when added to the time difference between work day hours and opening or closing of the polls, will provide a total of three consecutive hours to vote.

Kentucky - Kentucky employees will be given a reasonable amount of paid time, but no less than four hours, in order to vote or to request or execute an absentee ballot.

Minnesota – Minnesota employees may take up until Noon as paid leave in order to vote.

Missouri - If a Missouri employee's polling place does not either open at least three hours before the employee's work day begins or remain open at least three hours after the employee's work day is scheduled to end, the employee may take up to three hours of paid time off to vote.

Nevada – If it is impractical for a Nevada employee to vote either before or after his or her work day, the employee may take up to one hour of paid leave if the polling station is less than two miles from the employee's work site, up to two hours of paid leave if the polling station is at least two but less than ten miles from the employee's work site and up to three hours of paid leave if the polling station is ten or more miles from the employee's work site.

New Mexico - If a New Mexico employee's polling place does not either open at least two hours before the employee's work day begins or remain open at least three hours after the employee's work day is scheduled to end, the employee may take as paid leave such length of time at the beginning or end of the work day that, when added to the time difference between work day hours and opening or closing of the polls, will provide a total of two consecutive hours to vote.

New York - If a New York employee's polling place does not either open at least four hours before the employee's work day begins or remain open at least four hours after the employee's work day is scheduled to end, the employee may take up to two hours of paid time off, as well as enough unpaid time off as is necessary, to vote.

Oklahoma - If an Oklahoma employee's polling place does not either open at least three hours before the employee's work day begins or remain open at least three hours after the employee's work day is scheduled to end, the employee may take up to two hours of paid time off to vote.

Tennessee - If a Tennessee employee's polling place does not either open at least three hours before the employee's work day begins or remain open at least three hours after the employee's work day is scheduled to end, the employee may take up to three hours of paid time off to vote.

Utah - If an Oklahoma employee's polling place does not either open at least three hours before the employee's work day begins or remain open at least three hours after the employee's work day is scheduled to end, the employee may take up to two hours of paid time off to vote.

West Virginia - If a West Virginia employee's polling place does not either open at least three hours before the employee's work day begins or remain open at least three hours after the employee's work day is scheduled to end, the employee may take up to three hours of paid time off to vote

Wisconsin – Wisconsin employees may take an additional one hour of leave, provided that the additional hour is unpaid.

Wyoming - If a Wyoming employee's polling place does not either open at least three hours before the employee's work day begins or remain open at least three hours after the employee's work day is scheduled to end, the employee may take as paid leave such length of time at the beginning or end of the work day that, when added to the time difference between work day hours and opening or closing of the polls, will provide a total of one hour to vote.

## **LACTATION/BREASTFEEDING POLICY (updated 1/2016)**

### **Objective**

As part of our family-friendly policies and benefits, K12 (the "Company") supports breastfeeding mothers by accommodating the mother who wishes to express breast milk during her workday when separated from her newborn child.

### **Accommodation for Lactating Mothers**

For up to one year (two years in Colorado, three years in Maine and Vermont) after the child's birth, any employee who is breastfeeding her child will be provided reasonable break times to express breast milk for her baby. At the corporate headquarters in Herndon, VA K12 has designated the room located in the HR department for this purpose. Nursing mothers wishing to use this room must request/reserve the room by contacting The HR Shared Services team at [hr@k12.com](mailto:hr@k12.com). Additional rules for use of the room and are posted in the room. Employees who work offsite or in other locations will be accommodated with a private area as necessary.

Breaks of more than 20 minutes in length will be unpaid, and the employee should indicate this break period on her time record.

## **FAMILY AND MEDICAL LEAVE (FMLA) (updated 4/2016)**

**Any time you miss work due to your own serious medical condition or the care of an immediate family member with a serious medical condition or for the birth and care of a newborn child of the employee or for placement with the employee of a son or daughter for adoption or foster care, please contact Cigna via the following steps:**

- Call 1-888-84Cigna (888-842-4462) or visit [mycigna.com](http://mycigna.com)
- Your information will be verified by a Benefit Specialist at Cigna who will initiate the Family Medical Leave process and answer any questions you may have.

You will be notified of the status of your FMLA claim by a Cigna Benefits Specialist once it has been processed.

In addition to contacting Cigna, contact your Supervisor or Human Resources Representative to discuss steps for business planning purposes

*An employee seeking leave benefits under this policy must satisfy all eligibility requirements as set forth below and required by applicable federal law. This policy does not create any rights (contractual or otherwise) not already provided under federal, state or local law. Employees should, to the extent they wish to request and apply for family and medical related leave under any applicable federal or state law contact their Supervisor or Human Resources along with FMLASource.*

## **Employee Rights and Responsibilities Under the Family and Medical Leave Act**

<http://www.dol.gov/whd/regs/compliance/posters/fmlaen.pdf>

### **Basic Leave Entitlement**

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

### **Military Family Leave Entitlements**

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

### **Benefits and Protections**

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

### **Eligibility Requirements**

Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

### **Definition of Serious Health Condition**

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

### **Use of Leave**

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

### **Substitution of Paid Leave for Unpaid Leave**

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

### **Employee Responsibilities**

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

### **Employer Responsibilities**

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

### **Unlawful Acts by Employers**

FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;

- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

**Enforcement**

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulations 29 C.F.R. § 825.300(a) may require additional disclosures.

For [additional](#) information: 1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627  
[WWW.WAGEHOUR.DOL.GOV](http://WWW.WAGEHOUR.DOL.GOV)

**NON-FMLA MILITARY LEAVE POLICY (updated 4/2016)**

Military leave will be granted to employees who are members of the U. S. Armed Forces and/or reserve components, including the National Guard, to attend required annual training or other duty required by the services. Advance notice is required to maintain such a leave status, unless advance notice is prevented by military necessity (such as a classified recall) or in those rare circumstances where it is impossible to provide advance notice. Employees must contact Cigna via the following steps:

- Call 1-888-84Cigna (888-842-4462) or visit [mycigna.com](http://mycigna.com).
- Your information will be verified by a Benefit Specialist at Cigna who will initiate the Military Leave process and answer any questions you may have.

You will be notified of the status of your Military Leave claim by a Cigna Benefits Specialist once it has been processed.

In addition to contacting Cigna, contact your Supervisor and Human Resources to discuss steps for business planning purposes. Employees will be required to provide a copy of the military orders.

Employees who take a military leave of absence will be granted two weeks of paid leave per year. If further leave is required, the employee will be paid the difference between their military pay and company pay for up to 6 months, granted the military pay is the lesser of the two, to a maximum of \$10,000 per year. Information regarding the employee's military salary must be provided to Human Resources.

If any additional time is needed for military service after the 6 months of differential pay is exhausted, he or she may use vacation or personal time for military service. The use of an employee's leave balances would be a supplement to the military pay an employee is receiving during service. If the military pay exceeds an employee's K12 salary, the leave will be unpaid. Should an employee be required to take an extended leave without pay to fulfill his or her military duty, eligibility for reinstatement after military duty or training is completed is determined in accordance with all applicable federal and state laws.

Medical coverage will terminate on the last day of the month for which services to the Company were performed. This will be considered a “qualifying event” under COBRA. The employee and their eligible dependents will be able to continue benefits under COBRA in accordance with USERRA regulations or choose to accept coverage under the military plans in effect at the time.

Subject to the terms, conditions, and limitations of the applicable plans for which the employee is otherwise eligible, health insurance benefits will be provided by the Company if currently elected for the full term of the military leave of absence. Vacation, sick leave, and personal leave will continue to accrue during a military leave to the same extent they accrue for employees who are not on military leave.

K12 complies with the Uniformed Services Employment and Re-employment Rights Act (USERRA). An overview of the Act can be found at:

[http://www.dol.gov/vets/programs/userra/USERRA\\_Private.pdf](http://www.dol.gov/vets/programs/userra/USERRA_Private.pdf)

Requests for a military leave of absence should be submitted at least 30 days prior to the start of the leave period. When the need for leave or an extension is not foreseeable, employees should give as much notice as is practicable.

#### **K<sup>12</sup> NON-FMLA MEDICAL LEAVE (updated 4/2016)**

Before employees become eligible for Family Medical Leave Act (FMLA), K<sup>12</sup> observes the following practices in regards to personal time off and job protection. Each situation will be evaluated on a case-by-case basis and a final decision regarding the personal leave of absence will be made between Human Resources, the manager, and the employee. This must be approved before submitting a claim with FMLA Source to manage the leave.

1. For the birth or adoption of a child, K<sup>12</sup> allows up to six (6) weeks of personal leave for new parents. In the case that a mother has a C-section, K<sup>12</sup> allows up to eight (8) weeks of personal leave.
2. For other employee medically related leaves of absence, K<sup>12</sup> allows up to six (6) weeks of personal time off.

#### **To file for a K<sup>12</sup> Non-FMLA Medical Leave, contact Cigna via the following steps:**

- Call 1-888-84Cigna (888-842-4462) or visit mycigna.com.
- Your information will be verified by a Benefit Specialist at Cigna who will initiate the Family Medical Leave process and answer any questions you may have.

You will be notified of the status of your FMLA claim by a Cigna Benefits Specialist once it has been processed.

A personal leave of absence will only be granted if the situation is directly affecting the employee. The personal leaves of absence will not be granted for care or illness of a family member.

A personal leave of absence is calculated on a rolling calendar basis. For example, if an employee takes six (6) weeks off from February 1<sup>st</sup> through March 12<sup>th</sup>. They will not be eligible for any additional personal leaves of absence until March 12<sup>th</sup> of the following year.

A personal leave of absence can only be taken on a continuous basis. No intermittent personal leaves will be granted.

If an employee becomes eligible for FMLA during a personal leave of absence, the FMLA leave will supersede and the employee's twelve weeks will be honored to the full extent under FMLA.

### ***Employee Notification Requirements***

The employee must notify Human Resources of the request to take a personal leave at least thirty (30) days in advance of the expected leave by completing a Leave of Absence Request form. If the need for leave is not foreseeable, the employee must provide notification of leave to Human Resources as soon as is practicable under the circumstances and in compliance with K<sup>12</sup>'s established absenteeism and tardiness policies, or other like policies, with violation of the same resulting in possible disciplinary action, up to and including termination.

### **PAYDAY AND DIRECT DEPOSIT**

All exempt employees will be paid semi-monthly. Normal pay periods are from the 1st to the 15th of the month and from the 16th to the last day of the month. Paychecks for the pay period from the 1st to the 15th are direct-deposited on the 15th. Paychecks for the 16th to the last day of the month are direct-deposited on the last day of the month, unless these dates fall on a weekend or holiday, in which case paychecks are directly deposited on the prior business day.

Exempt employees are paid on a salaried basis and are not eligible to receive overtime pay. It may be necessary for exempt employees to work past business hours and on weekends in order to complete their work without additional compensation or time off.

Non-exempt employees are paid on a bi-weekly and hourly basis for all hours worked in a pay period, including any overtime hours submitted for the period. If an employee's timesheet is not received in time for the payroll closing, a 40-hour week (or other regular schedule, if applicable) is assumed, and any overtime or time off taken will be reflected in the following pay period's paycheck. Full-time non-exempt employees should expect to work at least 40 hours per week, unless otherwise scheduled and approved by K<sup>12</sup>. On occasion, workload and other factors may require that employees work more than 40 hours a week.

