

KIPP:TEXAS
PUBLIC SCHOOLS



2026-2027 **TEAM & FAMILY**
HANDBOOK



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Welcome to KIPP Texas Public Schools

At KIPP Texas, our people are at the center of our mission. Every employee contributes to creating joyful, academically excellent schools where students develop the knowledge, character, and confidence to pursue the paths they choose.

This Team & Family Handbook serves as a guide to the policies, practices, and expectations that support our work together. It is designed to provide employees with important information regarding employment practices, benefits, workplace standards, leave policies, operational procedures, and legal compliance requirements.

Our goal is to create a professional, safe, joyful and mission-driven workplace where employees are supported in serving students, families, and one another.

About this Handbook

The purpose of this Team and Family Handbook is to provide general information regarding certain policies, benefits, and practices which are in effect at KIPP Texas Public Schools. It is not meant to state all of the conditions of employment or cover the specific operating procedures of an individual staff member's school or department. For additional information regarding policies unique to each school or department, please contact the KIPP Texas School Leader or direct manager.

It is the employee's responsibility to read, understand and comply with all provisions of the Handbook, including all state and federally mandated regulations and laws. If the employee has any questions regarding the interpretation or application of any information in this Handbook, they are encouraged to discuss them with Human Resources or their direct manager. From time to time, policies and procedures may change and information contained in the Employee Handbook will be updated. Such changes will be communicated to all team members via email, through our Human Resources online system and/or distributed to staff as appropriate.

Employment at KIPP Texas is considered "at-will," permitting a staff member or KIPP Texas Public Schools to end the relationship at any time, with or without notice, and for any reason not otherwise prohibited by law.

This Handbook is not intended to alter the "at will" employment relationship in any way or to alter the terms of any employment agreements. This Handbook is not intended to be a legally binding contract, *either expressed or implied*, of *continued* employment. **Receipt of this Employee Handbook does not constitute an employment offer or contract.** With the exception of the "at will" employment policy, KIPP Texas reserves the right to modify, rescind, delete or add to the provisions of this Handbook at any time. Oral statements on the part of managers or other employees of KIPP Texas concerning an employee's conditions of employment will be superseded by the written policies that are the basis of this guide and thus will not be contractual in nature unless approved in writing and signed by the employee and Human Resources.

This Handbook, including all of the policies contained herein, supersedes any previous or existing handbooks, policies and practices and may not be amended or added to without the approval of Human Resources and the Team Texas (T2) Leadership Team.

This Handbook and the information contained herein is proprietary to KIPP Texas. KIPP Texas' policies, benefits and rules may be changed as business needs, economic conditions and employment legislation dictate. KIPP Texas will endeavor to notify employees in writing of any such changes in a timely fashion. It is each staff member's responsibility to keep abreast of the updated information.

Should any provision in this Employee Handbook be found to be unenforceable and invalid, such finding does not invalidate the entire Employee Handbook, but only the subject provision.

Handbook Updates

Any updates or revisions to policies or procedures will be posted on KIPP's intranet [the:net](#) for your reference. Staff members are responsible for remaining up to date on all available policies.

Our Roots

Our roots are deep in Texas. KIPP began as a program for Houston fifth graders in 1994 and today has grown into a network that serves more than 175,000 students across 20 states and the District of Columbia. KIPP has become a national leader in the movement to provide all children with access to an exemplary education no matter their zip code, and the academic and character skills necessary to thrive in and graduate from college. We have made a sacred promise to KIPP students—known as Little KIPPsters—to help them positively impact their communities and lead fulfilled lives.

In 2018, KIPP schools in Austin, Dallas-Fort Worth, Houston, and San Antonio joined forces to become KIPP Texas Public Schools, a nonprofit public charter school network, with the goal of accelerating student academic outcomes and educating more students across Texas. As a unified, statewide organization, KIPP Texas can more effectively leverage the talent, resources, instructional expertise, financial strength, and advocacy in the public charter school movement, in order to have an even larger impact with educationally underserved communities across the state.

In the 2026-27 school year, KIPP Texas Public Schools will educate 32,000 students in more than 45 schools, placing the region among the top largest charter school systems in the state. KIPP Texas will continue to prove what is possible for its students, communities, and state, with a goal of growing to educate 100,000 students and achieving a 75% college graduation rate for alumni.

Employment Policies and Procedures

All employees of KIPP Texas Public Schools are considered “at-will.” Under an “at-will” policy, neither the employee nor KIPP Texas is committed to continuing the employment relationship for any specific term. Either party may terminate the relationship at any time, with or without cause, and with or without notice. Additionally, KIPP Texas retains the right to demote, transfer, change job duties, hours of work, conditions of work and compensation at any time with or without notice and with or without cause in its sole discretion. No one at KIPP Texas has the authority to promise or guarantee the employment for any specific period of time, or to alter the “at-will” status except Human Resources and/or the CEO, and such promise or guarantee must be in writing and signed by the employee and Human Resources and/or the CEO.

Equal Opportunity Employment

KIPP Texas is an Equal Opportunity Employer. It is the responsibility of every member of the KIPP Texas community to observe and uphold the principles of equal employment opportunity for all staff and applicants for employment. All policies and procedures including, but not limited to recruitment, hiring, assignment, conditions of employment, compensation, benefits, training, promotion, transfer, and termination are administered for all staff and job applicants without discrimination based on race, color, religion, sex (including gender identity, gender expression, or pregnancy), national origin, disability, marital status, age, sexual orientation, physical or mental disability, veteran status, genetic predisposition or carrier status, or any other classification protected by applicable federal, state, or local law.



In accordance with Title IX, KIPP Texas does not discriminate on the basis of sex and is required not to discriminate on the basis of sex in its educational programs or activities. The requirement not to discriminate extends to employment. Inquiries about the application of Title IX may be referred to KIPP Texas' Title IX Coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both.

KIPP Texas Public Schools designates and authorizes the following employee as the Title IX coordinator for employees to address concerns or inquiries regarding discrimination based on sex, including sexual harassment:

Staff Related:

Karen Roath -- Managing Director of Human Resources and Talent Operations
10711 KIPP Way Houston, TX 77099
karen.roath@kipptexas.org
832-328-1051

Student Related:

Madeline Gilliard -- Managing Director, School-Based Mental Health
10711 KIPP Way Houston, TX 77099
Madeline.Gilliard@kipptexas.org
832-328-2051

Reports can be made at any time and by any person, including during non-business hours, by mail, email, or phone. During district business hours, reports may also be made in person.

The district designates and authorizes the following employee as the ADA/Section 504 coordinator for employees for concerns regarding discrimination on the basis of a disability:

Karen Roath -- Managing Director of Human Resources and Talent Operations
10711 KIPP Way Houston, TX 77099
karen.roath@kipptexas.org
832-328-1051

Questions or concerns relating to discrimination for any other reason should be directed to Karen Roath or to the Regional Superintendent.

Reasonable Accommodation of Disability

KIPP Texas is committed to complying with the American with Disabilities Act (ADA) and other applicable statutes protecting staff with disabilities. In accordance with the ADA, KIPP Texas will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. If any staff is disabled and needs accommodation to perform their job functions, Human Resources must be contacted. KIPP Texas Human Resources will engage in the interactive process as required by the ADA to work with the employee and employee's manager to discuss reasonable accommodations.

Service Animals

KIPP Texas is committed to fostering an inclusive work and learning environment while ensuring the health, safety, and instructional focus of our campuses. In accordance with the Americans with Disabilities Act (ADA), an individual with a disability has the right to request a reasonable accommodation.

While a service animal may be a reasonable accommodation under the ADA, it is important to note that Title I of the ADA, which is specific to employment, does not specifically address service animals in the workplace.

Employees who believe they require the use of a service animal as part of a disability-related accommodation must notify Human Resources to initiate the formal ADA Interactive Process. Each request is reviewed individually.

