
INNOVATION SCIENCE AND TECHNOLOGY ACADEMY CHARTER SCHOOL (INNOVATION ACADEMY)

EMPLOYEE HANDBOOK

EMPLOYEE RECEIPT AND ACCEPTANCE

I hereby acknowledge receipt of the Innovation Academy School Employee Handbook. I understand that it is my continuing responsibility to read and know its contents. I also understand and agree that the Employee Handbook is not an employment contract for any specific period of employment or for continuing or long-term employment. Therefore, I acknowledge and understand that unless I have a written employment agreement with Innovation Academy that provides otherwise, I have the right to resign from my employment with Innovation Academy at any time with or without notice and with or without cause, and that Innovation Academy has the right to terminate my employment at any time with or without notice and with or without cause.

I have read, understand, and agree to all of the above. I have also read and understand the Innovation Academy Employee Handbook. I agree to return the Employee Handbook upon termination of my employment.

Signature _____

Print Name _____

Date _____

CONFIDENTIALITY POLICY AND PLEDGE

Any information that an employee learns about Innovation Academy, or its members or donors, because of working for Innovation Academy that is not otherwise publicly available constitutes confidential information. Employees may not disclose confidential information to anyone who is not employed by Innovation Academy or to other persons employed by Innovation Academy who do not need to know such information to assist in rendering services.

The disclosure, distribution, electronic transmission or copying of Innovation Academy's confidential information is prohibited. Any employee who discloses confidential Innovation Academy information will be subject to disciplinary action (including possible separation), even if he or she does not actually benefit from the disclosure of such information.

I understand the above policy and pledge not to disclose confidential information.

Signature: _____

Print Name: _____

Date: _____

Please sign and return to the Executive Director

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EMPLOYEE HANDBOOK

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MISSION

Innovation Academy will develop talented student inventors using innovative curriculum with the collaborative support of staff, parents, and community. Our healthy school climate fosters personalized learning and ignites the power of imagination and creativity in our students who will grow to be critical thinkers, problem solvers, and agents of change.

OVERVIEW

The Innovation Academy Employee Handbook (the “Handbook”) has been developed to provide general guidelines about Innovation Academy policies and procedures for employees. It is a guide to assist you in becoming familiar with some of the privileges and obligations of your employment, including Innovation Academy’s policy of voluntary at-will employment. None of the policies or guidelines in the Handbook are intended to give rise to contractual rights or obligations, or to be construed as a guarantee of employment for any specific period of time, or any specific type of work. Additionally, except for the voluntary at-will employment policy, these guidelines are subject to modification, amendment, or revocation by Innovation Academy at any time, without advance notice.

The personnel policies of Innovation Academy are established by the Board of Directors, which has delegated authority and responsibility for their administration to the Executive Director. The Executive Director may, in turn, delegate authority for administering specific policies. Employees are encouraged to consult the Executive Director for additional information regarding the policies, procedures, and privileges described in this Handbook. Questions about personnel matters also may be reviewed with the Executive Director.

Innovation will provide everyone a copy of this Handbook during their employment. All employees are expected to abide by it. The highest standards of personal and professional ethics and behavior are expected of all Innovation Academy employees. Further, Innovation Academy expects each employee to display good judgment, diplomacy, and courtesy in their professional relationships with members of Innovation Academy’s Board of Directors, committees, membership, staff, parents, and the general public.

VOLUNTARY AT-WILL EMPLOYMENT

Unless an employee has a written employment agreement with Innovation Academy, which provides differently, all employment at Innovation Academy is “at-will.” That means that employees may be terminated from employment with Innovation Academy with or without cause, and employees are free to leave the employment of Innovation Academy with or without cause. Any representation by any Innovation Academy officer or employee contrary to this policy is not binding upon Innovation Academy unless it is in writing and is signed by the Executive Director with the approval of the Board of Directors.

EQUAL EMPLOYMENT OPPORTUNITY

Innovation Academy shall follow the spirit and intent of all federal, state, and local employment law and is committed to equal employment opportunity. To that end, the Board of Directors and Executive Director of Innovation Academy will not discriminate against any employee or applicant in a manner that violates the law. Innovation Academy is committed to providing equal opportunity for all employees and applicants without regard to race, color, religion, national origin, sex, age, marital status, sexual orientation, disability, political affiliation, personal appearance, family responsibilities, matriculation or any other characteristic protected under federal, state or local law. Each person is evaluated based on personal skill and merit.