If an employee is terminated, they will be issued a check on the next regular payday, or in accordance with applicable state law, whichever is earlier. Expense payments owed to the employee will be paid according to the usual reimbursement schedule. Owed commission payments will be made according to the terms of the commission plan.

It is a requirement of employment that all employees must be on direct deposit, except where prohibited by law. Employees must make arrangements to receive payroll payments via Automated Clearing House (ACH) direct deposited. Exceptions can be made for short-term employees.

### **TIMESHEETS AND TIME-OFF REPORTING**

All non-exempt and hourly employees must record their time worked on a daily basis, using the standard timesheet, and submit it to their supervisor for approval on a weekly basis.

Both exempt and non-exempt employees must submit a Request for Time Off form for any approved paid time off, and other leaves with or without pay. The Human Resources department is responsible for ensuring that all employees comply with the K<sup>12</sup> timekeeping policy. Managers have the discretion to approve or decline requests based on their specific business needs.

**All timesheets and time-off requests should go to the Payroll department once approved.**



## **OVERTIME FOR NON-EXEMPT EMPLOYEES**

It should be recognized that overtime and additional work other than that which is regularly scheduled might be required.

Overtime will be paid to eligible, non-exempt employees in accordance with applicable state law. The pay for regular overtime will be at the federal or state prescribed wage rate, whichever is higher. All overtime must be authorized prior to its occurrence by your immediate supervisor. All overtime will be clearly noted on your timesheet and should be initialed by your immediate supervisor.

If an employee's timesheet is not received in time for the payroll closing, a 40-hour week (or other regular schedule, if applicable) is assumed and any overtime or time off taken will be reflected in the following pay period's paycheck. Full-time non-exempt employees should expect to work at least 40 hours per week, unless otherwise scheduled and approved by K<sup>12</sup>. Non-exempt employees must submit completed timesheets to Payroll each Monday for the preceding week.

## **EXEMPT EMPLOYEES REDUCTION OF SALARY**

Exempt employees are paid on a salary basis and, in general, must be paid their full salary for any week in which they perform work. Their salary may be reduced only in the following circumstances:

- Employees who are absent from work for at least a full day for personal reasons other than sickness or disability will not be paid for that day unless they have personal time available to them under K<sup>12</sup>'s paid time off policy. A vacation day may not be used unless it has been pre-approved by a manager.
- Employees who are absent from work for jury duty or attendance as a witness may have their salary reduced by the amount of payment they receive in the form of jury fees or witness fees. Their salary will not be reduced by the number of hours or days they are absent unless they perform no work during a given week.
- Employees may be suspended without pay for other types of workplace misconduct, but only in full-day increments. This refers to suspensions imposed pursuant to a written policy applicable to all employees regarding serious misconduct including, but not limited to, workplace harassment, violence, drug and alcohol violations, legal violations, etc. The possibility of such unpaid suspensions is hereby incorporated into all such policies.
- Employees who work less than 40 hours during their first and/or last week of employment will be paid a proportionate part of their full salary for the time actually worked.
- Employees who take leave under the Family and Medical Leave Act will not be paid for that time unless they have available paid time off under the K<sup>12</sup> paid time off policy. Their salary will be reduced by the hours missed, even if it is for less than a full day.

This policy is subject to applicable law. K<sup>12</sup> will follow the state law regarding reduction of exempt employees' salaries if the state law is more favorable to employees.

Exempt employees will be reimbursed in full to the extent required by law for any isolated, inadvertent, or improper deductions as defined by law. Concerns about any salary pay deductions from exempt employees should be promptly directed to Human Resources for a resolution.

## **GARNISHMENTS AND LEVIES**

K<sup>12</sup> expects employees to avoid garnishments and levies. As permitted by law, employees may be subject to disciplinary action up to and including immediate termination of employment for repeated, multiple garnishments and levies, other than for child support, where court ordered garnishment is requested by law.

In all events, K<sup>12</sup> will comply with applicable law as to garnishments and levies.

## **INTERNAL TRANSFER (EMPLOYEES CHANGING ROLES WITHIN K<sup>12</sup>) (updated 9/25/12)**

Every K<sup>12</sup> employee should be thinking about his or her career goals and objectives. In order to apply for a job internally, the following conditions apply:

- Must be in “good standing” for at least the past 180 consecutive days (365 days in the Enrollment Center). Good standing means completing assignments on time, enhancing the business, keeping commitments and deadlines, living the values, and having a positive effect on the workplace.
- Must not currently be on a written warning or Performance Improvement Plan (PIP).
- Managers should be aware of the employee’s interest in transferring.
  - NOTE: Employee must notify his/her manager if selected to interview with the hiring manager.

### **The process for applying for any open position within K<sup>12</sup> is as follows:**

- Go to [www.K12.com/hrportal](http://www.K12.com/hrportal). Then go to “My Company” and then “Job Openings” and apply to the position you are interested in.
- The Recruiting Department will be in touch to review their application if they meet the requirements for the position.
- Interviews will be conducted with the hiring manager and team. (There may be additional internal and external candidates for the position.)

The best candidate will be selected. If it is an internal candidate, a change in title, cost center, manager, direct reports (where applicable), etc. will take place once an agreed-upon start date has been decided. Best practice is for the internal transfer to be completed within-2-3 weeks. If additional time is needed, the two managers should discuss a plan that is mutually beneficial. Human Resources must approve any exceptions to this policy.

## **OUTSIDE EMPLOYMENT (updated 5/2016)**

Employees, whether full time or part time, may not be employed by, serve as a director of, or provide services to any entity that is a customer of K12 (including, without limitation, school boards and districts that are customers), a supplier to K12 (whether a supplier of goods or services, including vendors providing personnel services such as Randstad) or that is a competitor of K12. Any requests for an exception should be made in writing to either your supervisor or the Legal Department and must be approved by both your supervisor and the General Counsel or the General Counsel’s designee.

Full-time employees may not hold outside jobs without prior, written approval from their supervisor and the Executive Vice President responsible for their department.

Part-time employees may hold outside jobs except as set forth in the first paragraph of this policy.

For purposes of this policy, an outside job includes employment (including self-employment), work as an independent contractor and appointment to any board of directors, trustees or similar boards.

All employees will be judged by the same performance standards and will be subject to the same scheduling demands, regardless of any outside work requirements. Employees must notify the Human Resources Department of any outside jobs and anytime outside job status changes. Permitting outside employment is at the sole discretion of K12.

If it is determined that an employee's outside work is inappropriate, conflicts or interferes with performance, safety, availability or the ability to meet the requirements of K12 as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she desires to remain with K12. Outside employment that constitutes a conflict of interest is always prohibited.

## **EMPLOYMENT OF RELATIVES**

K12 permits the employment of qualified relatives of employees so long as such employment does not, in the opinion of K12, create actual or perceived conflicts of interest. For purposes of this policy, "relative" is any of the following relationships by blood, adoption, marriage (including common law marriage), civil union, or domestic partnership (whether by law, or receiving employment benefits) - spouse, child, parent, sibling, grandparent, grandchild, aunt, uncle, first cousin, or corresponding in-law or "step" relation. K12 will exercise sound business judgment in the placement of related employees in accordance with the following guidelines:

- Individuals who are related by blood or marriage (including common law marriage, civil union or domestic partnership) are permitted to work in the same K12 facility, provided no direct reporting or supervisory/management relationship exists. That is, no employee is permitted to work within the "chain of command" of a relative.
- No relatives are permitted to work in the same department or in any other positions in which K12 believes an inherent conflict of interest may exist.

This policy applies to all categories of employment at K12, including full-time regular, part-time regular and temporary classifications.

## **REMOTE WORKER / HOME-BASED WORKER POLICY**

K12 ("the Company") considers employment at a remote location to be an acceptable alternative work arrangement in certain situations where the employee and supervisor both find that the job responsibilities can still be met from an off-site location without disruption to the Company. A remote work location allows an employee to work from home, on the road, or in a satellite location for all or part of their regular workweek. It is not an entitlement; it will be evaluated on a case-by-case basis; and in no way changes the terms and conditions of employment with K12. The Company can determine at any time that a remote work location is not satisfactory to the Company, whether because of an employee's performance, the Company's needs, or any other reason. In such an event, the employee will be expected to work at a K12 location determined by the Company. The employee remains obligated to comply with all Company rules, policies, practices and instructions.

### **Responsibilities**

If a situation arises where a work location change is requested by an employee, the employee must present the request in writing to their immediate supervisor. The supervisor will review the request with Human Resources and together the supervisor and HR will make the decision.

If the Company approves the change in work location, the employee and Company will outline the details of the alternate work arrangement to include work rules, location/office setup, and expectations (to be available and online during business hours, etc.).

The employee continues to perform all normal job responsibilities, including those that may be assigned from time to time. The amount of time the employee is expected to work per day or pay period will not change as a result of the work location. The employee will attend all required meetings (which may include meetings the employee must attend at K12 or other locations), conference calls, and other required work related activities. The supervisor shall perform all required duties as a supervisor and maintain open communication and discuss with the employee any concerns as they arise.

Employees working at home are expected to schedule work with interruptions kept to a minimum. Employees are expected to maintain professionalism in terms of job responsibilities. The same current high standards of productivity, and outcome of work products are to be maintained by employees working in a telecommuting arrangement.

Under no circumstances will an outside business associate/vendor of the Company, a Company employee or student visit the employee's remote work site without prior written approval by the employee's supervisor.

### **Tax Liability**

It is the employee's responsibility to determine any income tax implications of maintaining a remote or home office area. The Company will not provide tax guidance nor will the Company assume any additional tax liabilities. Employees are encouraged to consult with a qualified tax professional to discuss income tax implications.

### **Equipment / Tools**

The Company may provide specific tools/equipment for the employee to perform his/her current duties. This may include computer hardware, computer software, telephone, and other applicable equipment as deemed necessary.

K12 equipment is for K12-related work and projects only. You may not use Company equipment for unlawful purposes or for work for other employers, nor may non-K12 employees use it. Please refer to the Company policy on Computer Guidelines for more information.

Any hardware or software provided by K12 remains the property of K12 and must be returned to K12 on request. Products, software and all other intellectual property developed while working remotely are solely the property of K12.

When the employee uses her/his own equipment, the employee is responsible for maintenance and repair of equipment. The employee is responsible for ensuring that firewalls and anti-virus software comparable to that used at the Company is installed, regularly updated, and maintained on employee-owned equipment. Should the employee use their own equipment, such as computers, internet access from home, office furniture, and telephone, the employee must refer to the Confidentiality Policy which outlines the responsibility of the employee to maintain full confidentiality of K12 information and data during access of K12 network. Employees should take appropriate measures to ensure proper, stringent methods to protect confidential information are taken and adhered to. That includes, but is not limited to, password protecting access to all K12 files and information and maintaining any hard copies of K12 materials in protected locations.

Viruses, hacking, phishing, or any other potential corruption or inadvertent disclosure of K12 files must be promptly (and in no event later than the next business day) reported to the supervisor.

## **Workspace**

The employee shall designate a workspace within the remote work location for placement and installation of equipment to be used during the workday. The employee shall maintain this workspace in a safe condition, free from hazards and other dangers to the employee and equipment. Employees should follow proper ergonomic standards for creating a safe, secure, and productive workspace.

