

TULSA LEGACY CHARTER SCHOOL



EMPLOYEE HANDBOOK

2026-2027 SCHOOL YEAR



Create Your Legacy Here.

[TULSALEGACY.ORG](https://tulsalegacy.org)

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2026 - 2027 TLCS Employee Handbook

INTRODUCTION

Thank you for choosing to C.R.E.A.T.E. your legacy at Tulsa Legacy Charter School (TLCS)! As a Legacy Builder, you are part of a dedicated community of professionals who prove daily that different outcomes are possible when scholars from under-resourced communities are given high-quality educational opportunities. Better outcomes are probable when school systems invest in human capital, build a culture of high expectations, and create effective support systems to ensure that scholar achievement is at the forefront of every decision.

The handbook is designed to set every Legacy Builder up for success at TLCS by providing clear guidance and instructions around their rights and responsibilities. Organized into five sections, this handbook explains:

- **Employment Terms:** The federal, state, and local legal governance for TLCS and its employees.
- **Professional Expectations:** Professional expectations aligned with TLCS's organizational culture.
- **Time Procedure and Protocol:** Expectations regarding attendance and how employees utilize time.
- **Information and Technology:** Policies on TLCS's use of information and technology in the workplace and handling external and personal media.
- **Compensation and Benefits:** Compensation and benefits offered to TLCS employees.

HOW TO USE THIS HANDBOOK

We expect every employee to understand the content of the entire handbook; thus, we have designed it as an easily searchable resource for your regular reference. As a PDF document, employees can use the Ctrl+F search function to search the handbook for particular words and phrases to find what they may be looking for.

POLICY REVISIONS, EXCEPTIONS, OR AMENDMENTS

Policies may be reviewed, revised, and reaffirmed, as needed, to reflect TLCS's needs and changes in law, regulation, and regulatory/supervisory policy. The updates will revise present policies and practices, so Legacy Builders must review updated policies carefully. Any exception to the policies in this handbook must be approved by the Executive Director or their delegate before being communicated to team members. TLCS reserves the right to change this information at any time.

This handbook neither constitutes an employment contract nor a guarantee of continued employment. As all TLCS employees are employed "at-will", TLCS and its employees reserve the right to end the employment relationship at any time, with or without cause. Unless set forth in writing and signed by the Executive Director, employment at TLCS is for no specific period of time, and any statement inconsistent with this policy is unauthorized. Throughout this Handbook, policies regarding specific actions that may result in termination of employment are stated. These policies do not limit or alter TLCS's "at-will" policy.

A LETTER FROM THE EXECUTIVE DIRECTOR

Welcome to Tulsa Legacy Charter School!

First, I want to thank you for choosing to pursue a career in education and investing in the deserving families and students of the North Tulsa community! Tulsa Legacy's impact depends entirely on having high-quality, mission-driven teachers in every classroom and service-oriented staff members working to build and sustain an excellent school district. Thank you for taking on this often difficult but deeply meaningful and necessary work!

As we work together, we must continually reflect on two very important questions: Why do we exist? and What do we aim to accomplish? The Tulsa Legacy community adapted our mission statement to emphasize our commitment to creating a safe and inclusive environment that will provide our scholars with access to high-quality educational opportunities, ignite curiosity, and lead to choice-filled lives. To ensure we remain anchored in our vision to fundamentally change public education by setting a standard of instructional excellence in the Tulsa community!

We have developed this employee handbook to highlight how our employees will show up daily to foster a culture of excellence that embraces our mission and vision. It contains opportunities, expectations, and information that will set you up for success as a member of the Tulsa Legacy team. We expect you to familiarize yourself with this guide for the betterment of yourself, your schools, and, most importantly, the students we serve. Thank you for setting aside time to read and digest this important document.

Serving all students with conviction and embracing the diversity of all our teammates are lofty goals—ones that can never be fully achieved. Yet I am convinced that when we harness our collective power and will for all our students and for each other, we will exceed even our highest expectations of success. Whether this is your first year at Tulsa Legacy or you are a seasoned veteran, I am excited to see TLCS continue to thrive with you as a team member.

Thank you again for committing to this important work for our city, each other, and, most importantly, the students and families we are privileged to serve.

Jennifer Greene | Executive Director

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THE TULSA LEGACY WAY

MISSION

WHY DO WE EXIST?

Tulsa Legacy Charter School exists to provide a safe, inclusive environment with equal access to high-quality education, fostering academic excellence, curiosity, and choice-filled lives for every scholar and family.

VISION

WHAT DO WE ASPIRE TO BE?

Tulsa Legacy Charter School (TLCS) aims to fundamentally change public education by setting a standard of instructional excellence in the Tulsa community, transforming educational outcomes and becoming a beacon of holistic development for every scholar and family we serve.

OUR C.R.E.A.T.E. VALUES

OUR VALUES

C Commitment	R Rigor	E Empathy	A Achievement	T Team Work	E Empathy
We provide every scholar equal access to opportunity, uphold professionalism, and foster personal growth.	We believe scholar growth and success are maximized through high-quality instructional experiences development, and accelerated by practices that foster rigorous academic growth.	We model excellence through high expectations and professionalism, maintaining our standards on and off campus.	We strive to be Tulsa's highest-performing educational institution by empowering our community with the knowledge, skills, and opportunities needed to make informed choices, reach ambitions, and live choice-filled lives.	We believe it is our collective responsibility to foster collaboration, support each other, and hold each other accountable in all we do.	We believe in understanding and addressing the needs and growth of all stakeholders, ensuring our interactions are caring and committed to positive outcomes.
We honor our commitments and responsibilities. We face challenges with a solution-oriented mindset.	We uphold high standards. We have a growth mindset. We produce high-quality work. We are prepared.	We represent the Tulsa Legacy brand in our words and actions. We are professional. We have fun. We celebrate with each other.	We are data-driven. We are scholar-centered. We value results.	We value building relationships. We model vulnerability. We seek, provide and receive feedback. We publicly support and privately show our concerns.	We recognize our unique perspectives and backgrounds. We are kind. We are transparent in our communication.

OUR CHARTER SCHOOL STATUS

Charter schools are public schools designed to complement traditional public schools. They exist to serve students who, for various reasons, are not thriving in a one-size-fits-all traditional public school.

Charters are free and open to all, offering every child an opportunity for a great education. They are given the flexibility to develop teaching approaches that work best for their students. In exchange for this flexibility, charter schools are held to increased accountability and transparency standards. Periodically, charter schools must submit applications for renewal to their authorizing Local Education Agency (LEA), which authorizes their existence for a renewed period.

Every student deserves the chance to receive a public education at a school that prioritizes their needs, regardless of zip code, income, or ability level. By delivering for students from diverse backgrounds and teaching them in ways that they learn best, public charter schools like Tulsa Legacy Charter School (TLCS) are preparing the workforce of tomorrow and the future of Oklahoma.

OUR GOVERNANCE STRUCTURE

Tulsa Legacy is managed by its own Board of Directors, which include representatives from influential companies and industries across the city of Tulsa. This group of seasoned professional who have dedicated their careers to challenge the status quo and are dedicated to continuous improvement and strategic innovation at all levels.

TLCS LOCATION

Unified Campus
Grades Served: PreK through 8th 6001 North Peoria Avenue Tulsa, Oklahoma 74126

EMPLOYMENT TERMS

This unit outlines the legal expectations that govern TLCS and its employees. This unit includes disclosures, requirements for employment, personnel types, exiting procedures, and scholar interaction expectations.

DISCLOSURES

Any violations of policies included herein may be subject to disciplinary action, up to and including termination. Further, the Executive Director or their designee may make any exceptions to these policies for business reasons.

STATEMENT OF EMPLOYMENT

Employment at Tulsa Legacy Charter School is on an “at-will” basis and is for no definite period of time and may, regardless of the date or method of payment of wages or salary, be terminated at any time with or without cause. Other than the Executive Director, no supervisor, manager, or other person, irrespective of title or position, has authority to alter the at-will status of your employment or to enter into any employment contract for a definite period of time with you. Any agreement with you altering your at -will employment status must be in writing and signed by the Executive Director of TLCS.

EQUAL-OPPORTUNITY EMPLOYER

TLCS brings together a diverse group of individuals, and it is an equal opportunity employer. TLCS is committed to the policy and practice of equal employment opportunity for all individuals (applicants and employees), and it does not discriminate on the basis of race, color, religion (creed), gender, age, national origin (ancestry), disability, marital status, sexual orientation, gender identity, pregnancy status, military status, or any other basis made unlawful by applicable federal, state, or local laws or regulations.

The principles of equal employment opportunity and non-discrimination apply to all aspects of employment and personnel actions throughout TLCS, including, but not limited to: termination of staff; hiring; promotions; demotions; compensation; benefits; application of policies, training, working conditions; and all other terms and conditions of employment.

TLCS is not only obligated to uphold the law concerning equal opportunity but regards the spirit of these laws to be the very core of its values. TLCS wishes to stress that every school community member is responsible for observing and upholding the principles of equal opportunity as they affect TLCS’ employees and applicants. Every member of the TLCS community is responsible for actively promoting appropriate workplace behavior. Any form of inappropriate behavior, whether it be coercion, harassment, or any form of bullying, including cyberbullying, that insults the dignity of others or impedes their ability to work and learn will not be tolerated. Any such form of coercion, harassment, or bullying will result in appropriate discipline, up to and including termination of employment. Note that nothing in this policy is intended to prohibit an employee from advocating for themselves in regard to the terms and conditions of their employment.

HARASSMENT

TLCS strives to create and maintain a work environment where people are treated with dignity, decency, and respect. The organization's environment should be characterized by mutual professional trust and the absence of intimidation, oppression, and exploitation.

TLCS policy prohibits discrimination, including harassment, based on race, color, age, national origin, religion, sex, sexual orientation, gender, gender identity, pregnancy, disability, military or veteran status, genetic information, medical condition, or any other consideration made unlawful by federal, state, or local law, ordinance, or regulation. TLCS’s anti-harassment policy applies to all persons involved in its operation. It prohibits harassment by any employee of TLCS and any person doing business with or for TLCS. All incidents of prohibited harassment that are reported will be investigated. If you believe you have been harassed on the job, or if you are aware of the harassment of others, you should make a complaint in accordance with the Being Heard Policy as soon as possible. Applicable law also prohibits retaliation against employees for complaining or participating in any investigation by TLCS or a governmental agency. TLCS will not knowingly permit any retaliation against any employee who in good faith complains of prohibited harassment or who participates in an investigation.

HARASSMENT

Prohibited harassment is any unwelcome physical, verbal, or non-verbal harassing behavior that is based on an individual’s protected characteristic(s) or any other basis prohibited by law. Behaviors that constitute harassment, include, but are not limited to, verbal or written conduct such as threats, jobs, derogatory comments, name calling or slurs; visual conduct such as derogatory posters, photographs, cartoons, drawings, or gestures; physical conduct such as assault, unwanted touching, or blocking normal movement; or retaliation for reporting harassment.

Remember that “hassle” is not a synonym for “harassment” under state or federal law. The legal definition of “harassment,” which may be actionable and provide a legal basis for a complaint, involves the creation of a hostile environment based on an employee’s protected class, e.g., age, sex, disability, gender, national origin, race, religion, etc. Behavior that is less than harassing are more hassling, however, is not condoned in the workplace, and the employee may still file a grievance based on being hassled.

SEXUAL HARASSMENT UNDER TITLE IX

Sexual harassment is a form of discrimination and is strictly prohibited under Title IX of the Educational Amendments of 1972. All staff and scholar are entitled to specific rights under Title IX if sexual harassment is suspected.

If a staff member suspects sexual harassment for themselves or others, they should immediately report (same day) the concern:

If the allegation involves a scholar:

Report to the Director of Campus Operations or Principal for that campus.

If the allegation involves staff members:

Report to the campus principal or director following the Being Heard Process or;

If the allegation involves the principal or a member of the Senior Leadership Team report directly to the Executive Director.

SEXUAL HARASSMENT
TLCS defines sexual harassment as, but not limited to, unwelcome sexual advances, requests for sexual favors, or visual, verbal or physical conduct of a sexual nature when: (1) submission to the conduct is made a term or condition of employment; or (2) submission to or rejections of the conduct is used as basis for employment decisions affecting the individual; or (3) the conduct has the purpose or effect of unreasonably interfering with the employee's work performance or creating an intimidating , hostile, or offensive work environment. Sexual harassment on the job is unlawful whether it involves co-worker harassment, harassment by a manager or supervisor, or harassment by persons doing business with TLCS.

AMERICANS WITH DISABILITIES ACT (ADA)

TLCS is committed to complying fully with the ADA and ensuring equal employment opportunities for qualified people with disabilities. An individual with a disability is a person who has a physical or mental impairment substantially limiting one or more major life activities; or has a record of such impairment; or is regarded as having such impairment (however, no reasonable accommodation is required in this instance). In accordance with applicable laws, we will consider all requests for reasonable accommodations for the known physical or mental limitations of an otherwise qualified employee or job applicant as long as an undue hardship to TLCS would not result. A request for accommodation does not guarantee automatic approval. Operations will review all accommodation requests formally submitted with the Employee, their health care provider, and the applicable principal or direct supervisor. Any employee or job applicant who requires accommodation to perform the essential functions of their job should submit a request to operations@tulsalegacy.org. Please refer to the U.S. Department of Labor website for further information on ADA.

REASONABLE ACCOMMODATIONS FOR PREGNANT WORKER'S POLICY (PWFA)

As the federal Pregnant Workers Fairness Act (PWFA) requires, TLCS will provide reasonable accommodations to employees with limitations related to pregnancy, childbirth, or related medical conditions unless the accommodation will cause undue hardship to TLCS's operations.

An employee may request an accommodation due to pregnancy, childbirth, or a related medical condition by submitting the request through the [Cariina Platform](#). The accommodation request will be processed, including an explanation of the pregnancy-related limitations, the accommodation needed, and any alternative accommodation(s) that might be reasonable. Depending on the nature of the accommodation, the individual may be requested to submit a statement from a healthcare provider substantiating the need for the accommodation.

Upon receiving an accommodation request, Operations will determine if accommodation is reasonable and can be provided to the organization without significant difficulty or expense.

TLCS prohibits any retaliation, harassment, or adverse action based on an individual's request for accommodation under this policy or for reporting or participating in an investigation of unlawful discrimination.

EMPLOYMENT REQUIREMENTS

Eligibility for employment at TLCS includes several requirements. This section outlines the minimum requirements for joining and continuing as a team member at our locations.

AUTHORIZATION TO WORK

Employees must be legally authorized to work in the US. To comply with the Immigration Reform and Control Act of 1986 (IRCA), all employees must complete an Employment Eligibility Verification form (I-9 form). This law applies to all individuals hired, including part-time/temporary employees.

All employees must complete Section 1 of the I-9 form on the first day of their employment. Employees will not be allowed to start work until they have (1) completed Section 1 of the I-9 form and (2) provided appropriate documentation verifying that they are authorized to legally work in the United States.

Federal regulations require TLCS to update and/or re-verify the I-9 form when one of the following occurs: (1) an employee is terminated and then re-hired within three years of the original hire date - otherwise, a new I-9 form must be completed - or (2) an employee's work authorization is about to expire. (Note: employment eligibility will not be reverified based on an expiring permanent residency card).

The Company will retain a valid I-9 for all its active employees. Once an employee has terminated, I-9s are retained for three years from the original start date or 1 year beyond the employee's termination date, whichever date is later.

EMPLOYMENT WITH ELIGIBILITY FACTORS

The Oklahoma State Statutes (70 OK Stat § 5-142 (2023)) requires public schools, including charter schools, to require fingerprint-based criminal background reviews of school employees before they report to work. Background information will only be reviewed for reasons related to employment eligibility.

The fingerprinting process is conducted by the State of Oklahoma. TLCS will assist new employees with fulfilling this requirement:

All new hires must submit to a fingerprint-based criminal background check at the employee's expense. The new hire must have their fingerprints taken at a state-approved location and submit a completed Application for National Criminal History Record Check to TLCS. Operations will assist new hires in submitting the required information to the Oklahoma State Department of Education. Employment is only valid for 60 days, pending the background check results.

Information collected on an individual to comply with the requirements listed above is confidential and will only be reviewed by authorized personnel. The information will be reviewed in a secure environment, and any information involved in the review process will be destroyed or made inaccessible after the review. Unauthorized access or

dissemination of background information can result in termination from TLCS and prosecution as outlined by law (see Federal Bureau of Investigation Criminal Justice Information Services Policy Sections 2 – 5).

MINIMUM QUALIFICATIONS

TLCS has high expectations for all employees. This section outlines the expectations of employment while working for TLCS.

Certification For Teachers

TLCS values educator certification, professional preparation, and ongoing professional learning as important contributors to scholar achievement.

Instructional staff are expected to meet the qualifications required for their role in accordance with applicable Oklahoma law, charter school requirements, and organizational expectations. Qualification requirements may vary by position and are subject to applicable law, charter school regulations, organizational needs, and board-approved policies.

This may include holding a valid Oklahoma teaching certificate, pursuing certification through an approved pathway, or serving in an instructional role that does not require certification under applicable regulations.

Employees hired into positions requiring certification, licensure, or other state-mandated credentials must maintain compliance with all applicable requirements and timelines established by the Oklahoma State Department of Education and/or Tulsa Legacy Charter School. Failure to obtain or maintain required credentials may result in reassignment, corrective action, or termination of employment.

Educational Credentials and Official Transcripts

Employees serving in positions that require a bachelor's degree, advanced degree, certification, licensure, or other professional credential must provide documentation verifying the required qualifications within timelines established by the organization.

Official transcripts or other documentation may be required to verify qualifications for positions in which a degree, certification, licensure, or credential is a condition of employment. Employees are responsible for ensuring all required documentation is submitted and maintained as a condition of employment.

Mandatory Trainings

All employees are required to complete trainings assigned by TLCS, their supervisor, the Senior Leadership Team, campus leadership, and/or the Oklahoma State Department of Education within established timelines.

Required trainings may include, but are not limited to, cybersecurity, child abuse reporting, sexual harassment prevention, safety procedures, compliance requirements, and other role-specific professional learning.

Failure to complete required training by established deadlines may result in corrective action, up to and including termination of employment.

Professional Credentialing

Certain positions require specific certifications, licenses, endorsements, or other professional credentials. Employees are responsible for maintaining all required credentials in active status throughout their employment.

Failure to obtain or maintain required credentials for a position may result in reassignment, corrective action, or termination of employment.

PERSONNEL TYPES

NON-EXEMPT AND EXEMPT EMPLOYEES

All employees are classified as either exempt or non-exempt according to job duties as determined by the provisions of the federal Fair Labor Standards Act (FLSA).

NON-EXEMPT AND EXEMPT
Non-exempt employees are paid hourly and covered by the overtime provisions of the federal Fair Labor Standards Act and Oklahoma wage and hour laws. Non-exempt employees will fulfill any responsibilities beyond their forty hours at a rate of time and a half. Non-exempt employees must report their work time within the applicable timekeeping system (Raptor). Altering, overstating, understating, or falsifying time records may result in corrective action up to and including termination.
Exempt employees are salaried and classified based on specific tests as mandated by the Fair Labor Standards Act. Meeting these qualifications exempts them from overtime provisions of the FLSA. Exempt employees are paid a fixed salary determined by the duties to be performed rather than the number of hours worked.
Under the Salary Basis Requirement, Part 541, of the Fair Standard Labor Act, Teachers are specially treated and not subject to the same tests and requirements as other exempt positions.

The operations team reviews and assigns TLCS roles an FLSA (exempt or non-exempt) status, which is maintained on a master record.

An employee’s exempt or non-exempt classification may be changed only upon written notification by TLCS and in accordance with applicable federal law(

FULL-TIME OR PART-TIME

Full-time employees are scheduled to work at least 32 hours per week.

Part-time employees are those scheduled to work less than 32 hours per week. The hours per week determine their total benefits eligibility.

Grant-funded Roles

Grant-funded roles will be employed for the duration of the grant. When the grant concludes or if funding is lost, no assumptions exist about continued employment with TLCS. Grant-funded employees will be notified of their funding source upon employment and will sign annual acknowledgments for the duration of the grant.

Volunteers

Volunteers are not TLCS employees, but they must comply with TLCS policies and regulations and undergo the appropriate background check process.

VERIFICATION OF EMPLOYMENT and RECORD RELEASE

Prospective employers, financial institutions, and/or residential property managers routinely need to verify information on former or current employee's work history and salary.

Service Records

When requested, the Operations team will provide work history information via service records. This includes a breakdown by school year, and includes Job Title/Position Held, Total Days Worked, Position Start Date, Position End Date, and accrual balances.

Please request a Service Record utilizing the [Cariina platform](#). Please note: Service Records do not include wage information.

Salary & Wage Employment Verification

Employment Verifications that require wage verification are completed by emailing the required documentation to operations@tulsalegacy.org

All Employment Verifications must be completed by the Operations team or an authorized partner. Neither campuses nor campus leaders are authorized to complete employment verifications.

ENDING EMPLOYMENT

While TLCS is an at-will employer, if an employee decides to leave TLCS, it is required that they provide a minimum of two weeks' notice to their supervisor. If an employee fails to do so, the direct supervisor should send an e-mail to operations@tulsalegacy.org including the employee's name, reason for leaving, last day at work, and information on any outstanding district property. Failure to provide two weeks' notice could result in an employee being marked as ineligible for rehire.

Upon ending employment, all TLCS issued property must be returned. TLCS property includes but is not limited to laptop, laptop charger, employee ID Badge, keys, and TLCS issued company cards. Please note that all laptops will be reimaged, and any information retained on district equipment is the property of the district and subject to the Public Information Act.

Funds may be deducted from the final paycheck of the employee for any TLCS property not returned by their last day of employment. The Director of Campus Operations should notify operations@tulsalegacy.org if items are not returned.

Any benefits with TLCS will terminate on the last day of the month when the last day of work occurs. For full-time 10-month, campus based, exempt employees who work until the last day of their duty schedule, benefits will terminate on July 31. For 11-month and 12-month, exempt employees who work until the last day of their duty schedule, benefits will terminate on June 30. For 10-month employees who complete their full schedule of service, will receive their final paycheck on August 5th. For 11 and 12 month employees who complete their full schedule of service, will receive their final paycheck on July 5th.