Innovation Academy's policy regarding equal employment opportunity applies to all aspects of employment, including recruitment, hiring, job assignments, promotions, working conditions, scheduling, benefits, wage and salary administration, disciplinary action, termination, and social, educational, and recreational programs. The Executive Director shall act as the responsible agent in the full implementation of the Equal Employment Opportunity policy.

Innovation Academy will not tolerate any form of unlawful discrimination. All employees are expected to cooperate fully in implementing this policy. Any employee who believes that any other employee of Innovation Academy may have violated the Equal Employment Opportunity Policy should report the possible violation to the Executive Director.

If Innovation Academy determines that a violation of this policy has occurred, it will take appropriate disciplinary action against the offending party, which can include counseling, warnings, suspensions, and termination. Employees who report, in good faith, violations of this policy and employees who cooperate with investigations into alleged violations of this policy will not be subject to retaliation. Upon completion of the investigation, Innovation Academy will inform the employee who made the complaint of the results of the investigation.

Innovation Academy is also committed to complying fully with applicable disability discrimination laws and ensuring that equal opportunity in employment exists at Innovation Academy for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis. Reasonable accommodations will be available to all qualified disabled employees, upon request, so long as the potential accommodation does not create an undue hardship on Innovation Academy. Employees who believe that they may require an accommodation should discuss these needs with the Executive Director.

If you have any questions regarding this policy, please contact the Executive Director.

POLICY AGAINST WORKPLACE HARASSMENT

Innovation Academy is committed to providing a work environment for all employees that is free from sexual harassment and other types of discriminatory harassment. Employees are expected to conduct themselves in a professional manner and to show respect for their coworkers.

Innovation Academy's commitment begins with the recognition and acknowledgment that sexual harassment and other types of discriminatory harassment are, of course, unlawful. To reinforce this commitment, Innovation Academy has developed a policy against harassment and a reporting procedure for employees who have been subjected to or witnessed harassment. This policy applies to all work-related settings and activities, whether inside or outside the workplace, and includes business trips and business-related social events. Innovation Academy's property (e.g. telephones, copy machines, facsimile machines, computers, and computer applications such as e-mail and Internet access) may not be used to engage in conduct that violates this policy. Innovation Academy's policy against harassment covers employees and other individuals who have a relationship with Innovation Academy which enables Innovation Academy to exercise some control over the individual's conduct in places and activities that relate to Innovation Academy's work (e.g. directors, officers, contractors, vendors, volunteers, etc.).

Prohibition of Sexual Harassment: Innovation Academy's policy against sexual harassment prohibits sexual advances or requests for sexual favors or other physical or verbal conduct of a sexual nature, when: (1) submission to such conduct is made an express or implicit condition of employment; (2) submission to or rejection of such conduct is used as a basis for employment decisions affecting the individual who submits to or rejects such conduct; or (3) such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, humiliating, or offensive working environment.

While it is not possible to list all of the circumstances which would constitute sexual harassment, the following are some examples: (1) unwelcome sexual advances -- whether they involve physical touching or not; (2) requests for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment; or (3) coerced sexual acts.

Depending on the circumstances, the following conduct may also constitute sexual harassment: (1) use of sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; (2) sexually oriented comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess; (3) displaying sexually suggestive objects, pictures, cartoons; (4) unwelcome leering, whistling, deliberate brushing against the body in a suggestive manner; (5) sexual gestures or sexually suggestive comments; (6) inquiries into one's sexual experiences; or (7) discussion of one's sexual activities.

While such behavior, depending on the circumstances, may not be severe or pervasive enough to create a sexually hostile work environment, it can nonetheless make co-workers

uncomfortable. Accordingly, such behavior is inappropriate and may result in disciplinary action regardless of whether it is unlawful.

It is also unlawful and expressly against Innovation Academy policy to retaliate against an employee for filing a complaint of sexual harassment or for cooperating with an investigation of a complaint of sexual harassment.