## **Office Supplies**

Office supplies will be provided by the Company as needed. Out-of-pocket expenses for other supplies will not be reimbursed unless prior approval of the employee's manager has been received, and the proper processes are followed.

## **Workers' Compensation / Liability**

Worker's compensation liability for job-related accidents will continue to exist for telecommuting employees. Worker's compensation will not apply to non-job related injuries that might occur in the home.

The Company is not liable for loss, destruction, or injury that may occur in or to the employee's home or remote location that is not under contract with the Company (i.e. offices in Portland, OR, Chicago, IL, Maumee, OH, Las Vegas, NV and Herndon, VA). This includes family members, visitors, or others that may become injured within or around the employee's remote work location.

## **Insurance**

Employees should note that some homeowner policies do not automatically cover injuries arising out of, or relating to, the business use of the home. Employees are required to have their homeowners/tenants liability policy endorsed to cover bodily injury, property damage or theft, and the business use of K12 and personal equipment to all parties arising out of or relating to the business use of their approved alternate worksite.

Employees who live in rented property should be aware that their lease may not permit business use of the premises.

## **Dependent Care**

During established work hours, the employee agrees that family care demands shall not compete with work except in the case of an emergency. Working at a remote location is not designed to be a replacement for appropriate family care (i.e. children, pets, other adult dependents). Although an individual employee's schedule may be modified to accommodate family care needs with the approval of the employee's supervisor, the focus of the remote work arrangement must remain on job responsibilities, meeting business needs, and individual performance.

## **Communication**

Employees must be available by phone, email, and other pre-determined communication methods during core business hours. (Core hours are defined as 8:00 a.m. through 5:00 p.m.) Employees will be available for staff meetings, and other meetings deemed necessary by the Company.

## **COMPUTER GUIDELINES (3/2013)**

K12 Inc. and its affiliates (collectively referred to as "K12") issues equipment such as computers, printers, accessories, cellular telephones and personal digital assistants (which may collectively

be referred to as “computers” in this policy) to K12 employees and contractors herein called “Users.” Users shall exercise appropriate professional judgment and common sense when using K12’s computers, equipment and accessories.

All computers, equipment and accessories are property of K12 Inc. and are provided to Users for a period of time as deemed appropriate by K12. As a condition of the use of K12’s computers, Users must comply with all of the following:

- Prior to being issued one of K12’s computers, Users will sign the Computer Acceptance Form.
- Users are expected to take reasonable measures to protect computers, equipment and accessories from damage and theft.
- Users will provide access to any K12 owned computer or accessories they have been assigned upon K12’s request.

### **General Computer Guidelines**

You are responsible for protecting your computer from loss or theft and for protecting the information it contains. These rules are provided to assist in assuring that your computer is secure at all times. All conceivable situations cannot be covered in this document. Users must realize that common sense should be your guide when faced with unusual or unforeseen situations.

### **General Laptop Guidelines**

- Use laptop lock-down cable systems whenever possible.
- Keep your laptop close to you and in sight. Otherwise, keep it locked away securely. It only takes a moment for a thief to walk away with your laptop.
- Never store passwords with your laptop or in its carrying case.
- Other forms of user authentication should be kept separate from your laptop at all times.
- Since the laptop’s keyboard and touch pad are permanently attached to the rest of the system, make sure that your hands are clean before using them. It is costly to change a laptop keyboard and/or touchpad that has been damaged by excessive dirt.
- Do not place drinks or food in close proximity to your laptop.

### **While at the Office**

- Laptops should be taken home at night or secured out of sight in a locked drawer, cabinet, or locked overhead compartment of your desk.
- Make sure that the computer is in locked / “log in required” status if you need to walk away from your laptop and it is no longer in your sight.
- Do not leave your laptop unattended if you leave the meeting room. Ensure that someone is designated to remain in the room with any laptops, or that the laptops are secured to immovable objects, or that the meeting room door is locked.

### **While Traveling In a Personal or Rental Car**

- Extreme temperatures can damage a laptop. You should not leave a laptop in an unattended vehicle.
- If you must leave your laptop in an unattended vehicle for a short period of time, always lock your laptop in the trunk of the car. A visible laptop is a target. This should also apply to your daily commute, as you never know when you may decide to make a “quick stop” for milk or coffee.
- On rare occasions when a vehicle may not have a trunk or lockable compartment, the laptop must still be locked in the vehicle and stored out of sight.

### **In Hotels**

- Never leave your laptop unattended in hotel rooms.
- If you leave your room for any period of time, secure your laptop in the room safe. If a room safe is too small or unavailable, lock your laptop in your travel luggage.

- Always attempt to keep evidence that you may be traveling with a laptop out of site.
- Store the carry case and peripherals, such as a mouse and a charger, in your travel luggage.

### **While Traveling by Air**

- Always carry your laptop with you; only place your laptop in checked baggage if required by the airline or airport security. Access the following link to get up-to-date information on restrictions.
- <http://www.tsa.gov>.
- If required by airport authorities, Users may place electronic communication devices and encrypted laptops in their checked luggage.
  - All devices must be powered off before they are packed. Remove the battery from laptops.
  - Wrap your laptop in soft foam or bubble wrap to cushion it.
  - If possible, pack your laptop in luggage rather than your briefcase. This will make it less conspicuous to thieves.
  - Lock all luggage and briefcase compartments with a lock approved by the Transportation Safety Administration (TSA).
- Beware of staged delays at security checkpoints; many thieves use this tactic to steal laptops. Do not send your laptop through the screening devices until you are about to pass through the checkpoint. Keep your laptop close to you at all times. If an overhead compartment within an unobstructed view is not available, consider placing your laptop underneath the seat in front of you.

### **Stolen Computer**

- If your computer is stolen, report it immediately to the local police department and IT Security. Once a police report is filed, provide a copy of the report to Human Resources and IT Security.
- A replacement computer will only be issued after the appropriate documentation has been received by K12.
- A new computer requisition form will be needed to issue a new computer.

### **Lost or Damaged Computer**

- A computer requisition form will be needed to issue a new computer.

## **DOCUMENT RETENTION POLICY**

*Note: The entire Document Retention Policy should be read by every employee and can be found on the HR Portal. You are responsible for knowing the procurers and acting in accordance with them.*

The Company's Document Retention Policy ("DRP") includes a schedule which summarizes both the legally required retention periods and the documents to be retained for business and operational purposes.

### **1. General Considerations**

- a. The DRP identifies 25 general categories of documents (electronic and paper) and specifies how long those documents must be retained by the Company, either based on specific legal requirements or business needs.
- b. In some cases, the same paper documents touch multiple departments and originals and copies appear to be kept by those departments. Department heads with

substantial overlapping document production and usage will decide which department will be the ultimate repository for each category of document under the DRP. That department will then be responsible for ensuring that the other departments have deleted their copies pursuant to the required timetables. Each department will be responsible for compliance with the DRP for its own general correspondence and you will be notified by your department head of any actions you are required to take regarding paper documents.

## **2. Implementation of the DRP Email Policy**

- a. Ninety (90) days after being sent or received, the Company will automatically delete any email in your Outlook "Inbox," "Sent Items" and "Deleted Items" folders that are not otherwise retained. Because some emails and associated attachments may be required to be maintained for legal or business reasons, you may need to know how to create sub-folders in your email system to preserve those documents on the Company server for backup.

## **USE OF COMMUNICATION AND INFORMATION TECHNOLOGY SYSTEMS**

It is the intent of K<sup>12</sup> to provide the communication and information technology systems necessary for the conduct of its business. Employees are expected to adhere to proper use of all communication and information technology systems. These include, but are not limited to, the telephone, e-mail, instant messages, facsimile, Internet, corporate intranet, voice mail, computer terminals, modems, and systems software. Employees are permitted use of Company property and must comply with Company policies and procedures regarding its use.

The communication systems are owned and operated by K<sup>12</sup> and are to be used for the business of K<sup>12</sup>. Employees should have no expectation of privacy of any correspondence, messages, or information in the systems. Any K<sup>12</sup> employee who is working with a virtual academy, virtual school program, or any other education institution may have their communications subject to public records requests.

K<sup>12</sup> reserves the right to access and disclose all such messages sent for any purpose. The issuance or availability of a password or other means of access is intended only to assure appropriate confidentiality of files and information from persons not authorized to access those files or information. They do not suggest privacy with respect to the Company's rights described in this section. All such messages, regardless of content or the intent of the sender, are a form of corporate correspondence, and are subject to the same internal and external regulation, security and scrutiny as any other corporate correspondence. E-mail communications must be written following customary business communications practices, as used in Company correspondence. E-mail communications are official internal Company communications, which may be subject to summons in legal proceedings. Work-related messages should be directed to the affected employee(s) rather than sending a global message to all employees. K<sup>12</sup> also reserves the right to monitor, without notice, the activity and accounts of individual users of the Company's technology resources. Such monitoring can include reviewing, copying, accessing or archiving any information, data, files, or materials stored on, transmitted through or created on or through the use of the Company's technology resources

K<sup>12</sup> communication systems shall not be used as a forum to promote religious or political causes, or an illegal activity. Offensive or improper messages or opinions; transmission of sexually explicit images, messages, cartoons, or other such items; or messages that may be construed as harassment or disparagement of others based on race, color, religion, sex, national origin, citizenship status, pregnancy, disability, age, genetic information, military status or status as a Vietnam-era or special disabled veteran, marital status, civil union or registered domestic partner



status, gender (including gender identity), sexual orientation or bankruptcy in accordance with applicable federal, state and local laws. is also prohibited on K<sup>12</sup> communication systems.

Employees shall not attempt to gain access to another employee's personal communications system and messages. K<sup>12</sup>, however, reserves the right to access an employee's messages at any time, without notice to the employee.

Any violation of these guidelines may result in disciplinary action, up to and including termination.

## **INTERNET CODE OF CONDUCT**

Access to the Internet has been provided to staff members for the benefit of the organization and its clients. Every employee has a responsibility to maintain and enhance K<sup>12</sup>'s public image, and to use the Internet in a productive manner. To ensure that all employees are responsible, productive Internet users and are protecting K<sup>12</sup>'s public image, the following guidelines have been established for using the Internet.

### **Acceptable Use of the Internet**

Employees accessing the Internet are representing K<sup>12</sup>. All communications should be for professional reasons. Employees are responsible for seeing that the Internet is used in an effective, ethical and lawful manner. Internet Relay Chat channels may be used to conduct official Company business, or to gain technical or analytical advice. Databases may be accessed for information as needed. E-mail may be used for business contacts. Employees should always respect the finite capacity of the Company's systems and limit use of the Internet so as not to consume an unreasonable amount of those resources or to interfere unreasonably with the activity of other users. The reasonableness of any particular use will be evaluated in the context of the relevant circumstances.

### **Unacceptable Use of the Internet**

The Internet should not be used for personal gain or advancement of individual views. Solicitation of non-Company business, or any use of the Internet for personal gain, is strictly prohibited. This prohibition includes the use of the Internet for the sale, auction or barter of goods or services for personal businesses (whether incorporated or not), such as consulting businesses, stores, or other sales of goods. Use of the Internet must not disrupt the operation of the K<sup>12</sup> network or the network of other users. It must not interfere with your productivity.

