

# EMPLOYEE HANDBOOK

*WELCOME TO KOSASA ACADEMY MULTISENSORY LEARNING CENTER!*

The purpose of this document is to acquaint you with the policies and procedures that are the framework of your employment. Please read it carefully and keep it available for future reference. One of your first responsibilities is to become familiar with its contents and to review it with the director if you have any questions. You are responsible for the contents herein should any question arise. Please sign the enclosed statement of responsibility after you have read this handbook.

**This employee handbook supersedes any other handouts or information that you may have been given previously.**

## EMPLOYMENT POLICIES

Kosasa Academy MULTISENSORY LEARNING CENTER maintains a policy of nondiscrimination with all students, employees, and applicants for employment. All aspects of employment with us are governed on the basis of merit, competence, experience, and qualifications and will not be influenced in any manner by race, color, sex, national origin, handicap, or veteran status.

All decisions made with respect to recruiting, hiring, and promoting for all job classifications will be made solely on the basis of individual qualifications related to the requirements of the position. Likewise, the administration of all other personnel matters such as compensation and/or benefits will be free from any illegal discriminatory practices. Kosasa Academy MULTISENSORY LEARNING CENTER is a religious organization and does have requirements as to Biblically based standards.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, KAMLC will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result.

Any applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact his or her supervisor and request such an accommodation. The individual with the disability may request a specific accommodation, or make a general request, KAMLC will conduct an investigation to identify the barriers that make it difficult for the applicant or employee to have an equal

opportunity to perform his or her job. KAMLC will identify possible accommodations, if any, that will help eliminate the limitation. If the accommodation is reasonable and will not impose an undue hardship, KAMLC will make the accommodation.

## PERSONNEL DATA CHANGES

It is the responsibility of each employee to promptly notify KAMLC of any changes in personal data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any personal data is changed, the employee must notify the director.

## DRESS CODE

Employees must dress in manner that indicates their professionalism and helps parents to be comfortable with entrusting their children to them. Men wear slacks, collared shirts tucked in, and closed shoes. Women wear dresses, skirts, or slacks and shoes or sandals. No athletic shoes or slippers. Clothing should be clean, modest, and of a conservative fit. No cleavage or underwear should be visible. Check yourself in a mirror to make sure that you are covered when bending or leaning over.

The dress code may be adjusted **with approval by the director** for specific teaching duties that require athletic or rugged clothing.

Tutors work closely with students, which makes hygiene extremely important. Pay particular attention to your breath.

## DRUGS AND ALCOHOL

The use, sale, purchase, transfer, or possession of any illegal or non-prescribed drug by employees is strictly prohibited. In addition, employees are prohibited from being under the influence of alcohol and/or any non-prescribed drug at work.

## TIME KEEPING AND PAY DATES

Tutors and day school teachers are paid according their scheduled time. They are not hourly workers since it is expected that varying amounts of prep time will be required to adequately meet the needs of students.

Employees are responsible for filling out their individual time sheets via the application Teachworks or Tsheets (After School, Summer School, Spring and Fall Intersessions). Saving your time sheet is equivalent to your signature and signifies that you have completed your time sheet. Do not include unscheduled

time, optional meetings or training on your time sheet. If it is necessary for you to work unscheduled time to protect the health and/or safety of students, make every effort to contact a supervisor or administrator but in these situations, you will be compensated for your time.

The pay periods each month run from the 1<sup>st</sup>-15<sup>th</sup> and the 16<sup>th</sup>-31<sup>st</sup>. Employees are urged to arrange for direct deposit of paychecks. Paychecks will be mailed to you within 2 - 5 business days of the end of the pay period.

## SCHEDULING

Tutors and teachers are scheduled solely according to expertise, availability, dependability, and student and parent request. All scheduling is done through the office by Mrs. Kosasa or her designee(s). Under no circumstances should tutors schedule, reschedule or even discuss scheduling with parents or students. If a student or parent informs you of any upcoming schedule changes, please direct them to Mrs. Kosasa, her assistant, or your center supervisor (as applicable) but also be sure to inform the office so we can follow up. The more warning we have of changes, the better we are able to adjust.

## NO FRATERNIZATION WITH STUDENTS/PARENTS

Tutors are prohibited from socializing or otherwise engaging in any but the most fleeting polite interactions with students outside of KAMLC. Do not “friend” them on Facebook or otherwise interact with them on social networking sites. Do not give them your cell number, your blog, or Tumblr or any such social or contact information. It is unfortunate that these precautions are necessary but adhering to this policy will protect you as well as KAMLC. Please let the director know if you have prior or family relationships with students.

## PICTURES AND VIDEOS

Pictures and videos are wonderful tools to motivate students, document progress, and demonstrate skills however we must be very careful to guard our student’s privacy. You must have permission from the director to take pictures or videos of students or their work. Under no circumstances should you share images of students or post them in a public venue such as Facebook, Instagram, or Twitter. With parent permission, student images and work may be posted to the official KAMLC website and Facebook.

## TRAINING

KAMLC tutors provide exceptionally effective educational services due to their high levels of training in effective, multisensory techniques and programs. Free training opportunities are provided throughout the year and tutors are strongly encouraged to attend these. Math training DVDS are available for

checkout or in-center use for the Math-U-See program. Untrained tutors will not be scheduled to teach multisensory programs.

### SUSPECTED CHILD ABUSE AND NEGLECT

Inform the director immediately if you have reason to believe a student is being abused or neglected.

### THREATS TO SELF OR OTHERS

Inform the director immediately if a student threatens to hurt himself or anyone else. (808-258-3951). Should they not be available, call 911, Child Protective Services, and the parents (in that order). Protecting the safety of students and faculty is of primary importance in these situations.