Prohibition of Other Types of Discriminatory Harassment: It is also against Innovation Academy's policy to engage in verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, gender, religion, sexual orientation, age, national origin, disability, or other protected category (or that of the individual's relatives, friends, or associates) that: (1) has the purpose or effect of creating an intimidating, hostile, humiliating, or offensive working environment; (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities.

Depending on the circumstances, the following conduct may constitute discriminatory harassment: (1) epithets, slurs, negative stereotyping, jokes, or threatening, intimidating, or hostile acts that relate to race, color, gender, religion, sexual orientation, age, national origin, or disability; and (2) written or graphic material that denigrates or shows hostility toward an individual or group because of race, color, gender, religion, sexual orientation, age, national origin, or disability and that is circulated in the workplace, or placed anywhere in Innovation Academy's premises such as on an employee's desk or workspace or on Innovation Academy's equipment or bulletin boards. Other conduct may also constitute discriminatory harassment if it falls within the definition of discriminatory harassment set forth above.

It is also against Innovation Academy's policy to retaliate against an employee for filing a complaint of discriminatory harassment or for cooperating in an investigation of a complaint of discriminatory harassment.

Reporting of Harassment: If you believe that you have experienced or witnessed sexual harassment or other discriminatory harassment by any employee of Innovation Academy, you should report the incident immediately to your supervisor or to the Executive Director. Possible harassment by others with whom Innovation Academy has a business relationship, including customers and vendors, should also be reported as soon as possible so that appropriate action can be taken.

Innovation Academy will promptly and thoroughly investigate all reports of harassment as discreetly and confidentially as practicable. The investigation would generally include a private interview with the person making a report of harassment. It would also generally be necessary to discuss allegations of harassment with the accused individual and others who may have information relevant to the investigation. Innovation Academy's goal is to conduct a

thorough investigation, to determine whether harassment occurred, and to determine what action to take if it is determined that improper behavior occurred.

If Innovation Academy determines that a violation of this policy has occurred, it will take appropriate disciplinary action against the offending party, which can include counseling, warnings, suspensions, and termination. Employees who report violations of this policy and employees who cooperate with investigations into alleged violations of this policy will not be subject to retaliation. Upon completion of the investigation, Innovation Academy will inform the employee who made the complaint of the results of the investigation.

Compliance with this policy is a condition of each employee's employment. Employees are encouraged to raise any questions or concerns about this policy or about possible discriminatory harassment with the Executive Director. In the case where the allegation of harassment is against the Executive Director, please notify the staff member designated as grievance officer.

SOLICITATION

Employees are prohibited from soliciting (personally or via electronic mail) for membership, pledges, subscriptions, the collection of money or for any other unauthorized purpose anywhere on Innovation Academy property during work time, especially those of a partisan or political nature. "Work time" includes time spent in actual performance of job duties but does not include lunch periods or breaks. Non-working employees may not solicit or distribute to working employees. Persons who are not employed by INNOVATION ACADEMY may not solicit or distribute literature on Innovation Academy's premises at any time for any reason.

Employees are prohibited from distributing, circulating, or posting (on bulletin boards, refrigerators, walls, etc.) literature, petitions, or other materials at any time for any purpose without the prior approval of the Executive Director or his/her designee.

HOURS OF WORK, ATTENDANCE AND PUNCTUALITY

A. Hours of Work

The normal work week for Innovation Academy shall consist of five (5), seven (8) hour days. Ordinarily, work hours are from 7:30a.m. - 3:30 p.m., Monday through Friday, including 30 minutes (unpaid) for lunch. Employees may request the opportunity to vary their work schedules (within employer-defined limits) to better accommodate personal responsibilities. Subject to Innovation Academy work assignments and Executive Director approval, the Executive Director shall determine the hours of employment that best suit the needs of the work to be done by the individual employee.

B. Attendance and Punctuality

Attendance is a key factor in your job performance. Punctuality and regular attendance are expected of all employees. Excessive absences (whether excused or unexcused), tardiness or leaving early is unacceptable. If you are absent for any reason or plan to arrive late or leave early, you must notify the Executive Director as far in advance as possible and no later than one hour before the start of your scheduled workday. In the event of an emergency, you must notify the Executive Director as soon as possible. Then, complete the PTO(paid time off) form when you return.