### **Social Networking**

Social Networking is an important part of our current culture. We encourage employees to have separate work and personal sites, so that clients, employees, customers, families are not exposed to the personal lives of employees. Additionally, we do not recommend that the personal use of social networking be used during regular business hours.

### **Communications**

Each employee is responsible for the content of all text, audio, or images he or she places on or sends over the Internet. Fraudulent, harassing, or obscene messages are prohibited. All messages communicated over the Internet should have your name attached. No messages will be transmitted under an assumed name. Users may not attempt to obscure the origin of any message. Information published on the Internet should not violate or infringe upon the rights of others. No abusive, profane, or offensive language may be transmitted through the system. Employees who wish to express personal opinions on the Internet are to use non-Company Internet systems.

### **Software**

To prevent computer viruses from being transmitted through the system, there will be no unauthorized downloading of any software. All software downloads require prior management approval.

### **Copyright Issues**

Staff members using the Internet may not transmit copyrighted materials belonging to entities other than K<sup>12</sup>. One lawful copy of copyrighted material may be downloaded for use in research. Users are not permitted to copy, transfer, rename, add, or delete information or programs belonging to other users, unless given express permission to do so by the owner. Failure to observe copyright or license agreements may result in disciplinary action from K<sup>12</sup>, up to and including immediate termination, or legal action by the copyright owner. Use of the Internet to defeat, interfere with or circumvent any security measures, controls, accounts, record keeping systems or other "standard technical measures" used by copyright holders to identify and protect their rights is prohibited.

### **Security**

All messages created, sent, or retrieved over the Internet are the property of K<sup>12</sup>, and should be considered public information. K<sup>12</sup> reserves the right to access and monitor all messages and files on the computer system, as deemed necessary and appropriate. Internet messages are public communication and are not private. All communications, including text and images, can be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver.

### **Harassment**

Harassment of any kind is prohibited. The term "harassment" includes, but is not limited to, unwelcome messages with derogatory or inflammatory remarks about an individual's race, color, religion, sex, national origin, citizenship status, pregnancy, disability, age, genetic information, military status or status as a Vietnam-era or special disabled veteran, marital status, civil union or registered domestic partner status, gender (including gender identity), sexual orientation or bankruptcy in accordance with applicable federal, state and local laws.

### **Violations**

Violations of any guidelines listed herein may result in disciplinary action, up to and including immediate termination. If necessary, K<sup>12</sup> will advise appropriate legal officials of any illegal violations

## **K12 Social Media Policy (updated 3/2016)**

K12 is committed to building on our culture of accountability, transparency and operating with the utmost integrity and ethics in everything we do. These commitments extend to how we interact with the public and each other and apply to interactions on social media as well. Social media provides a valuable and important way to communicate and share opinions and information. However, the use of social media also presents certain risks and carries with it certain responsibilities. K12 has established the following policy for its employees' use of social media.

### **Social media defined.**

Social media is any means of communicating or posting information that facilitates back and forth communications over the Internet. Social media applies not only to current "big names" such as Facebook and Twitter, but also to other platforms that include a feature for user interactions. Platforms such as YouTube, Flickr, blogs, personal web sites, chat rooms, message boards, and wikis are all part of social media. As technology advances, the types of platforms will change and grow.

**Identify yourself.**

Whether you are an authorized spokesperson for K12 or not, you must identify yourself as a K12 employee in any posts relating to K12 securities, products and services, regard(less of whether you are using your real name, a different name or moniker or even anonymously. The disclosure must be clear (e.g., "I work for K12.") and conspicuous (e.g., do not use a small font or a color that will make it difficult to read).

**Be clear that opinions belong to you.**

Express only your personal opinions. Never represent yourself as a spokesperson for K12, unless you are designated as such by the appropriate supervisor. If the topic of a post is K12, it is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the view of K12."

**Know whether you can connect with K12 students.**

You cannot take any action to initiate or to accept a connection between any of your social media accounts and any student (other than your own relatives) in any education program managed by K12 or for which K12 provides teachers ("K12 Students"). If your job responsibilities with K12 include regular interaction with K12 Students, you may, if permitted under the terms of service of the applicable social media platform and any applicable state regulations and school policies, set up a professional page or account with which to initiate and/or accept connections between yourself and K12 Students enrolled in the school(s) to which you provide service. Such accounts must identify your affiliation with K12. If and when you are no longer employed by K12, you must deactivate or, if possible, delete the professional page or account.

**Do not post inappropriate comments.**

Ensure that your postings are consistent with K12's Internet Code of Conduct, Use of Communications Systems Policy, Harassment Policy, and all requirements protecting trade secrets and confidential business information. Inappropriate postings that include confidential information regarding K12's business activities or that may include discriminatory remarks, harassment, threats of violence or similar inappropriate or unlawful conduct will not be tolerated.

**Know the best way to resolve work-related concerns.**

You are more likely to resolve work-related complaints by speaking directly with your managers and/or the appropriate human resources personnel than by posting complaints to a social media outlet. We encourage you to contact those people. Nevertheless, if you decide to post complaints or criticism, and you post anything that could be viewed as malicious, obscene, threatening, bullying or intimidating, or that might violate any K12 policy or the Employee Handbook, you could be subjected to discipline up to and including termination. Examples of such conduct might include offensive posts that could harm someone's reputation or posts that could contribute to a hostile work environment on the basis of any status or characteristic protected by law or K12 policy.

**Do not lobby or campaign in your capacity as a K12 employee.**

Do not engage in lobbying or political campaigning in your capacity as a K12 employee. You should take measures to ensure that there is no perception of K12 involvement or support of your personal lobbying or political activities, such as by posting a disclaimer to the effect of "the views expressed here represent my own and not those of K12." You may never use K12 equipment, assets or work time for such activities.

## **Respect the rights of others**

Do not use, copy, or publish intellectual property belonging to K12 or any other company or person unless you have the legal right to do so. Examples include corporate brands, logos, trademarks, photos, essays, video, music, and other proprietary information. Always respect the privacy rights of other persons. Do not share any personal information on social media that could identify a student.

## **Be honest and accurate**

Make sure you are always honest and accurate when posting information or news about K12, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched.

## **Be mindful that others can gain information by looking at multiple social media platforms.**

While individual posts may not disclose confidential information in themselves, you should be mindful of what confidential information can be gained by looking at the information you post across social media platforms or over a period of time. Consider the following example: Employee is identified as a K12 employee on LinkedIn. The employee posts on Twitter that she is anxious to meet with a vendor to evaluate exciting new software for her job. Finally, the employee later "checks in" on Facebook at the headquarters of the vendor. While none of the individual posts may have contained confidential company information, someone could look at all three together and conclude that K12 was considering a software purchase from the vendor. In some situations, that information could be a disclosure of confidential information. Therefore, employees should keep in mind the information posted on the internet collectively, and not simply post-by-post.

## **SOLICITATION AND DISTRIBUTION OF LITERATURE**

It is the intent of K<sup>12</sup> to maintain a proper business environment and prevent interference with work and inconvenience to others from solicitations and/or distribution of literature.

Group meetings for solicitation purposes, distributing literature, or circulating petitions in work or sales areas are prohibited, unless approved by your Executive Management Team and the Human Resources Department as a Company-sponsored event. The following guidelines will apply throughout K<sup>12</sup>.

- Employees will not engage in any solicitation of other employees for any purpose whatsoever during working hours or in work areas.
- K<sup>12</sup> facilities may not be used as a meeting place that involves solicitation and/or distribution of literature.
- Trespassing, soliciting, or distributing literature by non-employees is prohibited on Company premises.

## **CORPORATE EXPENSE/TRAVEL REIMBURSEMENT (updated 1/2016)**

### **Policy Introduction**

Business expenses will be reimbursed by K12 if expenses are:

- \* Reasonable
- \* Appropriately documented
- \* Properly authorized
- \* Within the guidelines of this policy

Employees must have a documented business justification for all expenses submitted for reimbursement. Non-travel related expenses must follow K12 corporate procurement policies for all technology and office supply purchases and should not be purchased through expense reimbursement. Employees should submit only one trip per expense report. Employees should use business justification to clarify or provide additional information on any receipt.

Travelers should follow the guidelines of this policy in making travel arrangements that are fiscally responsible for K12 while maintaining safe and secure travel. In addition, to the specific transportation, lodging and car rental policies set forth in this document, K12 provides travelers with specific spending guidelines. Failure to comply with this policy may result in the denial of a reimbursement request, cancellation of a company-issued credit card and may result in disciplinary action, up to and including termination.

All travel reservations (for example, air, lodging and car) must be made through the designated booking tool, unless pre-approved by a Senior Vice President or above. Employees may accumulate personal frequent flier points for business travel; however, travel decisions must not be booked based on personal frequent traveler program.

This policy will be administered in compliance with the requirements of the Americans with Disabilities Act (ADA). Should special travel accommodation be required, employees are encouraged to work with the HR Business Partner to identify the necessary accommodations.

**NOTE: The K12 Expense and Travel Policy is applicable to K12 Corporate employees only. Managed Public School Instructional Staff should follow their respective School Expense and Travel policy.**

## **Responsibilities**

**Employee** – each employee is responsible for fiscally responsible expense and travel submissions in compliance with the K12 Corporate Expense and Travel Policy. Expenses must be documented and supported with a business justification. Expenses should be submitted timely within 30 days through

**Approver** – each approver is responsible for reviewing expense reports for valid business reason and compliance with the K12 Expense and Travel Policy. Approvers should ensure employees have appropriate supporting documentation and business justifications provided.

**iExpense Auditor** – responsible for review of expense reports to ensure compliance with K12 Expense and Travel Policy. The iExpense Auditor has the Authority to disallow expenses that are not in compliance, do not include adequate supporting documentation or do not have a clear business justification.

Compliance with this policy is mandatory. Noncompliance may result in disciplinary action, upon management discretion, up to and including termination.

## **Payment, Expense Report Submission and Reimbursement**

### **Corporate Travel and Entertainment Cards**

- \* American Express Corporate Travel and Entertainment card {"T&E"} are only to be used by the K12 employee to whom it was issued. Any exceptions must be approved by the CFO, Corporate Controller or other person as designated by the CFO.
- \* Eligibility for a T&E card is based on either the amount of business-related travel that an employee is engaging in, or the title of employee (VP and above). To determine your eligibility, consult with your manager and/or the Finance department.
- \* If an employee is issued a K12 Corporate Travel and Entertainment card then travel must be booked using the card.
- \* T&E cards are not to be used for personal charges at any time. If a personal charge has been placed on the T&E card, the user will be responsible to flag the expense as personal in iExpense, and pay American Express directly. Misuse of the card can result in a termination of access to the card.
- \* Employees who have been issued T&E cards will be expected to review and reconcile all purchases within 30 days of the completed travel.
- \* Not all vendors accept American Express. In such situations, the traveler is expected to pay with cash or their personal credit card and submit the receipt for reimbursement.

### **Expense Reporting**

All employees must use iExpense to create expense reports. All iExpense users should receive training documentation when they are granted access to the system. If you need access to this training or have any questions, contact [iExpensehelp@k12.com](mailto:iExpensehelp@k12.com)

- \* Reimbursable expenses must be submitted within 30 days of completed travel.
- \* Receipts must be scanned and attached for all purchases over \$25.