I understand and agree to the above terms and policies.

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

Printed Name: \_\_\_\_\_

# At-Will Employment and Compensation Agreement

In consideration of my employment with GAP Services LLC DBA Kosasa Academy (Academy), I understand that my employment and compensation are at-will and therefore can be terminated, with or without a cause, at any time without prior notice, at my option or the Academy's option. This at-will employment relationship will remain in effect throughout my employment with the Academy unless it is specifically modified by an express written employment agreement executed by an authorized representative of the Academy and me. I understand that this at-will employment relationship may not be modified by any oral or implied agreement, and that neither employee handbook, nor any course of conduct, practice, policy, award, promotion, performance evaluation, transfer, nor length of service can modify this at-will relationship.

I acknowledge that I have carefully read this Agreement, that I understand its terms, and that I have entered into this agreement voluntarily. I further acknowledge that I have been given the opportunity to discuss this Agreement with my private legal counsel before signing it and have availed myself of that opportunity to the extent I wish to do so.

\_\_\_\_\_ (Full name of Employee) will be compensated at a rate of  
\$ \_\_\_\_\_ per hour, to be paid according to the published pay schedule provided upon hire.

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Full Name of Employee (Please Print)

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Kosasa Academy Representative's Signature

\_\_\_\_\_  
Full Name of Kosasa Academy Representative (Please Print)

It is the policy of Kosasa Academy Multisensory Learning Center to provide our employees or students with a level of privacy and confidentiality with any information concerning any of our employees or students. In the course of your work, you may have access to confidential information (oral, written or computer generated not otherwise available to the public at large) about employees or students, their families and/or personal business. School business information includes computer programs, software and supporting documentation, technological improvement plans, strategic plans, financial information and employee information (including but not limited to co-worker and their families).

THEREFORE, I AGREE that:

My right to enter or make use of confidential information is restricted to my need to know the data or information to perform my job responsibilities. I will keep my computer access password(s) confidential. If another method of accessing a computer system is used, I will restrict its use to myself. I will not discuss any confidential information in any public areas, hallways, gathering spaces and etc.

I will hold all confidential information of which I have knowledge in the truest confidence, as required by law. I agree to utilize confidential information obtained by me only for the benefit of the employee or student or in performance of my job responsibilities.

Unauthorized disclosure, copying and/or misuse of confidential information is a serious breach of duty and will result in disciplinary action up to and including termination of employment or contract with Kosasa Academy Multisensory Learning Center. Further, this agreement mandates compliance extending beyond employment, contract, or association with Kosasa Academy Multisensory Learning Center, as required by law.

I HAVE READ THIS CONFIDENTIALITY AGREEMENT AND AGREE TO ITS TERMS.

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

Employee Name (print) \_\_\_\_\_

Date \_\_\_\_\_

- I will not recruit or hire any employee of the GAP Services LLC, or otherwise induce such employee to leave the employment of GAP Services LLC, to become an employee of or otherwise be associated with me or any business with which I am or may become associated.
- I will not solicit or have any contact with any person who was a customer of the GAP Services LLC at the time of my employment or within three years prior hereto and for whom I rendered services or with whom I became acquainted with as a result of my duties with the GAP Services LLC.
- At any time upon the GAP Services LLC's request and, in any event, upon termination of my employment with the GAP Services LLC, I will immediately deliver to the GAP Services LLC all data, manuals, specifications, lists, notes, writings, customer and product lists, photographs, microfilm, tape recordings, and all other documents or tangible materials whatsoever, including all copies or duplicates, concerning any part of the GAP Services LLC's activities or concerning any part of my activities as a GAP Services LLC employee. All such documents and tangible materials, and copies or duplicates thereof, including my own notes, are acknowledged, by me, to be the GAP Services LLC's property which is only entrusted to me on a temporary basis.
- I understand that in the event of a violation of any provision of this Agreement, the GAP Services LLC shall have the full right to seek injunctive relief, in addition to any other existing rights provided in this Agreement or by operation of law, without the requirement of posting bond. I shall reimburse the GAP Services LLC for all costs, expenses, or damages that it incurs as a result of any violation by me of any provision of this Agreement. This obligation shall include court costs, litigation expenses, and reasonable attorneys' fees.
- I acknowledge that the restrictions imposed by this Agreement are fully understood and will not preclude me from becoming gainfully employed following a termination of my employment with the GAP Services LLC.

The foregoing restrictions are limited to educational services.

Signed \_\_\_\_\_

Print name \_\_\_\_\_

Witnessed by \_\_\_\_\_

# Authorization for Direct Deposit

I authorize \_\_\_\_\_ to deposit my pay automatically to the account(s) indicated below and, if necessary, to adjust or reverse a deposit for any payroll entry made to my account in error. This authorization will remain in effect until I cancel it in writing and in such time as to afford \_\_\_\_\_ a reasonable opportunity to act on it.

**Name on bank account:** \_\_\_\_\_

Bank account number: \_\_\_\_\_ Checking \_\_\_ Savings \_\_\_

Bank routing number: \_\_\_\_\_

Amount: \$ \_\_\_\_\_ or entire paycheck: \_\_\_\_\_

**\*Balance of pay to:**

\_\_\_\_\_ Manual (paper check)

\_\_\_\_\_ Account described below

**\*Note:** Split payments are not available for contractors.

**Name on bank account:** \_\_\_\_\_

Bank account number: \_\_\_\_\_ Checking \_\_\_ Savings \_\_\_

Bank routing number: \_\_\_\_\_

**Important:** Please attach a voided check for each bank account to which funds should be deposited.

Employee/Contractor signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Payers: Do not send this form with your Direct Deposit enrollment. Keep for your records.**