For all absences extending longer than one day, you must telephone, text or email the Executive Director of each scheduled workday. PTO must be completed for the absences and approved by the Executive Director. When reporting an absence, you should indicate the nature of the problem causing your absence and your expected return-to work date. A physician's statement may be required as proof of the need for any illness-related absence regardless of the length of the absence.

Except as provided in other policies, an employee who is absent from work for three consecutive days without notification to the Executive Director will be considered to have voluntarily terminated his or her employment. The employee's final paycheck will be mailed to the last mailing address on file with Innovation Academy.

Excessive absences, tardiness or leaving early will be grounds for discipline up to and including termination. Depending on the circumstances, including the employee's length of employment, Innovation Academy may counsel employees prior to termination for excessive absences, tardiness or leaving early.

C. Earned sick and safe time employee notice (ESST)

- Employees in Minnesota are entitled to earned sick and safe time (PTO), a form of paid leave. Employees must accrue at least one hour of earned sick and safe time for every 30 hours they work, up to at least 48 hours in a year. A year for purposes of the employee's earned sick and safe time accrual is as follows: Employees will accrue the time off as they go starting January 1, 2024.

The earned sick and safe time hours the employee has available, as well as those that have been used in the most recent pay period, must be indicated on the employee's earnings statement that they receive at the end of each pay period. Earned sick and safe time must be paid at the same hourly rate employees earn from employment. Employees are not required to seek or find a replacement for their shift to use earned sick and safe time. They may use earned sick and safe time for all or part of a shift, depending on their need.

Earned sick and safe time (PTO) can be used for:

- an employee's mental or physical illness, treatment or preventive care;
- the mental or physical illness, treatment or preventive care of an employee's family member;
- absence due to domestic abuse, sexual assault or stalking of an employee or their family member;
- closure of an employee's workplace due to weather or public emergency or closure of their family member's school or care facility due to weather or public emergency; and
- when determined by a health authority or health care professional that an employee or their family member is at risk of infecting others with a communicable disease.

Notifying employer before using earned sick and safe time (PTO)

If an employee plans to use earned sick and safe time for an appointment, preventive care or another permissible reason they know of in advance, inform the Director of the school by email as far in advance as possible, but at least 5 days in advance. In situations where an employee cannot provide advance notice, the employee should contact the Director of Innovation Academy by email or text as soon as they know they will be unable to work.

Retaliation, right to file complaint

It is against the law for an employer to retaliate, or to take negative action, against an employee for using or requesting earned sick and safe time or otherwise exercising their earned sick and safe time rights under the law. If an employee believes they have been retaliated against or improperly denied earned sick and safe time, they can file a complaint with the Minnesota Department of Labor and Industry. They can also file a civil action in court for earned sick and safe time violations.

For more information

Contact the Minnesota Department of Labor and Industry's Labor Standards Division at 651-284-5075 or dli.laborstandards@state.mn.us or visit the department's earned sick and safe time webpage at dli.mn.gov/sick-leave.

D. Overtime

Overtime pay, which is applicable only to Non-Exempt Employees, is for any time worked in excess of 40 hours in a work week. Only the Executive Director may authorize overtime.

EMPLOYMENT POLICIES AND PRACTICES

A. Definition of Terms

1. **Employer.** The Innovation Academy is the employer of all full-time, part-time, and temporary employees. An employee is hired, provided compensation and applicable benefits, and has his or her work directed and evaluated by Innovation Academy.
2. **Full-Time Employee.** A Full Time Employee regularly works at least 35 hours per week
3. **Part-Time Employee.** A Part Time Employee regularly works less than 35 hours per week but no less than 17 ½ hours per week.
4. **Exempt Employee.** An Exempt Employee is an employee who is paid on a salary basis and meets the qualifications for exemption from the overtime requirements of the Fair Labor Standards Act (“FLSA”).
5. **Non-Exempt Employee.** A Non-Exempt Employee is an employee who is paid an hourly rate and does not meet the qualifications for exemption from the overtime requirements of the Fair Labor Standards Act (“FLSA”). For Non-Exempt Employees, an accurate record of hours worked must be maintained.
Innovation Academy will compensate non-exempt employees in accordance with applicable federal and state law and regulations.
6. **Temporary Employee.** An individual employed, either on a full-time or part-time basis, for a specific period of time less than six months. Temporary employees are entitled only to those benefits required by statute or as otherwise stated in the Innovation Academy *Employee Handbook*.