As part of the ADA process, KIPP Texas has the right to request documentation from an employee who is requesting an accommodation for use of a service animal, including but not limited to, medical documentation, and the like. Please note that simply providing medical documentation does not guarantee a requested service animal accommodation will be granted. KIPP Texas retains the right to ultimately determine whether a requested accommodation is reasonable and may deny a requested accommodation for, among other reasons, posing an undue hardship on the operation of its business.

Anti-Discrimination and Non-Harassment

KIPP Texas firmly believes that all employees and applicants have an unconditional right to work in an environment free from unwelcome harassment or unlawful discrimination perpetuated by co-workers, independent contractors, management and supervisory personnel and/or vendors and their employees.

Human Rights Policy

KIPP Texas brings together a diverse group of students and faculty in all regions. Our schools are guided by the principle of respect and consideration for all individuals in all school activities. We expect every member of the KIPP Texas community to observe and uphold the principles of equal opportunity as they affect staff, parents, and students in all aspects of school life, and to actively promote appropriate workplace behavior. KIPP Texas prohibits discrimination, harassment, and retaliation against other individuals on the basis of race, color, national origin, age, sex/gender (including gender identity, gender expression, or pregnancy), sexual orientation, religion, disability, genetic information, or any other characteristic protected by law. Any form of discrimination, coercion, harassment, or retaliation that insults the dignity of others or impedes their freedom to work and learn will not be tolerated. Any such form of discrimination, coercion, harassment, or retaliation will result in appropriate discipline, up to and including termination.

Immigration Reform and Control Act

The Immigration Reform and Control Act of 1986 (IRCA) prohibits KIPP Texas from employing any person not legally authorized to work in the United States. In accordance with the requirement of IRCA, all persons commencing or resuming work after November 6, 1986, must submit to KIPP Texas documentation evidencing their right to work in the United States. If anyone submits false documentation, their employment shall be immediately terminated. In fulfilling its obligations under IRCA, KIPP Texas reaffirms its commitment to comply with both state and federal non-discrimination laws. KIPP Texas does not discriminate on the basis of citizenship. Any questions concerning IRCA and the required documentation should be directed to Human Resources.

Background Checks

As a charter school, KIPP Texas must check the criminal history of each person – prior to the given relationship – who intends to serve in the following areas: as an employee in any capacity, as a member of the governing body of the charter holder, as a contractor who will have direct contact with students, and any person who files, in writing, an intention to serve as a volunteer. Such checks will primarily be conducted in the form of fingerprinting, with the exception of volunteers and board members, for whom name-based checks will be required. Additionally, as required by law, KIPP Texas may perform periodic background checks on existing employees, volunteers, and board members. The checks performed are in compliance with TEA standards and are conducted in order to ensure the safety of KIPP Texas students as well as general workplace safety.

In accordance with state and federal law, KIPP Texas will conduct an individualized assessment regarding the criminal history of an applicant/employee. In certain circumstances, criminal conduct may prohibit employment or continued employment.

Employee Arrests and Convictions

Background checks are performed at hire and annually thereafter. If an employee is arrested for any offense, the employee must notify their immediate supervisor and email HRHelp@kipptexas.org within three days of the arrest and provide a written statement of circumstance, and updates until adjudicated. An employee who is convicted of, or receives deferred adjudication for such offense, must also report that event to the immediate supervisor and HRHelp@kipptexas.org within three calendar days of the event.

KIPP Texas reserves the right to review and take employment action in response to any arrest or charge—regardless of conviction status—if the nature of the offense would disqualify the individual from hire under KIPP’s standards, if it is determined that the arrest or charge is disruptive to the educational environment, causes safety concerns for KIPP Texas students or community, and/or is not timely adjudicated. This includes, but is not limited to, felony charges or offenses involving violence, abuse, weapons, drugs, minors, or any conduct deemed to pose a risk to students, staff, or the learning environment.

All current employees who experience a change in their criminal record must immediately notify Human Resources. Notification should be received within 3 calendar days.

Fingerprinting

In 2007, the Texas Legislature passed a law requiring fingerprint-based criminal background reviews for all school employees, including both Certified and Non-Certified positions. The legislation was enacted to ensure the safety of all children, teachers, and staff in Texas public schools. Therefore, KIPP Texas policies, in accordance with applicable laws, require all employees to obtain fingerprints through the DPS FACT: Clearinghouse prior to employment. The responsibility to cover the cost of fingerprinting is upon the applicant seeking employment. The potential employee becomes eligible for employment only when the prints have been taken and the results of the criminal history record are reviewed and approved by Human Resources.

Pre-Employment Affidavit

In September 2017, the Texas Legislature updated the Texas Education Code with a new requirement for all applicants for educator positions at all Texas districts to provide “a pre-employment affidavit [a short form] disclosing whether the

applicant has ever been charged with, adjudicated for, or convicted of having an inappropriate relationship with a minor.” This law covers all instructional and most school-based roles, such as teachers, school administrators, counselors, and educational aides. In accordance with this policy, employees who applied to said positions must complete the required form.

In August 2025, the Texas Legislature has updated this guidance to reflect the following changes:

Under Texas law (TEC §22A.055), anyone applying to work in a public school or as a service provider must:

- Agree to release their employment records
- Submit a signed affidavit approved by TEA that discloses if they have ever:
 - Been investigated, charged, or convicted for conduct listed in Section 22A.051
 - Been investigated by a licensing agency or had a professional license, certificate, or permit denied, suspended, revoked, or disciplined in Texas or any other state
 - Been listed in the Do Not Hire Registry
 - Worked for a public or private school as a service provider
 - Been fired or resigned in lieu of resignation from a school

Employee Referral

KIPP Texas Public Schools recognizes that our employees are one of our most valuable resources in attracting and retaining high-quality talent. To support this commitment, KIPP Texas encourages employees to refer qualified candidates for employment opportunities. This Employee Referral Policy establishes clear guidelines for the referral process and eligibility for referral bonuses to ensure fairness, transparency, and compliance with applicable laws and KIPP Texas selection standards. While employee referrals are welcomed and valued, all candidates will be evaluated through KIPP Texas’ standard hiring procedures to ensure the selection of the most qualified individuals who align with our mission, values, and commitment to serving students and families. Referral Bonuses when applicable, will be awarded in accordance with guidelines set forth in this policy.

Find more information on Employee Referrals [here](#)

Qualifications and Certification Requirements

All employees are required to meet the minimum qualifications for their position in accordance with applicable state law and organizational requirements. Required documentation, including an employment application, résumé, and any applicable certifications or licenses, must be on file with Human Resources.

Teacher Qualifications

Teachers must hold, at minimum, a bachelor’s degree.

Teachers assigned to roles that require certification, including but not limited to Special Education, bilingual/ESL, or other designated instructional areas, must meet all applicable state requirements for their position. Employees working under an Emergency Permit are expected to actively progress toward full certification within the required timeframe.

Employees in licensed professional roles, including but not limited to nurses, counselors, and other positions requiring professional licensure, must hold and maintain all required certifications or licenses in accordance with state and

professional standards. Valid documentation must be provided to Human Resources and kept current throughout employment.

Future Certification Requirements

KIPP Texas may establish additional certification expectations for certain instructional roles based on subject area, student population, or compliance requirements. Employees will be notified of any such requirements and applicable timelines.

Paraprofessional Qualifications

Before providing services, paraprofessionals must hold a high school diploma or its recognized equivalent and satisfy at least one of the following criteria:

- Successful completion of at least two years of study at an institution of higher education (defined as 48 semester hours or equivalent trimester hours), or the applicable number of hours as defined by the specific institution, whichever is less;
- Hold an associate degree or higher; or
- Meet a rigorous standard of quality and demonstrate, through a formal state or local academic assessment:
 - Knowledge of and the ability to assist in instructing reading, writing, and mathematics; or
 - Knowledge of and the ability to assist in instructing reading readiness, writing readiness, and mathematics readiness, as appropriate.