### **Out of Pocket Expense Reimbursement**

Reimbursement occurs when:

- \* The expenses were incurred while conducting K12 business.
- \* Information contained in the expense report is accurate and in accordance with this policy.
- \* The expenditure is charged to the proper department/business unit and cost center.

iExpense reports that are properly supported (i.e. have all applicable receipts/backup documentation), submitted and approved by close of business on Tuesday of each week will be processed for reimbursement on Friday of the following week.

Your expense reimbursement will be paid to you in the same manner as your net payroll check. If your net payroll check is deposited to your checking account, your expense reimbursement payment will be deposited to the same account. If you receive a live payroll check, your expense reimbursement will be paid via a live check.

### **Expense and Travel**

#### **Telecommunications Expenses**

K12 employs a "Bring Your Own Device" (BYOD) program over telecommunications which reflects the changing availability and use of technology today.

The following table provides reimbursement policy for telecommunications expenses. The individual line items are not mutually exclusive.

	<b>Smart Phone Reimbursement – business justified role***</b>	<b>Mitel IP Home Phone</b>	<b>Wireless Data Card</b>	<b>Home Phone</b>	<b>Home Fax</b>	<b>Travel Wireless (airline, hotel, etc.)</b>
<b>Director and Above</b>	\$65/month*	No	No	No	No	Yes**
<b>Employees that travel over 50% or employees in California</b>	\$65/month plus**	No	Yes**	No	No	Yes**
<b>HR Approved Remote Workers</b>	No	Yes	No	No	No	No

\* Non-taxable reimbursement through payroll.

\*\*Reimbursement if business justification provided. Requires Executive Business Leader approval – amount determined based on business justification.

\*\*\*Amount includes reimbursement to cover smart phone, tablet or other device access.

All telecommunications expenses outside of the parameters established above require a documented business justification detailing the reason a cell phone is required to perform job responsibilities. Business justifications require Executive Business Leader approval. Requests should be submitted and routed for approval through a ticket in Service Now.

### **Cell Phone**

- \* To protect sensitive K12 information all smart phones should be password protected.
- \* For any employee receiving a Smart Phone reimbursement, the employee is responsible for ensuring that their cell phone number is posted within the company directory.
- \* Management reserves the right to review or retain company-related data on personal devices
- \* All company data on personal devices must be removed from personal devices upon termination of employment.

### **Wireless Data Cards**

Wireless data cards are available for employees that travel over 35% as part of job responsibilities. Wireless cards require a documented business justification with Executive Business Leader approval. Requests should be submitted and routed for approval through a ticket in Service Now. Wireless data cards come with a significant cost to K12. Usage will be monitored and low usage cards will be cancelled.

Loaner wireless data cards are available through the IT help desk for short term use. It is the employee's responsibility to return the loaner card upon completion of the need. Employees should leverage available secure wireless networks or smart phone hotspots for internet needs where possible.

### **Office Supplies**

All office supplies/equipment should be purchase through the K12 Corporate Account at K12's preferred vendor in order to maximize volume discounts. Office supplies are considered small dollar incidentals to perform job responsibilities (including toner, paper etc.).

Office supplies should be ordered through respective employee department executive assistants. Employees approved through Human Resources as "Remote Workers" should establish an office depot account for supply purchases. Employees traveling to Herndon should coordinate supply needs for meetings through department executive assistants.

Requests for our approved supplier vendor user accounts can be made via email to purchasinghelp@k12.com. Request must include the user's name, email address, phone number, shipping address, and accounting string. All requests will be forwarded to a department director for approval. After approval the user will receive their login credentials via email from the K12 Purchasing Department.

### **Computer Equipment, Software and Back-up**

All computer equipment, including laptops, tablets, printers, hard drives etc. must be requested through the Enterprise Service Desk (or ServiceNow ticket) or for schools/teachers, through the Regional Help Desk.

\* Software must be requested through Enterprise Services Desk (ServiceNow ticket) to determine if a corporate license exists and to evaluate system compatibility of software.

### **Airfare**

- \* When feasible, airfare should be booked at least 14 days in advance of flying for best rates. Employees should minimize making changes to tickets once booked to avoid change penalties.
- \* Employees must purchase the lowest non-refundable coach fare for flights with non-stop or 1 stop service (with connection times under 3 hours).
- \* First class or business class travel is not permitted, unless with CEO pre-approval.
- \* Employees that are eligible for seating in classes higher than coach may use frequent traveler rewards to upgrade, but only the cost of the coach ticket is reimbursable.
- \* Purchases of upgrade coupons are not reimbursable.
- \* Tickets should be purchased on non-refundable fares unless the refundable fare is \$100 or less difference.
- \* Reasonable checked baggage fees are reimbursed (\$25 - \$35 depending on carrier).
- \* In-flight meals reimbursed against daily meal cap. In-flight internet reimbursable according to the chart on page 3and should be used only in cases of a business need.
- \* All other additional airline charges, (i.e. early check in, seat upgrades, guaranteed seat tickets, and entertainment etc.) are not reimbursable.
- \* Reimbursement for airline clubs is not permitted.
- \* Employees must include the Agency Record Locator as part of your reimbursement request.

### **Ground Transportation**



K12 employees are required to select the most economical, efficient and safe means of ground transportation. K12 reimburses bus, rental car, personal auto, train, taxi, subway and ferry plus reasonable gratuities when traveling on corporate business.

### **Taxis, Car Service and Limos**

- \* Public transportation (i.e. subway, train, bus) is preferable to taxis/Uber where available.
- \* Luxury limousines will not be reimbursed.
- \* For airport transfers, employees should use airport and hotel courtesy shuttles whenever possible.

#### **Car Rentals**

- \* Rental cars are permitted when out of town on corporate business and must contribute to the efficiency and economy of the trip.
- \* When traveling to the Herndon office it is preferred that employees travel via hotel shuttle or taxi cab in lieu of car rental.
- \* K12's preferred car rental company (currently Avis) should be used for car rentals.
- \* Travelers are permitted to rent mid-sized/intermediate cars for individual travel or full sized for group travel. Business justification for full size car must be included in expense report. Counter upgrades to higher class rental will not be reimbursed unless there is no additional cost.
- \* All insurance, including collision damage waiver and personal accident coverage, should be declined. K12 has insurance coverage which covers liability and physical damage. Global travelers should accept insurance coverage. In the event of an accident, notify the rental car company, the local police (as appropriate or if required) and the Finance Department. Do NOT admit liability. Submit a written report, including back-up documentation (police report, if filed) to the Finance Department as soon as possible.
- \* Consultants / contractors are not covered under K12's insurance.
- \* Rental cars should be fully refueled before being returned to avoid refueling charges. Prepaid fuel is not reimbursable with the exception of Avis's Flex Fuel option for mileage under 75 miles.
- \* All other additional rental car charges, (i.e. GPS navigation, hot spots, etc.) are not reimbursable.

### **Personal Auto**

- \* Mileage, tolls and parking are reimbursable.
- \* K12 reimburses employees for the use of personal auto at the IRS standard mileage rate in effect for the dates of the travel.
- \* K12 employees driving on company business must have a valid driver's license and maintain minimum insurance coverage (100,000 / 300,000 bodily injury and \$50,000 property damage or \$300,000 combined single coverage).
- \* Insurance costs for a personal car are not reimbursable.
- \* Long term or satellite parking lots are encouraged when parking at an airport.
- \* Monthly parking permits and daily parking costs are not reimbursable.

### **Lodging**

K12 employees are required to select the most economical and safe lodging while traveling on corporate business.

- \* Lodging should be booked at K12 preferred hotels identified within the preferred travel booking tool. Non-refundable and pre-paid hotels should not be booked if other options are available.
- \* When travelling to a conference it is acceptable to stay at one of the hotels hosting the conference. Travelers are not required to make reservations for blocked conference hotels through the preferred booking tool, however, the room booked must be covered by the conference rate. Business justification must be included with the iExpense report.

- \* It is the employee's responsibility to notify the hotel to cancel a room reservation prior to the cancellation time (most hotels are by 6 pm on day of arrival). Rooms not cancelled by the required deadline, and any related no-show charges, may not be reimbursed.
- \* Tips and gratuities associated with services such as housekeeping and help with baggage must be reasonable.
- \* Hotel internet is reimbursable according to the chart on page 3 and should be used only in cases of a business need. Employees should look for hotels that include internet service for free.
- \* All other additional lodging charges, (i.e. minibars, movies, laundry, incidentals, hotel long distance, etc.) are not reimbursable.
- \* Hotel transactions are required to be itemized in iExpense and the hotel/folio must be attached to the report. Personal expenses should be labeled on the hotel bill and not claimed on the expense report.

### **Meals and Entertainment**

To be reimbursable, meal and entertainment expenses must constitute an ordinary and necessary business expense.

- \* A daily cap of \$90 for all meals will be reimbursed.
- \* The most senior level employee is required to pay the bill and submit the request for reimbursement detailing:
  - Date and location of the meal
  - Specific purpose of the meal
  - Attendees of the meal and business relationship
  - Business Justification
- \* Alcohol must not constitute more than 20% of meal costs. An itemized receipt is required for purchases including alcohol.
- \* Tips and gratuities associated with meals must be reasonable (15-20%).
- \* Employees must read and comply with the sections on "Gifts and Entertainment" and "Interactions with Government" in K12's Code of Business Conduct and Ethics for information on meals and entertainment with business partners, customers and government employees. Meals that violate those sections are not subject to reimbursement and may be cause for disciplinary action, up to and including termination.
- \* K12 does not support any business related activity that includes or is associated with adult entertainment.

### **Non-Reimbursable Expenses**

The following items are not considered reimbursable while traveling. This is not an exhaustive list.

- \* Airline headsets
- \* Airline, auto or hotel memberships
- \* ATM fees
- \* Barbers and hairdressers
- \* Child care
- \* Clothing
- \* Delinquent credit card fees
- \* Extravagant gratuities
- \* Travel, Flight or luggage insurance
- \* Golf fees (if not part of client entertainment)
- \* Gum, candy, cigarettes
- \* Health club dues
- \* Hotel mini-bar
- \* In room movies

- \* Magazines, books, newspapers for personal use
- \* Personal entertainment (including, but not limited to sporting events or movies)
- \* Personal toiletries
- \* Pet care
- \* Rental car insurance
- \* Replacement luggage
- \* Traffic violations
- \* Valet luggage delivery

**The following expenses require Executive Vice President or above approval for reimbursement.**

- \* Hotel or rental car no-show charges
- \* Valet parking
- \* Computer accessories
- \* Laundry or dry cleaning for stays shorter than 5 nights
- \* Unauthorized itinerary changes

### **Oversight Executives**

Nate Davis, Executive Chairman and Chief Executive Officer  
 Timothy L. Murray, President and Chief Operating Officer  
 Valerie Maddy, Senior Vice President of Human Resources  
 James Rhyu, Executive Vice President and Chief Financial Officer

### **PORTABLE ELECTRONIC DEVICE USE IN VEHICLES**

This policy applies to any portable electronic device (“PED”) that makes or receives phone calls, leaves messages, sends text messages, has the ability to search the Internet, or downloads and allows for the reading of and responding to email whether the device is Company-supplied or personally owned (and whether or not reimbursed by the Company for any costs related to the PED).

