

400 EMPLOYEES

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400 Employment

400.1 Notice of Non-Discriminatory/Equal Opportunity Policy

It is the policy of Ankeny Christian Academy (ACA) to provide employment opportunities and not to discriminate on the basis of race, national origin, creed, age, marital status, biological gender, or disability in its employment and personnel policies. As a Christian school, ACA reserves the right to discriminate or impose qualifications based on religion.¹ Nothing in this policy, or any other policies of the school, shall be construed to limit, inhibit, or otherwise restrict the genuine expression of religious belief or conviction, or the free exercise thereof, as expressed in the First Amendment to the Constitution of the United States of America.

400.2 Hiring Practices

Hiring is done at the discretion of the Head of School (HOS).

400.3 At Will Employees

ACA is an employment-at-will employer as defined by the State of Iowa. Unless under contract, employment is for no fixed term and an employee may terminate, or be terminated at any time, for any reason that is not against the law. These terms of

¹ 400.1: As a bona fide religious organization, we impose qualifications based on a bona fide religious purpose as described in the ACA Bylaws and Constitution. Sexual orientation, gender identity, religion, and creed have been excluded from this policy in accordance with Iowa Code 216.9(2) (2003).

employment may not be changed orally. See Employee Handbook for the process to inform ACA of departure.

400.4 Contract Employees

Contract employees will receive a contract stating the terms of their employment. They will refer to that document for salary and benefits, start and end dates, and separation terms.

401 Employment Classifications

401.1 Contract

Positions where an annual contract offer is extended and accepted. Salary and benefits are outlined in each individual contract.

401.2 Full-time

An employee that works 12 months a year and regularly works a minimum of 40 hours per week.

401.3 Seasonal

An employee that does NOT work 12 months a year.

401.4 Part-time

An employee that does NOT regularly work 40 hours per week.

402 Time Off

402.1 Sick Days

- A. Full-time contracted employees shall be permitted ten (10) sick days per year. Part-time contracted employees will receive a prorated number of sick days.
- B. Should additional one-year contracts be offered, in the ensuing years, unused sick leave may be allowed to accumulate to ninety (90) days, to be used for illness only.
- C. A payroll deduction, prorated by the number of work days in the annual contract, will be made for each absence over the allotted days for both full and part-time contracted employees.
- D. Full-time, non-contracted, employees shall have 10 sick days per fiscal year.
- E. Unused sick leave may be allowed to accumulate to ninety (90) days, to be used for illness only.
 - i. Sick time for all employees can be used for self and family caregiving responsibilities.
 - ii. Sick days will be available on the first day of the Fiscal Year.

- iii. No sick time will be paid out at termination.

402.2 Vacation

- A. Two (2) vacation days may be taken by full-time contracted employees with advance coordination and approval of the Administration. Part-time contracted employees receive a prorated portion of personal time off.
 - i. Two (2) unused vacation days will be carried over to the next year.
 - ii. No vacation days are paid at the end of the contract.
- B. Full-time, non-contracted, employees shall have twenty (20) vacation days per year, accrued per pay period through the year. A maximum of 2 weeks of vacation can be taken in a given month.
 - i. Twelve (12) vacation days can be carried over to the next fiscal year.
 - ii. A maximum of twelve (12) vacation days total can be paid out at termination, if the employee is in good standing.
- C. The following time off is given to all employees: Fall Break (2 days), Christmas Break (10 days), and Spring Break (5 days) off unless position requires work during this time.
- D. Full-time, non-contracted, employees are allowed the following paid holidays: President's Day, Good Friday, Memorial Day, July 4th, Labor Day, two Thanksgiving days.

402.3 Bereavement

- A. The contract and full-time employee is allowed up to five (5) days for the funeral of an immediate family member. Immediate family includes: spouse, child, spouse of a child, parent, grandparent, grandchild or sibling of the employee or employee's spouse.
 - i. Bereavement time for part-time employees, other family members, or additional bereavement days may be requested and charged against accumulated sick days.

402.4 Family Medical Leave

Family Medical Leave Act (FMLA) Policy—Family Medical Leave will be taken from the employee's sick days and/personal days or paid time off. Employees will be allowed to keep five (5) "banked" sick or vacation days. All FMLA rules will be followed.

402.5 Jury Duty

In support of our God-ordained governmental authorities, ACA releases employees for jury duty without affecting employment status, compensation, sick days, professional days or personal days.

403 Student-Employee Relationships

- 403.1 Adult ACA employees shall not be involved in a romantic relationship with any ACA student nor shall they participate in social activities with ACA students unless specifically permitted by the child's parent(s) or guardian(s).
- 403.2 Supervision of, or participation in, school-sponsored events assigned to professional school personnel shall not be construed as social activities. Such a relationship will be grounds for immediate dismissal.