An employee must be present and actively at work on their last day of employment and cannot use PTO or holidays to extend their employment. Similarly, if an employee ends employment after 3 or more days of PTO and prior to returning to work, their last day of work will be updated to reflect the last day they reported to work.

RESIGNATION PROCESS

TLCS values a productive and mutually satisfactory employment relationship with each employee. Campus-based, exempt employees must give notice of resignation/separation to the Principal no less than 60 days before the end of the school term and the resignation must take effect immediately upon the end of the school term. The Principal/Supervisor acting with the approval of the Executive Director shall have the right to dismiss any employee at any time.

Non-exempt employees are requested to give written notice at least four weeks in advance of the effective date of their resignation.

Principals are asked to give written notice of their resignation to the Executive Director at least one year before the intended date of resignation so that TLCS has plenty of time to recruit, select, and train a successor with the resigning Principal's assistance. TLCS understands that circumstances may arise, such as family or medical emergencies, which make a 1-year advance notice impossible. This policy is intended to apply whenever possible.

Other administrators and support team members are requested to give written notice of their resignation to their supervisor or Executive Director at least three months before the intended date of resignation so that TLCS has plenty of time to recruit, select, and train a successor with the resigning administrator / support team member's assistance. TLCS understands that circumstances may arise; such as family or medical emergencies which makes a 3-month advance notice impossible. This policy is intended to apply whenever possible.

Notwithstanding the preferences stated above, all employment at TLCS is at-will and employees may terminate employment at any time, with or without notice.

All employees terminating their employment prior to the end of the school year will receive close-out communication and instructions. At that time you will be required to turn in all employer issued assets and you will be presented instructions to receive your final pay.

Resignation Steps

1. Employees notify their direct supervisor verbally and in writing that they are voluntarily ending employment.
2. Direct Supervisor submits Letter of Resignation to operations@tulsalegacy.org and executivedirector@tulsalegacy.org.
3. Director of District Operations email the employee and direct supervisor with confirmation of resignation and details of their end of employment.

JOB ABANDONMENT

Employees who fail to report to work without following the appropriate notification protocols for two (2) consecutive workdays may be considered to have abandoned or voluntarily resigned from their employment on the last day worked, in accordance with applicable federal and state laws. Job abandonment will result in discipline, up to and including termination.

END OF EMPLOYMENT DEDUCTIONS

A deduction on the final paycheck may take place for lost, damaged or stolen employer issued resources.

SCHOLAR INTERACTIONS

TLCS recognizes that because of the tight-knit relationships at a family-oriented school, many staff members may have familial or personal relationships with scholars or parents of scholars. However, TLCS cautions staff members against engaging in in-person friendships with scholars and families as well as social networking. Although the lines between public and private and personal and professional can become blurred, you will always be considered a TLCS employee on or off campus. These guidelines are intended to support and protect TLCS teachers, staff, scholars, and families so that TLCS can provide the best education possible to each scholar.

(a) **Staff:** Staff is defined as the following:

1. Any individual employed by TLCS, including any scholar-teachers and TLCS volunteers;
2. Employees of contractors or agencies and independent contractors;
3. Volunteers of non-TLCS organizations.

(b) **scholar.** scholar is defined as

1. any individual enrolled at TLCS
2. any individual formally enrolled at TLCS
3. an alumnus of TLCS

SCHOLAR SUPERVISION

Scholars should be supervised by a TLCS employee at all times, and parents/guardians should know where their children are at all times. Scholar supervision is expected on or off campus for any TLCS official or unofficial events as well. The employee is expected to supervise scholars assigned to them unless there has been approval for a scholar to be formally removed or reassigned to another employee for supervision.

SCHOLAR COMMUNICATION

TLCS employees shall not communicate with scholars through personal devices, personal email accounts, social media accounts, or other non-district communication platforms. All electronic communication with scholars must occur through district-sanctioned platforms and in accordance with district procedures.

APPROPRIATE USE OF CLASSROOMS

It is TLCS policy that employees should not be alone with a scholar, regardless of age or gender, behind a closed door or in any other isolated situation. If someone ends up alone with a scholar, it is the adult’s responsibility to move to an open location or to seat him/herself and the scholar in plain sight of the entryway. Under no circumstances may an adult tape up, block, or cover up windows in such a way as to prevent outsiders from being able to see into a classroom. Staff and scholars must be visible through any classroom doorway or door window.

INAPPROPRIATE SOCIAL RELATIONSHIPS WITH SCHOLAR

Inappropriate social relationships between TLCS employees and scholars are strictly prohibited. Although this policy gives specific, clear direction, each staff member must avoid situations, whether or not explicitly listed. This policy applies to circumstances on or off campus. Two viable standards that can be quickly applied when an employee is unsure if certain conduct is acceptable is to ask him or herself

- Would they engage in this conduct if other scholars, families, or adults were present?
- Would this behavior be appropriate if it were posted to social media?

UNACCEPTABLE BEHAVIOR WITH SCHOLARS

The examples below are unacceptable and strictly prohibited by TLCS staff. The examples below are not intended to restrain innocent, positive relationships between staff and scholars but to prevent relationships that could lead to or may be perceived as professional misconduct. In addition to the examples below, all staff are expected to adhere to the [Oklahoma Standards and Performance Conduct for Teachers](#).

- Communications with scholars on any platforms or devices about any topics that are not directly related to an employee’s assigned duties and responsibilities, e.g., the scholar’s homework, class or team activity, school club, other school-sponsored activity;
- Communications with scholars on any device or platform between the hours of 8 p.m. and 6 a.m., unless there have been specific arrangements made and consent given by the scholar’s parent/guardian AND campus Principal;

- Communication with scholars using one's own personal device or through personal platforms. Staff should communicate with scholars using TLCS-issued computers via Google Suites, 8x8, Parent Square and/or other district-approved systems.
- Communications with or around scholars that include profanity or language that is inappropriate in a school setting;
- Communications with or around scholars about your experiences with relationships, alcohol, drug use, or other personal matters;
- Excessive messaging or e-mailing with a scholar on any device or platform;
- Excessive time spent on or off campus with a scholar;
- Attempting to, or the appearance of attempting to conceal communications or interactions with scholars;
- Requesting directly or indirectly for a scholar to conceal information from their family or other adults that poses a risk to themselves, TLCS, or others
- Communications or actions that can be reasonably interpreted as soliciting sexual contact or illicit services;
- Sexually explicit communications with scholars;
- Rendering services from, or providing services to a scholar, regardless of gender or age, that would be deemed inappropriate in a school setting
- Negative communications on any device or platform, including social media, with scholars and/or families about other scholars, other staff members, or campus policies;
- Engaging in personal conversations with scholars about either the scholar's or the employee's own personal relationships or problems with spouse, boyfriend, girlfriend, or significant other;
- Taking the scholar away from school during the school day without obtaining the express permission of the scholar's authorized guardians AND Principal;
- Visiting scholars at their homes when a parent is not present or inviting a scholar to an employee's home, or socializing with the scholar without prior expressed permission of the scholar's parent/guardian and notification to your direct supervisor
- Spending time with any TLCS scholar after hours, on the weekend, over the summer, or during any other campus closures unless expressly approved by the parent/guardian AND principal or department supervisor;
- Cohabiting in the same room as a scholar on or off campus in any circumstance, regardless of approval by parent/guardian
- Physical contact with a scholar includes but is not limited to, intimate or excessive hugging, hand holding, kisses, shoulder rubs, touching of any body parts typically covered by clothing, sitting on laps, etc.
- Cohabiting or providing shelter for a scholar regardless of parent/legal guardian consent without clear documentation from DHS submitted to the Director of District Operations for review prior to the initiation of the cohabitation;
- Giving gifts of a personal or intimate nature (clothing, perfume, cologne, jewelry, etc.) to scholars at school or at any time without the parent's knowledge and permission; and
- Giving gifts of any kind to scholars greater than \$50 without the knowledge of their parent/guardian AND principal/ direct supervisor
- Displaying favoritism by allowing specific scholars to get away with conduct not permitted by other scholars.

- Failure to report suspected inappropriate behavior with scholars

SEXUAL HARASSMENT OF SCHOLARS

Sexual harassment of scholars is illegal and prohibited by TLCS policy and the Oklahoma Standards and Performance Conduct for Teachers

SEXUAL HARASSMENT OF SCHOLARS

Sexual harassment is defined as welcomed or unwelcomed sexual advances, welcomed or unwelcomed requests for sexual favors, and other welcomed or unwelcomed verbal or physical conduct of a sexual nature when involving persons of a different sex or persons of the same sex. The following interactions or communications with scholars will be considered sexual harassment of scholars:

- Making sexually demeaning comments to a scholar;
- Making comments about a scholar's potential sexual performance;
- Requesting details of a scholar's sexual history; and
- Engaging in conversations regarding the sexual problems, preferences, or fantasies of either party.
- Taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, including, but not limited to, sexting.

Additionally, solicitation of a romantic relationship is illegal and strictly prohibited by TLCS policy.

SEXUAL HARASSMENT UNDER TITLE IX

This nondiscrimination requirement applies to admission to and employment with Tulsa Legacy Charter School inquiries into issues related to Title IX may be referred to Tulsa Legacy Charter School's Title IX Coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both. School community members, including families, should bring any questions or concerns about Tulsa Legacy Charter School's compliance with these federal programs to the attention of the Director of District Operations and the Executive Director, who are responsible for coordinating compliance with these requirements.

SOLICITING A ROMANTIC RELATIONSHIP

The following interactions or communications with scholars may be considered solicitation of a romantic relationship:

- Behavior, gestures, expressions, or communications with a scholar that is unrelated to the educator's job duties and evidence of a romantic intent or interest in the scholar, including statements of love, affection, or attraction;
- Requesting a date, sexual contact, or any activity intended for the sexual gratification of the employee;
- Inappropriate hugging, kissing, hand holding, or touching;
- Suggestions that a romantic relationship is desired after the scholar graduates, including post-graduation plans for dating or marriage;

- Any other acts tending to show that the educator solicited a romantic relationship with a scholar; and
- Enticing or threatening scholars to engage in any type of sexual behavior.
- Showing lewd or sexually explicit content to a scholar

SEXUAL ABUSE OF SCHOLAR

Sexual abuse of scholars is illegal and prohibited by TLCS policy.

SEXUAL ABUSE OF SCHOLARS

Sexual abuse of a scholar occurs when an employee touches a scholar for the purpose of causing sexual arousal or gratification of the scholar or employee, even if the touching occurs at the request or with the consent of the scholar. Sexual abuse also may occur when a scholar touches an employee for the sexual arousal or sexual gratification of the scholar or employee, even if the touching occurs at the request or with the consent of the employee.

It is not a defense to a sexual abuse complaint that the scholar consented to the sexual contact, that there was a mistake as to the scholar's age, or that the sexual contact did not take place on school property or at a school function.

Any violation of this policy will result in disciplinary action, up to and including immediate termination and referral to the appropriate legal authorities for prosecution to the full extent of the law.

DUTY TO REPORT SEXUAL HARASSMENT, INAPPROPRIATE CONDUCT, OR SEXUAL ABUSE OF SCHOLARS.

Per federal requirements under Title IX of the Education Amendments of 1972, any employee who has information about conduct that may constitute sex discrimination, including sex-based harassment, must promptly report the information. Reports shall be made to the campus Principal and/or the Title IX Coordinator.

A report is required when an employee has knowledge of conduct involving a scholar, employee, or other individual participating in or attempting to participate in a school program or activity. All reports shall be handled with as much confidentiality as possible, consistent with the school's obligation to respond.

Upon receiving notice, the district will take prompt and appropriate action, which may include the provision of supportive measures, initiation of an investigation, or other steps necessary to ensure a safe and nondiscriminatory environment.

All allegations of sex-based harassment, inappropriate conduct, or sexual abuse involving scholars or staff will be promptly reviewed and investigated in accordance with district procedures and applicable law. Parents or guardians will be notified as appropriate based on the nature of the allegation and the age of the scholar.

Conduct that may constitute known or suspected child abuse or neglect shall be reported immediately to appropriate authorities in accordance with Oklahoma law, including required reporting to the Oklahoma State Department of Education for certified staff.

Employees with questions or concerns regarding potential violations of this policy or professional boundaries with scholars should contact their Principal and/or the Title IX Coordinator.

REPORTING ABUSE, NEGLECT, AND TRAFFICKING

Any employee who suspects that a child has been or may be being abused or neglected has a legal responsibility, under state law, to report the suspected abuse or neglect to law enforcement or the Oklahoma Department of Human Services (DHS) immediately upon learning of the facts giving rise to suspicion. Reports of suspected abuse or neglect of a child by an individual who has the care, custody, or welfare of the child, including school employees and volunteers, must be reported to DHS. Reports to DHS can be made to the OKDHS Abuse and Neglect Hotline at 1 800 522 3511. Reporting a suspicion to a counselor, Principal, or another school staff member does NOT fulfill the employee’s responsibilities under law.

Additionally, TLCS policy requires employees to report any suspected trafficking of a child directly to Oklahoma DHS or law enforcement within 48 hours.

CHILD TRAFFICKING
A person commits a child trafficking offense if the person • Knowingly traffics a child with the intent that the trafficked child engages in forced labor or services; • Receives a benefit from participating in a venture that involves an activity in which a trafficked child engages in forced labor or services, including receiving labor or services the person knows are forced labor or services; or • Traffics a child and by any means causes the trafficked child to engage in or become the victim of continuous sexual abuse of a young child or children; indecency with a child; sexual assault; aggravated sexual assault; prostitution; promotion of prostitution; aggravated promotion of prostitution; compelling prostitution; sexual performance by a child; or employment harmful to children.

Under state law, any person reporting or assisting in the investigation of reported child abuse or neglect is immune from civil or criminal liability unless the report is made in bad faith or with malicious intent.

An employee’s failure to report suspected child abuse or neglect may result in prosecution for the commission of a misdemeanor by law enforcement. In addition, a certified employee’s failure to report suspected child abuse, neglect, or trafficking may result in disciplinary procedures by OKSDE for a violation of the Oklahoma Standards and Performance Conduct for Teachers.

Employees who suspect that a scholar has been or may be abused, neglected, or trafficked should also report their concerns to the Principal.

Employees are not required to report their concerns to the Principal before making a report to the appropriate agencies. In addition, employees must cooperate with child abuse and neglect investigators.

Reporting the concern to the Principal does not relieve the employee of the requirement to report to the appropriate state agency. Interference with a child abuse investigation by denying an interviewer's request to interview a scholar at school or requiring the presence of a parent or school administrator against the desires of the duly authorized investigator is prohibited.

All employees are required to complete annual training and acknowledge their responsibilities as mandatory reporters under Oklahoma law.

An employee's resignation, retirement, transfer, reassignment, or separation from employment does not relieve the employee or the District of any reporting obligations required by law. Required reports shall be made regardless of the employment status of the individual who is the subject of the allegation

Communication Of Any Scholar-Specific Information

TLCS employees can discuss scholar(s) issues with each other only if the employee's interaction with said scholar(s) affects their well-being. All TLCS staff should only use scholars' initials and ID number (found in power school) when communicating all scholar information using system-wide methods of communication (Google, email, 8x8.).

If an employee has an urgent matter that needs to be communicated to the appropriate person, please use verbal communication to protect the privacy of the scholar. Incident reports must be written and documented in the appropriate portal (Cariina, Educator's Handbook, etc.) Only secure links to investigative folders should be shared via email, etc. Additionally, staff should avoid diagnosing scholars (i.e. they have ADHD, etc.). Staff members are expected to use the utmost discretion when discussing a scholar via email, 8x8 or any other form of written communication and limit details as much as possible to preserve privacy. All documentation via text, email, or any other platforms are part of public record.

Emergency Placement of Scholars

We understand that there may be times when a scholar needs a temporary residence due to unforeseen or unfortunate circumstances. The state of Oklahoma has established clear procedures in these situations to ensure the safety and well-being of minors. For this reason, TLCS prohibits employees from allowing scholars to reside in their homes, even with parental or guardian permission. Instead, employees should report their concerns to the Department of Human Services (DHS) and/or law enforcement immediately.

The only exception to this policy is if the Department of Human Services formally places a scholar under the care of an employee. In this situation, formal documentation from the state must be submitted to the Director of District Operations within three days of the decision being rendered by the state. If scholars are found to be housed with employees from TLCS without the exception granted by the Department of Human Services, the TLCS employee will be subject to investigation and corrective action, up to and including termination.

CORPORAL PUNISHMENT

Corporal punishment is prohibited as a method of discipline at TLCS, and violations of this policy will result in corrective action up to and including termination. For policies related to scholar discipline, please review the Scholar and Family Handbook and Campus Playbooks.

CORPORAL PUNISHMENT

Corporal punishment is physical and includes, but is not limited to, lifting, hitting, spanking, swatting, pushing, punching, pinching, choking, or kicking. Participation in corporal punishment is prohibited and could lead to corrective action, up to and including termination.

ADMINISTRATION OF MEDICINE

Medication should be administered outside of school hours, if possible. If medication is to be administered at school, Certified Medical Assistants, Nurses, Office Managers, and Operations Directors are TLCS's approved personnel for medication administration. They are the only employees authorized to administer medications, including vitamins and food supplements, to scholars. If necessary, medication can be administered at school under the following circumstances:

- Non-prescription medication brought to school must be submitted to the school by a parent/guardian along with a written medical administration form. The medication must also be in the original container and properly labeled.
- Prescription medications administered during school hours must be prescribed by a physician or advanced nurse practitioner ("ANP") and filled by a pharmacist licensed in the State of Oklahoma.
- Prescription medications must be submitted in a labeled container administered by a pharmacy showing the scholar's name, name of the medication, reason the medication is being given, proper instructions, proper dosage amounts, the time the medication must be taken, and the method used to administer the medication. Medications sent in plastic bags or unlabeled containers will NOT be administered.
- If the substance is herbal or a dietary supplement, it must be provided by the parent/guardian and will be administered only if required by the scholar's Individualized Education Program ("IEP") or Section 504 plan for a scholar with disabilities.
- Only the amount of medication needed should be delivered to the school, i.e., enough medication to last one day, one week, etc. In cases of prolonged need, the medication must be sent in the amount for a clearly specified period. Extra medication will not be sent home with the scholar.
- In certain emergency situations, the school may administer non-prescription medication to a scholar, but only in accordance with the guidelines developed by the school's medical advisor and when the parent has previously provided written consent for routine and emergency treatment.
- Under no circumstances should an employee administer personal medicine or supplements to a scholar without parental consent.

PROFESSIONAL EXPECTATIONS

This section continues to outline professional expectations within the legal and cultural frameworks of the organization. It covers a wide array of topics, from ethics to technology, sharing the parameters of operations to guide your success as an employee at TLCS.

ETHICAL BEHAVIORS

TLCS expects that all employees demonstrate the highest ethical standards at all times. This chapter of the handbook outlines TLCS's position on several topics of ethical behavior.

CODE OF ETHICS

The Standards of Performance and Conduct for Teachers is set forth in the Oklahoma Administrative Rules to provide rules for standard practices and ethical conduct toward scholars, professional colleagues, school officials, parents, and members of the community.

All staff employed at TLCS shall comply with the following Code of Ethics developed from the Oklahoma Educator Standards of Performance and Conduct for Teachers:

Commitment to Scholars

In fulfillment of their obligation to the scholars, teachers:

- Shall not unreasonably restrain the scholar from independent action in the pursuit of learning.
- Shall not unreasonably deny the scholar access to varying points of view.
- Shall not deliberately suppress or distort subject matter relevant to the scholar's progress.
- Shall make reasonable effort to protect the scholar from conditions harmful to learning or to health and safety.
- Shall not intentionally expose the scholar to embarrassment or disparagement.
- Shall not on the basis of race, creed, gender, gender expression, gender identity, national origin, marital status, political or religious beliefs, family, social or cultural background, sexual orientation, or disability unfairly:
 - Exclude any scholar from participation in any program.
 - Deny benefits to any scholar.
 - Grant any advantage to any scholar.
- Shall not use professional relationships with scholars for private advantage.
- Shall not disclose information about scholars obtained in the course of professional service, unless disclosure serves a compelling professional purpose and is permitted by law or is required by law.

Commitment to the Profession

In order to ensure the quality of services to the teaching profession meets the expectations of the state and its citizens, the teacher shall exert every effort to raise professional standards, fulfill professional responsibilities with honor and integrity, promote a climate encouraging the exercise of professional judgment, achieve conditions attracting persons worthy of the trust to careers in education, and assist in preventing the practice of the profession by unqualified persons.

In fulfillment of their obligation to the profession, teachers shall not:

- Make false statements or fail to disclose a material fact related to competency and qualifications, in an application for a professional position.
- Misrepresent their professional qualifications.
- Assist any entry into the profession of a person known to be unqualified in respect to character, education, or other relevant attributes.
- Knowingly make a false statement concerning the qualifications of a candidate for the professional position.
- Assist an unqualified person in the unauthorized practice of the profession.
- Disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.
- Knowingly make false or malicious statements about a colleague.
- Accept any gratuity, gift or favor that might impair or appear to influence professional decisions or actions.

CODE OF CONDUCT

Business dealings and relationships are to be conducted with integrity, honesty, and respect. Employees are expected to deal fairly and honestly with our scholars, families, co-workers, and others with whom we do business and remain in compliance with applicable laws, regulations, and TLCS policies. Any behavior that leads to the following will be considered a code of conduct violation:

- Harms TLCS's reputation;
- Has consequences that render you unable to perform your job or any part of your job effectively;
- Leads other staff or scholars to refuse, be reluctant to, or unable to work with you;
- Leads to a potential hostile environment due to the severity or pervasiveness of the incidence(s); or
- Makes it difficult for TLCS to manage its operations and/or direct its workforce efficiently.