An employee is prohibited from 1) using a PED while driving for Company-related business, and 2) when using (whether or not for business-related purposes) a Company-supplied PED while driving any vehicle. This policy applies whether or not the PED is used with a hands-free device. This prohibition on use includes, but is not limited to, text messaging, conducting Internet searches, receiving or responding to email, downloading, uploading, or phone calls (per state or local regulations). Use of Company owned devices for personal business is discouraged.

The Company recognizes that other distractions occur during driving, however curbing the use of PEDs, while driving, is one way to minimize the risk, for our employees and others, of accidents. Therefore, employees should stop their vehicle in a safe location so that they can safely use a PED.

### **BENEFITS AT A GLANCE (updated 1/2016)**

- Every new hire has **30 calendar days to enroll in benefits**. After 30 days, you will not be eligible for benefits until our next open enrollment which will take place in the fall of the calendar year.
- All benefits are effective your first day of employment. There is no waiting or probationary period. Enroll at [www.k12/com/hrportal](http://www.k12/com/hrportal).

- If you have a life changing (qualifying event), examples of which can be marriage, divorce, birth, death, or adoption, spouse loss of coverage, you will have the opportunity to enroll in K<sup>12</sup>'s benefits. You will have **30 days from the date of the qualifying event** to enroll in K<sup>12</sup>'s benefits. After the 30 days, you must also wait until the next open enrollment period.
- Benefits coverage will be available for Domestic Partners and their dependent children.
- Medical insurance – Children are covered until calendar year in which they reach the age of 26.
- Dental insurance - Children are covered until calendar year in which they reach the age of 26
- Eligible employees are defined as those who work **at least 30 hours** (full-time) per week.
- Social Security information will be needed and varies based on the benefits elected.
- Providers
  - CIGNA - Medical & Prescription, Dental, Life, Disability, and AD&D Insurance
  - Vision Service Plan (VSP) - Vision insurance
  - Chard Snyder – Dependent Care, Healthcare Flexible Spending Accounts, and Transportation Flexible Spending Accounts
  - 401(k) – Empower Retirement - All employees are automatically enrolled upon hire at 3% unless employees participate in a state retirement plan (i.e. SERS, PSERS, STRS). If you are eligible to participate in a state retirement plan, you are not eligible for the 401k plan.
    - Employer match is 25% up to the first 4% of salary
    - Employer match vests 100% after one (1) year of service. Employee contribution is always fully vested.
    - Employees can contribute either through pre-tax salary deferrals or post-tax Roth contributions
    - Contribution and investment changes can be made at any time
  - COBRA – You will be notified by the plan administrator, Chard Snyder (CS), and given additional information regarding the continued coverage option upon separation from K12. Should you elect to continue coverage on an after-tax basis, you will need to complete the election forms and return them to your new employer within 60 days of separation or from the date you receive your COBRA continuation rights notification. Chard Snyder can be reached at 1-888-993-4646, email [cobra@chard-snyder.com](mailto:cobra@chard-snyder.com) or online at [www.chard-snyder.com](http://www.chard-snyder.com).

*Note: Further information on the Benefits Plans can be found by going to the K12 Intranet (<http://k12inc.sharepoint.com>.)*

## **DOMESTIC PARTNER POLICY FOR BENEFITS (updated 1/2016)**

The availability of benefits coverage for domestic partners and their children is an extension of the company's efforts to maximize the effectiveness and value of the benefits program.

K<sup>12</sup> defines same-or opposite-sex domestic partners as two people who:

1. Are living together in a committed exclusive relationship of mutual caring and support for a period of at least six (6) months;
2. Intend for the domestic partnership to be permanent;
3. Are financially interdependent such that they are jointly responsible for the common welfare and financial obligations of the household, or the non-employee domestic partner is chiefly dependent upon the employee for care and financial assistance;

4. Are neither legally married to any other individual, and if previously married, a legal divorce or annulment has been obtained or the former spouse is deceased;
5. Are mentally competent to enter into a contract according to the laws of the state in which they reside;
6. Are at least 18 years of age and are old enough to enter into marriage according to the laws of the state in which they reside;
7. Do not have a blood relationship that would bar marriage under applicable laws of the state in which they reside if they otherwise satisfy all other applicable state marriage requirements; and
8. Are not in a relationship solely for the purpose of obtaining benefits.

Dependents of Domestic Partners:

For benefit coverage, eligible dependents include unmarried children under age 26, who are:

- Biological, legally adopted, or step children, including those who do not live with you, but for whom you have parental rights or assume at least 50% of the financial responsibility for the children.

Tax Implications:

Please note that to the extent that coverage for a domestic partner is financed by K<sup>12</sup> Inc., the employee is taxed on the fair market value of the coverage at group rates. The value of the coverage is reported as income on the employee's W-2 Form, and K<sup>12</sup> Inc. withholds Federal income tax, state or local income tax (as applicable), and Federal Insurance Contribution Act (FICA) tax on that imputed income. Nontaxable health and dental coverage can only be provided to an employee's legal spouse or dependent as defined Section 152 of the Internal Revenue Code.

Process

To enroll your domestic partner for K<sup>12</sup> Inc. benefits, you simply need to return an **Affidavit of Domestic Partnership** form, available on the K12 intranet at <http://k12inc.sharepoint.com>. Once your application for domestic partnership is approved, this will be a qualifying life event.

## **WORKERS' COMPENSATION INSURANCE (updated 3/2014)**

Workers' Compensation insurance provides payment of medical treatment and related expenses, as well as compensation in the event an employee is unable to work due to a work-related accident or illness. Employees are covered by workers' compensation insurance provided by K<sup>12</sup> and based on state regulations. To be considered work-related, the injury or illness must arise from or occur in the course of employment.

The amount of benefits payable and the duration of payment depend upon the nature of the employee's injury or illness, the date of injury, the employee's earnings, and the jurisdiction. All medical expenses incurred in connection with an on-the-job injury or illness and disability payments are paid in accordance with applicable state law.

If an employee is injured or becomes ill on the job, the employee must immediately report such injury or illness to the on-site supervisor. This ensures that K<sup>12</sup> can help obtain appropriate medical treatment. An employee's failure to follow this procedure may result in the appropriate workers' compensation report not being filed in timely accordance with the law, which may delay benefits in connection with the injury or illness.

There are two ways to report a claim:

1. You may report a claim via Internet Reporting at:  
<http://chubb.com/businesses/claims/chubb1304.html>

2. Or via the toll free telephone reporting line at: **(800) 690-5520**

**Workers Compensation Carrier: Chubb Group of Insurance Companies**

Policy Number: 71743636

Effective date: 12/31/13-14

If you are in one of the four monopolistic states, claims are filed directly with the state:

- ✓ Ohio <http://www.ohiowc.com>
- ✓ Washington <http://www.lni.wa.gov>
- ✓ North Dakota <http://www.workforcesafety.com>
- ✓ Wyoming <http://wyomingworkforce.org/employers-and-business/workers-compensation/Pages/default.aspx>

In the event of a serious or fatal injury, notify the local claim office immediately by telephone. For after hour emergency services call the 24 hour toll free number. Please dial 911 in order to receive medical assistance.

Employees on workers compensation are responsible for keeping their supervisor informed of their work status. When an employee is able to fully return to work, written clearance from the treating medical professional must be provided to Human Resources.

**EMPLOYEE ASSISTANCE PROGRAM (updated 3/2013)**

K12 cares about the health and well-being of its employees and recognizes that a variety of personal problems can disrupt their personal and work lives.

Cigna's Life Assistance & Work/Life Support Program (EAP) is available to all employees and their immediate family members offering problem assessment, short-term counseling, and referral to appropriate community, online, and private resources. There is no cost for employees to contact the EAP.

The EAP is strictly confidential and is designed to safeguard employees' privacy and rights. Information given to the EAP counselor may be released only if requested by an employee in writing.

Employees can contact the EAP at 1.800.538.3543 available 24/7 or online at [www.CignaBehavioral.com/CGI](http://www.CignaBehavioral.com/CGI)

**EMPLOYEE DISCOUNTS (updated 3/2013)**

Effective January 1, 2013, Company employees may purchase curriculum and/or materials at 20% off the list price that exists at the time of the order, excluding any other discounts that are offered to the general public.

- **Private School Programs** – includes 20% off the list price of the entire Keystone, K<sup>12</sup> International Academy, or George Washington University Online High School Program should the employee decide to declare any of these private schools as his/her school of choice and enroll his/her student(s) full time.
- **Middlebury Interactive Languages LLC (MIL)** – Offer access and opportunity for all students to gain culturally- authentic world language reading, writing, listening, and speaking skills that students will need to become college and career-ready in a 21st century global marketplace.

- Discount for MIL includes:
  1. \$300 or 5% discount off of MMLA Academy
  2. 5% discount off of Summer Day Academies - Featured at National Cathedral, Belmont Hills, The Lawrenceville School and Greenwich Day Academy.
- **K12 and University of Maryland University College (UMUC)** - discounts on out-of-state tuition. UMUC offers over 120 undergraduate and graduate programs to K12 employees worldwide. UMUC is a regionally accredited globally focused university educating 92,000 working professionals. Through the K12-UMUC educational alliance, you can pursue your studies through our evening and weekend classroom format, entirely online or through a combination of both. K12 employees, spouses and dependents may be eligible for discounts on out-of-state tuition. For more information about UMUC and the alliance, please visit [www.umuc.edu/k12](http://www.umuc.edu/k12)
- **Working Advantage** - Working Advantage, an employee discount program, where you can save up to 60% on tickets, travel and shopping. K<sup>12</sup> employees can receive exclusive discounts on SeaWorld, Busch Gardens, Target.com, AMC Theaters, Regal Cinemas, Overstock.com, Universal Studios, Omaha Steaks, FTD as well as hotels, sporting events, family events, Broadway Shows and more!

Three Easy Steps to Enroll (and it's for FREE):

1. Go to [www.workingadvantage.com/register](http://www.workingadvantage.com/register)
2. Enter Member ID Number (118793797) and create your account
3. Start shopping!

Receive 100 bonus Advantage Points for registering online! Advantage Points are accrued in your personal account when you place orders online at <http://www.workingadvantage.com/>. Visit the site for details. Order online anytime or by phone at 1-800-565-3712 Monday through Friday 8:00 a.m. – 6:30 p.m. EST or Saturdays 9:00 a.m. – 5:00 p.m. EST.

## **EMPLOYEE REFERRAL PROGRAM (updated 3/2014)**

The employee referral program hopes to bring the highest caliber of talent to K<sup>12</sup>. It enables employees to participate in the recruiting process and to work with talented professionals from their network who can help make significant strides in our business.

### **Referral Process:**

- Employees refer candidates by having them apply online to a K<sup>12</sup> position (<http://www.k12.com/careers/>)
- When applying online, the applicant must answer “Yes” to the question “Are you an Employee Referral?” and additionally, the referrer’s name must be added in to the “Employee Referral Name” text field.
- All information regarding the referral and the hiring process remains confidential.
- If all requirements are met, then the employee will receive payment automatically on the last payroll of the month following the first 90 days of employment of the new hire.