All employees are classified as Exempt or Non-Exempt in accordance with federal and state law and regulations. Each employee is notified at the time of hire of his or her specific compensation category and exempt or non-exempt status.

POSITION DESCRIPTION AND SALARY ADMINISTRATION

Each position shall have a written job description. In general, the description will include the: purpose of the position, areas of responsibilities, immediate supervisor(s), qualifications required, salary range, and working conditions affecting the job, e.g., working hours, use of car, etc. The supervisor(s) or the Executive Director shall have discretion to modify the job description to meet the needs of Innovation Academy.

Paychecks are distributed on the 16th and 1st of each month, except when either of those days falls on a Saturday, Sunday, or holiday, in which case paychecks will be distributed on the preceding workday. Timesheets are due to the Executive Director within two days of each pay period. All salary deductions are itemized and presented to employees with the paycheck. Approved salary deductions may include: federal and state income taxes; social security, Medicare, and state disability insurance; voluntary medical and group hospitalization insurance premiums (if in force and if paid by employee) and other benefits (e.g., life insurance, retirement).

WORK REVIEW

The work of each employee is reviewed on an ongoing basis with the Executive Director to provide a systematic means of evaluating performance. The annual performance review is a formal opportunity for the Executive Director and employee to exchange ideas that will strengthen their working relationship, review the past year, and anticipate Innovation Academy's needs in the coming year. The purpose of the review is to encourage the exchange of ideas to create positive change within Innovation Academy. To that end, it is incumbent upon both parties to have an open, and honest discussion concerning the employee's performance. It is further incumbent upon the supervisor to clearly communicate the needs of Innovation Academy and what is expected of the employee in contributing to the success of Innovation Academy for the coming year.

Both the Executive Director and employee should attempt to arrive at an understanding regarding the objectives for the coming year. This having been done, both parties should sign the performance review form, which will be kept as part of the employee's personnel record and used as a guide during the course of the year to monitor employee progress relative to the agreed upon objectives. Work reviews for other staff are the responsibility of the appropriate supervisor, subject to confirmation by the Executive Director.

ECONOMIC BENEFITS AND INSURANCE

Innovation Academy shall provide a competitive package of benefits to all eligible full-time and part-time employees. *Please keep in mind that your individual contract will control the benefits available to you. These benefits are subject to change based on financial condition and enrollment of student.*

Continuation of any benefits after termination of employment will be solely at the employee's expense and only if permitted by policies and statutes. The Executive Director will determine levels of deductibility and co-payments for all insurance related benefits annually.

REIMBURSEMENT OF EXPENSES

Reimbursement is authorized for reasonable and necessary expenses incurred in carrying out job responsibilities. Mileage or transportation, parking fees, business telephone calls, and meal costs when required to attend a luncheon or banquet, are all illustrative of reasonable and necessary expenses.

Employees serving in an official capacity for Innovation Academy at conferences and meetings are reimbursed for actual and necessary expenses incurred, such as travel expenses, meal costs, lodging, tips, and registration fees. When attending meetings that have been approved by the Executive Director, employees are reimbursed for travel expenses, course fees, and costs of meals and lodging at the current rates. Employees may also request a travel advance to cover anticipated expenses approved travel. Employees also may be granted leave to attend a conference or professional meeting related to their professional development, and/or Innovation Academy's current and anticipated work. Expenses for these purposes can be paid by Innovation Academy, if funds are available, and the employee obtains prior written approval of such expenses.

Employees are responsible for transportation costs between the office and home during normal work hours. Transportation costs are paid by Innovation Academy for work outside normal work hours if the employee is on official business for Innovation Academy. Employees authorized to use their personal cars for Innovation Academy business are reimbursed at the U.S. Internal Revenue Service approved rate. Forms are provided to request reimbursement for actual expenses and advance payment for travel. Receipts must be provided for all expenditures made to claim reimbursement.