CODE OF CONDUCT VIOLATIONS

The following should be considered a non-exhaustive list of violations of TLCS's code of conduct:

- Insubordination and/or disregarding or being inattentive to working directions and instructions from a supervisor or refusal to comply with such working conditions and instructions.
- Willful violation of TLCS rules, expectations, and/or regulations.
- Dishonesty of any kind in relation to TLCS, including but not limited to theft of TLCS property, the property of other employees, or property of others entrusted to TLCS.
- Unsatisfactory work performance or otherwise failing to perform work to the standards expected of TLCS employees.
- Excessive or unexcused absenteeism or tardiness, including violation of any rule pertaining to attendance.
- Misrepresentation of facts, omission of facts, or falsification of records, including but not limited to, personnel records, scholar records, reasons for requesting a leave of absence or time off, and information in connection with the obtaining of employee benefits or misuse of such benefits.

- Failure to return to work upon expiration of authorized leave, unless a valid excuse is given and accepted, or leave is extended. If, at the expiration of FMLA leave, the employee is able to return to work but chooses not to do so.
- Failure or refusal to perform work as required or directed.
- Engaging in any acts of violence, fighting, threats of violence, or otherwise engaging in disorderly conduct, horseplay, intimidating conduct.
- Bringing alcohol, drugs, or any controlled substances onto TLCS premises; consuming alcohol or using drugs or any controlled substances on TLCS premises; entering the premises under the influence thereof; or consuming alcohol or using drugs or any controlled substances while on the job.
- Sexual, verbal, physical, or visual forms of harassment directed at any person associated with TLCS, or discriminatory treatment of employees or applicants, where such discrimination or harassment is based on race, color, religion, national origin, sex, age, disability, sexual orientation, or any other protected status. This prohibition also covers any form of sexual harassment, including unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature.
- Knowingly permitting unauthorized persons to be in TLCS facilities or on TLCS'S property.
- Misuse of authority for personal benefit.
- Trespassing on property after business hours without prior consent from the principal or direct supervisor.
- Misuse of TLCS property or access.
- Failure to report severe incidences or suspected egregious acts involving staff or scholars in a timely manner to the campus Principal, Operations (staff)/ School Culture (scholars).

Employees aware of colleagues in violation of TLCS's code of conduct are expected to report such information to their direct supervisor and/or the Director of District Operations.

EDUCATOR MISCONDUCT

EDUCATOR MISCONDUCT

That an educator, applicant for, or holder of an educator's certificate has a reported criminal history;

That an educator or certificate holder was terminated for committing any of the following acts:

- Abused or otherwise committed an unlawful act with a scholar or minor;
- Was involved in a romantic relationship with or solicited or engaged in sexual contact with a scholar or minor;
- Possessed, transferred, sold, or distributed a controlled substance;
- Illegally transferred, appropriated, or expended school property or funds;
- Attempted by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle the individual to be employed in a position requiring such a certificate or permit or to receive additional compensation associated with a position;
- Committed a crime or any part of a crime while on school property or at a school-sponsored event; and

- Solicited or engaged in sexual conduct or a romantic relationship with a scholar or minor

That a certificate holder resigned and reasonable evidence supported a recommendation to terminate the individual because they committed one of the acts specified above.

OFF-DUTY MISCONDUCT

In general, TLCS encourages staff to lead their personal lives in any manner in which they choose. However, staff should be cognizant of the ways in which their off-duty conduct impacts TLCS's reputation, scholars, families, and/or work environment.

Accordingly, off-duty conduct, including social media conduct, will be considered a work-related matter and could be subject to disciplinary action, up to and including termination, if it:

- Harms TLCS's reputation;
- Has consequences that render you unable to perform your job or any part of your job effectively;
- Leads other staff or scholars to refuse, be reluctant to, or unable to work with you;
- Leads to a potential hostile environment due to the severity or pervasiveness of the incidence(s); or
- Makes it difficult for TLCS to manage its operations and/or direct its workforce efficiently.`

Nothing in this policy is intended to prohibit communication concerning matters protected by state or federal law, including the National Labor Relations Act.

REPORTING PENDING INVESTIGATION

In the event that any TLCS employee is under investigation by any state, federal or local authority, they must notify Operations within 48 hours of receiving notice. Failure to notify Operations could be subject to discipline, up to, and including termination.

If TLCS becomes aware of evidence of inappropriate conduct with scholars, an investigation will be conducted immediately.

Within seven days of the criminal history, termination, or resignation following an alleged incident of misconduct involving scholars, TLCS will report the information to the Oklahoma State Board of Education (OSBE).

Employees may not use their position with TLCS or information acquired during employment in a manner that may create a conflict, or the appearance of a conflict, between the employee's personal interests, the interest of TLCS, and those with whom TLCS does business.

CONFLICTS OF INTEREST

Employees may not use their position with TLCS or information acquired during employment in a manner that may create a conflict, or the appearance of a conflict, between the employee’s personal interests, the interest of TLCS, and those with whom TLCS does business.

CONFLICT OF INTEREST
A potential or actual conflict of interest occurs whenever an employee is in a position to influence a decision that may result in a personal gain for the employee or an immediate family member (e.g., spouse or significant other, parents, or siblings).

Everyone must always place the lawful and legitimate interests of TLCS over personal gain.

No one shall be affiliated with any buyer, purchasing agent, or provider of goods or services to TLCS over which that person has influence or decision-making authority. Such affiliation generally is inconsistent with the employee’s capacity to deal equitably with all buyers, to fairly and honestly service TLCS, and to discharge their responsibility to TLCS.

If the employee has any reason to believe there may be a conflict of interest, they must immediately disclose the matter to an direct supervisor, Principal, or member of the Senior Leadership Team.

Should any question about an action that may constitute a violation of this policy arise, the employee should discuss the question with their direct supervisor, Principal, and/or a member of the Senior Leadership Team.

PURCHASING AND CONTRACTS

TLCS and its employees are responsible for maximizing the use of District funds to purchase goods and services to further the district’s mission and facilitate the implementation of the charter program. All district employees must adhere to purchasing requirements and any administrative procedures. If a district employee fails to follow the requirements established, including obtaining an approved purchase order prior to the purchase of any goods and/or services, the employee may be financially responsible for the purchase. As deemed appropriate, the Executive Director or designee(s) shall take appropriate disciplinary action for employees who do not follow the code of conduct in regards to procurement.

ACCEPTING GIFTS

TLCS requires that all employees follow the guidelines described in this section when receiving or giving gifts from or to vendors, potential vendors, scholars, and/or parents:

TLCS employees will inform vendors and potential vendors that the receipt of any gifts or gratuities will not in any manner influence business dealings with TLCS.

No one shall accept personal gifts of money, credits, or purchasing discounts (that are not offered system wide) in any amount.

Employees of TLCS may accept non-monetary personal gifts that have a value of less than \$50 (including meals, gift cards, product samples, etc.), strictly as a gesture of goodwill, in the spirit of seasonal giving, or for public relations purposes, and only if such gifts are given and received with no expectation of reciprocal obligation.

Employees may accept event ticket(s) at or in excess of \$50 face value but may not accept tickets that would have a total face value amount of more than \$250 per calendar year.

If an employee receives unsolicited gifts exceeding these restrictions, they will:

- Return the gifts to the senders; or
- Pay the senders full market value for the gifts; or
- Donate the gifts to TLCS; or
- Donate the gifts to another charitable organization.

Employees may not accept gifts or favors that could influence, or be construed to influence, the employee's discharge of assigned duties. The acceptance of a gift, favor, or service by an administrator or teacher that might reasonably tend to influence the selection of textbooks, electronic textbooks, instructional materials, or technological equipment may result in prosecution of a misdemeanor offense. This does not include staff development, teacher training, or instructional materials such as maps or worksheets that convey information to scholars or contribute to the learning process.

CROWDFUNDING, FUNDRAISING, AND SELLING GOODS

Crowdfunding is the practice of funding a project or venture by raising small amounts of money from a large number of people, typically via the internet (e.g. Donors Choose, Go Fund Me, etc.). TLCS employees may not accept money from crowdfunding when it is directly related to being an employee at TLCS, or for TLCS business purposes. Should an exception be made, all materials that are a benefit of crowdfunding will be considered TLCS property and cannot be in violation of our accepting gifts policy. All crowdfunding campaigns for TLCS must be preapproved by the campus Principal. Crowdfunding cannot be set up for scholars or families without the approval of the principal and Director of District Operations. Any crowdfunding campaigns cannot be done with a personal account that only the employee has access to.

If an employee is made responsible for fundraising or collecting funds for a specific project or function, they must follow all protocols for approval, cash handling, and receipt distribution/ procurement outlined by the operations team.

Employees are prohibited from selling goods or services to scholars for personal gain on TLCS sites.

Additionally, any appearance of impropriety in terms of handling TLCS or scholar funds could lead to an investigation of the use of funds. Evidence of misconduct could lead to corrective action, up to, and including termination.

DONATING TO TLCS

Fundraising campaigns directed at staff may be initiated within TLCS and organized at the district or campus level. Employees are under no obligation to participate and are encouraged to do so at their own free will. Employees may not be penalized for forgoing participation.

REPORTING OF CRIMES/CONVICTIONS

Employees are required to report any arrest, charge, or conviction.

Any individual who is arrested, charged, or convicted of any criminal offense must notify Operations in writing, no later than 48 hours after the date of arrest, charge, or conviction, whichever is first.

At that time, Operations, in consultation with legal counsel as necessary, will make a determination based on the alleged underlying conduct regarding the ability of that individual to remain as an employee, hire, vendor and/or volunteer.

PROFESSIONALISM EXPECTATIONS

FLEXIBLE WORKING ARRANGEMENTS

TLCS is committed to helping employees face the demands of juggling work, family, and personal obligations by offering flexible work arrangements where possible. Flexible work arrangements are to provide employees with increased flexibility while allowing TLCS to maintain a progressive and productive work environment. We believe that regardless of location, we can all lead for excellence and equity, to focus on what is best for our scholars and families.

All TLCS employees will be considered for alternative work arrangements on a case-by-case basis in situations where the arrangement allows employees to accomplish work goals and core responsibilities as well as personal needs that would provide coverage for campus or district operations to serve TLCS's mission with increased productivity. Alternative work schedule options include but are not limited to:

- Flextime – An employee works eight hours per workday, but there is flexibility in an employee's set scheduled starting and ending times.
- Compressed Workweeks – An employee works 10 hours per workday, reducing the workweek to four days a week OR an employee works 9 hours a day, Monday – Thursday and four hours each Friday. In these cases, salary would be adjusted to align to the work schedule.

The Principal plus Director of Campus Operations, or Director of District Operations or above is responsible for identifying if any of the flexible working arrangements are workable within the campus, department, or team and serves its best interest. Factors for consideration could include, but is not limited to:

- Role
- Core Responsibilities
- Does not transfer burden of work to others
- Impact of production

- Work outcome quality
- Absenteeism
- Campus or District Operations
- Employee's performance

Direct Supervisors and employees need to put in writing the flexible working adjustment including the timeline for the arrangement and submit it to operations@tulsalegacy.org and executivedirector@tulsalegacy.org. Upon approval of a flexible work schedule, a trial period will apply to assess the impact and effectiveness of the arrangement. Trial periods should be no less than 3 weeks and no more than the length of a grading period. After completion of the trial period, the work arrangement will be reviewed for continued success, altered, or canceled. An employee wishing to change or cancel an alternative work arrangement must obtain written approval from their Principal or Direct Supervisor.

Flexible work arrangements are not appropriate for all employees or positions and are not a universal employee benefit. The nature of an employee's role and responsibilities must be conducive to a flexible work arrangement without causing significant disruption to performance and/or service delivery. If the flexible work arrangement is being requested as a result from a medical disability, the employee should pursue an ADA accommodations request. In order for a flexible work arrangement to be approved, the employee must have a satisfactory attendance record, meet performance and behavior expectations, consistently demonstrate the ability to complete tasks and assignments on a timely basis, and the role being reasonably executed with fidelity in a flexible working arrangement.

If an employee is not meeting expectations of their role, or agreements made of the flexible working arrangements, a direct supervisor has the right to alter or cancel the agreed upon flexible working arrangements for any reason without prior notice. In some circumstances, egregious or continued violations of the arrangement and/or other TLCS policies will result in disciplinary action.

The Executive Director has the final decision on all flexible working arrangements.

STAFF DRESS CODE & PROFESSIONAL APPEARANCE

Tulsa Legacy Charter Schools (TLCS) believes in the power of community and school pride while deeply valuing a person's right to express their individuality. As staff members, we are the primary role models for our scholars. We expect every team member to model professional dress and appearance that is authentic to their individual expression while maintaining the high standards of an educational environment.

The TLCS Standard: Smart Casual

The standard attire for all TLCS locations is Smart Casual. This dress code blends formal and casual elements to create a look that is polished, professional, and functional for the school day.

Core Clothing Guidelines

- **Tops:** Button-down shirts, blouses, and polo shirts are standard. High-quality T-shirts (solid colors or TLCS-branded) are acceptable when paired with a blazer, cardigan, or structured jacket.
- **Bottoms:** Chinos, dress pants, and tailored trousers.
- **Denim:** Dark-wash, well-fitted jeans are permitted. Jeans must be free of holes, rips, fraying, or heavy distressing.
- **Dresses & Skirts:** Should be of a length and fit that allows for comfortable movement (standing, sitting, or leaning) while maintaining professional coverage.

Professional Fit and Function

To ensure clarity and consistency, TLCS maintains the following requirements for fit and coverage. Staff members are expected to wear clothing that fits in a manner appropriate for a professional K-12 environment:

- **Professional Fit:** Clothing should not be excessively tight, form-fitting, or revealing.
- **Coverage:** Tops must cover the midriff and chest even when reaching, bending, or sitting. Undergarments should never be visible.
- **Standard:** If an item of clothing is designed for the gym, the beach, or a social lounge, it is not appropriate for the TLCS workday.

Prohibited Items

To maintain a professional atmosphere and model expectations for our scholars, the following items are not permitted at TLCS:

- **Athletic Wear & Leggings:** This includes leggings, yoga pants, joggers, spandex, "athleisure," or any athletic-style bottoms worn as pants. (Note: Opaque tights may still be worn under professional-length dresses or skirts).
- **Inappropriate Denim:** Jeans with any visible holes, rips, fraying, or heavy distressing.
- **Revealing Attire:** Midriff-baring "crop tops," "body-con" or skin-tight dresses/skirts, and excessively low-cut necklines.
- **Casual Loungewear:** Sweatpants, athletic shorts, or "gym-to-street" apparel.

Footwear and Safety

In addition to professional appearance, we must ensure safe working conditions.

- **Shoes:** Loafers, brogues, boots, flats, and low heels are recommended.
- **Sneakers:** Clean, minimalist sneakers are appropriate.
- **Safety:** Footwear must be secure and suitable for a dynamic school environment. Flip-flops and shoes that constitute a safety hazard are not permitted.

Campus Autonomy & Special Events

- Principals: TLCS Principals have autonomy in determining specific attire norms for their campus (e.g., "Spirit Fridays" or specific professional days).
- District Staff: Staff members visiting campuses should use discretion and align their attire with the norms of the campus they are visiting.
- Event Dress: For special events, a specific dress code may be communicated by the event sponsor.

Identification

All staff members are required to wear their TLCS identification badge visibly at all times while on TLCS property to ensure campus security and professional accountability.

Accommodations and Compliance

TLCS makes reasonable accommodations for personal appearance based on a disability or sincerely held religious belief. Please consult with your Principal or Human Resources if you require an accommodation.

Staff who are not dressed in accordance with TLCS policies, or whose clothing leads to a disruption of the educational environment, may be asked to change, sent home for the day (unpaid), or face further corrective action. When in doubt, clarity is kindness: please consult your Principal before wearing an item if you are unsure of its appropriateness.

SMART CASUAL GUIDELINES

Tops

- Button-down shirts, blouses, and polo shirts are standard.
- High-quality T-shirts are acceptable when paired with a blazer, cardigan, or structured jacket.
- Sweaters, cardigans, and pullovers are appropriate for layering.
- Blazers and jackets are encouraged to elevate professional appearance.
- All tops must maintain professional coverage at all times.

Bottoms

- Chinos, dress pants, and tailored trousers are standard.
- Dark-wash, well-fitted jeans are permitted and must be free of distressing.
- Skirts and dresses must allow for comfortable movement while maintaining professional coverage.
- Athletic wear and excessively casual bottoms are not permitted.

Shoes

- Loafers, brogues, boots, flats, and low heels are appropriate.
- Clean, minimalist sneakers are permitted.
- Footwear must be secure, professional, and safe for a school environment.

Identification

- All staff members are required to wear their TLCS identification badge visibly at all times while on campus to ensure safety, security, and professional accountability.

SAFETY AND SECURITY

WORKPLACE SAFETY

TLCS believes maintaining a workplace free of harmful materials and unhealthy behaviors is vital to the well-being and safety of its employees and scholars. As staff members, we each have a responsibility to ensure that we act in a manner that is not threatening or could potentially hurt employees, scholars, vendors, or other visitors at any time. Anyone who engages in such behavior will be subject to corrective action, up to, and including termination of employment. TLCS will report any such actions to the proper authorities and the employee could be prosecuted to the full extent of the law.

WEAPONS

TLCS also prohibits employees to possess or use licensed or unlicensed weapons, including handguns, on all TLCS premises, as well as inside motor vehicles parked in TLCS parking lots.

DRUG AND SUBSTANCE-FREE WORKPLACE

Tulsa Legacy Charter School (TLCS) is committed to maintaining a safe, healthy, and productive learning and work environment for scholars, staff, and visitors. TLCS maintains an alcohol-free, smoke-free, tobacco-free, and drug-free workplace.

It is prohibited to possess, use, distribute, manufacture, sell, or be under the influence of alcohol, illegal drugs, or unauthorized controlled substances while on TLCS property, in district vehicles, while supervising scholars, or while participating in TLCS-sponsored activities, whether on or off campus.

It is a violation of state law to smoke or use tobacco products, including electronic cigarettes, vaping devices, nicotine products, cigars, pipes, snuff, or chewing tobacco, on school property or during school-sponsored activities as prohibited by law.

Employees are expected to report to work fit for duty and able to perform the essential functions of their position safely and effectively. The use of any substance, including prescription medication, over-the-counter medication, medical marijuana, or other controlled substances, that impairs an employee's judgment, alertness, coordination, performance, or ability to safely perform assigned duties may result in disciplinary action.

Because the safety and supervision of scholars is a fundamental responsibility of TLCS employees, positions involving the care, custody, supervision, transportation, instruction, or protection of scholars may be designated as safety-sensitive positions in accordance with Oklahoma law. Employees in safety-sensitive positions may be subject to drug and alcohol testing and additional workplace restrictions as permitted by law and district policy.

Nothing in this policy shall be interpreted to require TLCS to permit or accommodate an employee's possession, use, impairment, or being under the influence of marijuana while at work or while performing job duties.

If off-site and scholars are not present, the Executive Director or designee may authorize alcohol consumption at approved adult-only district functions for employees who are of legal drinking age, provided such use does not interfere with the employee's job responsibilities or create a safety concern.

SAFETY- SENSITIVE POSITION

A position designated by the district in which the employee is responsible for the care, custody, supervision, instruction, transportation, health, safety, or welfare of scholars, or other duties identified by law or district policy as safety-sensitive.

Due to the nature of school operations, most TLCS positions are designated as safety-sensitive. Positions involving scholar supervision, instruction, transportation, health services, campus operations, security, facilities, emergency response and food service are considered safety-sensitive positions.

TRESPASSING

TLCS campuses are often open and available to staff members for extended hours in the morning and the afternoon. Campus and District protocols should be followed for accessing a building after normal working hours. Employees are prohibited from staying overnight in buildings or going to TLCS sites between 8:00 pm - 5:00 am. The exception for visiting sites would only be for extreme circumstances with the permission of the Director of Campus Operations. Employees found to be accessing or attempting to access sites after hours without prior approval may be reported to law enforcement for trespassing and face criminal charges

BULLYING

TLCS prohibits bullying of any kind and strives to create a safe and healthy environment for staff and scholars. All employees must be treated as professionals in the workplace. All employees are required to report bullying as soon as possible after witnessing or notice of an alleged act.

- A failure to report may impair TLCS's ability to promptly investigate and address the prohibited conduct.
- If a staff member is being bullied by colleagues and/or scholars, the colleagues and/or scholars will be subject to disciplinary action.
- If an employee is the perpetrator of bullying, TLCS may explore corrective action, up to, and including termination.

TRANSPORTATION OF SCHOLARS AND ALUMNI

To ensure the highest level of safety and to protect the professional standing of our team, TLCS employees are strictly prohibited from transporting scholars in personal vehicles. This is our unwavering standard.

Why We Have This Rule

- Safety First: We believe scholars are safest when transported by parents/guardians or via school-vetted professional transit.
- Professional Boundaries: Maintaining a clear distinction between professional duties and personal favors protects both the staff member and the scholar.

- **Liability Protection:** Transporting a scholar in a personal vehicle is considered an action outside the scope of your employment. This means:
 - Your personal insurance is the sole primary responder in an accident.
 - TLCS cannot provide legal defense or financial indemnification for claims arising from unauthorized transportation.

The Exception (Emergency Protocol)

We recognize that extreme, unforeseen circumstances may occur where a scholar's safety is at immediate risk. An exception to this rule is never a solo decision.

- If an emergency arises and no parent or school vehicle is available, staff must seek immediate support from their Campus Director of Operations or Principal.
- Staff should contact the proper authorities (911) if there is an immediate threat to a scholar's safety that requires transport before school leadership can respond.

Athletics & Extracurricular Activities

Participation in athletics and extracurricular activities may require scholars to attend practices, competitions, performances, events, and other activities outside of the regular school day. Transportation to and from all practices, games, competitions, performances, events, and other school-sponsored activities is the responsibility of the scholar's parent or guardian. Tulsa Legacy Charter School employees, coaches, sponsors, volunteers, and other school representatives are prohibited from transporting scholars in personal vehicles.

EMERGENCY PROCEDURES AND CRISIS MANAGEMENT

Each campus has emergency procedures that should be communicated directly with staff and should be posted in a public place for ease of accessibility. In accordance with the outlined emergency procedures, employees should be prepared to participate in all required drills and follow any outlined protocols. Each campus will also have an Emergency Operations Plan that employees on that campus will be expected to follow.