Employee Images and Recordings

KIPP Texas may photograph, film, record, place on the website, share on social media, etc. matters related to KIPP Texas and KIPP's business. Any employee at KIPP Texas in the workplace or attending a KIPP Texas-event may be recorded, photographed, and/or filmed, and such recordings, photographs, or films may be placed on our website or social media, or used for training purposes. There is no reasonable expectation of privacy in the KIPP Texas workplace or at KIPP Texas events. To assist the organization in respecting individual preferences, any employee who does not wish for their likeness to be used in KIPP materials is responsible for refraining from posing for or participating in any photo or video opportunities. It is the employee's responsibility to excuse themselves from group shots or filmed segments to ensure they are not captured. If any KIPP Texas employee has a specific concern with this Policy, please contact Human Resources.

Children and other Family Members at Work

Employees of KIPP Texas should not bring children, family members, and any other individuals not employed by KIPP Texas to work or be on campus.

Nepotism

KIPP Texas permits the employment of qualified relatives of employees, of the employee's household, or immediate family as long as such employment does not, in the opinion of KIPP, create actual conflict of interest. For purposes of this policy, "qualified relative" is defined as a spouse, child, parent, sibling, grandparent, grandchild, aunt, uncle, first cousin, corresponding in-law, "step" relation, or any member of the employee's household. KIPP will use reasonable judgment in the placement of related employees in accordance with the following guidelines:

- Except for certain key positions, individuals who are related by blood, marriage, or reside in the same household may work at KIPP, however, if the employment would (a) violate state law; (b) create either a direct or indirect supervisor/subordinate personal relationship; (c) create an actual conflict of interest or the appearance of a conflict of interest, or; (d) cause family members to work within the same department or at the same campus in the same “chain of command” the employees may be subject to an internal transfer or termination of employment where no internal transfer is available or would resolve the nepotism concern. For purposes of this section, “chain of command” exists when one relative’s work responsibilities, salary, hours, career progress, benefits, or other terms and conditions of employment could be influenced by the other relative.
- Employees who marry while employed or become part of the same household are treated in accordance with these guidelines. That is, if in the opinion of KIPP, a conflict arises or could arise, because of the relationship, one of the employees may be transferred at the earliest possible time.
- Romantic relationships should not interfere with professional responsibilities and must be disclosed in the event one of the relationship participants is in a supervisory position over another. Romantic relationships should also be disclosed in the event of an application for a position that would put one of the relationship participants in such a supervisory position over the other.
- Decisions regarding the employment or placement of “qualified relatives” for the purposes of this policy will be made by the Managing Director of Human Resources and Talent Operations and no relative may be offered employment prior to receiving approval from the Managing Director of Human Resources and Talent Operations.

Employee Classifications

Employee classifications are used for salary administration and help determine eligibility for overtime and other employee benefits. The following are KIPP Texas’ employee classifications.

Position Type

Full-time Employees: Those employed who regularly work at least 30 hours per week and for at least 4 months. All full-time employees are eligible for benefits.

Part-time Employees: Staff members who regularly work fewer than 30 hours per week. Part-time employees are not eligible to participate in or receive benefits.

Temporary Employees: Individuals who may work any number of hours up to and including full-time only for a temporary basis or brief period of time, due to heavy workloads, special projects, or when a permanent employee is on a leave of absence. Temporary employees may be hired or pay-rolled through a temporary placement agency. Temporary employees are not eligible to participate in KIPP Texas’ Benefits Program, but may receive benefits and other perks through the respective temporary agencies if applicable.

Interns: Student internships are unpaid. KIPP Texas will provide all required documentation to assist the intern with receiving educational credit or volunteer hours certification required by the internship program. Paid internships are available at the discretion of the department leader only with Finance advance approval. Interns are not eligible for benefits or leave of absence programs.

Position Classification

Employees are classified for payroll purposes as either “exempt” or “non-exempt.” An employee’s duties, responsibilities, and salary determine whether his or her position is exempt or non-exempt under Department of Labor guidelines and

the Fair Labor Standards Act. Exempt employees are compensated on a salary basis and are not eligible for overtime pay. Generally, professional employees are exempt. Non-exempt employees are required to keep track of hours worked and are eligible for overtime pay in accordance with state and federal guidelines.

Consultants and Independent Contractors: Individuals who work in an independent manner for KIPP Texas for a specified timeframe. Consultants/Independent Contractors are not on KIPP Texas' payroll and do not participate in or receive benefits as described below.

For more information on determining employee job classifications please consult with Human Resources.

Outside Employment and Participation on Boards

If employees of any classification intend to have a second job (part-time or full-time), intend to engage in a business enterprise of their own, or serve on the board of any organization including another school or non-profit, they are required to inform their manager and Chief/Deputy Chief of Schools immediately to determine whether the particular service presents any conflict with the current or anticipated job duties. If KIPP Texas determines that an outside job or board participation would be inappropriate, would constitute an impermissible conflict of interest, or would interfere with an employee's employment duties or performance, the employee may be required to discontinue their non-KIPP Texas job, business or board membership.

Employees who wish to accept outside employment or engage in other activities for profit may do so if it does not interfere with the employee's ability to carry out his or her regular assignment or otherwise infringe on the intellectual property of KIPP or its suppliers and vendors. Employees should refrain from engaging in outside work during their normal work hours with KIPP Texas. This includes answering calls or emails unless on an approved lunch or break.

Dual Roles -- Employee and Contractor

KIPP Texas employees may not engage in work as a contractor for KIPP Texas while employed at KIPP Texas.

Internal Transfers

We value our Big Kippsters and want them to Chase Excellence by staying and growing within the KIPP Texas Team and Family. A transparent process provides our staff with access to career opportunities. We Bring Joy by ensuring we have the right people for the role doing their best work in the service of our students.

KTX Internal Transfer Policy is guided by the following principles:

Retaining our talent: We want Big KIPPsters to feel purposeful in their roles, and we want to retain them in our organization through roles that are a good match for their passion and skills.

One transparent process: The internal transfer process applies to all existing and growing schools, regions, and departments.

Timeline and Transparency: Big KIPPsters can view and apply to internal job opportunities at any point in the year; however, for school-based employees, they are strongly encouraged to apply only during the priority window.

Internal Application and Selection Guidelines:

1. Internal applicants must inform their current manager/school leader in writing (email) of the intent to apply for an internal role before the application is submitted.

2. In order to be considered for a posted role in KIPP Texas, all staff members must apply online with an updated resume and engage in a formal selection process. Please see below for role-specific guidance.
3. Big KIPPsters must be “In Good Standing”. Good standing is defined as not being on an active Performance Improvement Plan (PIP) or having received a formal written warning on file with KIPP TX HR in the last three months.
4. The selection process may be modified or simplified for internal candidates interested in a “like” role. For example, a high school English teacher seeking a high school English position at a different campus does not need to complete a sample teach (if their previous performance indicates they are ready for the role based on TQS/student data or PEP ratings).

To be considered for an internal transfer, the internal applicant must be in good standing, which is defined as not having a formal warning about performance or having been on a performance improvement plan within the past three months. Any exceptions will be handled on a case-by-case basis by school/department leadership and members of the Talent/HR Team.

For more information on the internal transfers process or how to apply, click [here](#).

If you have questions about this policy, please reach out to Talent@KIPPTexas.org

Pay Impact of Transfers

Transferring positions within KIPP may impact the employee’s pay and timing of payments based on changes to duty schedules. It is the responsibility of the employee making the transfer to understand these impacts prior to accepting the transfer. For questions about the impacts of a particular transfer, please contact Human Resources.