SEPARATION

Either Innovation Academy or the employee may initiate separation. Innovation Academy encourages employees to provide at least two weeks (10 days) written notice prior to intended separation. After receiving such notice, an exit interview will be scheduled by the Executive Director or his or her designee. The Executive Director has authority to employ or separate all other employees.

Circumstances under which separation may occur include:

1. Resignation. Employees are encouraged to give at least 10 business days of written notice. Since a longer period is desired, the intention to resign should be made known as far in advance as possible.
2. Termination or Lay-off. Under certain circumstances, the termination or lay-off an employee may be necessary.
3. The Executive Director has authority to discharge an employee from the employ of Innovation Academy. As stated above, all employment at Innovation Academy is “at will.” That means that employees may be terminated from employment with Innovation Academy with or without cause, and employees are free to leave the employment of Innovation Academy with or without cause. Reasons for discharge may include, but are not limited to:
 - Falsifying or withholding information on your employment application that did or would have affected Innovation Academy’s decision to hire you (this conduct will result in your immediate termination);
 - Falsifying or withholding information in other personnel records including personnel questionnaires, performance evaluations or any other records;
 - Performance at work below a level acceptable to Innovation Academy or the failure to perform assigned duties;
 - Failure to complete required time records or falsification of such time records;
 - Insubordination;
 - Refusing to work reasonable overtime;
 - Negligence in the performance of duties likely to cause or causing personal injury or property damage;
 - Fighting, arguing, or attempting to injure another;
 - Destroying or willfully damaging the personal property of another, including Innovation Academy’s property;
 - Breach of confidentiality;
 - Using or appearing to use for personal gain any information obtained on the job, which is not readily available to the general public or disclosing such information that damages the interests of Innovation Academy or its customers or vendors;

- Placing oneself in a position in which personal interests and those of Innovation Academy are or appear to be in conflict or might interfere with the ability of the to perform the job as well as possible;
- Using Innovation Academy property or services for personal gain or taking, removing, or disposing of Innovation Academy material, supplies or equipment without proper authority;
- Gambling in any form on Innovation Academy property;
- Dishonesty;
- Theft;
- The possession, use, sale or being under the influence of drugs or other controlled substances or alcoholic beverages during working hours or on the Innovation Academy premises at any time in violation of Innovation Academy's policies.
- Carrying or possessing firearms or weapons on Innovation Academy property;
- Excessive tardiness or absenteeism whether excused or unexcused;
- Unauthorized absence from work without proper notice; and
- Engaging in discriminatory or abusive behavior, including sexual harassment.

At the sole discretion of the Executive Director, the employee may be asked to leave immediately or be given a period of notice.

RETURN OF PROPERTY

Employees are responsible for Innovation Academy equipment, property and work products that may be issued to them and/or are in their possession or control, including but not limited to:

- Telephone cards,
- Credit cards,
- Identification badges,
- Office/building keys,
- Office/building security passes,
- Computers, computerized diskettes, electronic/voice mail codes, and
- Intellectual property (e.g., written materials, work products).

In the event of separation from employment, or immediately upon request by the Executive Director or his or her designee, Employees must return all Innovation Academy property that is

in their possession or control. Innovation Academy also may take any action deemed appropriate to recover or protect its property.

REVIEW OF PERSONNEL ACTION

Employees may request a review of a personnel action or an unsatisfactory performance review. Employees are expected first to discuss their concern with their immediate supervisor. If further discussion is desired, the employee may then discuss the situation with the Executive Director. The decision of the Executive Director is final.

PERSONNEL RECORDS

Personnel records are the property of Innovation Academy, and access to the information they contain is restricted and confidential. A personnel file shall be kept for each employee and should include the employee's job application, copy of the letter of employment and position description, performance reviews, disciplinary records, records of salary increases and any other relevant personnel information. It is the responsibility of each employee to promptly notify the Executive Director in writing of any changes in personnel data, including personal mailing addresses, telephone numbers, names of dependents, and individuals to be contacted in the event of an emergency.

All employees must complete, within two days of the end of each pay period, their time and attendance record for review and approval by the Executive Director. Accurately recording time worked is the responsibility of every employee. Tampering, altering, or falsifying time records, or recording time on another employee's time record may result in disciplinary action, including separation from employment with Innovation Academy.