### **Compensation:**

- \$150 for part-time K12 teachers and Instructional Services teachers hired as contractors
- \$500 for full-time non-exempt (“hourly”) positions
- \$750 for full-time teachers
- \$1,000 for full-time K<sup>12</sup> positions and special education teachers
- \$2,000 for all Systems & Technology positions and Heads of School (full-time)

**Eligibility & Rules:**

- The referral must represent the candidates' first contact with K<sup>12</sup>
- Payment under the Employee Referral Program will only be made if the referrer is a current K<sup>12</sup> employee on the scheduled payroll date.
- Bonuses are not paid for contractors, converting contractors or employees of K<sup>12</sup> managed schools applying, to a K<sup>12</sup> position unless specified above
- Candidates who are former K<sup>12</sup> employees do not qualify for this program
- Referral bonuses will not be paid if an employee referral creates a profile and does not apply to a specific K<sup>12</sup> job opening
- Referral bonuses are not be paid for internal transfers
- If more than one (1) employee refers the same candidate and is documented as such the referral bonus will be split
- Employees are ineligible to receive employee referral bonuses if they work within HR, participate in the hiring process and/or directly manage the position
- Vice Presidents and above are ineligible for referral bonuses

**TUITION ASSISTANCE BENEFIT PROGRAM (TAB) (updated 1/2016)**

We believe in supporting the ongoing education and training of all employees. To demonstrate this belief, all full-time employees are eligible to participate in the Tuition Assistance Benefit Program. Part time employees are not eligible to participate in this program.

To participate, employees must be employed according to the following terms BEFORE the class starts. There are NO EXCEPTIONS to these eligibility requirements.

1. Waiting period is one year of continuous, full-time employment
2. Must be a current employee in good standing: no current written corrective actions in employment record at the time of the request. Must meet the performance expectations of his or her current position.

**Other requirements:**

1. Employee must complete the Tuition Assistance Application for Reimbursement Form and classes must be pre-approved by the employee's supervisor.
2. This approved form is to be sent to Human Resources ([hr@k12.com](mailto:hr@k12.com)) for approval no less than twenty (20) days prior to the start of the class by the supervisor or employee.
3. The classes must be job or degree related as it pertains to the employee's present work or future career at K<sup>12</sup> Inc.
4. Course syllabus or description must be attached to the Tuition Assistance Application for Reimbursement form for evaluation and approval purposes.
5. The sequence or listing of courses needed to complete degree requirements must also be attached. The listing of the course requirements can be copied from the college/university catalog or developed with an academic advisor.
6. Employee must remain active through the payment date of the tuition assistance. Employees who leave the company for reasons other than layoff prior to completion of a course shall forfeit rights to any reimbursement for courses completed after termination.
7. Employee must agree to reimburse K<sup>12</sup> for the full amount of all reimbursements received during that calendar year should the employee voluntarily leave K<sup>12</sup> within two (2) years of receiving the tuition assistance reimbursement, and a pro-rated amount from the



previous calendar year (if the benefit was used). To the extent allowed by applicable law, Employee authorizes payroll deductions of the amount owed should payback be due. To the extent that the payback is not accomplished through payroll deductions, Employee shall remit the balance due prior to leaving the organization.

- a. For example: An employee will receive \$5000 in 2014 and \$5000 in 2015. The employee leaves K<sup>12</sup> in 2015, the employee will be expected to repay \$7500 upon departure.

Full-time employees are eligible for tuition assistance up to \$5,000 per calendar year for either undergraduate or graduate college courses taken from an accredited educational institution as part of an employee's degree program (\$5,000 will fall under the tax-exclusion). Each course will have to be pre-approved as stated above while completing a degree-related program.

Eligible employees may be reimbursed up to a maximum of \$1,000 per calendar year for approved continuing educational expenses (including courses taken at an accredited trade or vocational school, business school or through a professional association). These courses should result in the employee receiving or maintaining a certification or job-related designation (i.e. PHR/SPHR, CPA, J.D., PMP).

Certifications and endorsements for Instructional Staff (i.e. teachers, advisors, counselors, and paraprofessionals) and/or required continuing education to maintain such certifications and endorsements will be reimbursed up to \$500 per calendar year. Teacher preparatory courses are not included in this program, and will not be reimbursed.

Tuition and the costs of books are reimbursed 100% up to the TAB maximum as long as employees receive a grade of C or above, "pass," or "credit" AND the expense is submitted for reimbursement NO LATER than 60 days from the end of the school term. Parking fees, application fees, calculators, personal computers, dictionaries, typing fees, binding fees, reproduction fees, late registration fees, or any other costs are not covered. Employees must provide proof of payment AND successful course completion before reimbursement is issued. Employees who have received student loans must provide proof of loan payment for reimbursement. There is no pre-payment associated with this program.

Applications not pre-approved will not be accepted as part of the program. Employees should keep a copy for their own records. After the class is completed, employees must submit copies of their receipts (proof of payment) and grades to their supervisor and to Human Resources ([hr@k12.com](mailto:hr@k12.com)) within sixty (60) days of the end of the school term in order to be eligible for reimbursement. This benefit will be reimbursed to the employee with the payroll falling closest to the 15th of every month.

NOTE: Reimbursements must be made on the Dec 31st paycheck in order to qualify for that year's tuition allowance. Receipt, proof of payment and grades must be submitted no later than Dec 10th in order to be applied to the current year's budget. Anything submitted after this date will be applied to next year's budget.

Classes and study time are normally expected to be on the employees' own time, except when the employee is required to attend the class by K<sup>12</sup>.

We reserve the right to clarify or change these terms at any time and intend to communicate any changes prior to their effective date. Please also check these terms periodically for any changes.

Any further questions should be directed the Human Resources Department at [hr@k12.com](mailto:hr@k12.com).

## ADDENDA – STATE-SPECIFIC PAID TIME OFF POLICIES (UPDATED 1/2016)

Note: Whenever an applicable state or local law requires benefits (as may be the case with respect to family and medical leave, paid time off, jury duty or other issues) or provides additional employee protections, K<sup>12</sup> will comply with those state and local specific requirements.

Please review the corporate Time Off Policy (updated 7/15) for more details.

All requests for time off MUST be pre-approved by your manager.

### **PAID TIME OFF POLICY FOR (updated 11/2013):**

- ✓ **ARIZONA VIRTUAL ACADEMY**
- ✓ **GEORGIA CYBER ACADEMY** (Teachers only)
- ✓ **IQ KANSAS**
- ✓ **INSIGHT ARIZONA**

The plan that your school will be following is detailed below for full time employees. You will have 4 different categories of days off. They are Vacation days, Sick Days, Personal days, and Holidays. This time does not accrue with tenure of employment; it does not roll over from year to year, and is not paid out upon your departure from employment. Every August 1<sup>st</sup>, this time will reset to the balances listed below. Your balances can be found on the HR portal ([www.k12.com/hrportal](http://www.k12.com/hrportal)) by choosing Myself, then Benefits, and then PTO Plans. All employees who work less than full time will receive 50% of the plan outlined below.

<b>Vacation</b>	<b>Sick</b>	<b>Personal</b>	<b>holidays (ex. spring and/or winter break, or district holidays)</b>	<b>K12 Holidays</b>
20	10	3	17	Up to 9 days or 72 hours

- Vacation days are for summer recess and/or other pre-approved days that the Head of School (or designee) grants permission for you to take off from work.
- Sick time is designed to accommodate time off for personal illness or to care for a close relative. You should notify your immediate manager as soon as you know you will not be able to report to work due to illness.
- Personal time is designed to accommodate time off for situations that do not fall under sick, vacation, or holiday. Personal time off must be pre-approved by the Head of School (or designee).
- Holidays are for the school to designate as winter break, spring break, school or state specific holidays. These days are in addition to the K12 holidays outlined in the K12 Employee Handbook.

All requests for time off should be directed to your immediate supervisor, and you need to follow the policies and procedures in place for your school in requesting or reporting time off. Once requests are approved, you should ensure the information has been given to [payroll@k12.com](mailto:payroll@k12.com).

**TIME OFF POLICY FOR (updated 11/2013):**

- |   |   |
|---|---|
| ✓ <b>INSIGHT WASHINGTON</b>               | ✓ <b>INSIGHT MINNESOTA</b>                    |
| ✓ <b>MICHIGAN VIRTUAL CHARTER ACADEMY</b> | ✓ <b>MASSACHUSETTS VIRTUAL ACADEMY</b>        |
| ✓ <b>IOWA VIRTUAL ACADEMY</b>             | ✓ <b>FLORIDA VIRTUAL ACADEMY</b>              |
| ✓ <b>CAPCS</b>                            | ✓ <b>TEXAS ONLINE PREPARATORY SCHOOL</b>      |
| ✓ <b>INSIGHT OHIO</b>                     | ✓ <b>MICHIGAN GREAT LAKES VIRTUAL ACADEMY</b> |
| ✓ <b>TEXAS VIRTUAL ACADEMY</b>            | ✓ <b>OKLAHOMA VIRTUAL ACADEMY</b>             |

The plan that your school will be following is detailed below for full time employees. You will have 4 different categories of days off. They are Vacation days, Sick Days, Personal days, and Holidays. This time does not accrue with tenure of employment; it does not roll over from year to year, and is not paid out upon your departure from employment. Every August 1<sup>st</sup>, this time will reset to the balances listed below. Your balances can be found on the HR portal ([www.k12.com/hrportal](http://www.k12.com/hrportal)) by choosing Myself, then Benefits, and then PTO Plans. All employees who work less than full time will receive 50% of the plan outlined below.

<b>Vacation</b>	<b>Sick</b>	<b>Personal</b>	<b>holidays (ex. spring and/or winter break, or district holidays)</b>	<b>K12 Holidays</b>
15	5	3	15	Up to 9 days or 72 hours

- Vacation days are for summer recess and/or other pre-approved days that the Head of School (or designee) grants permission for you to take off from work.
- Sick time is designed to accommodate time off for personal illness or to care for a close relative. You should notify your immediate manager as soon as you know you will not be able to report to work due to illness.
- Personal time is designed to accommodate time off for situations that do not fall under sick, vacation, or holiday. Personal time off must be pre-approved by the Head of School (or designee).
- Holidays are for the school to designate as winter break, spring break, school or state specific holidays. These days are in addition to the K12 holidays outlined in the K12 Employee Handbook.

All requests for time off should be directed to your immediate supervisor, and you need to follow the policies and procedures in place for your school in requesting or reporting time off. Once requests are approved, you should ensure the information has been given to [payroll@k12.com](mailto:payroll@k12.com).

**PAID TIME OFF POLICY FOR (update 11/2013):**

✓ **INSIGHT COLORADO**

✓ **CPA – Colorado Preparatory Academy**

The plan that your school will be following is detailed below for full time employees. You will have 4 different categories of days off. They are Vacation days, Sick Days, Personal days, and Holidays. This time does not accrue with tenure of employment; it does not roll over from year to year, and is not paid out upon your departure from employment. Every August 1<sup>st</sup>, this time will reset to the balances listed below. Your balances can be found on the HR portal ([www.k12.com/hrportal](http://www.k12.com/hrportal)) by choosing Myself, then Benefits, and then PTO Plans. All employees who work less than full time will receive 50% of the plan outlined below.