Separation of Employment

Because of the critical nature of the development of our students’ academic skills during the school year and the stability of our organization, it is requested that, to the extent possible, employees provide as much notice as possible regarding the intent to terminate employment with KIPP Texas. We understand that situations arise that are outside of the employee’s control. However, when possible, the following advance notices for planned departures are appreciated:

- **School Leaders and Senior Leadership:** A full academic year prior to the intended resignation date
- **SSP Directors:** 90 days prior to the intended resignation date
- **All Other Staff:** 60 days prior to the intended resignation date

Types of Separations

Resignation

Resignation is a voluntary act initiated by the employee to end employment. All employment is “at will” and employees can leave at any time with or without notice unless notice is required by an employment contract. However, in the interest of maintaining proper staffing levels, and to allow for appropriate transition of duties, KIPP Texas requests at least two weeks’ notice of a planned resignation. Failure to provide the requested two weeks’ notice will result in ineligibility for rehire for 1 year. Extenuating circumstances may be eligible for a waiver of the two weeks’ required notice (i.e., resignation in connection with a medical need or other personal or family emergency, or operational need). All resignations are final and irrevocable.

Resignations should be submitted by the employee in writing to their supervisor and submitted through Laserfiche. Business days during an employee’s notice period are intended for the transfer of work duties.

Previously requested time off during this period may be taken at the discretion of leadership based on business need (not to exceed 5 days). Additionally, the last day of work may not be a vacation/PTO day. For the purpose of this, the last day worked where the employee is physically on campus, in the office, or at his/her assigned work location is the official separation date. Employees who wish to retire are required to give written notification to their supervisor and HRHelp@kipptexas.org in writing at least one month before the planned retirement date.

Job Abandonment

Employees who fail to report to work without notice to, or approval by, their supervisor for three consecutive days may be considered to have abandoned their position and will be deemed to have voluntarily resigned from their position. Employees who abandon their jobs are not eligible for rehire. The last day the employee reported to work will be the official separation of employment date.

Termination

All KIPP Texas employees, unless otherwise stated in a written employment contract signed by both parties, are employed “at-will” and may be terminated without notice, a description of the reasons for dismissal, or a hearing. Employees who are terminated for violating law or KIPP Texas policies or procedures may not be eligible for rehire. It is unlawful for the KIPP Texas to dismiss any employee for any protected activity or reasons of race, color, religion, gender, national origin, age, disability, military status, genetic information, any other basis protected by law, or in retaliation for the exercise of certain protected legal rights. Employees who are dismissed have the right to grieve the termination.

Return of KIPP Property upon Separation

All KIPP Texas property must be returned, including but not limited to supplies, keys and access cards, ID badges, company credit cards, technology equipment, phones, and documents. Please note that all laptop documents and information stored and processed on the laptop computer remains the property of KIPP Texas. It is the employee’s financial responsibility to cover any damaged equipment as specified in the Technology Agreements as well as any undocumented balances and unallowable transactions on the company credit card. To the extent permitted by law, any such outstanding balance due to KIPP for unreturned or damaged KIPP property or any other outstanding amount owed to KIPP may be deducted from the employee’s final paycheck(s).

Exit Sessions and Procedures

KIPP Texas does not compensate departing staff for unused leave time, including State Personal, Local Personal, and Vacation leave upon termination of employment. If the employee is eligible for the continuation of benefits at their cost through COBRA, that information is mailed to the former employee's home after the final workday. For more information on COBRA coverage, please refer to the Benefits section of the Employee Handbook or contact Human Resources.

Termination of Benefits

Upon separation of employment, benefits coverage ends as follows:

- **10 month employees:** If employment ends before the last day of the school year, benefits coverage for medical, dental, and vision benefits will end on the last day of the month in which employment ends. Ancillary plan coverages will end on the last day of employment. If employment ends on the last day of the school year, all benefits coverages will end on July 31st, which coincides with the last payment of wages.
- **12 month employees:** Benefits coverage for medical, dental, and vision benefits will end on the last day of the month in which employment ends. Ancillary plan coverages will end on the last day of employment.

Information for continued health coverage will be provided. A notice of COBRA rights for continuation of benefits will also be provided.

For retiring employees, information about continued medical insurance options is available via TRS at the following link https://www.trs.texas.gov/Pages/healthcare_benefits.aspx.

Employee Benefits

KIPP Texas values the well-being of its employees and therefore offers an array of benefits for our staff. We are continuously looking for ways to help make KIPP Texas a great place to work. If employees have other ideas regarding employee benefits or ways to express employee appreciation, they are encouraged to send them to Human Resources.

Health Insurance

KIPP Texas offers certain health insurance benefits to staff. All Regular Full-Time staff members are eligible to participate in KIPP Texas' health insurance benefits plans.

A summary of employee benefit elections can be obtained on ADP. KIPP Texas reserves the right to change coverage and will provide employees with appropriate updated information.

Continued Health Coverage (COBRA)

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives staff and their qualified beneficiaries the opportunity to continue medical, dental, and vision insurance coverage under KIPP Texas' health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are a reduction in a staff member's hours, resignation or termination of employment under certain circumstances, the death of the covered staff member, a staff member's divorce or legal separation, and a dependent child no longer meeting eligibility requirements.

Under COBRA, the staff member or beneficiary pays the full cost of coverage at KIPP Texas' group rates.

In addition, KIPP Texas reserves the right to charge an administration fee. KIPP Texas or its designated COBRA Administrator provides each eligible staff member with a written notice describing rights granted under COBRA upon a qualifying event. The notice contains important information about the staff member's rights and obligations. Please contact Human Resources for more information about COBRA benefits.

Worker's Compensation

Please see "Reporting Workplace Injuries and Accidents" for details regarding reporting procedures.

KIPP Texas provides worker's compensation insurance for all employees as required by law. Neither KIPP Texas nor its insurer will be liable for the payment of worker's compensation benefits for any injury that arises out of an employee's voluntary participation in any off-duty recreational, social, or athletic activity that is not part of, required by, or an expected part of the employee's work-related duties.

Workers' compensation may pay for all medical costs, and depending on severity, partial loss of wages in the event of a covered accident during an employee's course of duties.

Zero Tolerance for Fraud

Workers' compensation fraud is a punishable crime. KIPP Texas and our insurance company have a "zero tolerance" policy for fraud. An investigation may be completed by KIPP Texas and/or the insurance company.

Wage Replacement Benefits

When an injury prevents an employee from working, to continue the receipt of wages, employees will be given the option to use accrued paid leave or receive wage replacement benefits from the worker's compensation insurance company. Wage replacement benefits are paid during the time eligible employees are temporarily disabled from a work-related injury or illness resulting in physical restrictions preventing work with or without accommodation or by direct order of the physician. Employees receive a percentage of their salary as set by state law.

The workers' compensation laws provide for a waiting period before injured employees become eligible for partial wage replacement benefits. Once an employee is eligible for wage replacement, the payment will be a percentage of the employee's average weekly wages. Employees will be covered for medical expenses during the period of disability to the limit allowed under state workers' compensation law. The workers' compensation insurer will pay the employee directly.

Temporary Accommodations

Employees are required to comply with treatment plans, work restrictions, and return to work after being released to work to without restrictions or with accommodations. Employees who refuse to return to work from a leave of absence with accommodations as indicated by their treating physician will be subject to disciplinary action up to and including termination of employment. If an employee is eligible for family medical leave (FMLA Leave) due to the employee's personal health condition, the employee will have his or her workers' compensation benefits terminated if he or she refuses accommodations as instructed by their treating physician .

Any employee who fails to return to work after being released by an approved physician will be considered to have resigned and will be terminated.

Employees may get more information about your worker's compensation rights from any office of the Texas Worker's Compensation Commission or by calling 1-800- 252-7031.

An employee may elect to retain his or her common law right of action if he or she notifies KIPP Texas in writing that he or she wishes to retain his or her common law right to recover damages for personal injury no later than five days after beginning employment or within five days after receiving written notice from KIPP that the school has obtained coverage. If an employee elects to retain his or her common law right of action, he or she cannot obtain workers' compensation income or medical benefits if he or she is injured.