OUTSIDE EMPLOYMENT

Individuals employed by Innovation Academy may hold outside jobs if they meet the performance standards of their job with Innovation Academy. Employees should consider the impact that outside employment may have on their ability to perform their duties at Innovation Academy. All employees will be evaluated by the same performance standards and will be subject to Innovation Academy scheduling demands, regardless of any outside work requirements.

If Innovation Academy determines that an employee's outside work interferes with their job performance or their ability to meet the requirements of Innovation Academy, as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain employed with Innovation Academy.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals or organizations for materials produced or services rendered while performing their jobs with Innovation Academy.

NON-DISCLOSURE OF CONFIDENTIAL INFORMATION

Any information that an employee learns about Innovation Academy, or its members or donors, because of working for Innovation Academy that is not otherwise publicly available constitutes confidential information. Employees may not disclose confidential information to anyone who is not employed by Innovation Academy or to other persons employed by Innovation Academy who does not need to know such information to assist in rendering services.

The protection of privileged and confidential information, including trade secrets, is vital to the interests and the success of Innovation Academy. The disclosure, distribution, electronic transmission or copying of Innovation Academy's confidential information is prohibited. Such information includes, but is not limited to the following examples:

- Compensation data.
- Program and financial information, including information related to donors, and pending projects and proposals.

Employees are required to sign a non-disclosure agreement as a condition of employment. Any employee who discloses confidential Innovation Academy information will be subject to disciplinary action (including possible separation), even if he or she does not actually benefit from the disclosure of such information.

Discussions involving sensitive information should always be held in confidential settings to safeguard the confidentiality of the information. Conversations regarding confidential information generally should not be conducted on cellular phones, or in elevators, restrooms, restaurants, or other places where conversations might be overheard.

COMPUTER AND INFORMATION SECURITY

This section sets forth some important rules relating to the use of Innovation Academy's computer and communications systems. These systems include individual PCs provided to employees, centralized computer equipment, all associated software, and Innovation Academy's telephone, voice mail and electronic mail systems. Innovation Academy has provided these systems to support its mission. Although limited personal use of Innovation Academy's systems is allowed, subject to the restrictions outlined below, no use of these systems should ever conflict with the primary purpose for which they have been provided, Innovation Academy's ethical responsibilities or with applicable laws and regulations. Each user is personally responsible to ensure that these guidelines are followed.

All data in Innovation Academy's computer and communication systems (including documents, other electronic files, e-mail, and recorded voice mail messages) are the property of Innovation Academy. Innovation Academy may inspect and monitor such data at any time. No individual should have any expectation of privacy for messages or other data recorded in Innovation Academy's systems. This includes documents or messages marked "private," which may be inaccessible to most users but remain available to Innovation Academy. Likewise, the deletion of a document or message may not prevent access to the item or completely eliminate the item from the system.

Innovation Academy's systems must not be used to create or transmit material that is derogatory, defamatory, obscene or offensive, such as slurs, epithets or anything that might be construed as harassment or disparagement based on race, color, national origin, sex, sexual orientation, age, physical or mental disability, medical condition, marital status, or religious or political beliefs. Similarly, Innovation Academy's systems must not be used to solicit or proselytize others for commercial purposes, causes, outside organizations, chain messages or other non-job-related purposes.

Security procedures in the form of unique user sign-on identification and passwords have been provided to control access to Innovation Academy's host computer system, networks, and voice mail system. In addition, security facilities have been provided to restrict access to certain documents and files for the purpose of safeguarding information. The following activities, which present security risks, should be avoided.

- Attempts should not be made to bypass, or render ineffective, security facilities provided by the company.
- Passwords should not be shared between users. If written down, password should be kept in locked drawers or other places not easily accessible.
- Document libraries of other users should not be browsed unless there is a legitimate business reason to do so.
- Individual users should never make changes or modifications to the hardware configuration of computer equipment. Requests for such changes should be directed to computer support or the Executive Director.
- Additions to or modifications of the standard software configuration provided on Innovation Academy's PCs should never be attempted by individual users (e.g., autoexec.bat and config.sys files). Requests for such changes should be directed to computer support or the Executive Director.
- Individual users should never load personal software (including outside email services) to company computers. This practice risks the introduction of a computer virus into the system. Requests for loading such software should be directed to computer support or the Executive Director.