<b>Vacation</b>	<b>Sick</b>	<b>Personal</b>	<b>holidays (ex. spring and/or winter break, or district holidays)</b>	<b>K12 Holidays</b>
15	3	3	10	Up to 9 days or 72 hours

- Vacation days are for summer recess and/or other pre-approved days that the Head of School (or designee) grants permission for you to take off from work.
- Sick time is designed to accommodate time off for personal illness or to care for a close relative. You should notify your immediate manager as soon as you know you will not be able to report to work due to illness.
- Personal time is designed to accommodate time off for situations that do not fall under sick, vacation, or holiday. Personal time off must be pre-approved by the Head of School (or designee).
- Holidays are for the school to designate as winter break, spring break, school or state specific holidays. These days are in addition to the K12 holidays outlined in the K12 Employee Handbook.

All requests for time off should be directed to your immediate supervisor, and you need to follow the policies and procedures in place for your school in requesting or reporting time off. Once requests are approved, you should ensure the information has been given to [payroll@k12.com](mailto:payroll@k12.com).

**PAID TIME OFF POLICY FOR:**

- ✓ **INSIGHT OREGON**
- ✓ **VIRGINIA VIRTUAL ACADEMY**
- ✓ **ALASKA VIRTUAL ACADEMY**

The plan that your school will be following is detailed below for full time employees. You will have 4 different categories of days off. They are Vacation days, Sick Days, Personal days, and Holidays. This time does not accrue with tenure of employment; it does not roll over from year to year, and is not paid out upon your departure from employment. Every August 1<sup>st</sup>, this time will reset to the balances listed below. Your balances can be found on the HR portal ([www.k12.com/hrportal](http://www.k12.com/hrportal)) by choosing Myself, then Benefits, and then PTO Plans. All employees who work less than full time will receive 50% of the plan outlined below.

<b>Vacation</b>	<b>Sick</b>	<b>Personal</b>	<b>holidays (ex. spring and/or winter break, or district holidays)</b>	<b>K12 Holidays</b>
10	5	3	10	Up to 9 days or 72 hours

- Vacation days are for summer recess and/or other pre-approved days that the Head of School (or designee) grants permission for you to take off from work.
- Sick time is designed to accommodate time off for personal illness or to care for a close relative. You should notify your immediate manager as soon as you know you will not be able to report to work due to illness.
- Personal time is designed to accommodate time off for situations that do not fall under sick, vacation, or holiday. Personal time off must be pre-approved by the Head of School (or designee).
- Holidays are for the school to designate as winter break, spring break, school or state specific holidays. These days are in addition to the K12 holidays outlined in the K12 Employee Handbook.

All requests for time off should be directed to your immediate supervisor, and you need to follow the policies and procedures in place for your school in requesting or reporting time off. Once requests are approved, you should ensure the information has been given to [payroll@k12.com](mailto:payroll@k12.com).

**PAID TIME OFF POLICY FOR (UPDATED 1/2016):**

✓ **GEORGIA CYBER ACADEMY** (Counselors, Advisors, Family Academic Support Liaisons, Family Engagement Coordinators, Regional Family Engagement Coordinators, Assistant Administrators, Transition Coordinators, and Math Coaches only)

The plan that your school will be following is detailed below for full time employees. You will have 4 different categories of days off. They are Vacation days, Sick Days, Personal days, and Holidays. This time does not accrue with tenure of employment; it does not roll over from year to year, and is not paid out upon your departure from employment. Every August 1<sup>st</sup>, this time will reset to the balances listed below. Your balances can be found on the HR portal ([www.k12.com/hrportal](http://www.k12.com/hrportal)) by choosing Myself, then Benefits, and then PTO Plans. All employees who work less than full time will receive 50% of the plan outlined below.

Vacation	Sick	Personal	holidays (ex. spring and/or winter break, or district holidays)	K12 Holidays
10	10	3	17	Up to 9 days or 72 hours

- Vacation days are for summer recess and/or other pre-approved days that the Head of School (or designee) grants permission for you to take off from work.
- Sick time is designed to accommodate time off for personal illness or to care for a close relative. You should notify your immediate manager as soon as you know you will not be able to report to work due to illness.
- Personal time is designed to accommodate time off for situations that do not fall under sick, vacation, or holiday. Personal time off must be pre-approved by the Head of School (or designee).
- Holidays are for the school to designate as winter break, spring break, school or state specific holidays. These days are in addition to the K12 holidays outlined in the K12 Employee Handbook.

All requests for time off should be directed to your immediate supervisor, and you need to follow the policies and procedures in place for your school in requesting or reporting time off. Once requests are approved, you should ensure the information has been given to [payroll@k12.com](mailto:payroll@k12.com).

**PAID TIME OFF POLICY FOR:**

- ✓ **INSIGHT KANSAS**
- ✓ **LAWRENCE VIRTUAL HIGH SCHOOL**
- ✓ **KANSAS VIRTUAL ACADEMY**
- ✓ **TENNESSEE VIRTUAL ACADEMY**

The plan that your school will be following is detailed below for full time employees. You will have 4 different categories of days off. They are Vacation days, Sick days, Personal days, and Holidays. This time does not accrue with tenure of employment; it does not roll over from year to year, and is not paid out upon your departure from employment. Every August 1, this time will reset to the balances listed below. Your balances can be found on the HR portal ([www.k12.com/hrportal](http://www.k12.com/hrportal)) by choosing Myself, then Benefits, and then PTO plans. All employees who work less than full time will receive 50% of the plan outlined below.

Vacation	Sick	Personal	holidays (ex. spring and/or winter break, or district holidays)	K12 Holidays
15	10	3	17	Up to 9 days or 72 hours

- Vacation days are for summer recess and/or other pre-approved days that the Head of School (or designee) grants permission for you to take off from work.
- Sick time is designed to accommodate time off for personal illness or to care for a close relative. You should notify your immediate manager as soon as you know you will not be able to report to work due to illness.
- Personal time is designed to accommodate time off for situations that do not fall under sick, vacation, or holiday. Personal time off must be pre-approved by the Head of School (or designee).
- Holidays are for the school to designate as winter break, spring break, school or state specific holidays. These days are in addition to the K12 holidays outlined in the K12 Employee Handbook.

All requests for time off should be directed to your immediate supervisor, and you need to follow the policies and procedures in place for your school in requesting or reporting time off. Once requests are approved, you should ensure the information has been given to [payroll@k12.com](mailto:payroll@k12.com)

**PAID TIME OFF POLICY (updated 3/2014) FOR:**

- ✓ iCADEMY
- ✓ GEORGE WASHINGTON UNIVERSITY ONLINE HIGH SCHOOL (GWUOHS)

Twelve (12) PTO days will be awarded every August 1<sup>st</sup> (this is inclusive of vacation, sick, and personal time). This time is to be pre-approved (unless in cases of an illness where a doctor's note might be required).

For employees who work on average less than 32 hours per week, please refer to the Part-Time Employee Paid Time Off policy.

~iCademy - No PTO time will be approved for the month of August. No more than 5 consecutive days will be approved during the time period of September through May (exceptions to this will be reviewed by the Head of School).

~GWUOHS – PTO request has to be pre-approved by the Head of School or designee. There will be no approved PTO immediately before or after school holidays.

This time does not roll-over from year to year and it does not accrue. This time is not paid out upon leaving K<sup>12</sup>.

iCademy and GWUOHS observes up to 10 paid holidays. Those listed below are in addition to K<sup>12</sup>'s holidays:

- Columbus Day – Second Monday in October
- Veteran's Day – November 11<sup>th</sup> (if this holiday falls on a weekend, it will not be observed)
- Thanksgiving break – Fourth Thursday in November (includes Wednesday before & Friday after Thanksgiving day)

In addition to the paid holidays, iCademy and GWUOHS recognizes up to 10 days off for winter break and up to 5 days off for spring break. These dates will be presented to you by the leadership team.

This policy is subject to change at any time at the discretion of K<sup>12</sup>.

*NOTE: If an employee's residence is in Washington, D.C., the state of Wisconsin, or the state of California the above policy does not apply to you. An employee, who lives in Washington, D.C., WI, or CA, will accrue vacation time based on the portion of the full time vacation plan based off your employment status of .25 FTE, .5 FTE or .75 FTE. Accrued and used vacation time will be paid at termination.*

**PAID TIME OFF POLICY FOR (updated 3/2014):**

- ✓ **INSTRUCTIONAL SERVICES**
- ✓ **NATIONAL MATH LAB**

Twelve (12) paid time-off (PTO) days and ten (10) sick days will be awarded, this does not accrue or carry over from year to year, and is not paid out upon termination.

For employees who work on average less than 32 hours per week, please refer to the Part-Time Employee Paid Time Off policy.

PTO is not necessarily tied to any one particular school's calendar. Should a teacher support a school and that school is closed due to their calendar, unless that day is a K<sup>12</sup> corporate holiday, it will be considered a work day.

Paid time off days must be requested in advance and is subject to approval by your manager.

*NOTE: If an employee's residence is in Washington, D.C., the state of Wisconsin, or the state of California the above policy does not apply to you. An employee, who lives in Washington, D.C., WI, or CA, will accrue vacation time based on the portion of the full time vacation plan based off your employment status of .25 FTE, .5 FTE or .75 FTE. Accrued and used vacation time will be paid at termination. Sick time will not accrue or carry over from year to year.*

**PAID TIME OFF POLICY FOR:**

- ✓ **PENNSYLVANIA VICTIMS-OF-CRIME LEAVE**

An employee who finds it necessary to appear at court-related proceedings associated with being a victim of, or a witness to, a crime or member of such victim's family will be granted leave from work in accordance with state law.

An employee taking victims-of-crime leave must utilize all accrued paid time off before continuing leave on an unpaid basis. To the extent allowed by law, K<sup>12</sup> shall maintain the confidentiality of any employee requesting victims-of-crime leave.





## HANDBOOK ACKNOWLEDGMENT

I acknowledge that I have received the K<sup>12</sup> Employee Handbook ("the Handbook"), and understand that violations of the policies contained in the Handbook, including the anti-harassment and discrimination policy, could result in disciplinary action, up to and including termination.

I further understand that the information contained in the Handbook represents guidelines for K<sup>12</sup> and that K<sup>12</sup> reserves the right to modify the Handbook or amend or terminate any policy, procedure, or employee benefit program at any time, with or without notice.

I further understand that the contents of the Handbook do not form an employment contract. No part of the handbook constitutes an express or implied contract nor may any part of the handbook be construed as terms or conditions of a contract with K<sup>12</sup>.

I understand that my employment is "at-will." Either K<sup>12</sup> or I have the right to terminate my employment at any time. I further understand that no manager, supervisor, or representative of K<sup>12</sup>, other than the Chief Executive Officer or Senior Vice President of Human Resources, has any authority to enter into any agreement guaranteeing employment for any specific period of time. I also understand that any such agreement, if made, will not be enforceable unless it is in writing and signed by both parties.

I further understand that if I have any questions about the interpretation or application of any policies contained in the Handbook, I should direct these questions to my manager or Human Resources.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name Printed

\_\_\_\_\_  
Social Security Number  
(Last 4 Digits Only)

**This acknowledgement page is required within your first 30 days of employment. Please forward a signed copy to Human Resources at [hr@k12.com](mailto:hr@k12.com) or fax to 703.483.7498.**