Return to Work Procedures

KIPP Texas is committed to providing a safe workplace for our employees. Preventing work related illness and injury is our primary goal. Follow reporting procedures for workplace injuries (see the Workplace Safety section of this Handbook).

All employees must supply a return to work notice, and any other required physician notification, to their Manager and Human Resources after a workplace injury before returning to work. In the event that a physician has placed work restrictions on the injured employee, the Manager and Human Resources will review information received from the doctor and jointly determine if appropriate work is available.

The injured employee is responsible for following medical instructions on and off the job. Following an injured employee's return to work, the manager monitors the injured employee's progress to assure that restrictions are

carefully followed and assist to resolve any difficulties. The injured employee must immediately report any difficulties with performing assigned work. The manager and Human Resources will work to address the problem.

For more questions about worker's compensation or our Return to Work Procedures, please contact Human Resources.

Nursing Mother's Policy and Procedures

In accordance with the Patient Protection and Affordable Care Act and the Providing Urgent Maternal Protections of Nursing Mothers Act (PUMP Act), KIPP Texas has designated places at each region for employees who are nursing mothers to express breast milk for their nursing child during the day. Any employee who is breastfeeding their child will be provided access to the indicated room.

Flexible scheduling of breaks and work patterns may be arranged to provide time for expression of milk. Employees are responsible for communicating their request for a flexible break schedule with their managers. In collaboration, manager and employee will determine the break schedule that will best accommodate the employee and provide the least interruption in the daily school schedule and work flow at KIPP Texas. For nonexempt employees, these breaks are unpaid and are not counted as hours worked.

The PUMP Act requires an employee to notify KIPP Texas if they believe KIPP Texas is out of compliance in providing breaks for a nursing mother. The employee must give KIPP Texas 10 days to come into compliance before making any claim of liability. An employee with concerns should contact HRHelp@kipptexas.org.

Leave Policies and Time Off

Leave Banks Awarded

Based on the employee's status, various leave banks may be awarded. Together, these banks are referred to as PTO, or paid time off. The banks include:

State Personal Leave

Texas law (Texas Education Code (§22.003(a)) entitles full-time and part-time public-school employees to five (5) days of paid personal leave per year ("state days"), which accumulate from year to year, without limit, and which can be transferred to other Texas school districts upon the employee's request. Part-time regular employees receive five (5) state personal leave on a prorated basis consistent with their FTE, i.e., work schedule per year. Employees will not be paid for any accrued state days upon separation of employment. Employees may not enter an unpaid status if they have available State Leave to utilize.

A "day" for 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. Employees who are not scheduled to work 20 hours or more per week are not eligible to receive state leave.

Local Personal Leave

In addition to State Personal Leave, all full-time employees receive five (5) days advanced on July 1 of Local Personal Leave. These days are to be used in conjunction with other leave balances for paid time off for the purposes of personal or family illness, or personal business. Unused Local Personal days are not paid out at separation but may be reinstated if an employee leaves and returns to KIPP Texas.

Employees may not enter an unpaid status if they have available Local Personal Leave to utilize. All Local Personal Leave not used in a calendar year will be carried over to the subsequent year without limit.

State Sick Leave

State Sick Leave that was accumulated before 1995, under the now discontinued State Sick Leave policy, may be transferred to KIPP Texas Public Schools and used as Nondiscretionary leave only. This leave type is no longer granted, but the amount already earned may be used.

Vacation

Regular, full-time employees who work on a 12-month schedule (year-round) accrue Vacation in proportion to the years worked. Vacation time is used for the purpose of rest and relaxation, though may be used to extend paid time for health and maternity/paternity leaves.

Continuous Full Time Service with KIPP Texas	Total Days Earned/Year	Amount Awarded on the 1 st of each month	Max. Allowed in the Bank
0-2.99 years	10 days	.83 days	15 days
3-5.99 years	15 days	1.25 days	20 days
6+ years	20 days	1.67 days	25 days

“Years” refers to continuous full-time years with any of the four KIPP Texas regions; prior to 7/1/18, direct movement from region to region does not constitute a break in service.

Vacation time will be awarded on the first of each month to be used for general time off purposes. The cap allowed in the bank is based on the years of service: 15, 20, 25 days respectively.

Payout of Leave Time when leaving KIPP Texas

KIPP Texas does not pay out any leave time when an employee leaves KIPP Texas, unless required by law. State Personal and State Sick time may be transferred to another TRS-participating organization. To transfer these days, the employee should request a Service Record from Human Resources and provide that Service Record to the new employer.

Use of Leave Time

Employees must receive prior approval from their manager for all leave, whether paid or unpaid. When feasible, each employee is responsible for making a request to their direct manager at least two weeks prior to taking time off. The requests should be made electronically through the ADP online system in order to receive approval. All time taken off is subject to manager approval regarding both length of time taken and dates selected. Employees wishing to take more than one week of time off should submit their request and receive their manager's approval at least six weeks prior to the commencement of the intended vacation.

Vacation or leave of absences, unless emergent, protected by FMLA, or for parental leave (maternity/paternity leave), are not allowed during specified days for certain positions. Specified days include:

- The first/last 10 days of school (instructional days)
- The day before or after a holiday or break

- The day before or after a Rest & Renew Day
- Teacher Intensive/Professional Development Days
- STAAR/EOC Testing Dates/state and local assessments
- Other days as determined by specific regions and/or schools

Requests for time off on these days may require special approval by the Head of Schools, Regional Leader or Managing Director in your reporting line.

Departments may identify RESTRICTED dates for use of leave time to address operational needs of the department. Department supervisors will identify and communicate those dates to department employees in writing annually. Requests for time off during these critical times will not be granted, except for extenuating circumstances. Employees who are absent on a RESTRICTED date without prior supervisor approval will be required to provide a doctor's statement or the absence(s) will result in loss of pay (Unpaid) and/or disciplinary action.

KIPP Texas requires its employees to exhaust all available leave balances before utilizing any unpaid leave options. Paid leave may run concurrently with some types of unpaid leave including but not limited to leave taken pursuant to the Family and Medical Leave Act ("FMLA").

Non-Exempt salaried and hourly employees will submit time off for actual hours not worked in increments of 15 minutes (.25 hours). For example, if an employee takes off 3 hours and 30 minutes, they would submit time off for 3.50 hours.

Employees must receive prior approval from their manager for all leave, whether paid or unpaid. When feasible, each employee is responsible for making a request to their direct manager at least two weeks prior to taking time off. The requests should be made electronically through the ADP online system in order to receive approval. All time taken off is subject to manager approval regarding both length of time taken and dates selected. Employees wishing to take more than one week of time off should submit their request and receive their manager's approval at least six weeks prior to the commencement of the intended vacation.

Holidays

Each employee will follow the work schedule published at the beginning of each school year for the appropriate "duty schedule." 12-month employees will follow a holiday schedule published each year. Holiday schedules may vary from year to year and city to city.

Certain year-round employees may be required by their positions to work some of the school holidays. In such cases, the employee should arrange with his or her supervisor to take paid time off at another time during the year. In the event holidays differ between cities, SSP employees typically follow the holiday schedule of the city where they are based, though operational needs may necessitate that an SSP employee follow the schedule of another city. When there is a question, SSP employees should work with their manager to plan which holidays are appropriate for them.

Parental Leave

Full Time employees may qualify for Parental Leave. In the event an employee takes leave for the birth of a newborn child or for the placement and/or care of a newly-adopted child, KIPP Texas will apply paid leave in accordance with tenure and caregiver designation on the date the leave commences as outlined below. The primary caregiver is defined as the parent who assumes the responsibility of staying home for the duration of the leave period before transitioning back to work. A non-primary caregiver is defined as the parent whose spouse/partner is designated as the primary caregiver. Years of employment refers to continuous full years with any of the four KIPP Texas regions; prior to 7/1/2018, direct movement from region to region does not constitute a break in service.