As a district, TLCS utilizes the Raptor Emergency Management Alert app as a district-wide "panic button" and means for communication during emergencies. Staff receive Raptor training during new employee onboarding and are expected to download the app to their phones. From the app, staff can initiate a response to an emergency situation, share location and details during an emergency, and access scholar and staff information for reunification purposes following an emergency event.

Employees with questions or concerns relating to safety programs and issues may contact the Director of Campus Operations.

EMERGENCY CONTACTS

TLCS mandates employees to have at least one emergency contact on file. TLCS is unable to release personally identifiable information on any employee in an emergency without this information.

VISITORS AT WORK

If an employee would like to host a visitor at their work location, the hosting employee should be aware that they are responsible for educating the visitor on applicable TLCS policies, as the visitor is subject to all work location guidelines. The employee may be held responsible for any visitor misconduct.

The hosting employee must seek approval from their supervisor at least 24 hours prior to the visitor's arrival. Campus visitors must be prepared to present photo identification and must sign in upon arrival and sign out upon departure.

Signing in with a valid photo ID is required for every visit, even if the visitor is a person recognized by staff. Employees must meet visitors at the front office and escort them through the campus. Visitors should not be left unattended with scholars at any point.

MINOR CHILDREN ON CAMPUS DURING THE WORKDAY

Tulsa Legacy Charter School maintains a professional work environment that prioritizes scholar safety, instructional continuity, and staff effectiveness. As such, staff are expected to report to work ready and able to fully carry out their responsibilities.

Minor children that are non-legacy scholars are not permitted to be present on campus during the workday in a manner that interferes with a staff member's ability to perform their role.

In rare and limited circumstances, exceptions may be considered only with prior approval from the staff member's supervisor and at the discretion of school leadership. Approval is not guaranteed and will be determined by the school's needs.

Any approved exception must meet all of the following conditions:

- The child is able to remain independently occupied for the duration of the time on campus
- The child does not require active supervision from the staff member
- The staff member is able to fully perform all job responsibilities without interruption
- The situation is temporary and non-recurring
- The presence of the child does not disrupt the learning environment or school operations

Minor children who are ill should not be brought to campus under any circumstances.

If a child requires supervision or care during the workday, the staff member is considered unavailable to perform their duties and must utilize available leave in accordance with school policy.

All requests for exceptions must be submitted in advance. Bringing a child to campus without prior approval is not permitted.

SWIMMING

Swimming at TLCS sponsored field trips is only permissible at a pool or swim park if a certified lifeguard is on duty and the scholar has submitted a signed permission slip. Swimming in open water is prohibited even with a lifeguard on duty. TLCS teachers who are certified lifeguards cannot be considered as lifeguards on duty. TLCS employees should refrain from swimming when monitoring scholars swimming to prioritize supervision of scholars in case of emergency.

FIELD TRIPS

It is a privilege to be able to take scholars on off-site trips. Staff and scholars are ambassadors to TLCS and should represent themselves as such. Employees should plan all trips with the highest degree of safety plans built in to ensure consistent supervision of scholars. Class trips must be approved by the Principal, Director of Campus Operations, and additional leadership team members as applicable. For any trips that will be out of state or out of country, approval is required from the Executive Director and the Board. Trips led by third party vendors but involving scholars and staff still need approval. All policies of TLCS apply while on class trips for employees and scholars. Non-exempt employees who are overseeing or helping with class trips, are paid for their entire time while “on-duty” during the trip. Failure to follow guidelines set by the district and campuses for off-site trips could lead to corrective action, up to, and including termination.

RELATIONSHIP WITH OTHER EMPLOYEES

TLCS understands that as the organization grows, there may be an increased probability that staff members are connected through various relationships. As the matters of business will be the focus of interaction, this section outlines professional expectations for employees who have some relation to one another. This section does not apply to relationships between Board members and employees, and between employees and the Executive Director if the Executive Director has been delegated final authority to hire, which is governed by state law.

RELATIVES

Relatives are eligible to work at TLCS. However, relatives cannot work directly for, or supervise, a relative within their management purview. This is considered a conflict of interest. Direct Supervisors may request to hire a person who is a known relative of theirs for a position that they have direct or indirect managerial authority over.

Exceptions to this policy can be made by the Executive Director or their designee.

If relatives are in a direct supervisory relationship with one another, within their management chain, TLCS will try to reassign one of the relatives to another position if a position is available and the individual is otherwise qualified for the position.

If a position is not available, then someone will need to separate from TLCS. Relatives will be able to decide who should transfer or resign, subject to TLCS agreement.

If a decision is not made within 10 calendar days, TLCS will make a decision that can incorporate releasing one or both of the employees.

RELATIVES

The term “relatives” includes spouses, domestic partners, children, siblings, parents, in-laws, step- relatives, and extended family.

If employees become relatives after they are employed, then those employees must tell their direct supervisor and the Director of District Operations to ensure organizational policies are followed.

CONSENSUAL ROMANTIC/INTIMATE RELATIONSHIPS BETWEEN EMPLOYEES

If an employee is in a personal relationship with a fellow employee (a romantic or intimate relationship), they cannot work directly for or supervise the employee with whom they are involved. Supervisors cannot date or engage in a romantic/intimate relationship with employees whom they directly supervise or are within their management purview. TLCS reserves the right to require one or both employees to move to another position or location in the district or to terminate employment.

Moreover, TLCS discourages any employee from engaging in a romantic/intimate relationship where a perceived or confirmed conflict of interest may occur. Some examples may include teachers working in the same department, leaders on the same team, or two executive leadership team members. We also strongly discourage any member of the Senior Leadership Team team from being involved with a fellow member of the Leadership Team or Senior Leadership Team.

Employees must disclose any personal relationships with another employee to their hiring manager and Operations prior to accepting a position.

If a personal relationship develops after an employee starts working at TLCS, it is the employee’s responsibility and obligation to tell their direct supervisor and the Director of District Operations about the relationship as soon as possible.

If moving to another position is possible, the move will take place no later than the beginning of the following semester or at the end of the school year, depending on when TLCS learns about the personal relationship.

Any relationships of the aforementioned nature must be disclosed to Operations within five (5) business days of the relationship’s inception.

If employees fail to report relationships in accordance with this policy, they may be subject to corrective action up to and including termination

PERFORMANCE MANAGEMENT

“Performance Management” is the process by which a supervisor and employee monitors and reviews an employee’s work objectives and contribution to their work location and organization.

PROGRESSIVE DISCIPLINE POLICY

TLCS is an at-will employer who works hard to retain its workforce by developing and coaching all employees to facilitate a strong professional learning community. TLCS believes deeply in the importance of continuous learning and improvement, it strives to create a work environment in which staff members can make mistakes and learn from them. In some instances, however, the conduct of a staff member can have such significant organizational consequences that a formal response is required.

In most scenarios, an employee with a performance or behavior issue is typically given a warning so they have an opportunity to correct the problem. While TLCS encourages progressive discipline, TLCS reserves the right to proceed directly to a written warning, improvement/growth/performance improvement plan, demotion, suspension, or termination.

PROGRESSIVE DISCIPLINE POLICY

As outlined previously, employees may face disciplinary actions, including verbal and written warnings, and/or termination for poor job performance or misconduct. Actions that could trigger the progressive discipline process include, but are not limited to, the following:

- Failure to meet performance standards;
- Inability or failure to appropriately deliver instruction or associate with scholars;
- Dishonesty;
- Falsifying, tampering, or concealing information on an employment record (including a resume or time sheet) or other TLCS record;
- Willfully, maliciously, or negligently making false statements regarding any co-worker or TLCS,
- making threats or using abusive or otherwise inappropriate language toward fellow employees, scholars, parents, or visitors;
- Theft or the deliberate or careless damage or destruction of TLCS property, or the property of TLCS’s employees, scholars or anyone on TLCS property; or unauthorized removal of TLCS property, records, or documents;
- Unauthorized use, possession, alteration, or transfer of TLCS supplies or resources;
- Refusal/failure to comply with any federal or state regulation or law; refusal/failure to comply with any TLCS rule, policy or procedure, including but not limited to safety, health, and security policies and rules, TLCS’s Policy Against Harassment, and TLCS’s Drug and Substance-Free Workplace Policy;
- Failure to obtain or adequately maintain proper certifications and/or licenses;
- Behavior, conduct, or inaction leading to the endangerment or harm of a child or children, whether physical, emotional, or mental; behavior, conduct, or inaction which could have led to the endangerment or harm of a child or children, whether physical, emotional, or mental;

- Excessive absenteeism or tardiness, unreliable attendance or punctuality;
- Misrepresentation of information in connection with any leave of absence from work or application or use of TLCS benefit;
- Knowingly permitting unauthorized persons to be in school facilities or on school property;
- Failure to return to work upon expiration of authorized leave;
- Engaging in any type of criminal conduct;
- Any act or acts which cause TLCS to be unable to invest the amount of trust or confidence required to continue employment.
- Behavior that is not consistent with TLCS's core values, mission, and operating norms.

Appeal Process

Employees may have the opportunity to present information that may challenge information management has used to issue disciplinary action through the Formal Complaint/ Grievance Process.

Performance and Conduct Issues Not Subject to Progressive Discipline

Behavior that is illegal is not subject to progressive discipline, and such behavior may be reported to local law enforcement authorities. Similarly, theft, substance abuse, intoxication, fighting and other acts of violence at work are also not subject to progressive discipline and may be grounds for immediate termination.

Corrective Action & Documentation

TLCS is an at-will employer that values the development and coaching of all staff to maintain a strong professional learning community. We believe in continuous improvement and strive to create an environment where staff can learn from mistakes. However, when performance or conduct has significant organizational consequences, a formal response is required.

In most scenarios, an employee with a performance or behavior issue is given a warning to allow for correction. While TLCS encourages progressive discipline, we reserve the right to proceed directly to a written warning, growth plan, Performance Improvement Plan (PIP), suspension, or termination to match the severity of the situation.

Documentation Procedures

- **Receipt of Notice:** Employees will be provided copies of all formal corrective action documentation and PIPs.
- **Acknowledgment:** Employees will be asked to sign these documents to attest to their receipt and understanding of the outlined actions.
- **Personnel File:** All formal documentation will be placed in the employee's official personnel file.

At-Will Notice: Nothing in this policy provides contractual rights regarding discipline or counseling, nor does it alter the at-will employment relationship between TLCS and its employees.

ADDITIONAL EMPLOYMENT

TLCS employees may pursue additional employment. This section outlines TLCS's expectations of its employees when working multiple jobs within TLCS or externally.

PRIMARY ASSIGNMENTS

An employee's primary assignment is the job they were hired for. This is the role that determines benefits-eligibility and is the greater full-time equivalent (FTE) assignment.

SECONDARY ASSIGNMENTS

Primary assignments will determine eligibility for secondary and additional assignments. A secondary assignment or additional assignment is any job or assignment an employee holds with TLCS, outside of their primary assignment. Secondary and additional assignments often come in the form of stipend work.

Non-exempt employees will fulfill any additional assignments beyond their 40 hours in a week at a rate of time and a half during that week.

The work required of an employee by a secondary or supplemental assignment shall not take precedence over that of their primary assignment; that is, the employee is expected to adhere to the work schedule and fulfill the duties of their primary assignment in full before reporting for a secondary assignment.

Supervisors of the primary assignments are not obligated to approve the use of annual or accrued PTO so that employees can work at their secondary assignments.

TUTORING

Teachers shall not tutor their own scholar for pay, except during the summer months. An employee shall disclose in writing to his or her direct supervisor any private tutoring of district scholars for pay.

EXTERNAL EMPLOYMENT

Employees can have other employment so long as it does not create a conflict of interest with TLCS, TLCS's workday, their roles or responsibilities, or affect their performance in their primary role.

When taking on external employment, staff should remember that all TLCS equipment belongs to TLCS and should not be used for non-TLCS purposes without authorization by TLCS. In addition, the intellectual property created by an employee in the course of the employee's employment at TLCS, or on behalf of TLCS, is owned by Tulsa Legacy Charter Schools. Any reproduction or distribution of TLCS intellectual property to external parties without authorization by TLCS is strictly prohibited.

If TLCS determines that an employee's external employment interferes with the employee's job performance or may create a conflict of interest, the employee may have to terminate the external employment if they want to remain employed at TLCS.

RUNNING FOR OFFICE

TLCS employees, contractors, and volunteers may run for office at the local, state, and/or national level. As a charter school, Tulsa Legacy Charter Schools cannot, however, endorse, contribute to, or otherwise support any specific candidates, regardless of their employment status. TLCS employees may not promote their candidacy at any TLCS campus or events unless opposing candidates also have the opportunity to do so on their behalf.

PAYMENTS TO EMPLOYEES FOR CONTRACTED SERVICES

To protect the integrity of Tulsa Legacy Charter School's operations and ensure fair, transparent compensation practices, employees are not permitted to receive payment for additional services through vendor contracts, invoices, or personal service agreements. All compensation must be processed through payroll and must align with the employee's assigned duties.

Providing contracted services to the district as an employee creates a conflict of interest, misclassifies employment status, and exposes the district to legal and financial risk. Employees may not bypass this policy by using a spouse or affiliated business to secure contracts with the district.

Violations of this policy may result in denied payment, disciplinary action, recovery of funds, or further legal consequences.

OTHER OPPORTUNITIES AT TLCS

EXPLORING OPPORTUNITIES

It is possible to explore other opportunities at TLCS, as long as you are in good standing and meeting expectations in your current role.

- The Operations team orchestrates a series of internal application windows that are available on the internal job site and communicated at the district and campus level.
- Employees must inform their direct supervisor of their intention to seek other opportunities internally. An employee's direct supervisor can be their greatest advocate when attempting to maneuver across the system. Please be aware that any direct supervisor is likely to contact the current direct supervisor.
- Operations encourages hiring managers to use internal feedback after the decision to hire has been made.
- If a position opens for immediate need during a school year, all TLCS employees will need the approval of their direct supervisor and/or Principal prior to being considered for the role.

- Employees should only seek opportunities that commence at semester changes as to not disrupt the work of the campus. TLCS encourages teachers to seek other opportunities that start at the conclusion of the instructional calendar.
- If an employee is not in good standing, they should not apply for other roles unless an exception has been granted by Operations. Good standing means not on a Final Written Warning or actively on a Growth Plan.

TLCS reserves the right to reassign employees in the best interest of the organization. All employees work at the will of the organization. At any time, an employee may be reassigned to best meet organizational needs and priorities.

Employees who have not been asked back to their role based on performance will not be eligible for the same role, or other roles, for at least one school year unless under certain circumstances approved by Operations. If wishing to return to the previous role, or other role, the employee and/or candidate will need to be able to speak to their growth and learning moments from the previous role.

ROLE REASSIGNMENT/RESTRUCTURING/RESCOPING

Our programmatic models will require TLCS to reassign or restructure roles to best meet the needs of our scholars. A role reassignment occurs when TLCS changes the fundamental aspects of a staff member's role and/or location due to staffing, programmatic, or capacity needs. A role restructure occurs when TLCS changes some aspects of the responsibilities (typically of small significance) of a staff member's role. TLCS is an at-will employer and reserves the right to reassign and restructure roles; impacted staff will be notified of the change in a timely manner.

TIME PROCEDURES AND PROTOCOLS

This section outlines expectations regarding how employees may request to utilize time. Additionally, it includes expectations regarding attendance and how to manage absences given various circumstances.

ORGANIZATIONAL PAID HOLIDAY CALENDAR

2026 - 2027 ORGANIZATIONAL PAID HOLIDAYS	
Holiday	Dates Associated
4th of July	Friday, July 3, 2026
Labor Day	Monday, September 7, 2026
Fall Break	Monday, October 12 - Friday, October 16, 2026
Civic Engagement Day	November 3, 2026
Thanksgiving Break	Monday, November 23 - Friday, November 27, 2026
Winter Break	Monday, December 21, 2026 - Friday, January 1, 2027

Martin Luther King, Jr. Day	Monday, January 18, 2027
President's Day	Monday, February 15, 2027
Spring Break	Monday, March 15, 2027 - Friday, March 19, 2027
April Holiday	Friday, April 23, 2027
Memorial Day	Monday, May 31, 2027
Juneteenth	Friday, June 18, 2027

Please Note: TLCS will make a reasonable effort to accommodate holidays pertaining to an employee's established beliefs that do not fall on the paid holidays listed. The employee may use PTO for such purposes. Employees should speak to their school Principal or Executive Director to obtain approval for taking time off to observe such holidays.

Holidays

During organizational holidays, when TLCS is closed,

- Salaried employees will receive payment at their regular salary rate
- This policy does not apply to hourly employees, whose pay is based strictly on the hours worked.

DUTY BREAKS

At TLCS, we prioritize the well-being of our team and strive to comply with all federal and state wage and labor regulations. Agencies such as the Department of Labor and the Oklahoma State Department of Education help guide us in this process. While the Oklahoma Department of Labor does not mandate that we provide rest or paid meal breaks, we recognize the importance of these moments for our employees' health and productivity. Therefore, we do our utmost to offer uninterrupted breaks and lunch periods as a gesture of our commitment to your well-being, even though they are not guaranteed.

TARDIES AND EARLY DEPARTURES

Employees are responsible for notifying their Director of Campus Operations (DCO) and/or direct supervisor of late arrivals prior to their start time. Employees who arrive 10 or more minutes after their start time are considered tardy regardless of notification to their direct supervisor or DCO. Any requests for early departures must be made in advance to the employee's direct supervisor for approval via [Cariina Platform](#). Requests to leave more than one hour prior to the end of the expected work schedule should be considered time off requests and follow the time off request process for the campus or district. A supervisor's notification and acknowledgement of tardiness or unscheduled early departure does not constitute approval. Employees are responsible for ensuring coverage of their duties in these circumstances when applicable, especially if scholar supervision is required. Excessive tardiness or excessive early departures could lead to corrective action, up to, and including termination.

NURSING AND LACTATING EMPLOYEES

All employees are entitled to reasonable break times for lactation purposes for one year after the birth of a child. This includes all hourly, salaried, and exempt employees, including employees working remotely. TLCS will provide nursing/expressing milk/lactating employees with a space other than a restroom that is shielded from view and free from intrusion. The space will be “functional” for pumping. Employees may use campus refrigerators or may bring personal coolers to store their recently expressed milk.

- Employees should provide reasonable notice to their supervisor of the intent to take lactation breaks.
- Supervisors should attempt to provide as much schedule flexibility and break time as reasonably possible to accommodate the employee’s lactation needs.
- Employees must give notice of breaks to supervisors and are required to provide notice to their supervisor when time for expressing breast milk is no longer required.
- Employees will be provided reasonable break times to express milk.
- Lactation breaks may be taken during existing break periods or lunch breaks may be shortened to account for lactation breaks.

ABSENCE TYPES

TLCS has various policies and procedures for time away from work. Use this table as a quick reference for the different kinds of absences that may come up throughout the course of one’s employment.

SICK DAY PTO	Sick leave can be used for personal illness, chronic conditions, medical appointments, surgery and recovery, mental health issues, pregnancy and childbirth, injuries, short-term disabilities, contagious diseases, and, in some cases, caring for a sick immediate family member.
PERSONAL DAY PTO	Personal leave covers activities or responsibilities that are not work-related but require an employee's time and attention, such as financial and legal matters, household needs, family obligations, relocation, educational pursuits, and non-medical appointments.
RELIGIOUS ABSENCE PTO	Any leave requests for religious observances and practices must be submitted, <u>in writing, at least two weeks in advance</u> and will be granted unless such a request cannot be reasonably accommodated without undue hardship on our operation. <u>Employees must use PTO for this absence.</u> If an employee has exhausted all PTO days, time will be unpaid..
VOTING	Tulsa Legacy complies with all applicable laws to ensure that anyone who is eligible to vote has the opportunity to exercise this right and privilege. If an employee does not have sufficient time to vote outside of working hours and is a full-time employee who is eligible to vote, they will be given the appropriate amount of time away to vote.
UNPLANNED CLOSURES	If Tulsa Legacy has to close because of inclement weather, or other unforeseen circumstances, the following will apply to employees and managers:

If the day has to be made up during one of the make-up days on the academic calendar, all employees are expected to be in attendance for the make-up day.

The unplanned closure will follow the same guidance we do for organizational holidays for employee paid status.

- Full-time salaried employees will be paid at their regular daily rate
- Full-time hourly employees will be paid at their regular daily rate
- Part-time salaried employees will be paid at their regular daily rate
- Part-time hourly employees will not be paid unless they were asked to work during the closure

Managers of part-time hourly employees should provide flexible work schedules to make-up the time and hours and earn back work time they may have lost during the closure. Employees who may have previously approved PTO scheduled for that day, may redeem that day of PTO. Even when the organization is closed, certain high-need employees may be required to work, and physically report on-site, subject to discretion by the Executive Director. When this happens, those essential personnel who are in exempt positions may be asked to “bank” a day of compensatory time for future use at the discretion of their manager.

PROFESSIONAL DEVELOPMENT

TLCS Development:

Employees are expected to attend all required training relevant to their role and job description. Professional development days are Blackout Days. Please refer to the policy for submitting PTO requests should they fall on professional development days.

External Development:

Attendance at professional activities or courses during school hours must be approved in advance by the employee's Principal or Senior Leadership Team member, in accordance with the norms of time off requests for that location. Although approved absences for staff development do not count against the employee's paid time off, absence requests must be entered in the absence management system for record-keeping purposes.

Schedule B and Schedule C Professional Development:

The Executive Director routinely holds Professional Learning Modules, training, and mandatory diversity sessions for the schedule B and schedule C employees. All schedule B and schedule C employees are required to attend the sessions.

PAID TIME OFF (PTO)

In addition to campus and system-wide holidays, all regularly scheduled TLCS exempt or salaried employees working more than 20 hours a week, earn Paid Time Off (PTO) that will cover discretionary time away from work. Part-time, temporary, seasonal, and variable-hour employees are explicitly excluded from PTO accrual.

Paid Time Off requests are simply requests for time off. Employees are allocated a certain number of Paid Time Off (PTO) days to use with approval per school year for their needs. It is our goal to approve planned PTO requests whenever possible. PTO policies and processes are communicated by campuses and/or managers, who may set a daily limit on the number of staff who are approved to take time off.