404 Curriculum

Materials to be used in the classroom must be faith-based, biblically integrated & sound, and be in alignment with ACA's mission and core values. The board or its designee will have final approval of all educational materials.

405 Student Teachers/Student Observers

A Christian testimony is required for all persons requesting classroom experience. This applies to both Student Teaching and Field Experience. All classroom experiences must be approved by the Administration.

406 Social Media Policy

- 406.1 ACA recognizes the importance of social media as a means of communication and promotion of our school. Content posted must always be a positive reflection of our school values. All ACA and ACA affiliated social media accounts must be approved by the Director of Communications. The Communications Director must also have access to any ACA affiliated accounts.
- 406.2 The policy sets forth expectations for both personal and professional use of social networking, social media, or web-based information sharing/open communication sites. The policy further identifies prohibited actions related to the use of such sites.
- 406.3 All use of social media or networking sites by ACA employees should be a positive reflection of the school and consistent with applicable state, federal, and local laws, regulations, and policies. All employees are required to abide by the standards set forth in this policy.
- 406.4 Nothing in this policy shall be interpreted or applied as limiting an employee's right to engage in speech protected by the United States and Iowa Constitutions.
- 406.5 Personal Use

The employee's personal use of any social networking, social media, or web-based site should remain personal in nature and should be used to share personal opinions and other non-work-related information. Absent express consent by the Administration or

Communications Director an ACA employee should not use his or her personal social networking, social media, or web-based site to conduct school business.

406.6 Professional Use

All official ACA related communication through social media, social networking, and web-based sites shall remain professional in nature, and shall be conducted in accordance with the ACA Communications Director.

406.7 Violations

Violations of this policy may result in disciplinary action up to and including separation.

407 Continuing Education

ACA values the continuation of our faculty and leadership education. For those interested in the ACA Continuing Education Policy, they will be determined on a case-by-case basis. Continuing education should be applied for classroom and leadership enhancement and can lead up to an advanced degree.

407.1 General Purpose

The purpose of the ACA Continuing Education Policy is to assist faculty and leaders in developing skills that will improve their ability to perform their responsibilities or also provide training and educational opportunities for faculty that will enable ACA to better meet the staffing needs of our school.

407.2 Eligibility

- A. Faculty requesting ACA Continuing Education reimbursement must be recommended by their direct supervisor and approved by the Head of School for consideration on a case-by-case basis.
 - i. Any current full-time faculty may be considered for continuing education assistance.
 - ii. Continuing education assistance may be granted to faculty to assist them in developing skills that will improve their ability to perform their job responsibilities.

407.3 Educational Institutions

- A. An eligible faculty may, under this policy, attend any accredited educational institution with approval from the Head of School.

407.4 Reimbursement Criteria

- A. A faculty member may be reimbursed for tuition upon submission of an actual paid receipt from the educational institution provided to and signed by the Head of School, and
- B. Proof of successful completion of the course as follows:
 - i. Successful completion of undergraduate and graduate courses requires a grade of “B” or higher.
 - ii. Successful completion of a vocational or correspondence course requires submission of an official certificate or diploma.
- C. Maximum amount reimbursed up to \$5,250 per calendar year.
- D. Failure to successfully complete course work will be the sole financial responsibility of the faculty member.
- E. Reimbursement requests must be submitted within 60 days of course completion. Paid reimbursement will occur within 30 days of submission.

407.5 Commitment to ACA

- A. In no way should the continuing education take away from an individual's effectiveness to fulfill their job responsibilities.
- B. Faculty who voluntarily leave ACA will reimburse all payments received within the prior twelve months.

408 Employee Grievances

408.1 Purpose

Ankeny Christian Academy is committed to a Christ-honoring work environment in which employees are treated with dignity, fairness, and respect. This policy provides a framework for employees to raise concerns in a manner that promotes reconciliation, accountability, and institutional health.

408.2 Policy Statement

Employees may raise employment-related concerns without fear of retaliation. The school encourages concerns to be addressed promptly and, where appropriate, directly and informally, consistent with biblical principles. Retaliation against any employee who raises a good-faith concern is prohibited.

408.3 Delegation of Authority

The Board of Directors delegates to the Head of School responsibility for establishing and administering an appropriate grievance process consistent with this policy and applicable law, including timely resolution, appropriate documentation, and escalation of

matters involving significant legal, financial, reputational, or mission-related risk. The Head of School may delegate administration to designated staff.

408.4 Board-Level Review

The Board of Directors will not ordinarily hear employee grievances. Board involvement is limited to matters involving the Head of School, significant organizational risk, or other governance-level concerns, typically upon recommendation of the Head of School or Board Chair. The Board's role, when engaged, is one of policy compliance and institutional oversight, not personnel management. This policy does not create a right of appeal to the Board.

408.5 General Provisions

This policy shall be administered in coordination with applicable law and related school policies. It does not create a contract of employment or guarantee specific procedures, and the school reserves discretion in its application consistent with applicable law.