Completed Years of Continuous Full Time Employment at KIPP Texas Regions	Amount of Paid Leave	
	Primary Caregiver	Non-Primary Caregiver
0 years	10 work days (2 weeks)	10 work days (2 weeks)
1 year	20 work days (4 weeks)	10 work days (2 weeks)
2-4 years	30 work days (6 weeks)	10 work days (2 weeks)
5-6 years	35 work days (7 weeks)	15 work days (3 weeks)
7+ years	40 work days (8 weeks)	20 work days (4 weeks)

Parental leave shall run concurrently with any eligible leave under the Family and Medical Leave Act. The total leave (both paid and unpaid) will not exceed twelve (12) weeks. Any paid parental leave must commence within three (3) months of the birth or placement of the child. In the case of adoption, the paid leave may be taken as final placement preparations are made (e.g., for travel to the adoption site) and/or within three (3) months before the placement of the child for adoption.

In addition to paid family leave, employees may use their own accrued time off. If used, personal time will run in addition to and not concurrently with paid leave. The total amount of time off allowed is governed by and consistent with the Family and Medical Leave Act, typically 12-weeks for most employees. If the employee, and his or her spouse both work for KIPP, they are each eligible for FMLA leave. In cases other than the employee's own serious health condition, the total leave period for the employee and employee spouse may be restricted to a combined total of twelve (12) weeks leave within any twelve (12) month period.

During the 12-weeks (typically), the time may be paid from the paid family leave, personal accrued time, short term disability, or be unpaid.

Short Term Disability (STD) may be purchased as an insurance option to supplement the paid time off. To be valid, it must be purchased PRIOR to conception, and after a waiting period, covers 60% of salary (tax free) up to 13 weeks based on the medical need of the mother. A typical birth will be covered for six to eight weeks. Adoptions are not covered in this plan. Please speak to a Human Resources representative about specific situations.

Paid time leave must be taken in one continuous period of time and taken in full day increments. If a parent needs intermittent leave, the employee should consult with Human Resources to determine eligibility. Upon termination of the individual's employment, they will not be paid for any unused paid parental leave for which they were eligible.

Employees will continue to accrue time off and be eligible for benefits while on leave in accordance with FMLA.

Employees who have been employed less than one year do not qualify for Family Medical Leave. In accordance with medical documentation, employees who give birth to a child will be allowed to take unpaid time off and in no event greater than 8 weeks.

Bereavement Leave

As an expression of concern and support for our employees, we will provide an employee who experiences the death of an immediate family member with three (3) days of paid time off from work in order to grieve and handle matters relating to the loss. Under this policy, an "immediate family member" includes the following:

- A spouse, including a civil union partner or domestic partner;
- A parent, including a parent-in-law;
- A sibling; including the sibling of a spouse;
- A child; including the child of a spouse;
- A grandparent or grandchild.

For paid time off, employees must provide proof of the event no later than 30 days after the event. Examples – obituary, death certificate, newspaper clippings. Requests and supporting documentation should be submitted through HRHelp@kipptexas.org.

An employee who wishes to take time off due to the death of an immediate family member should notify his or her supervisor as soon as possible. If an employee leaves work early on the day he or she is notified of the death, that day will not count as bereavement leave.

In addition to bereavement leave, an employee may, with his or her supervisor's approval, use any available vacation for additional approved time off as necessary.

Employee Eligibility

- This policy applies to all employees who regularly work at least 30 hours per week. KIPP Texas requires verification of the need for the leave upon the employee's return to work (e.g., a death certificate or an obituary)

Compensation

- Paid time off will be based on the employee's regular work schedule, not to exceed eight hours each day, at their regular rate of pay. Paid time off for bereavement will not be used to calculate overtime pay.
- Requests and supporting documentation should be submitted through HRHelp@kipptexas.org. Requests without accompanying documentation will not be accepted and time off will be deducted from the employee's personal leave or will be unpaid if the employee does not have paid leave time available.

Assault Leave

As a charter school, KIPP Texas does not provide assault leave under TEC 22.003.

Family and Medical Leave Act

In alignment with KIPP Texas values as well as federal guidelines, KIPP Texas complies with the provisions of the federal Family and Medical Leave Act ("FMLA") and all applicable state and local laws regarding staff leave. Eligible staff may take up to twelve (12) weeks of unpaid, job-protected leave during any period of twelve (12) consecutive months for specified family and medical reasons. The 12-month period will be calculated by looking backward from the first day of an employee's FMLA leave. The leave may be taken in a single block of time or intermittently.

To be eligible for FMLA leave, the employee must:

- Have been employed at a KIPP Texas region for at least twelve {12} months; and
- Have worked at least 1,250 hours for KIPP Texas over the previous twelve {12} months

FMLA may be granted for any of the following:

- To care for the employee's child after birth or adoption, including placement for foster care (provided that such leave is taken within 12 months of the event)
- To care for the employee's spouse, child, or parent, who has a serious health condition
- For a serious health condition that makes the employee unable to perform the employee's job
- For military caregiver purpose

In accordance with FMLA, eligible employees will continue to receive insurance benefits for the approved amount of leave. The employee will be eligible for their portion of the insurance costs. Employees who are enrolled in the Short-Term Disability Insurance Plan may file a claim for entitled benefits with the carrier after all paid leave balances are exhausted.

KIPP Texas may recover any premium costs paid on the employee's behalf during FMLA leave if an employee fails to return to work after their FMLA leave ends.

All paid and unpaid leave and leave-related benefits will run concurrently. Employees are required to use accrued paid leave balances (vacation leave-if eligible, local leave, and state leave) to continue to receive wages. While on leave under FMLA, job-protection is provided to allow the employee to return to their position. Once all paid leave balances are exhausted, unpaid absences will be docked. Please review the Deductions for Leave Without Pay section.

If such leave under FMLA is designated as Workers' Compensation due to a work related injury or illness, after a waiting period, the employee will have the option of using accrued paid leave balances or receiving wage replacement benefits from the Workers' Compensation insurer. For more information, please review the Wage Replacement Benefits section under Workers' Compensation.

For more information on employees' rights and responsibilities under the FMLA, please visit <https://www.dol.gov/agencies/whd/fact-sheets/28-fmla>.

Employees who wish to apply for FMLA leave or require additional information should contact HRHelp@kipptexas.org.

Requesting Leave for FML

For absences of three (3) or more workdays that are related to an FML qualifying event such as those listed in the section above, employees must provide their supervisor and Human Resources with at least thirty (30) days advance notice when leave is foreseeable and as soon as possible if leave is unexpected/emergent. Furthermore, supervisors must notify Human Resources or their Business Partner immediately when an employee is on an unscheduled absence that lasts for three (3) or more days.

KIPP Texas contracts with a third-party to administer and monitor the FMLA process. Employees should contact Human Resources to initiate the application process. A request for FMLA leave for the employee's own serious health condition or to care for a family member's serious health condition must be substantiated with a medical certification from the appropriate health care provider. Failure to provide the requested medical certification in fifteen (15) calendar days may result in denial of the leave until documentation is provided. Managers who become aware of an employee who was

admitted to the hospital overnight or who was ill for 3 consecutive days should reach out to Human Resources as soon as possible.

Extension of Leave

If an employee requests an extension beyond the 12-week period because of his or her own serious medical condition, the employee must submit medical certification of a continued serious health condition in advance of the request. Such requests will be reviewed on a case-by-case basis in order to determine whether it can be reasonably accommodated in accordance with the Americans with Disabilities Act (ADA). Reinstatement to original position or location or employment is not guaranteed when an employee is granted extended leave under the ADA.

Medical Hardship Leave

Medical Hardship Leave may be provided when personal medical hardships exhaust the standard leaves provided.