Some of the factors that a supervisor may consider include, but are not limited to, Tulsa Legacy's business needs, staffing and operational needs, employee performance, Blackout Days, and the overall needs of the students. Once an employee exhausts their paid time off, all requests are deemed as unpaid time off requests.

PTO for personal days should be requested at least five days in advance. An employee should not expect that a request for time off will be approved automatically, as it is a request, and should plan their time accordingly.

TLCS reserves the right to ask employees to provide the appropriate documentation to support the employee's inability to attend work when requested. Only forms of documentation that can be validated will be accepted as appropriate forms of documentation. Failure to provide proper documentation, when requested, or falsifying documentation may result in corrective action, up to and including termination.

Excessive absenteeism or unapproved PTO, ePTO may result in corrective action, up to, and including termination. Providing documentation does not make the absence automatically approved, but it will be used for consideration for determining corrective action for unapproved time off.

2026 - 2027 PAID TIME OFF POLICY		
Schedule A: 10 Month	Schedule B: 11 Month	Schedule C: 12 Month
Sick Days: 5 days	Sick Days: 5 days	Sick Days: 5 days
Personal Days: 10 days	Personal Days: 11 days	Personal Days: 12 days
Bereavement: 3 days	Bereavement: 3 days	Bereavement: 3 days
Carryover (personal leave only): 10 days	Carryover (personal leave only): 11 days	Carryover (personal leave only): 12 days
Paid for Organizational Holidays	Paid for Organizational Holidays	Paid for Organizational Holidays

- Tulsa Legacy will not pay out PTO days at the end of a staff members employment
- PTO must be taken in half day (4 hours) or full day (8 hour) increments
- Hourly employees are not eligible for benefits, including PTO.
- Employees must exhaust any available PTO, for absences before going on unpaid leave, including FMLA leave. .
- If an employee exhausts their available PTO days, but needs to be absent, the employee's wages will be docked accordingly.

All Paid Time Off time can be found in the district's leave platform. Employees are strongly encouraged to review Paid Time Off and make sure that all information, including all accruals and time taken are correct. Errors can only be reconciled going back one school year. If there is an error, you must contact Operations@tulsalegacy.org.

Employee Availability and Childcare During Work Hours

Tulsa Legacy Charter School expects staff to report to work ready and able to fully perform their assigned duties. The presence of minor children who are not enrolled scholars is not permitted during the workday if it interferes with a staff member's ability to carry out their responsibilities.

If a staff member requires supervision or care for a child during the workday, the staff member is considered unavailable to perform their duties and must utilize available leave in accordance with this policy.

In rare and limited circumstances, exceptions may be considered with prior approval from the staff member's supervisor and at the discretion of school leadership. Approval is not guaranteed and will be based on the needs of the school. Any approved exception must meet all of the following conditions:

- The child is able to remain independently occupied for the duration of time on campus
- The child does not require active supervision from the staff member
- The staff member is able to fully perform all job responsibilities without interruption
- The situation is temporary and non-recurring
- The presence of the child does not disrupt the learning environment or school operations

Minor children who are ill may not be brought to campus under any circumstances.

All requests for exceptions must be submitted in advance. Bringing a child to campus without prior approval is not permitted.

Personal Leave Carryover and Maximum Accrual

Tulsa Legacy Charter Schools allows eligible employees to carry over a limited number of unused personal leave hours into the following service year, based on schedule classification. Schedule A (10-month) employees may carry over up to 80 personal leave hours (10 days) and may not exceed a maximum balance of 160 hours (20 days) in a service year. Schedule B (11-month) employees may carry over up to 88 personal leave hours (11 days) and may not exceed a maximum balance of 176 hours (22 days). Schedule C (12-month) employees may carry over up to 96 personal leave hours (12 days) and may not exceed a maximum balance of 192 hours (24 days). Any unused personal leave hours exceeding the applicable carryover limit will be forfeited at the end of the service year. Sick leave and bereavement leave are not eligible for carryover and do not roll over into the next service year.

Personal Leave Carryover and Maximum Accruals

Schedule	Service Length	Carryover Limit (per Service Year)	Maximum Personal Leave Balance per Service Year
Schedule A	10-Month	Up to 80 hours (10 days)	160 hours (20 days)
Schedule B	11-Month	Up to 88 hours (11 days)	176 hours (22 days)
Schedule C	12-Month	Up to 96 hours (12 days)	192 hours (24 days)

SCHEDULE OF SERVICE

There will be three classifications of work schedule for salaried employees of Tulsa Legacy Charter School, and each role will align to one schedule. Salaries and pay are distributed over the 12 months of a year, however the classification of work days determine the expectation of when each role will be required to work. The daily rate of pay will be determined based on the number of days you are expected to work within a school year based on the classification of schedule that correlates to your role. Each of these roles is eligible for paid breaks and holidays.

All salaried staff receive an employment offer letter from TLCS upon initial employment. All wages are paid in 24 semi-monthly installments. To reduce administrative expenses, employees are encouraged to utilize direct deposit of wages. Direct deposits or checks will be issued the 5th and 20th of each month.

- For all 11 and 12-month staff, payments will begin in July;
- For all non-12-month staff, payments will begin in August.
- For all non-exempt staff, payments are made twice per month beginning on the first pay date after employment begins.
- For staff beginning work after the first payroll of the year, their annual salary will be prorated.
- In the event that the 5th or 20th falls on a Saturday, Sunday, or holiday, paychecks will be issued on the Friday prior.

SCHEDULE OF SERVICE FOR EMPLOYEES				
Role Classification	Roles	Schedule of Service Start Date	Schedule of Service End Date	Total Service Schedule Days
Schedule A Employees (Full Time 10 month)	Teachers	August 3, 2026	May 28, 2027	185
	Paraprofessional			
Schedule B Employees (Full Time 11 month)	Assistant Principals Deans of Culture Counselor	July 6, 2026	June 18, 2027	218

Schedule C Employees (Full Time 12 month)	Director of Campus Operations Director of District Operations Director of Special Populations Executive Director Operations Coordinators Principal SIS Coordinator	July 1, 2026	June 30, 2027	228
Schedule D Employess (Non-exempt and variable-hour employees)	Substitutes Translators Lay Coaches	none	none	as needed

(*) indicates hourly, non-exempt employees who are paid for the days worked

The end date for schedule A employees may shift due to inclement weather days.

ACCRUAL OF DAYS

For all salaried employees, all sick days and personal are available for usage beginning on your first paycheck. For staff members who begin after the start date for their duty schedule, their eligible personal days will be prorated.

DAY
A “day” for the purposes of earning, using, or recording shall mean the average number of hours per day equivalent to the employee’s usual work assignment, whether full-time or part-time.

REQUESTS & APPROVALS FOR TIME OFF

Employees should make requests sufficiently in advance (a minimum of 5 days) of the need for the leave, unless circumstances prevent such, to provide the school reasonable time to cover the employees’ duties.

The following is how the district will administer its leave policy.

1. The Executive Director or his/her designee will administer approval for time off requests for district employees.
2. The Principal will administer approval for time off requests for campus based employees.
3. The District Director of Operations will document and track all approved time off requests.

Tulsa Legacy would like to express its confidence in the faculty for their expression of professionalism and judicious use of paid time off.. If the Executive Director and/or principal has cause to find the reason for paid time off has not been substantiated, they will inform the employee and Executive Director of their concern. The principal shall initiate an investigation of the matter. In conducting such, the employee may be required to submit appropriate evidence concerning the cause of his/her absence in order to qualify for the paid time off benefit.

Abuse of paid time off is cause for and will result in disciplinary action which can range from a verbal warning to termination. Verbal and written warnings will be noted in the employee's file. Any discipline to be imposed will be pursuant to the school's discipline policy herein.

BLACKOUT DAYS

We are committed to ensuring that our students receive the highest quality instruction and service delivery. For this reason, on specific days called Blackout Days, Tulsa Legacy requires campus and district staff to meet specific guidelines to be able to submit a request for PTO. Upon receiving this request, the campus or district may or may not approved the request. PTO cannot be submitted on the pre identified Blackout days unless the PTO request meets the following guidelines:

- Must be a life event and must be submitted a minimum of 30 days in advance
Or in the case of an EPTO
- Must be an unforeseen emergency, and the request must be accompanied by sufficient documentation to be submitted to the Principal or direct manager immediately upon return.

Upon receiving the request, the campus may or may not approve the request. Any absences, tardies, or early departures on Blackout Days, outside of approved PTO may result in corrective action, up to, and including termination.

2026 - 2027 Blackout Dates	
BlackOut Dates	Dates Associated
Professional Development Institutes	August 3rd - August 14th
First Official Day of Classes	August 17, 2026
District Development Days	September 8th; November 2nd, January 4th, January 19th, February 16th, March 26th, May 28th
Parent Teacher Conference Dates	November 2nd; January 19th; March 26th
The school day before Fall Break	October 9th
The school day before Thanksgiving Break	November 20th
The school day before Winter Break	December 18th

The school day before Spring Break	March 12th
The school day before Spring Holiday	April 22nd
Last Day Official Day of Classes	May 27th
Black Out Days also include • Benchmark Testing • MAP Testing • OSTP Testing • Campus Family Nights These days are placed strategically throughout the school year to ensure campus staff are developed on the upcoming curriculum, centrally score student work, have staff on high need days that coverage is hard to guarantee, and complete any organizational-wide requirements. In addition to these days, there are critical times on campus where staff is needed to open, monitor, or close out with students and it takes the full campus team. On these dates, the expectation is that all employees are present at work for the entirety of the day. Additional Blackout days may be added for campuses and/or departments depending on the districts ability to maintain instructional and operational effectiveness.	

CONFIDENTIALITY

CONFIDENTIAL AND PROPRIETARY INFORMATION

Employees are not to disclose or share any of TLCS's confidential information, either during or after ending employment. In addition, certain employees may be required to sign a confidentiality agreement.

Furthermore, the intellectual property created by an employee in the course of the employee's employment at Tulsa Legacy Charter School, or on behalf of Tulsa Legacy Charter School, is owned by Tulsa Legacy Charter School. Any reproduction or distribution without authorization by Tulsa Legacy Charter School is strictly prohibited.

CONFIDENTIAL ACCESS

The term "confidential information" includes all confidential, proprietary, and trade secret information; records and specifications owned or licensed by TLCS and/or used by TLCS in connection with the operation of its business including, without limitation, TLCS's business processes, methods, scholar lists, scholar records, accounts, procedures; and other information that is not generally available in the businesses and industries in which TLCS is directly or indirectly engaged or which TLCS treats as confidential and proprietary information.

ORGANIZATIONAL ACCESS

Employees should not possess or use TLCS property or proprietary and confidential information without authorization. In addition, TLCS maintains its access at all times to TLCS premises and TLCS property including equipment, information, records, documents, and files.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The protection of highly sensitive information regarding TLCS's scholars and families is vital to the interest and success of TLCS and confidential by federal law. Any employee who improperly uses or discloses confidential information, including scholar and family information, will be subject to disciplinary action, up to and including immediate termination and potential legal action.

FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of scholar education records.

SCHOLAR PRIVACY

Staff must maintain confidentiality regarding scholars and families to information regarding TLCS's scholars and families. TLCS wants to ensure there are no disruptions to the educational environment or any records that could invade the privacy of others. For that reason, all TLCS staff may only use approved platforms for video calls. All video calls for any scholar interaction should be treated as personally identifiable information and subject to federal and state laws. In addition, any employee who improperly uses or discloses confidential information, or removes scholar or staff files from TLCS premises, including scholar and family information, will be subject to disciplinary action, up to and including termination and potential legal action.

CHILDREN'S INTERNET PROTECTION ACT (CIPA)

TLCS uses technology that filters or blocks access to depictions that are harmful to scholars as defined by the Children's Internet Protection Act. Any staff member who attempts to circumvent this technology may be subject to discipline in accordance with TLCS policies, and or local, state, and federal laws.

TLCS may temporarily or permanently unblock access to sites containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material by the employee.

OPEN RECORDS ACT

The Oklahoma Open Records Act (the "Act"), is located at Title 51 of the Oklahoma Statutes. The Act provides a mechanism for citizens to inspect or copy government records. Any information collected, assembled, or maintained by or for TLCS, regardless of where the information is stored, is subject to the Oklahoma Open Records Act.

If any individual employee receives a request from an outside party for either paper or electronic copies of TLCS's documents, that employee must direct the request to operations@tulsalegacy.org, so that the requester may follow the the Act's protocols.

PRIVACY

As a public entity, there is no general or specific expectation of privacy in the workplace, either on TLCS property or working in a virtual environment. In general, employees should assume that what is done while on duty or on TLCS premises is not private. In addition, any device that is used for TLCS purposes, including one's personal cell phone, laptop, etc. is subject to an Open Records Request. TLCS reserves the right to conduct a search at any time of TLCS property, including devices. TLCS property may includes an employee's office, desk, file cabinet, closet, computer files, voicemail, electronic mail, or similar places where employees may store TLCS property or TLCS-related information, whether or not the places are locked or protected by access codes and/or password. Any information collected, assembled, or maintained by or for TLCS, regardless of where the information is stored, is subject to the Oklahoma Open Records Act.

PASSWORD INFORMATION

Passwords should not be stored in any online storage service or physical location and should not need to be given from one person to another unless as part of the new employee onboarding procedures.

SENSITIVE DATA

Data will be classified as sensitive if:

- It is protected under federal, state, or local laws
- Disclosure may have serious consequences to TLCS reputation, resources, services, staff, parents, scholars, or third parties
- There is intellectual property, ethical, or privacy concerns

PHOTOGRAPHS, RECORDING, AND DIGITAL CAPTURING

No TLCS employee or scholar is allowed to record the voice or image of another without the prior consent of the individual being recorded. TLCS wants to ensure that there are no disruptions to the educational environment or any records that could invade the confidentiality and privacy of others. This does not prohibit TLCS from taking photos or video for its own purposes, including for media, personal safety and security, and development purposes.

SEARCHES

Employees have no right to privacy in personal items or vehicles brought onto TLCS premises. Searches therefore may be conducted on all items or vehicles on its premises.

EMPLOYEE RECORDS MANAGEMENT

Access, Retention, and Confidentiality

Tulsa Legacy Charter School (TLCS) maintains an official personnel file for each employee. Personnel files are the property of TLCS and are maintained in accordance with applicable federal and state laws. Access to personnel records is limited to authorized individuals with a legitimate business or compliance-related need.

To preserve the integrity of official employment records, documents may not be altered, removed, or added to a personnel file except through authorized administrative processes.

Upon separation from employment, personnel records may be archived in accordance with the district's records retention practices and applicable legal requirements. Former employees are encouraged to maintain copies of important employment-related documents for their personal records. While TLCS retains records in accordance with applicable state and federal retention requirements, the district cannot guarantee immediate access to archived records or the availability of records beyond required retention periods.

Employee Demographic Updates

Employees are responsible for maintaining accurate and up-to-date personnel information in the district's Human Resources Information System (HRIS). Employees should update personal information, including contact information, emergency contacts, tax withholding information, and direct deposit information, within thirty (30) calendar days of any change.

Certain changes, including legal name changes and other records requiring supporting documentation, must be coordinated through the Operations Department and may require verification before district records can be updated.

TECHNOLOGY USE

EQUIPMENT AND SOFTWARE USAGE

The use of TLCS equipment, including computers, is for TLCS business and for authorized purposes only, even when working in a virtual environment. Brief and occasional personal use of email and the internet is acceptable while working, as long as it does not interfere with normal job functions, responsiveness, or the ability to perform daily job activities. The inappropriate use of laptops, tablets or similar devices, including inappropriate emails with staff, scholars or parents, or the participation in any pornography, betting, gambling, or other inappropriate or unlawful activities will be grounds for disciplinary action, including and up to immediate termination.

All individual's data should be stored in the TLCS provided Google Drive for departments or team use. TLCS employees should not use their computer's desktop or C: Drive as long-term storage options. Any information stored in these locations is unrecoverable if the employee's computer is lost or stolen. The use of Dropbox, Share Point, iCloud, or any

other non-issued TLCS storage containers is strictly prohibited unless specifically authorized on an approved case-by-case basis.

- All laptops are school property and are loaned to the faculty for a period of time as deemed necessary by the Director of Campus Operations and Director of District Operations.
- Borrowers are expected to protect school laptops from damage and theft. The borrower is monetarily responsible for any hardware or software damage inflicted to the laptop due to negligence on his/her part.
- Borrower agrees to pay replacement costs of lost school laptops and peripherals, or repair costs for damaged components and software installations, including labor costs.
- Borrowers will not be held responsible for computer problems resulting from regular school related use.
- The borrower agrees to refrain from attempting any network changes including operating system, registry settings, web browser configuration or printer.
- All organization-provided computer equipment, systems and services, as well as electronic files, communications (e-mail) and data, created, sent, received and/or stored on such equipment are organization assets intended for authorized business use. Employees should not assume organization records, e-mails, or any other electronic files or databases are confidential.
- Furthermore, the organization may monitor, access, and disclose all electronic data, including all Internet sites accessed. Employees must not send, store or discuss TLCS confidential information on the Internet or through other electronic means without prior authorization and security measures.

Security is of special concern to TLCS, and all employees are asked to strictly adhere to the following computer guidelines:

- Ensure that all automatic updates are downloaded and that the Director of District Operations is notified when any software (security or otherwise) licenses are about to expire.
- Do not install or uninstall any software without the written permission of TLCS's Director of District Operations or Executive Director.
- Do not attempt any network changes including operating system, registry settings, web browser configuration or printer.
- It is TLCS's policy to utilize all commercially purchased software in accordance with its individual licensing agreement. Unless otherwise provided in the license, any duplication of copyrighted software, except for backup and archival purposes, is a violation of the law.
- TLCS's e-mail system is intended for internal and external business communication. It is neither private nor intended to be your primary personal email. Your e-mails are the property of TLCS. You should have no expectation that your emails are private. TLCS recognizes that personal messages may be sent and received by employees, however, employees are encouraged to keep personal email to a minimum and use should be restricted to break times.
- TLCS computers and other office equipment are not to be used to view or participate in pornography, betting, gambling, or other inappropriate or unlawful activities. Participating in any of these or other unlawful or inappropriate activities will be grounds for immediate termination.

- Immediately contact the director of business operations if you experience any problems related to your computer, e-mail, printing ability, etc.
- Due to viruses that are often passed through social media sites such as Facebook, TLCS asks that employees use extreme caution when utilizing Facebook or other similar sites and services as part of instructional practices or communication with scholars/families from TLCS computers.

DISTRICT SANCTIONED COMMUNICATION PLATFORMS

All communication with families and business operations must take place on a district-sanctioned platform. Approved platforms include 8x8, Parent Square and Tulsa Legacy Google Apps (including Gmail). This ensures consistency, security, professionalism in all interaction and compliance with House Bill 3958.

Using district-sanctioned platforms ensures that all staff members follow the same procedures and use the same tools, fostering clear and uniform communication across the district. These platforms are monitored and secured by the district, protecting sensitive information and ensuring compliance with privacy regulations. By standardizing our communication methods, we maintain a professional image and ensure that all interactions are conducted appropriately. Additionally, using approved platforms allows the district to track and document communications, which is crucial for resolving disputes, providing support, and maintaining accurate records.

Use of non-sanctioned platforms for official communication is prohibited to maintain these standards and ensure the integrity of district communications. District-sanctioned communication platforms may be added and the comprehensive list will be available in Cariina.

WEB- BASED PHONE NUMBER (8x8 or Parent Square Virtual Phone)

TLCS provides web-based phone numbers for staff to use exclusively for work-related communications. This number should be the only one used when contacting families and external stakeholders, and it may be posted on the district's website.

Expectations for Use:

- **Responsiveness:** Employees must answer calls during working hours and up to 5:00 PM. Missed calls should be returned within 24 business hours.
- **Privacy and Professionalism:** There is no expectation of privacy for web-based phone numbers, and communications may be subject to disclosure under the Oklahoma Open Records Act. All use must be professional; personal numbers should not be shared with families.
- **Prohibited Use:** The use of web-based phone numbers for inappropriate or unlawful activities, including pornography, gambling, or improper interactions with scholars or parents, is prohibited and may result in disciplinary action, up to and including termination.

BRING YOUR OWN DEVICE ACCEPTABLE USE

This policy establishes TLCS's guidelines for employee use of personally owned electronic devices for work related purposes. Employees may have the opportunity to use their personal electronic devices for work purposes when authorized by Operations. Personal electronic devices include personally owned cell phones, smart phones, tablets, laptops, and computers. These devices must only be used on the guest wireless network.

DEVICE PROTOCOLS

Employees may not use cloud-based apps or backup that allows TLCS-related data to be transferred to unsecure parties. Due to security issues, personal devices may not be synchronized with other devices in employees' homes. Making any modifications to the device hardware or software beyond authorized and routine installation updates is prohibited unless approved by Operations. Employees may not use unsecure Internet sites. Personal devices should be turned off or set to silent or vibrate mode during meetings and conferences and in other locations where incoming calls may disrupt TLCS operations.

RESTRICTIONS ON AUTHORIZED USE

Employees whose personal devices have camera, video, or recording capability are restricted from using those functions anywhere in the building or on TLCS property at any time unless authorized in advance by their Principal or Operations team.

While at work, employees are expected to exercise the same discretion in using their personal devices as is expected for the use of TLCS devices. TLCS' policies pertaining to harassment, discrimination, retaliation, trade secrets, confidential information, public information, and ethics apply to employee use of personal devices for work-related activities.

Excessive personal calls, e-mails, text messaging, and general use of phone during the workday, regardless of the device used, can interfere with employee productivity and be distracting to others. Exceptions may be made for emergency situations and as approved in advance by the employee's supervisor.

Non-exempt employees may not use their personal devices for work purposes outside of their normal work schedule without authorization in advance from management. This includes reviewing, sending, and responding to e-mails or text messages, and making or responding to phone calls.

Employees may not use their personal devices for work purposes during periods of leave without authorization. TLCS reserves the right to deactivate any TLCS-owned applications and access on the employee's personal device during periods of leave.