- Programs should never be downloaded from bulletin board systems or copied from other computers outside the company onto company computers.

Downloading or copying such programs also risks the introduction of a computer virus. If there is a need for such programs, a request for an assistance should be directed to computer support or management. Downloading or copying documents from outside the company may be performed not to present a security risk.

- Users should not attempt to boot PCs from floppy diskettes. This practice also risks the introduction of a computer virus.
- Innovation Academy's computer facilities should not be used to attempt unauthorized access to or use of other organizations' computer systems and data.
- Computer games should not be loaded on Innovation Academy's PCs.
- Unlicensed software should not be loaded or executed on Innovation's PCs.
- Company software (whether developed internally or licensed) should not be copied onto floppy diskettes or other media other than for the purpose of backing up your hard drive. Software documentation for programs developed and/or licensed by the company should not be removed from the company's offices.
- Individual users should not change the location or installation of computer equipment in offices and work areas. Requests for such changes should be directed to computer support or management.

There are several practices that individual users should adopt that will foster a higher level of security. Among them are the following:

- Turn off your personal computer when you are leaving your work area or office for an extended period of time.
- Exercise judgment in assigning an appropriate level of security to documents stored on the company's networks, based on a realistic appraisal of the need for confidentiality or privacy.
- Remove previously written information from floppy diskettes before copying documents on such diskettes for delivery outside Innovation Academy.
- Back up any information stored locally on your personal computer (other than network-based software and documents) on a frequent and regular basis.

Should you have any questions about any of the above policy guidelines, please contact the Executive Director.

INTERNET ACCEPTABLE USE POLICY

At this time, desktop access to the Internet is provided to employees when there is a necessity and the access has been specifically approved. Innovation Academy has provided access to the Internet for authorized users to support its mission. No use of the Internet should conflict with the primary purpose of Innovation Academy, its ethical responsibilities or with applicable laws and regulations. Each user is personally responsible to ensure that these guidelines are followed. Serious repercussions, including termination, may result if the guidelines are not followed.

Innovation Academy may monitor usage of the Internet by employees, including reviewing a list of sites accessed by an individual. No individual should have any expectation of privacy in terms of his or her usage of the Internet. In addition, Innovation Academy may restrict access to certain sites that it deems are not necessary for business purposes.

Innovation Academy's connection to the Internet may not be used for any of the following activities:

- The Internet must not be used to access, create, transmit, print or download material that is derogatory, defamatory, obscene, or offensive, such as slurs, epithets, or anything that may be construed as harassment or disparagement based on race, color, national origin, sex, sexual orientation, age, disability, medical condition, marital status, or religious or political beliefs.
- The Internet must not be used to access, send, receive, or solicit sexually oriented messages or images.
- Downloading or disseminating of copyrighted material that is available on the Internet is an infringement of copyright law. Permission to copy the material must be obtained from the publisher. For assistance with copyrighted material, contact computer support or the Executive Director.
- Without prior approval of the Executive Director, software should not be downloaded from the Internet as the download could introduce a computer virus onto Innovation Academy's computer equipment. In addition, copyright laws may cover the software so the downloading could be an infringement of copyright law.
- Employees should safeguard against using the Internet to transmit personal comments or statements through e-mail or to post information to news groups that may be as the position of Innovation Academy.
- Employees should guard against the disclosure of confidential information by Internet e-mail or news groups. • Employees should not download personal e-mail or Instant Messaging software to Innovation Academy computers.

- The Internet should not be used to send or participate in chain letters, pyramid schemes or other illegal schemes.
- The Internet should not be used to solicit or proselytize others for commercial purposes, causes, outside organizations, chain messages or other non-job-related purposes.
- The Internet should not be used to endorse political candidates or campaigns

The Internet provides access to many sites that charge a subscription or usage fee to access and use the information on the site. Requests for approval must be submitted to your supervisor.

If you have any questions regarding any of the policy guidelines listed above, please contact your supervisor, or the Executive Director.

Revised 2024

Approved by the Executive Committee of the Innovation Academy Board of Directors