- To qualify for the leave, the employee must be covered under the Family Medical Leave Act (FMLA) for **personal** medical reasons. Though covered under FMLA, paid time off for births and adoptions are not covered under this type of leave (see Family Leave policy).
- While out for time covered by the FMLA, the Medical Hardship Leave Bank will pay 40% of the employee's regular pay for the duration of the approved FML time, once all other leave banks have been exhausted. This payment will only be offered during approved FML time and will cease at the end of approved Family Medical Leave.
- The Medical Hardship Leave is meant to **supplement** Short Term Disability (STD), an insurance policy that may be purchased by the employee during benefit enrollment periods. For covered illness and injury, if elected, STD will pay 60% of an employee's regular pay following a short wait period.

Medical Leave for Pregnancy and Childbirth (Non-FMLA)

The purpose of this policy is to provide equitable leave and accommodation options for employees who experience pregnancy, childbirth, recovery from childbirth, adoption, or fostering, and who do not qualify for leave under the Family and Medical Leave Act (FMLA). This policy ensures compliance with applicable federal laws while supporting employee well-being and continuity of operations. For information on eligibility and qualifications for leave under the FMLA, refer to the section in the handbook covering FMLA. Employees may contact Human Resources for information on requesting non-FMLA medical leave under this policy, including required forms and certifications.

Pregnancy and Childbirth as a Medical Condition

Pregnancy, childbirth, and related medical conditions are treated the same as other temporary medical conditions under KTX policy, in accordance with the Pregnancy Discrimination Act (PDA).

Duration of Available Medical Leave

All paid and unpaid leave and leave-related benefits will run concurrently. This means that employees will utilize any available leave balances at the same time they are on designated Medical leave. Paid leave balances will be exhausted prior to an employee entering into unpaid leave status. Employees who give birth and are not FMLA-eligible may be granted up to:

- Six (6) weeks of unpaid medical leave for recovery from a natural delivery; or
- Eight (8) weeks of unpaid medical leave for recovery from a cesarean delivery.

Additional unpaid leave may be granted:

- As a reasonable accommodation under the Pregnant Workers Fairness Act (PWFA); or
- Under the ADA if pregnancy-related complications qualify as a disability.

The total amount of leave granted will be determined based on medical certification, operational needs, and applicable law.

Intermittent or Reduced Leave Schedule

Not applicable under this policy.

Availability FAQs

Can you get this on day one of employment?

- Full-time staff may be eligible for leave on the first day of employment.

Can this be used once a year (calendar or school)? Or is there any other time limitation?

- Eligible staff may take up to six (6) or eight (8) weeks of unpaid leave during any period of twelve (12) consecutive months for specified pregnancy and childbirth reasons.

If spouses are both employed by KIPP and both fall under this policy, can they each take this leave? Or is the time combined?

- If both spouses are employed by KIPP, the employee designated as the primary caregiver is eligible for leave under the Medical Leave Policy. The employee designated as the non-primary caregiver may request Parental Leave as outlined in the Team and Family Handbook.

For purposes of this policy, a primary caregiver is defined as the parent who assumes primary responsibility for caring for the child during the leave period prior to returning to work. A non-primary caregiver is defined as the parent whose spouse or partner has been designated as the primary caregiver.

Reasonable Accommodations (PWFA & ADA)

The District will engage in an interactive process to determine reasonable accommodations related to pregnancy, childbirth, or related medical conditions, unless doing so would cause undue hardship. This includes the consideration of additional unpaid leave as outlined above.

Job Protection

While non-FMLA leave is not automatically job-protected, KTX will make reasonable efforts to return employees to the same or a comparable position upon return from approved leave, consistent with business needs and applicable law.

Employees will not be retaliated against for requesting or taking leave or accommodations related to pregnancy, childbirth, or parental status.

Benefits Continuation

Benefits continuation during unpaid leave will be administered in accordance with KTX benefits policies.

Employees are responsible for any required employee premium contributions during unpaid leave.

Documentation

Medical certification may be required to support:

1. Medical leave related to pregnancy or childbirth; and
2. Requests for extended leave as accommodation.

Documentation requirements will be applied consistently and in compliance with applicable law.

Outside Employment While On Leave

Employees who are on an approved leave of absence may not engage in any form of self-employment or perform work for any other employer during that leave, except when the employment has been previously approved in writing by KIPP Texas Human Resources under the KIPP Texas Outside Employment Policy, and the reason for the leave does not preclude the outside employment. Engaging in prohibited outside employment while on leave of any kind (paid or unpaid, including FMLA and/or parental leave) will subject the employee to disciplinary action, up to and including termination of employment.

Administrative Leave

Leave that is used during an employee investigation, for disciplinary reasons, or other administrative needs. This leave may be paid or unpaid. The duration is dependent on the specific situation. Being placed on administrative leave does not mean you are fired or that you did something wrong. It is a step to establish neutrality and manage a difficult situation while it is being reviewed.

Jury Duty

KIPP Texas encourages employees to fulfill their civic responsibilities and to respond to jury service summons or subpoenas, attend court for prospective jury service or serve as a juror or grand juror. Under no circumstances will employees be terminated, threatened, intimidated, coerced, or penalized because they request or take leave in accordance with this provision. If an employee receives a jury summons, the employee must notify their direct manager immediately.

The employee must report to work on days or parts of days when they are not required to report to jury duty. Employees will be granted paid leave to comply with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding. Absences for court appearances related to an employee's personal business must be taken as personal leave or unpaid leave (if no personal leave is available).

For paid time off, employees must provide proof that you attended jury duty prior to your return to work.

Jury duty leave is available to all employees. If an employee does not return to work immediately after jury duty ceases, KIPP will assume that the employee has resigned. Personal legal issues are not covered by this type of leave.

Religious/Cultural Observances

KIPP Texas will reasonably accommodate an employee's known religious creed or cultural background. This may include an altered work schedule or time off, assuming such accommodations can be made in such a way as to not cause undue hardship to KIPP or any of its other employees. Requests for accommodations should be made in writing to your Manager and HR with at least two weeks' notice, and together they will determine how best to honor the request given work demands and job role. If approved, employees will be required to submit time off requests using existing time off balances. KIPP Texas reserves the right to deny a religious accommodation request if it would result in an undue hardship, including but not limited to compromising student instruction, campus coverage, or essential operational needs.

Military Duty

A Military Leave of Absence will be granted to employees who are absent from work because of service in the United States uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act ("USERRA") and Texas state law.

Under § 437 of the Texas Government Code, a KIPP Texas employee who is a member of certain state or federal military forces or reserves is entitled to paid leave resulting from an absence in connection with the employee's military duties. The paid leave will not exceed 15 business days in a government fiscal year (October 1 – September 30). Up to seven additional days of paid leave per fiscal year may be available in the event any such employee is called to active duty by the governor or other appropriate authority in response to a disaster, as that term is defined by Texas Government Code Section 418.004.

The employee shall notify his or her supervisor by presenting a copy of the order, directive notice, or other document(s) requiring the employee's absence from work for military training or service. A copy must also be sent to Human Resources to apply for military leave. The employee shall provide at least thirty (30) days' notice before leave is to begin if the need is foreseeable. If unforeseeable, an employee shall provide notice as soon as practicable under the facts and circumstances of the particular case.

Requests and supporting documentation should be submitted to Human Resources at hrhelp@kipptexas.org.

Short-Term Military Leave

Short-term military leave shall not exceed fifteen (15) workdays and shall not be used more than once in a federal fiscal year. The fifteen (15) days do not have to be consecutive. Employees whose participation in the uniformed services or other military duty is mandatory, will be granted time off without pay after they have exhausted paid military leave. However, exempt employees who work any portion of a work week in which they also take military leave will receive their full salary for that work week. Employees may elect to substitute accrued paid time off days during any unpaid leave due to military duty.

Long-Term Military Leave

Long-term military leave is leave of more than six (6) months and cannot exceed a period of longer than five (5) years. To be entitled to reemployment, the employee must be discharged or released from active military service under honorable conditions, no later than the fifth anniversary after the date of induction, enlistment, or call to active military service. The employee must notify KIPP thirty (30) days prior to returning to work. The leave shall be without pay. However, an employee with available accrued leave may elect to use the leave for compensation during a term of active military service. Upon return from an excused military leave, the employee will be reinstated to his or her former position or another position, to the extent required by applicable law.