RESTRICTIONS ON PERSONAL VPNS

Employees shall not use personal VPNs with TLCS equipment. Employees shall not use personally owned VPNs while on TLCS network. Applications restricting network traffic monitoring or sharing of files is strictly prohibited. This practice opens TLCS data to be transferred to unsecure parties and prevents the organization from being able to access online resources safely and protect staff and scholar information.

PRIVACY AND ORGANIZATIONAL ACCESS

No employee using their personal device should expect any privacy except that which is governed by law. TLCS has the right, at any time, to monitor and preserve any communications that use TLCS’s networks in any way, including data, voice mail, telephone logs, Internet use, and network traffic.

MULTI-FACTOR AUTHENTICATION

All employees will be required to use multi-factor authentication for their work device, and any other device they may access TLCS information on when not using a TLCS network. This is to protect from unauthorized account access in the event an employee’s username and password are compromised. This requirement means that employees will have to download Google Authenticator on any of their personal mobile devices and use this app as an additional method to verify their identity when not at a TLCS site. This could include but is not limited to: Google, RAMP, etc.

OUT-OF-STATE TRAVEL

All employees shall notify Operations if they intend on using TLCS provided software services when out of state or abroad. The employee shall provide Operations departure and return dates to allow these services from location outside of the United States. This will prevent devices and services from being locked during travel.

COMPUTER NETWORK AND SOFTWARE

Use of TLCS technology and all forms of internet access is for TLCS business and for authorized purposes only. Brief and occasional personal use of the electronic mail system or the internet is acceptable as long as it is not excessive or inappropriate, occurs during personal time (lunch or other breaks), and does not result in expense to TLCS. Electronic communication should not be used to solicit or sell products or services that are unrelated to TLCS’s business, distract, intimidate, or harass co-workers or third parties, or disrupt the workplace.

EXCESSIVE USE
Use is deemed “excessive” if it interferes with normal job functions, responsiveness, or the ability to perform daily job activities.

- Use of TLCS computers, networks, and Internet access is a privilege granted by management and may be revoked at any time for inappropriate conduct carried out on such systems, including, but not limited to:
- Participating in or intervening in (including the publishing or distributing of statements) any political campaign on behalf of (or in opposition to) any candidate for public office as a representative of TLCS (employees may engage in political activities in their individual capacity);
- Sending chain letters or participating in any way in the creation or transmission of unsolicited commercial
- mail (“spam”);
- Engaging in private or personal business activities, including excessive use of instant messaging or chat rooms;
- Misrepresenting oneself or TLCS;

- Violating the laws and regulations of the United States or any other nation or any state, city, province, or other local jurisdiction in any way;
- Engaging in unlawful or malicious activities;
- Deliberately propagating any virus, worm, Trojan horse, trap-door program code, or other code or file designed to disrupt, disable, impair, or otherwise harm TLCS's networks or systems or those of any other individual or entity;
- Using abusive, profane, threatening, discriminatory, harassing, or defamatory language in either public or private messages;
- Accessing, creating, viewing, transmitting, or receiving harassing, defamatory, discriminatory, threatening, or illegal visual, textual, or auditory materials;
- Accessing, creating, viewing, transmitting, or receiving pornographic materials;
- Causing congestion, disruption, disablement, alteration, or impairment of TLCS's networks or systems;
- Maintaining, organizing, or participating in non-work-related web logs ("blogs"), web journals, "chat rooms", or private/personal/instant messaging;
- Failing to log off any secure, controlled-access computer or other form of electronic data system to which employees are assigned and then leaving the computer or system unattended;
- Using recreational games; and/or
- Defeating or attempting to defeat security restrictions on TLCS's systems and applications

Additionally, engaging in any of the activities above could result in disciplinary action up to, and including, discharge and potential legal action, including criminal prosecution. TLCS will comply with any reasonable request from law enforcement and regulatory agencies including, but not limited to logs, diaries, archives, or files on individual Internet activities, e-mail use, and/or computer use. Nothing in this policy is intended to interfere with an Employees from engaging in an activity protected by the National Labor Relations Act.

STOLEN OR LOST EQUIPMENT

Loss, damages, or theft of TLCS property, including computers, should be reported to a direct supervisor immediately. You must report it to your supervisor and Director of District Operations immediately. They will notify the police and the make, model, and serial number for the laptop will be provided so police can file a complete report and enter the stolen laptop information immediately on the national crime information computer. Precaution and common sense goes a long way in controlling your theft exposure.

How to Avoid Theft of Technology:

- Do not leave a laptop in an unlocked vehicle, even if the vehicle is in your driveway or garage, and never leave it in plain sight. If you must leave your laptop in a vehicle, the best place is in a locked trunk. If you do not have a trunk, cover it up and lock the doors.
- Be aware of the damage extreme temperature can cause to computers.
- Carry your laptop in a nondescript carrying case or bag when traveling.
- Do not leave a meeting or conference room without your laptop. Take it with you.

- Never check a laptop as luggage at the airport. The Federal Aviation Administration has issued a warning about an increasingly common scam—stealing laptops from the conveyor belts of metal detectors. Wait for those ahead of you to pass through the metal detector before placing your laptop on the belt. Another airport scam to be aware of— one person will engage you in conversation or bump into you and their partner in crime will steal your laptop while you are distracted. Be alert.
- Lock the laptop in your office or classroom during off-hours.
- If you do not have an office, then you may use a cable lock that wraps around a desk or chair leg,
- or put the laptop in a locked closet or cabinet.

For the first incident in which equipment valued at or above \$1,000 where the equipment is lost or stolen, the employee will be responsible for the first \$200 of the expense of replacing the equipment and their department/campus will pay the balance of the cost. The employee will be responsible for the full cost of replacing the equipment for any subsequent incidents requiring replacement of TLCS property, including their computer. Moreover, negligence in the care and use of TLCS property may be considered grounds for discipline, up to and including termination of employment.

DEVICES AND EQUIPMENT UPON EXIT

Upon resignation or termination of employment, or at any time on request, the employee may be asked to produce their TLCS issued device, or personal device, for inspection. All TLCS data on devices can be removed by the Operations department upon termination of employment.

Any and all TLCS devices, or technology equipment, not returned by an employee's last day, will be repaid to TLCS in a deduction on their final paycheck.

The last day of an employee's employment is the last day they will have access to their TLCS accounts (e.g. 8X8, Google, Parent Square, etc.).

MEDIA EXPECTATIONS

MEDIA INTERACTIONS

TLCS's Operations team is the point of contact for all press and media inquiries.

There may be times when you are contacted by the press or other media (reporters, anchors, bloggers, producers, editors) with questions relating to TLCS, its scholars, or employees. While maintaining a friendly and gracious tone, any and all such calls should be referred to the Director of District Operations, without comment. This is necessary so that TLCS may present itself to the public with one voice, especially at times of crisis or controversy.

In the event of a media or external entity inquiry, the Director of District Operations will assess the request and may engage the appropriate TLCS team(s) or staff member(s) to assist with gathering information for a formal response. The identified TLCS team(s) or staff member(s) is responsible for:

- Gathering information, pulling and/or analyzing data, providing details. This may include cross-team collaboration and deducing information from multiple sources.
- Checking data and information for accuracy before sharing.
- Confirming the final data/details with appropriate leadership staff.
- Providing accurate and succinct information, details, or data that the Director of District Operations can include directly in the response to the media.

Furthermore, except with permission from or upon instruction by the Executive Director, employees may not initiate contact with the media concerning the TLCS's operations (including its services, policies, and procedures), its scholars, or its employees.

SOCIAL MEDIA

TLCS believes that technology can be a powerful educational tool when used appropriately. While free speech protects individuals who want to participate in social media, the laws and courts have ruled that school districts can discipline employees if their speech, including personal online postings, disrupts school operations.

SOCIAL MEDIA
Social media sites include, but are not limited to, print, broadcast, digital, and online services such as blogs, wikis, social networking sites including but not limited to: Facebook, LinkedIn, Snapchat, Twitter, Instagram, Vimeo, TikTok, YouTube, Flickr.

All communications within and outside of the workplace, including verbal and written communications as well as internet social networking, are expected to be appropriate and professional. Although the lines between public and private, personal, and professional, can become blurred in the digital world, you will always be considered to be a TLCS employee. Whether it is clearly communicated or not, you will be identified as an employee of the school district in what you do and say online

These guidelines are intended to support and protect TLCS administrators, teachers, staff, scholars, and families so that TLCS can provide the best education possible to each scholar.

Engaging in personal social networking friendships on any social media site is prohibited between TLCS employees and scholars, and strongly discouraged with parents or guardians of scholars. For more information about scholar interactions, refer the the "[Scholar Interactions](#)" section of this handbook

Staff members may use an approved school issued technology account for interacting with scholars and families outside of school. Please refer to the "[Technology Use](#)" section of this handbook for additional details.

TLCS employees must respect the privacy rights of their fellow employees by seeking their permission before writing about or posting photos that might be considered to be a breach of their privacy and confidentiality.

Tulsa Legacy Charter School' media release covers official TLCS use only. Employees may not personally post media showing scholars, staff, or parents, including but not limited to photographs, videos, audio clips, and/or statements on personal or social networking sites (described above), without prior approval from the Operations team.

Engaging in social media activities that may impair their own work, or the work of others, is prohibited; specifically, engaging in social media in a way that is harassing, demeaning, disruptive to the smooth and orderly flow of work within TLCS, is harmful to the goodwill or reputation of TLCS, or creates a hostile work environment is prohibited.

Commentary, content, or images that are deemed to be defamatory, pornographic, proprietary, harassing, or that could create a hostile work environment, may subject the employee to disciplinary action, up to and including immediate termination. Employees also can be sued by fellow employees or other individuals that may consider the commentary, content, or images and defamatory, pornographic, proprietary, harassing, libelous, or as creating a hostile work environment.

TLCS wants to ensure that there are no disruptions to the educational environment or any records that could invade the privacy of others. This does not prohibit TLCS, however, from taking photos for its own purposes including for marketing or media uses. If you have questions or concerns about complying with TLCS's Fair Use Agreement below please contact operations@tulsalegacy.org. Nothing in this policy is intended to interfere with an employee from engaging in an activity protected by the National Labor Relations Act.

Digital Boundaries with Scholars

To protect scholar privacy, safety, and the integrity of Tulsa Legacy Charter School, employees and volunteers are strictly prohibited from posting, sharing, or distributing images, videos, or identifying information of TLCS scholars on personal social media accounts or personal digital platforms.

This prohibition applies regardless of:

- Parent or guardian permission,
- Whether the account is set to "private,"
- Whether the content is positive or celebratory,
- Whether the scholar is fully identifiable or partially visible.

All scholar-related media intended for public distribution must be shared only through official TLCS communication channels and in accordance with district media consent procedures.

Employees may not "friend," follow, or engage with current scholars on personal social media accounts.

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

FAIR USE AGREEMENT: PHOTOGRAPHY AND VIDEO

Employees grant permission to TLCS and its team members to use photographs or videos taken of them or their spoken words in publications, resources, internal development or hiring materials, and/or display boards.

Employees also grant to use electronic versions of the same publications on TLCS's websites or other electronic forms or media, and to offer them for use or distribution in non-TLCS publications, electronic or otherwise, without notification.

Employees waive the right to inspect or approve the finished photographs, statements, and/or printed electronic materials that may be used in conjunction with them now or in the future, whether that use is known or unknown to them.

Employees waive the right to royalties or other compensation arising from or related to the use of the photograph, video, or statements.

Employees release TLCS and its team members, including any firm publishing and/or distributing the finished product in whole or in part, whether on paper, via electronic media, or on web sites, from and against any claims, damages, or liability arising from or related to the use of photographs or videos. This includes, but is not limited to, any misuse, alteration, or use in composite form, either intentionally or otherwise, that may occur or be produced in taking, processing, reduction, or production of the finished product, its publication, or distribution.

BENEFITS AND COMPENSATION

This section outlines benefits offerings for TLCS employees and all topics related to employee compensation: how payments are issued, when payments occur, forms of payment, and adjustment processes. The unit also includes the processes for reimbursement and reconciliation of business credit cards and procurement cards.

COMPENSATION

TLCS strives to be an employer of choice for exceptional, high-achieving employees who are committed to working every day to create pathways for opportunity for the scholars we serve. Our compensation philosophy reflects our desire to attract, retain, and reward top performers in an equitable way.

STAFF COMPENSATION

TLCS is committed to ensuring continuity of pay for all of our teammates. As academic calendar and/or staffing changes are made, TLCS will attempt to limit the compensation impact to employees, where possible. While operating virtually or in-person, staff will be paid the same salary or hourly rate that was outlined in their offer letter/compensation statement, unless informed otherwise by Operations. Staff who have roles that are restructured or reassigned will be paid at their regular rate of pay, unless informed otherwise by Operations. Non-exempt hourly staff should work with the Director of Campus Operations to ensure their schedules remain aligned to their full-time/part-time status.

FAIR LABOR STANDARDS ACT (FLSA)

All employees are classified as either exempt or non-exempt, according to job duties as determined by the provisions of the federal Fair Labor Standards Act (FLSA).

Non-exempt employees are:

- Paid on an hourly basis;
- Required to fill out timesheets accounting for all hours worked in a pay period;
- Entitled to overtime pay at 1.5 times their rate of pay for all hours worked in excess of 40 hours per week according to FLSA and Oklahoma wage and hour laws.

Exempt employees are:

- Paid a fixed salary determined by the duties to be performed rather than the number of hours worked;
- Classified as such based on specific tests as mandated by the FLSA; and
- Exempt from overtime provisions of the FLSA.

TLCS reviews and assigns a FLSA status (exempt or non-exempt) that is maintained by the Operations team;

An employee's exempt or non-exempt classification may be changed only at the written approval from Operations, and in accordance with applicable federal law.

TIMEKEEPING

Federal and state laws require TLCS to keep an accurate record of time worked for non-exempt employees in order to calculate pay and benefits.

All non-exempt employees are required to record their starting and ending time, as well as time in and out for unpaid breaks. Keeping track of hours is the employee's responsibility. Fraudulently reporting time is considered to be time theft and may lead to termination.

It is the employee's professional responsibility to confirm when you sign in that the computer logs your sign-in. It is also the employee's professional responsibility to confirm when you sign out that the computer logs your sign-out. For all non-exempt employees, in order to get paid for the hours worked, you must be signed in and sign out of each shift.

Employees are required to complete all time tracking requirements by the required deadline.

If anyone asks an employee to work without reporting the time accurately, the Director of District Operations or a member of the campus leadership team must be notified immediately.

OVERTIME

TLCS compensates overtime for non-exempt employees in accordance with federal and state wage and hour laws. Only non-exempt employees (typically employees who are paid by the hour) are eligible for overtime pay.

Non-exempt employees should not work more than 40 hours per week without prior approval from their direct supervisor.

Non-exempt employees who work more than 40 hours per week without obtaining permission from their direct supervisor(s) are subject to disciplinary action up to and including termination of their employment.

Paying employees at the Blended Rate Method:

- Overtime is defined as any time a non-exempt employee works beyond a standard 40-hour work week. According to the Fair Labor and Standards Act (FLSA), employees working over 40 hours should be paid 1.5 times their regular wage.
- In some instances, for some employees TLCS Payroll may need to use a blended / weighted average rate to accurately pay employees that work different jobs at different rates because these employees are performing different duties/ tasks at different rates.
- The federal government's Fair Labor Standards Act requires that when work is performed at two or more rates, overtime must be paid out at a blended rate. A "blended rate" is a rate of not less than one-and-a-half times the weighted average of all non-overtime rates used during that workweek.

For additional questions on overtime or the blended rate method, please reach out to operations@tulsalegacy.org.

STIPENDS

Certain employees may receive additional compensation, or a stipend, for additional duties.

STIPEND

Stipends are supplemental income and are not part of an employee's base pay.

The District Leadership Team will make the determination, in accordance with TLCS policy, about who is eligible for stipends or extra duty compensation.

Stipends will be prorated for any eligible employee who begins stipend related duties after the first day of instruction or ends employment before the last day of instruction.

Stipend amounts and disbursement terms are reviewed each year and may change if there is a change in organizational priorities and/or a change in state, private, or local funding streams.

To be eligible for stipend distribution, recipients must officially sign an offer of compensation for their assigned role and complete all associated requirements

INTERIM COMPENSATION

Employees who take on significant additional responsibilities for substantial periods of time can be compensated on a temporary basis for the extra duties. Read below for guidance on our interim compensation policy.

INTERIM COMPENSATION
Interim compensation occurs when the responsibilities being undertaken by the employee are significant, which is generally defined as being larger in scope than current responsibilities and would account for approximately greater than 25% of an employee’s time (the Operations team can assist with determining whether additional responsibilities are significant). The responsibilities being undertaken by the employee must be those of another position that is vacant. The interim role shall normally be for no less than four (4) consecutive weeks and no more than twelve (12) consecutive months.

This policy is not applicable to any employee taking on responsibilities lower than or lateral to their current position grade.

This policy cannot be applied to account for the duties of a lateral employee on leave. If an interim promotion occurs, the employee shall receive the entry rate of the new role or an increase of 2.5% of their current pay for each pay grade, whichever is greater.

At the end of the interim duties, the affected employee shall have their salary reduced to its original level including any salary increase which the employee would have received in their regular position.

Final determinations on interim titles and compensation will be at the sole discretion of the Executive Director.

COMPENSATORY/FLEX TIME

Supervisors have the discretion to allocate flex/comp time for their exempt employees who have worked outside of traditional business hours. A supervisor may choose to grant compensatory time off to exempt employees who are required to work in excess of their traditional work schedule for special projects or during weekends or any normally scheduled time off.

PAYCHECKS

PAY SCHEDULE

Employees are paid semi-monthly, typically on the 5th and the 20th of each month. If a payday falls on a holiday, employees will receive that paycheck on the last workday prior to the holiday. If a payday falls on a weekend, employees will receive that paycheck on the Friday before the weekend.

All salaried, exempt employees, including 10 and 11-month employees, will receive their pay over a 12-month payment schedule. All hourly, non-exempt employees will only receive pay for time worked, and in accordance with holiday and unplanned closure pay.

Employees are encouraged to review paychecks and make sure that all information, including all earnings and deduction amounts are correct. If there is an error, the Payroll department must be contacted immediately at operations@tulsalegacy.org. If an error is not brought forward within the same school year, TLCS will not be able to backdate pay to previous fiscal years that have ended.

DIRECT DEPOSIT

All employees of TLCS are required to enroll in direct deposit for receipt of their payroll funds. Enrollment in direct deposit is mandatory to optimize payroll operations, enhance security, and provide employees with convenient and reliable access to their earnings.

Employees change direct deposit by submitting the Direct Deposit Authorization via the Cariina platform.

Paper checks will no longer be an option.

If an employee is not enrolled in direct deposit, they may experience a delay in receiving funds.

OVERPAYMENT/UNDERPAYMENT

TLCS takes all reasonable steps to ensure that employees receive an accurate paycheck paid promptly on scheduled paydays.

If there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Payroll Team so any corrections can be made as quickly as possible. If an error is not brought forward within the same school year, TLCS will not be able to backdate pay to previous fiscal years that have ended.

If the employee has been underpaid, TLCS will pay the employee the difference as soon as possible.

If the employee has been paid in excess of what they have earned, the employee will be required to return the overpayment to TLCS by a date determined by the Director of District Operations.

No employee is entitled to retain any pay in excess of the amount they have earned according to the agreed-upon rate of pay.

Upon termination of the employment agreement, any remaining balance of overpayment plan shall be considered an offset to any final wages otherwise due the employee.

WAGE DEDUCTIONS

TLCS is required by law to withhold certain federal and state taxes from wages paid to employees. The rates at which these deductions are made and the total amount that must be withheld varies in accordance with applicable federal and state wage and hour laws. Additionally, other payroll deductions, such as retirement plan contributions, employee benefit premiums, or expenses owed to TLCS, may be made upon appropriate authorization. Finally, if TLCS receives an order to garnish wages, it must comply with that order and reduce an employee's take-home pay accordingly. A wage garnishment can be released only at the direction of the federal, state or local agency ordering the garnishment.

Staff are required to pay premiums in accordance with their benefit elections and any mandatory state or federal deductions. Should a staff member go unpaid for any length of time, premiums are still owed for benefits and premiums owed will be tracked from the time the employee is unpaid. Once the employee's pay is reinstated, all premiums owed will be collected on a payment schedule

TLCS may also make deductions for time off without pay, payroll overpayment, outstanding meal balances, breakage or loss of merchandise, inventory shortage, or cash shortage so long as the employee was the sole party responsible for the cash shortage or item damaged or lost.

UNCLAIMED PAYROLL CHECKS

If an employee does not collect their pay within 90 days, the Payroll team will secure such pay and the wages will be recorded. The employee will be required to present proper identification to TLCS before pay will be reissued. In the event that the unclaimed pay is not claimed for a period of five years from its date of issuance, the pay amount "escheats," or transfers to the State of Oklahoma pursuant to [O.S. Title 60 Section 677 \(B\) \(Chapter 13\)](#). After such time, the employee will need to contact the Unclaimed Property Division of the Oklahoma Treasury Department for instructions on retrieving unclaimed wages.

PRORATED SALARY

All salaried employees who start after the first day of their duty/work schedule will receive a prorated salary based on the number of days remaining in the duty/work schedule.

To calculate the gross amount a salaried employee will be paid, the fully yearly salary is divided by the number of days of in the salaried employee's duty schedule. This amount is the "daily rate." The daily rate is then multiplied by the number of

days the employee is actually working for the remainder of their duty schedule. This number determines the pro-rated salary. The staff member will be paid the pro-rated salary evenly over the remaining number of pay periods remaining for the school year.

BUSINESS EXPENSES AND TRAVEL

Lost, Damaged, or Stolen Property

TLCS is not responsible for personal property brought to school sites, district offices, events, trainings, conferences, or other district-sponsored activities. Employees are responsible for safeguarding their personal belongings at all times. TLCS is not liable for the loss, theft, or damage of personal property.

Professional Development Funding

TLCS believes professional learning is an important investment in employee growth and organizational effectiveness. Subject to budget availability and district priorities, TLCS may fund approved supplemental professional development opportunities that support an employee's current role, future responsibilities, certification requirements, or district initiatives.

All supplemental professional development opportunities must be approved in advance through the district's established approval process. Approval is based on factors including relevance to the employee's position, alignment with district goals, operational impact, available funding, and anticipated benefit to TLCS.

Approved expenses are generally funded through Ramp or another district-approved purchasing method. Employees should not use personal funds for professional development expenses unless specifically authorized or required due to a documented emergency circumstance.

TLCS reserves the right to approve, deny, limit, or discontinue funding for any professional development opportunity at its sole discretion.

Business Travel

Employees may be authorized to travel on behalf of TLCS for approved professional learning, conferences, meetings, trainings, recruitment activities, or other district business.

All travel must be approved in advance through the district's established approval process. Once approved, employees will receive guidance regarding approved expenses, spending limits, documentation requirements, and travel expectations.

Travel-related expenses are generally funded through Ramp or another district-approved purchasing method. Employees are expected to exercise prudent judgment when spending district funds and must comply with all district travel procedures.

Only expenses directly related to the approved business purpose may be charged to district funds. Personal expenses, upgrades, entertainment expenses, and other non-business-related costs are the responsibility of the employee

Approval

Employees may not approve their own travel expenses, purchases, or reimbursement requests.

All professional development opportunities, business travel, and related expenses must be approved through the district's established approval process before expenses are incurred. Employees are expected to follow all instructions included in their approval notification and any accompanying Travel Guidance Email.

SUPPLEMENTAL PROFESSIONAL DEVELOPMENT	BUSINESS RELATED TRAVEL
Examples of supplemental professionals development opportunities includes but is not limited too: ● CONFERENCES: Traveling to attend conferences or seminars, relevant to the employee's role or company interests. ● TRAININGS AND WORKSHOPS: Traveling to attend job-related training sessions, workshops, or professional development courses. ● ONLINE COURSES OR WEBINARS: Taking courses or attending webinars on topics relevant to one's profession or industry, often offered by educational platforms, professional associations, or companies ● CERTIFICATION PROGRAMS: Pursuing professional certifications related to specific skills or industries,	Examples of business related travel includes but is not limited too: ● MEETINGS: Traveling to attend meetings or trade shows relevant to the employee's role or company interests. ● DONOR VISITS: Traveling to meet with donors or prospective donors for presentations, negotiations, or relationship-building purposes. ● RECRUITMENT: Traveling for recruitment purposes, such as attending job fairs or conducting interviews with potential candidates ● MARKET RESEARCH: Traveling to conduct market research, gather competitive intelligence, or explore opportunities ● CONSULTING: Traveling to provide consulting services or expertise to clients or other business entities

Payment of Expenses

TLCS primarily funds approved professional development and travel expenses through Ramp or another district-approved payment method.

Conference registration fees, airfare, lodging, meals, and other approved expenses may be purchased directly by the employee using district-provided funds or may be paid directly by TLCS when appropriate.

Employees should not use personal funds for district business expenses except in limited emergency circumstances as described below.

Limited Reimbursement Exceptions

TLCS operates under a district-funded purchasing model and does not routinely reimburse employees for business expenses.

Reimbursement requests are rare exceptions and may be considered only when a documented emergency circumstance exists or when an approved district purchasing system is temporarily unavailable. Examples may include emergency purchases necessary to protect health, safety, property, or essential operations.

Failure to plan in advance, convenience purchases, forgotten orders, expedited shipping due to late planning, or personal preference do not qualify for reimbursement.

Any reimbursement request must comply with applicable district reimbursement policies and may require supporting documentation, receipts, and administrative approval.

Mileage Expenses

Employees may be eligible for mileage reimbursement when traveling on approved district business outside of their primary work location. Mileage reimbursement is not available for normal commuting between an employee's residence and assigned work location.

Mileage is calculated from the employee's primary work location to the approved business destination and return. Reimbursement is paid at the current IRS-approved mileage rate.

Employees seeking mileage reimbursement must document business miles traveled and submit the required documentation in accordance with district procedures.

Air Travel

Employees traveling by air for approved district business are expected to select the lowest reasonable refundable airfare available at the time of booking. Economy class airfare is the standard travel option.

Exceptions for upgraded seating may be approved in advance when necessary for accessibility, safety, extended travel duration, or other documented business reasons.

Employees should book airfare in accordance with the instructions provided in their Travel Guidance Email. Additional costs associated with personal travel preferences, upgrades, or non-approved expenses are the responsibility of the employee.

Private Vehicles

Use of a personal vehicle for district business is permitted only for approved out-of-district travel and must be authorized in advance through the district's travel approval process.

Employees who use a personal vehicle for approved district business are responsible for maintaining a valid driver's license, current vehicle registration, and insurance coverage as required by law.

Mileage reimbursement is calculated from the employee's primary work location to the approved business destination and return. Mileage reimbursement is not available for travel between an employee's residence and assigned work location.

Employees operate personal vehicles at their own risk. TLCS is not responsible for damage to, theft of, loss involving, or maintenance of personal vehicles used for district business.

Meals

TLCS provides meal funding for employees participating in approved out-of-state professional learning, training, workshops, conferences, and meetings, as well as approved in-state professional learning activities requiring travel.

Meal allocations are based on the U.S. General Services Administration (GSA) Meals and Incidental Expenses (M&IE) rate for the travel destination and are distributed through Ramp or another district-approved payment method.

Meal funding is intended to cover meal expenses incurred during approved travel and is not processed as reimbursement for actual meal costs. Employees are expected to remain within their approved meal allocation.

Lodging

TLCS may provide funding for lodging associated with approved out-of-state professional learning, training, workshops, conferences, and meetings, as well as approved in-state professional learning activities that require an overnight stay.

Employees are responsible for securing lodging in accordance with the instructions provided in their Travel Guidance Email and applicable district travel procedures. TLCS uses the federal General Services Administration (GSA) lodging rate as the standard for determining reasonable lodging costs.

Lodging exceeding the applicable GSA rate may be approved when it is part of a conference hotel block, when comparable accommodations within five (5) miles are unavailable at or below the GSA rate, or when a safe, reputable, and professionally maintained lodging option is selected and approved in advance.

Employees are responsible for any personal lodging expenses, including room upgrades, entertainment charges, room service, alcoholic beverages, and other non-business-related costs.

Employees must retain and submit required lodging receipts and documentation in accordance with district travel procedures.

PROCUREMENT CARDS

This policy outlines the procedures and guidelines for the use of procurement cards (PCards) at Tulsa Legacy Charter School to ensure fiscal responsibility and accountability in all financial transactions. Authorized financial custodians must uphold the highest standards of fiscal integrity and ensure that all financial transactions conducted by Tulsa Legacy

Charter School comply with established guidelines and procedures. By adhering to these principles, we demonstrate our commitment to responsible stewardship of financial resources for the benefit of our scholars and community

Usage

PCards are issued to designated personnel for approved school-related expenses such as professional development and resource acquisition. The Operations Department will determine the issuance of PCards in consultation with the Executive Director and School Board.

- Schedule B Employess
- Schedule C Employess
- Employess with a Stipened Roles (ie: Grade Level Chair, Athletic Director, etc.)
- Employees Traveling for Professional Development
- Additional personnel as approved by the Director of District Operations.

Approved Events and Expenditures

- All requests for purchase via PCard must be approved by the appropriate authority.
- Approved events and expenditures must be documented, including but not limited to the card's purpose, approved vendors, and card amount.
- Expenditures must align with the educational mission and objectives of the district
- Employees must submit resource requests via the designated platform for approval.

Financial Responsibility

- All purchases made using PCards must adhere to tax-exempt regulations when possible.
- All expense claims must be submitted through the RAMP portal along with applicable receipts within 30 days of incurred expenses to be considered for reimbursement. Any reimbursement request not submitted within 30 days of the expense may be denied at the sole discretion of TLCS. Additionally, any reimbursement request that was not approved in advance or for which there is no receipt (other than business mileage) may be denied at the sole discretion of TLCS.
- Appropriate documentation for all transactions must be promptly uploaded to the Ramp platform for reconciliation.
- Purchases must only be made from the approved list of items and vendors designated by the school.
- Employees making out-of-pocket purchases must obtain approval from the Director of District Operations (DDO) to ensure eligibility for reimbursement.

Training and Support

- All PCard holders must review the Ramp [video tutorial](#) for card usage to familiarize themselves with the platform and procedures.
- Ongoing training and support will be provided to ensure proper usage and compliance with the financial policy.

Consequences for Non-Compliance

Failure to comply with the PCard policy may result in the following consequences:

- Employee owing the amount of any unapproved purchase.

- Loss of purchasing privileges.
- Additional disciplinary action, up to and including termination, as deemed necessary by the administration.

BENEFITS

TLCS offers employees a competitive and comprehensive array of benefits to ensure employees are able to take care of themselves and their families. The handbook will provide general information about each of the benefits offered, but it is not intended to, and does not, provide all the details or requirements of these benefits, nor does anything in this handbook change or otherwise modify the terms of the official plan documents. In the case that any of the information contained in this handbook is inconsistent with the official plan documents, the plan documents will govern. Employees are asked to contact the benefit provider directly with coverage or benefit questions.

The employee is responsible for all premiums resulting in their benefit elections.

Additionally, nothing contained in the benefit plans described in this handbook creates a promise of employment or future benefits, or a binding contract between TLCS and its employees, retirees, or dependents, for benefits or for any other purpose. TLCS reserves the right, at its discretion, to amend, modify, or terminate, any or all of the benefits programs described in this handbook.

ELIGIBILITY

Insurance coverage through Tulsa Legacy is available only to full--time, active employees. A school employee who is not returning for the following school year is no longer considered “active” once the school year ends.

Under the Affordable Care Act (ACA), temporary employees who work 30 hours per week are eligible for benefits unless they fit the definition of seasonal employees.

For additional information on benefits, contact the Director of District Operations at operations@tulsalegacy.org.

INSURANCE TYPES

The Health Care Coverage Plan is covered under the OMES: Employees Group Insurance Division (OGID), which consists of PPO/Indemnity Plans and HMO options. TLCS will contribute an amount equal to the employee-only, monthly Health Choice High premium, as adjusted or amended each year, toward the employee's elected health insurance plan's premium. TLCS will also contribute a flex benefit amount equal to ½ of the child, children, and or spouse, monthly Health Choice High premium, as adjusted or amended each year, toward the employee's elected health insurance plan's premium.

TLCS will withhold all monthly premium amounts for those selected by the health, dental, vision or other supplementary benefit (i.e. life) that are in excess of the TLCS contributed portion of the benefits as described above, including applicable costs associated with coverage for dependents and/or spouses. Per the payroll deduction section above, all amounts over the employee-only portion of the monthly health premium and flex benefit will be automatically deducted from the employee's paycheck. TLCS will contribute these monthly employee-paid premiums on a pre-tax basis.

It is the responsibility of the individual, however, to inform TLCS if they wish to participate in the health care program. Participation in this program is on a voluntary basis. If an eligible employee does not enroll during the first thirty (30) days of their employment, the employee will have to wait until the open enrollment period unless a qualifying event occurs that would allow an enrollment change. The open enrollment period occurs once per year (generally October) and will be publicized to all employees. If an eligible employee does not enroll during the employment period, the employee will have to wait until the next open enrollment period unless a qualifying event occurs that would allow an enrollment change.

Medical Insurance

TLCS offers various medical insurance plan options that enable employees to elect the plan that is right for them. In addition, TLCS offsets some of the cost of premium expenses through school and state contributions.

Dental Insurance

TLCS offers dental insurance plans that cover preventative care, basic care, and restorative care, and reduces prices once out of pocket maximums have been met. Employees enrolled in the dental insurance plan are free to use the dentist or specialist of their choice; however, using an in-network dentist, may lower out-of-pocket costs.

Vision Insurance

TLCS vision insurance plan coverages span from eye exams to prescription lenses and a frame allowance.

Voluntary Benefits

TLCS offers voluntary benefits to eligible employees including short- and long-term disability, accident, hospital indemnity, voluntary life, critical illness/cancer, group term life insurance, whole life insurance, pet insurance, as well as pre-paid legal aid.

HEALTHCARE ACCOUNT TYPES

Flexible Spending Account

Tulsa Legacy offers Flexible Spending Accounts for Healthcare and Dependent Care through American Fidelity a voluntary benefit. FSA Accounts allow employees to set aside a portion of their earnings to pay for qualified medical and dependent care expenses. Money deducted from the employee's pay into an FSA account is not subject to payroll taxes, resulting in a substantial payroll tax savings. For medical FSAs, up to \$500 will roll over from year to year. For dependent care FSAs, funds do not roll over.

WORKPLACE INJURIES

Worker's compensation is insurance coverage for when an employee is injured or falls ill as a result of the employee's job. This includes a spectrum of first aid injuries, serious injuries, and even fatalities.

All injuries must be reported to both TLCS no matter how minor the injury may be. The injured employee and the supervisor on duty should refer to the Staff Accident and Injury Form [Cariina platform](#). Failure to timely report a workplace injury may result in a loss of benefits for the employee.

Time away due to a workplace injury:

Staff who experience a workplace injury and need to take time away for recovery or treatment must follow standard PTO processes. Documentation is required for all absences related to workplace injuries and a Work Status Report from the treating physician should be supplied to campus leadership (DCO and Principal) or Director of District Operations if not a campus-based employee.

Pay While Out Of Work Due to a Workplace Injury:

To receive pay while out of work staff must use PTO. If no PTO is available, staff will be unpaid for their absence. Staff who require a leave due to a workplace injury and will have their time away tracked as Family Medical Leave.

Staff approved for leave due to a workplace injury are not eligible to receive wages from TLCS while receiving temporary income benefits. Staff who are receiving temporary income benefits MUST report this to operations@tulsalegacy.org immediately and are required to pay back any overpayments issued by TLCS while receiving temporary income benefits for their workplace injury.

COBRA

The Consolidated Omnibus Budget Act of 1986 or "COBRA" refers to the continuation of group insurance benefits after a qualifying event. Employees and covered dependents will have the opportunity to continue insurance benefits at their own expense under COBRA for the following reasons:

- Termination of employment at TLCS, except for gross misconduct
- A reduction in hours terminating an employee's eligibility for insurance coverage
- Dependent ceases to be a dependent based on age, marriage, or completion of schooling
- Divorce or legal separation from spouse
- Loss of spousal insurance coverage
- Employee is deceased (covered dependents would be eligible)

In the event of a qualifying event, you or a family member must notify TLCS within thirty (30) days of the qualifying event. Failure to notify TLCS within thirty (30) days may result in loss of insurance coverage for yourself or a member of your family, including a newborn. You may be required to show written documentation of the qualified event. TLCS will then notify you or the individual who qualifies for continued coverage of their right to elect COBRA.

RETIREMENT PLANS

TLCS provides a 403(b) plan for all employees who complete 6 months of service and who are twenty--one (21) years of age or older. Once eligible, an employee may begin participating on the first day of the month following the date the eligibility requirements are satisfied.

Contributions to the plan are made by way of employee salary deferrals which are contributed with each payroll cycle. In case of any conflict between this Handbook and the 403(b) plan document, the provisions of the 403(b) plan document will govern. TLCS will make a Safe Harbor Matching Contribution once a year proportional to your 403(b) contribution up to the first 3% of your pay that you contribute to the plan.

LEAVES OF ABSENCES

Any request for an absence with a duration that exceeds two weeks during the school year, will be considered a request for a leave of absence. Employees are asked to request leave, when planned, at least thirty (30) days in advance. However, if a 30-day notice is not possible, the employee must provide notice of absence to the direct supervisor as soon as possible. Employees must comply with standard PTO policies. Leaves may be paid or unpaid based on the leave type, employee tenure, and PTO balance.

TYPE OF LEAVE OF ABSENCE	DEFINITION
Legal Leave	Legal leave refers to time off from work granted to employees to attend to legal matters. This can include jury duty, court appearances, and other legal obligations. • Employees will be granted paid leave when required to appear in court as a witness due to a valid subpoena related to a civil, criminal, legislative, or administrative proceeding, provided the matter is not personal in nature. • Absences for court appearances related to an employee's personal legal matters (such as divorce, traffic court, or civil suits where the employee is a party) must be taken as personal leave or unpaid leave if no personal leave is available. • Employees may be required to provide official documentation, such as a copy of the subpoena or court summons, to confirm eligibility for paid leave under this policy.
Bereavement Leave	Bereavement leave is paid or unpaid time off given to employees to grieve and manage affairs related to the death of a close family member. Bereavement leave following a miscarriage is in addition to any sick leave used.
Maternity Leave	Maternity leave is time off from work granted to a mother to care for her newborn child.
Military Leave	Military leave is time off provided to employees who are members of the military reserves

	or National Guard to attend military training or active duty. T
Unpaid Leave	Unpaid leave allows employees to take time off from work without receiving their regular salary, ensuring job protection during the absence. This type of leave can be taken for various reasons, including, but not limited to performance, business needs, and staffing requirements. This can also include personal matters, such as medical conditions, or family emergencies.
FMLA Leave	FMLA leave allows eligible employees to take up to 12 weeks of unpaid, job-protected leave for specified family and medical reasons; TLCS measures this entitlement using a rolling 12-month period measured backward from the date leave is used • The birth and care of a newborn child • Adoption or foster care placement of a child. • The employee's own serious health condition • Caring for a spouse, child, or parent with a serious health condition • Certain circumstances arising from a family member's military service
Administrative Leave	Administrative Leave describes the situation when an employee is temporarily relieved of some of their current responsibilities at their current location. Administrative leave describes a person's work status. An employee may be placed on leave with or without pay, without prior written warning, at the sole discretion of Tulsa Legacy. During paid Administrative Leave, an employee may be reassigned to work from another Tulsa Legacy location or to work on home assignment. An employee on administrative leave is expected to respond during normal working hours and be able to attend meetings with same day notice.

LEGAL LEAVE

A state employee, directed by the proper authority or in obedience to a subpoena, shall be entitled to time off from work without loss of compensation or leave to serve as any of the following:

1. A jury member;
2. A witness on behalf of the federal government, the state of Oklahoma, or a political subdivision of the state;
3. A witness or party before a state agency, board, commission, or legislative body; or
4. A witness, party, attorney, representative, or spokesperson in the employee's official capacity as a state employee.

Such time shall be counted as hours worked in accordance with the Fair Labor Standards Act and Oklahoma state regulations.

A state employee shall take annual leave or leave without pay, at the employee's discretion, for the time absent to serve:

1. As a party in private litigation;
2. As a witness to testify as an individual or a paid expert in private litigation;
3. As an attorney outside of the employee's official capacity as a state employee; or

4. In any other capacity of court and jury services.

TLCS may require the employee to submit a copy of the subpoena, summons, or other court order or process as a prerequisite for determining whether or not leave is to be taken. All such documentation will be submitted to the Finance Department for payroll purposes if requested.

BEREAVEMENT LEAVE POLICY

The difficulties one is faced with when a death occurs cannot be overstated. As such, Tulsa Legacy will provide employees with three days of paid bereavement leave to grieve, take care of arrangements related to the death, and/or attend the funeral, wake, or memorial of the deceased. TLCS reserves the right to require verification of the need for bereavement leave and/or the relationship of the deceased family member. Employees may be required to provide a copy of the obituary notice.

MATERNITY LEAVE POLICY

Any TLCS employee who has been employed with TLCS for at least one full calendar year, or the equivalent of 1,250 hours in the past twelve months, is entitled to the following:

New mothers are entitled to six weeks of paid maternity leave following childbirth. This leave is provided in addition to any sick leave that may be used during pregnancy, ensuring that employees retain all their compensation and benefits during this period. The paid maternity leave must be taken immediately following childbirth and runs concurrently with the 12 weeks of job-protected leave under the Family and Medical Leave Act (FMLA). If additional paid leave beyond the six weeks is desired, employees may use any available Paid Time Off (PTO) to extend the paid portion of their leave within the 12-week FMLA period.

An employee who is granted maternity leave pursuant to the provisions of this policy shall receive the employee's annual salary without interruption during the maternity leave. For the purpose of determining seniority, pay or pay advancement, the performance awards, and for the receipt of any benefit that may be affected by maternity leave, the service of the employee shall be considered uninterrupted by maternity leave.

ROLLING 12 MONTH LEAVE POLICY

TLCS's Rolling 12 Month Leave Policy allows employees to take a maximum of 12 work weeks of leave, separate from FMLA in a rolling 12 month period for specific family and medical reasons. This leave encompasses all forms of absence, including sick days, vacation days, personal days, bereavement leave, maternity and paternity leave, and other types of approved paid and unpaid leave. Employees are entitled to reinstatement to the same or an equivalent position upon returning from leave.

UNPAID LEAVE POLICY

Employees may request unpaid leave in compliance with the Rolling 12 Month Leave Policy, which permits a maximum of 12 work weeks of leave, separate from FMLA per calendar year. To be eligible, employees must have worked at least 1,250 hours for TLCS in the 12 months preceding the leave's start date.

Eligible reasons for unpaid leave include:

- The birth of a child and to care for the newborn.
- The placement of a child with the employee for adoption or foster care.
- To care for a spouse, child (typically under 18 years old), parent, parent-in-law, or stepparent with a serious health condition.
- A serious health condition of the employee that renders them unable to perform their job duties.
- Qualifying exigencies related to a family member's active duty or call to active duty status as a member of the National Guard or Reserves in support of a contingency operation.
- Bereavement of a spouse, child (typically under 18 years old), parent, parent-in-law, or stepparent.

All requests for unpaid leave must be submitted by completing the [Leave of Absence/Unpaid Leave Request Survey](#).

Leave should be requested at least two weeks in advance or as soon as possible in the event of an emergency.

MILITARY LEAVE

Employees at Tulsa Legacy, excluding substitutes or temporary employees, who are active members of the state or federal military forces or of the reserve components of the United States Armed Forces are eligible for military leave for authorized training or duty ordered or authorized by proper authority. Military leave shall be granted to qualified employees to perform a variety of military duties in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) and Section 209 of Title 44, Sections 25.4, 25.5 and 25.7 of Title 51, and Section 48 of Title 72 of the Oklahoma Statutes . Human Resources (HR), and/or the Employer Support of the Guard and Reserve (ESGR), can be contacted for clarity or items not in this regulation.

Military leave shall be granted to employees who are a member of any component of the Armed Forces of the United States or the Reserve Components, to include the Army & Air National Guard and the Army, Navy, Air Force, Marine Corps & Coast Guard Reserves, when ordered by proper authority to active or inactive duty (includes weekend drills and training exercises), or service. Such employees are entitled to leave of absence without loss of status or seniority. The first thirty (30) regularly scheduled workdays of military leave of absence during any federal fiscal year (October 1 to September 30) are with pay.

If the period of military status extends beyond thirty (30) days, the employee's absence for the period beyond thirty (30) days is governed by applicable leave rules. Accrued compensatory leave, holiday leave, annual leave, or leave without pay may be requested to cover this period of time. During the remainder of such leave of absence OSSM may elect to pay the employee an amount equal to the difference between his or her regular state pay and his or her military pay. The military pay could be verified through a Leave and Earnings Statement provided by the Military.

An employee who is requested to report for physical examination in connection with military service is not considered absent from duty during the time required for the examination and travel. An employee must notify the immediate supervisor of the requirement for military leave and provide as much advance notice as possible. A supervisor does not have the right to request an employee or the federal government to reschedule military exercises for the convenience of the agency.

Employees may also be entitled to leave when participating in military service of the Armed Forces of the United States or in the Armed Forces Reserves under the Uniformed Services Employment and Reemployment Rights Act ("USERRA"). Employees eligible for leave under the USERRA are afforded reemployment rights and retain full seniority benefits for all prior service upon reemployment.

Employees are required to provide advance notice of their need for leave for military service, or a responsible military official may do so on their behalf. The notice may be verbal or written. Notice is not required if the giving of notice is precluded by military necessity or is otherwise impossible or unreasonable.

USERRA mandates that while an individual is performing qualifying service for the United States, he/she is deemed to be on a furlough or leave of absence and is entitled to the rights accorded to other employees on non-military leaves of absence. Under USERRA, employees are allowed, but not required, to use accrued paid time off (PTO) while performing qualifying service. Employees performing qualifying service of more than thirty (30) days may elect to continue employer-sponsored health insurance for up to twenty-four (24) months. For qualifying service of less than thirty-one (31) days, health insurance coverage is provided as if the employee had continued working.

Reinstatement under USERRA

Returning service members must generally be re-employed in the job that they would have retained had they not been absent for military service, with the same seniority, status and pay, as well as other rights and benefits determined by seniority.

The period within which an employee must apply for reinstatement is based upon the length of qualifying service. If the service was less than thirty-one (31) days, the employee must return on the next regularly scheduled workday after release from service (taking into account travel time and a minimum of eight hours rest time). If the service was more than thirty (30) days but less than one hundred and eighty-one (181) days, the employee must submit an application for re-employment within fourteen (14) days of release from service. For a service longer than one hundred and eighty (180) days, the employee must submit an application for re-employment within ninety (90) days of release from service.

FMLA LEAVE

FMLA leave runs concurrently with paid time off and workers' compensation benefits. Employees are required to exhaust paid FMLA leave (e.g., sick leave, emergency leave, and personal leave) before taking unpaid FMLA leave. Eligible employees are provided up to twelve (12) weeks of unpaid, job-protected leave during any 12-month period, measured using a rolling 12-month period calculated backward from the date leave is used.

Eligibility

To be eligible for FMLA leave, an employee must have:

1. Worked at least 12 months for TLCS (need not be consecutive); and

2. Worked at least 1,250 hours during the 12 months preceding the need for leave. Paid time off and unpaid leave are not included in determining hours actually worked.

Qualifying Reasons

FMLA leave may be taken for more than one qualifying reason but is limited to a total of 12 weeks in a 12-month period. The eligibility requirement must be verified with the first FMLA leave request and for each new qualifying reason during the rolling calendar year.

Qualifying reasons for Unpaid Job Protected FMLA leave:

1. Birth of a child and to care for a newborn child of the employee or spouse*
2. Placement with the employee of a child for adoption or foster care**
3. Care for the employee's spouse, child, or parent with a serious health condition.
4. A serious health condition that makes an employee unable to perform the functions of the employee's job.

To support employees due to the inability for cumulative leave, maternity leave will be awarded 6 weeks paid leave. Employees wanting to extend such leave may utilize personal leave, emergency leave, and sick leave.

Qualifying Exigency Leave And Military Caregiver Leave

Active-duty service members qualifying for exigency may use up to 26 weeks in a 12-month period. Covered active duty means duty during deployment to a foreign country.

1. A qualifying exigency arising out of the employee's spouse, child, or parent's covered active duty or call to active duty in support of a contingency operation. Qualifying exigency leave is a FMLA-qualifying reason for which an eligible employee may use his/her entitlement for up to 12 work weeks of FMLA leave each year. An eligible employee may take 12 weeks of leave for both qualifying exigencies leave and leave for a serious health condition.
2. Care for a covered service member, current member of the Armed Forces, including Regular National Guard or Reserves, with a serious injury or illness incurred in the line of active duty if the employee is the spouse, child, parent, or next of kin of the service member.

Definition Of Family Member

Family Medical Leave Act (FMLA) leave can be used to care for a family member with a serious health condition. Documentation (birth certificate, court document) may be requested to confirm the family relationship and age of child.

The federal FMLA defines family member as:

1. Spouse – husband or wife, including those in same-sex marriages
2. Own Parent (not parent "in-laws")

3. Child – biological, adopted or foster child, stepchild, legal ward, or a child of a person standing “in loco parentis” who is either under the age of 18, or 18 or older and incapable of self-care because of mental or physical disability
4. Covered service member.

Serious Health Conditions

1. Inpatient Care – requiring overnight hospitalization and subsequent treatment
2. Continuing Treatment
3. A period of incapacity of more than three full consecutive calendar days
4. An in-person visit to a health care provider within 7 days of the first day of incapacity and a second in-person visit within 30 days of the first day of incapacity or
5. An in-person visit to a health care provider within 7 days of the first day of incapacity followed by a regimen of continuing treatment such as a course of medication or physical therapy
6. Chronic conditions continuing over an extended period of time (e.g., asthma, diabetes, migraine headaches)
7. Any period of incapacity (inability to perform essential duties of job or perform other regular daily activities)
8. May cause episodic rather than continuous incapacity
9. Requires at least two visits annually to the health care provider
10. Permanent or long-term conditions (e.g., Alzheimer’s, stroke, terminal diseases)
11. Requires continuing supervision by a health care provider
12. Conditions requiring multiple treatments (e.g., chemotherapy, dialysis, physical therapy)
13. Restorative surgery or conditions, if left untreated, would result in incapacity of more than 3 full consecutive calendar days

Intermittent/Reduced Schedule Leave

1. The FMLA permits employees to take leave on an intermittent basis or to work a reduced schedule under certain circumstances.
2. Intermittent/reduced schedule leave may be taken when medically necessary, as provided on FMLA certification, to care for a seriously ill family member, or because of the employee’s serious health condition.
3. Intermittent/reduced schedule leave may not be taken to care for a newborn or newly placed adopted or foster care child. Only with approval by the principal will an exception be made.

Only the amount of leave actually taken while on intermittent/reduced schedule leave will be charged against an employee's FMLA leave. Employees may not be required to take more FMLA leave than necessary to address the circumstances that cause the need for leave.

Employees needing intermittent/reduced schedule leave for foreseeable medical treatment must work with the site principal to schedule the leave so as not to unduly disrupt the school/department’s operations, subject to the approval of

the employee's health care provider. In such cases, the employee may be transferred temporarily to an alternative job with equivalent pay and benefits that accommodate the recurring periods of leave better than the employee's regular job.

Combined Entitlements

A husband and wife both employed by the School are jointly entitled to a combined total of twelve (12) work weeks of FMLA leave during a 12-month period for the birth or placement of a child for adoption or foster care or to care for a parent who has a serious health condition; and to a combined total of 26 work weeks of FMLA leave during a 12-month period to care for a covered servicemember (if each spouse is a parent, spouse, son or daughter, or next of kin of the servicemember). When leave is due to the serious health condition of the husband, wife, or child, or a qualifying military exigency, the husband and wife would each be entitled to a total of 12 weeks of leave.

Special Rules For Schools

20% Rule Policy for Intermittent/Reduced Schedule Leave

If a FMLA-eligible instructional employee needs intermittent leave or leave on a reduced schedule for their own serious health condition, to care for a family member with a serious health condition, or to care for a covered service member, and:

- The leave is foreseeable based on planned medical treatment, and
- The employee would be on leave for more than 20% of the total number of working days over the period the leave would extend

Tulsa Legacy may require the employee to choose one of the following options:

1) Leave for a Period or Periods of a Particular Duration

- The employee may take leave for a specific duration not exceeding the duration of the planned treatment. This could include a single uninterrupted period of leave.
- If the employee opts for this, the entire period of leave will be counted as FMLA leave.

2) Temporary Transfer:

- The employee may be transferred temporarily to an available alternative position for which they are qualified.
- This position will have equivalent pay and benefits and will better accommodate the recurring periods of leave than the employee's regular position.

Definition of Period of Particular Duration means a block or blocks of time beginning no earlier than the first day for which the leave is needed and ending no later than the last day on which leave is needed. It may include one uninterrupted period of leave.

Returning From FMLA

The employee shall notify the principal of their fit for duty/return to work three (3) business days in advance of the return work date. Principal will evaluate the notification to verify there are no restrictions that will cause the employee not to be able to perform the essential duties of his/her job. If there are no restrictions or minor restrictions below what is required for the job, the employee will return to work with any restrictions that might be needed. If there are restrictions that do not

allow the employee to perform the essential duties of their job, the employee will not be allowed to return to work until the principal and employee have time to meet and discuss if reasonable accommodations can be made.

The employee is expected to be at work on the date indicated by the principal. If the employee does not come back to work that day, the employee will have an unexcused absence. An employee who is returning from an approved FMLA absence will be returned to the same position held at the time the leave began or to an equivalent position. An employee on FMLA leave whose position is affected by a reduction in force or reassignment, may not be reinstated if it can be demonstrated the reduction in force or reassignment would have occurred had the employee been working and not on FMLA leave.

Key employees (employees who are among the highest 10% compensated) may be an exception to the reinstatement rule if reinstatement would result in "substantial and grievous economic injury" to the district. If circumstances allow, the principal will notify the key employee before the FMLA leave begins that reinstatement might not be available when they are ready to return to work.

Substitution Of Accrued Leave

All time missed in a work day due to FMLA leave is charged to available leave accruals, starting with sick leave (if the leave qualifies to use sick leave), and personal (if eligible). If an employee is to be gone for an FMLA eligible reason, that time off shall be charged to FMLA. This time off shall be charged to non-exempt (hourly paid) and exempt employees (salaried, including instructional and professional exempt staff). When on FMLA leave and all paid time-off accruals have been exhausted, FMLA leave will convert to unpaid FMLA leave status. As previously stated, employees are required to exhaust all available paid leave before taking unpaid FMLA leave.

Advance Notice Of Need

Eligible employees seeking to use FMLA leave need to provide a 30-day advance written notice of the need to the principal or Executive Director, or as soon as practicable when the need is not foreseeable. If advance notice is not practicable, notice should be provided as soon as possible. Ordinarily notice should be provided within one or two business days of when the employee learns of the need for leave. Failure to comply with the notice requirements may result in leave being delayed or denied.

Note that calling in "sick" without providing the reasons for the needed leave will not be considered sufficient notice for FMLA leave under this policy. Employees must respond to the Company's questions to determine if absences are potentially FMLA-qualifying.

If employees fail to explain the reasons for FMLA leave, the leave may be denied. When employees seek leave due to FMLA-qualifying reasons for which the Company has previously provided FMLA-protected leave, they must specifically reference the qualifying reason for the leave or the need for FMLA leave.

Initial Medical Certifications

Employees requesting leave because of their own, or a covered relation's, serious health condition or to care for a covered service member must supply medical certification supporting the need for such leave from their health care

provider, or, if applicable, the health care provider of their covered family or service member. Employees who provide at least 30 days' medical leave notice should submit the medical certification before leave begins. A new initial medical certification will be required annually for serious medical conditions lasting beyond a single leave year.

If the Company has reason to doubt initial medical certifications, it may require employees to obtain a second opinion at the Company's expense. Should the views of the initial and second healthcare providers differ, the Company may, at its expense, require employees to obtain a third, final, and binding certification from a healthcare provider designated or approved jointly by the Company and the employee.

Medical Recertification

Depending on the circumstances and duration of FMLA leave, the Company may require employees to recertify medical conditions, which may give rise to the need for leave. The Company will notify employees if recertification is required and will give employees at least 15 calendar days to provide medical recertification.

Submitting Time Off For FMLA

Employees are required to submit their leave in the same way they would for any other leave request in their department.

1. Employees must submit their leave requests via email to the following: ExecutiveDirector@TulsaLegacy.org; Operations@tulsaLegacy.org and their direct manager.
2. Employees should keep in contact with their immediate supervisor periodically during the FMLA leave to let them know if the employee is on track for returning on the date listed on the request.
3. If the employee is unavailable to enter their time due to the severity of their illness, the supervisor must enter the time on the employee's behalf.
4. All FMLA time off should be entered and accounted for by the Director of District Operations.

Recertification of FMLA

1. Generally, an employer may request recertification for leave taken because of any employee's own serious health condition or the serious health condition of a family member no more than every 30 days and only in connection with an absence by the employee.
2. If the medical certification indicates that the minimum duration of the condition is more than 30 days, an employer must wait until the minimum duration expires before requesting recertification, unless subsection C applies. In all cases, an employer may request a recertification of a medical condition every six months in connection with an absence by the employee. Accordingly, even if the medical certification indicates that the employee will need intermittent or reduced schedule leave for a period in excess of six months (e.g., for lifetime condition), the employer would be permitted to request recertification every six months in connection with an absence.
3. An employer may request recertification in less than 30 days if:
 1. The employee requests an extension of leave;
 2. Circumstances described by the previous certification have changed significantly, (e.g., the duration or frequency of the absence, the nature or severity of the illness, complications).
 3. The employer receives information that casts doubt upon the employee's stated reason for the absence or the continuing validity of the certification.

The employee must provide the requested recertification to the employer within the time frame requested by the employer, which must allow at least 15 days after the employer's request, unless it is not practicable under the particular circumstances to do so despite the employee's diligent, good faith efforts.

The employer may ask for the same information when obtaining recertification as that permitted for the original certification. The employee has the same obligations to participate and cooperate (including providing a complete and sufficient certification or adequate authorization to the health care provider) in the recertification process as in the initial certification process. As part of the information allowed to be obtained on recertification for leave taken because of a serious health condition, the employer may provide the health care provider with a record of the employee's absence pattern and ask the health care provider if the serious health condition and need for leave is consistent with such a pattern.

Any recertification requested by the employer shall be at the employee's expense unless the employer provides otherwise. No second or third opinion on recertification may be required.

LEAVE RESTRICTIONS

At no time may an employee take a paid leave of absence and receive payment from other employment, either as an employee or contractor, unless otherwise approved by the Executive Director of Tulsa Legacy Charter School.

Misrepresentation of Leave Rationale

Misrepresentation of the reason for an employee's leave is not permissible and may result in corrective action up to and including termination. Misrepresentation may also result in denial of leave if the employee does not qualify for the leave.

ADMINISTRATIVE LEAVE

Administrative Leave is used rarely and only when it is necessary to temporarily address a particular situation. The most common reasons for placing an employee on administrative leave include, but are not limited to:

- To facilitate the investigation of allegations of misconduct
- To remove an individual from the workplace who is behaving disruptively pending assessment of the situation
- As a prudent business practice to secure particularly sensitive information or resources when warranted by the circumstances.

Administrative Leave may end when the employee returns to work, if the employee resigns, or if the employee is terminated.

GENERAL EMPLOYEE COMPLAINT AND GRIEVANCE PROCESS

PROCESS

The purpose of the employee complaint process is to provide employees an orderly process for the prompt and equitable resolution of grievances. TLCS intends that, whenever feasible, grievances be resolved at the lowest possible administrative level.

In using and applying the employee complaint process, all participants are expected to remain courteous and to adhere to the Code of Ethics and Code of Conduct.

INFORMAL PROCESS

TLCS encourages employees to discuss their concerns with their supervisor, principal, or other appropriate administrator who has authority to address the concerns. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

Informal resolution is encouraged, but will not extend any deadlines in this grievance process, except by mutual written consent.

FREEDOM FROM RETALIATION

Neither Tulsa Legacy Charter School nor any TLCS employee shall unlawfully retaliate against an employee for bringing a concern or complaint/grievance.

DEFINITIONS

For purposes of understanding the General Employee Complaints and Grievances Process, terms are defined as follows:

- **Complaint/Grievance:** Concerns an employee's wages, hours, or conditions of work; specific allegations of unlawful discrimination (e.g., based on sex, race, religion, national origin, age, veteran status, or disability) following an investigation; or allegations of unlawful retaliation for exercising constitutional rights.
- **Day:** Refers to a school business day. In calculating timelines, the day a document is filed is "day zero," and deadlines are determined by counting the next school business day as "day one."
- **Good Faith Report:** A report made without malice or personal benefit, where the reporter reasonably believes the information indicates a violation. False or malicious reports are serious offenses that may result in disciplinary action.
- **Whistleblower:** An employee who reports suspected fraud, financial improprieties, irregularities, or conflicts of interest in good faith, either verbally or in writing, to a superior, an employer's agent, or an appropriate authority.

FORMAL COMPLAINT/GRIEVANCE PROCESS

Tulsa Legacy Charter School is committed to providing a process for employees to address complaints concerning their employment issues and/or policy implementation issues, excluding non-rehire decisions for the subsequent school year. The Board and Executive Director aim to resolve employee concerns positively and practically. Employees should utilize this formal procedure when feasible. The formal complaint process provides all employees with an opportunity to be heard up to the highest level of administrative management. Once all administrative procedures are exhausted, employees can bring complaints to the Board of Directors, as outlined below.

Procedure:

Step 1: Initial Complaint Submission

- 1) **Written Statement:** The affected employee should submit a written statement to the principal or direct supervisor, detailing the nature of the complaint, desired resolution, pertinent facts, witness information, and supporting documents

- 2) **Acknowledgment:** The principal will provide a written and dated acknowledgment via email, including a meeting date and time with the employee.
- 3) **Meeting:** The principal will meet with the employee to discuss the complaint as soon as practicable.
- 4) **Decision:** The principal will review the complaint, conduct any necessary investigations, and issue a written decision with any required action plan as soon as practicable. The employee must sign the decision, acknowledging receipt.

Step 2: Appeal to Executive Director

- 1) **Notice of Appeal:** If dissatisfied with the principal's decision, the employee can appeal to the Executive Director by submitting a written notice of appeal as soon as practicable of receiving the principal's decision. The appeal should include the original complaint and the principal's decision.
- 2) **Acknowledgment:** The Executive Director will acknowledge receipt of the appeal and schedule a meeting with the principal and employee.
- 3) **Review:** The Executive Director will review the evidence, meet with the principal and employee, and consider any written statements.
- 4) **Decision:** The Executive Director will issue a written decision as soon as practicable. The employee must sign the decision, acknowledging receipt. If the employee refuses to sign, it will be noted and confirmed via email.

Step 3: Appeal to the Board

- 1) **Complaint Against Executive Director:** If the complaint involves the Executive Director, the employee follows the same initial procedure but submits the written complaint directly to the Executive Director.
- 2) **Appeal to the Board:** If dissatisfied with the Executive Director's decision, the employee can appeal to the Board by submitting a written notice of appeal to the Board President as soon as practicable. The appeal should include the original complaint and the Executive Director's decision.
- 3) **Board Decision:** The Board will review the appeal, uphold or overturn the Executive Director's decision, and provide a written decision. The Board will determine whether the complaint will be presented in an open or closed meeting in accordance with the Oklahoma Open Meetings Act and other applicable laws. Generally, complaints involving the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of the employee bringing the complaint may be heard in a closed meeting. Complaints against another TLCS employee, director, or officer shall be heard in a closed meeting unless an open meeting is requested in writing by the employee, director, or officer against whom the complaint is brought.

After considering the appeal, the Board of Directors may choose to act or not. If the Board acts, it may communicate its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If the Board does not decide regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two. A decision by the Board of Directors, if any, is final and may not be appeal

General Guidelines:

- Failure to follow procedures and timelines constitutes a waiver of the right to complain.
- Familiarity with the procedures is recommended for all parties.
- The Board, Executive Director, and principals are committed to addressing complaints fairly and promptly.

ACKNOWLEDGEMENT

Receipt of Employee Handbook:

I acknowledge that I have been given a copy of the TLCS Employee Handbook. I understand that I am responsible for reading the handbook and for knowing and complying with the policies set forth in the handbook during my employment with TLCS. I will abide by all policies listed within, including changes made at a later date. I understand that failure to comply with TLCS's rules and regulations may result in disciplinary action, up to and including termination.

I understand and agree that I am employed by TLCS on an at-will basis, which means that my employment is for no definite period and may be terminated by me or by TLCS at any time and for any reason, with or without cause or advance notice. I also understand that TLCS may demote or discipline me or otherwise alter the terms of my employment at any time at its discretion, with or without cause or advance notice.

I understand that the policies contained in this handbook are guidelines only and, with the exception of the at-will policy, are not intended to create any contractual rights or obligations. I also understand that, in order to retain the necessary flexibility in the administration of policies and procedures, with the exception of the at-will policy, TLCS reserves the right to change, revise, supplement, or rescind the provisions of this handbook and the policies or procedures on which they were based. Any changes to the policies within this handbook must be in writing and be board approved. If there is a conflict between this handbook and an approved board policy, the approved board policy will govern.

No one other than the Executive Director of TLCS has the authority to enter into an agreement altering an employee's at-will employment. Any such agreement must be in writing, must be signed by the Executive Director of TLCS and by the affected employee, and must express a clear intent to alter the at-will nature of the employment relationship.

I understand that this form contains a full and complete statement of the agreements and understandings that it recites, and I agree that no one has made any promises or commitments to me contrary to the foregoing. I also understand that this handbook supersedes all previous handbooks and manuals.

Employee's Printed Name: _____

Employee's Signature: _____ Date: _____