Continuation of health insurance benefits is available as is required by USERRA and Texas law based on the length of the leave and subject to the terms, conditions and limitations of the applicable plan for which the employee is otherwise eligible. Employees may continue their health insurance benefits but are responsible for paying their portion of the health insurance premiums.

Unpaid Leaves

KIPP Texas Public Schools offers a variety of unpaid leaves. While on an unpaid leave, the employee is considered to be "inactive"; this means that all pay, benefits, leave time accrual, and years of service time accrual are suspended. If the employee returns to active status following the leave, the employee becomes benefits eligible again and is subject to the appropriate waiting periods. Being placed on an unpaid leave will not show a break in continuous service, though the time spent on leave will not be considered for total service calculations.

While on an unpaid leave, the employee's position may be filled when not prohibited by law. When the employee is ready to return from leave, they may apply for any open and available position.

Placement into any particular position is not guaranteed, and a hiring manager is not obligated to hire the employee on leave if there are other more qualified candidates available.

At the end of the maximum duration for that leave, the employee may be terminated if they have not returned to active duty. Additionally, some leave types require a minimum amount of consecutive years of Full Time employment with KIPP Texas Public Schools.

Children of Employees enrolling at KIPP Texas Schools

Complete information about the student application process and the student lottery can be found in the Student & Family Handbook. Children of KIPP Texas Employees receive priority in the annual student lottery along with the siblings of current KIPP students. Though prioritized, employee's children are not guaranteed enrollment. Please reference the Student and Family Handbook for details.

When an employee's child is enrolled at a KIPP school, the employee has entered a dual role – that of both KIPP parent and KIPP employee. Special consideration for the children of employees is not given. Employees with enrolled children may not use their employment status to influence the operation of the child's school or outcomes to favor their children.

Years of Service

Years of service with KIPP Texas are based on employee's continuous employment with KIPP Texas Public Schools. Years of service are used to determine eligibility for certain benefits, including but not limited to vacation accrual for 12-month employees, employer contributions to the 457(b) plan, and parental leave eligibility.

Service with legacy regions (KIPP Austin, KIPP Dallas-Fort Worth, KIPP Houston, and KIPP San Antonio) prior to the KIPP Texas merger on 7/1/2018 will be recognized as continuous KIPP Texas employment.

A separation from employment constitutes a break in service. Employees who resign and are later rehired will begin a new period of service, and prior service with KIPP Texas will not be recognized for purposes of benefits eligibility or accruals.

Teacher Service Records and Salary Placement

Newly hired teachers are required to provide official service records from prior school districts to determine creditable years of experience for salary placement.

Service records must be submitted to Human Resources within 30 days of hire. Once verified, salary may be adjusted based on approved years of experience, if applicable.

Failure to submit service records within a required timeframe may result in placement on the salary schedule at zero years of experience.

Operating Any Vehicle for KIPP Texas Business

Operating a KTX-Owned Vehicle for KTX Business

The safety of the students and employees at KIPP Texas Public Schools is of utmost importance. The following shall apply to all persons operating any KTX-owned vehicle for KTX business:

1. Be an employee of KIPP Texas Public Schools. Volunteers, alumni, students, or other nonemployees may not drive KTX-owned vehicles.

2. Be pre-approved by Human Resources and Risk Management (finance) to operate a vehicle. This approval must be granted annually and includes:
 - a A review of the employee's driving record as reported by the TxDPS.
 - b Completion of an online driving safety course, which as of June 2023 include 4 modules – defensive driving, distracted driving, city driving, and passenger van driving.
3. Be at least 21 years old with at least two years of driving experience.
4. Have a valid driver's license at all times.
5. Follow all laws governing the operation of a motor vehicle, including seatbelt laws.
6. KTX employees are not allowed to transport persons unaffiliated with KTX business in any KTX-owned vehicles unless management approval is granted in writing.
7. KTX employees are not allowed to transport students in any KTX-owned vehicle
8. KTX-owned vehicles are to be used for KTX business only, unless prior approval has been granted by management in writing.
9. Per Texas state law and KTX policy, any vehicle used for KTX business is required to carry at least the state mandated minimum amounts of auto insurance.

Driving a vehicle that is not owned by KTX for KTX business

In addition to the general transportation regulations above, the following shall apply to all employees using vehicles for KTX business that are not owned by KTX:

- Each KTX employee that assumes the responsibility of driving a vehicle that is not owned by KTX is required to carry the following amounts of auto insurance, at a minimum.
 - a. Automobile Liability: \$100,000 per person, \$300,000 per occurrence;
 - b. Property Damage: \$50,000 per occurrence;
 - c. Medical Payments: \$5,000 per person

KIPP Texas Public Schools' auto insurance coverage does not apply to vehicles that are not owned by KTX and **will not cover** injuries to either the employee, passengers, damage to the vehicle, or damage caused to others' property.

In some cases, KTX may reimburse employees for mileage expenses. The policy stated above is in effect regardless of whether reimbursement applies.

Please also refer to the section on Driving Students.

Distracted Driving Policy

KIPP Texas is committed to ending the epidemic of distracted driving, and has created the following rules, which apply to any employee operating a KIPP-owned vehicle or a personal vehicle for business purposes, or using a KIPP-issued cellphone while operating a vehicle:

1. KIPP employees may not use a hand-held cellphone while operating a vehicle, whether the vehicle is in motion or stopped at a traffic light. This includes, but is not limited to, answering or making phone calls, engaging in phone conversations, and reading or responding to emails, instant messages and text messages.
2. If KIPP employees need to use their phones, they must safely pull over to the side of the road or another location.

3. Additionally, KIPP employees are required to do the following:
 - a. Turn cellphones off or put them on silent or vibrate before starting the vehicle.
 - b. Consider modifying voicemail greetings to indicate that you are unavailable to answer calls or return messages while driving.
 - c. Inform others of this policy as an explanation of why calls may not be returned immediately.

Incident Reporting Procedures and Investigations

If involved in a motor vehicle incident, employees will cooperate to help KIPP Texas meet its obligations and to take steps to prevent future occurrences. All accidents and moving violations must be reported to Risk Management (finance) via Zendesk as soon as possible, but no later than 24 hours after the incident. The employee must be willing to participate in the incident investigation, and work with the investigation team to complete the investigation report and implement corrective measures.

If an employee sustains physical damage to KIPP Texas property as a result of her/his negligence, including distracted driving, the employee may be held responsible for reimbursement for the damage incurred.

Workplace Conduct

Alcohol and Drug-free Workplace

KIPP is committed to maintaining a drug-free work environment. Employees who violate this policy against drug-use as set forth below will be subject to disciplinary action, up to and including termination.

A copy of this policy, the purpose of which is to eliminate drug abuse from the workplace, shall be provided to each employee at the beginning of each year or upon employment. Receipt of this Team & Family Handbook meets this requirement.

Employees shall not manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours, including school premises, or at any school-related activities, during or outside of usual working hours involving students:

- Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
- Alcohol or any alcoholic beverage.
- Any glue, aerosol paint, or any other chemical substance used for inhalation.
- Any other intoxicant, or mood-changing, mind-altering or behavior altering drugs.

An employee need not be legally intoxicated to be considered “under the influence” of a controlled substance. Improper use of prescription drugs may also be considered a violation of this policy.

Employees who violate this prohibition shall be subject to disciplinary sanctions. Such sanctions may include referral to drug and alcohol counseling or rehabilitation programs or employee assistance programs, termination from employment, and referral to appropriate law enforcement officials for prosecution.

Compliance with these requirements and prohibitions is mandatory and is a condition of employment.

Pursuant to the Drug-Free Workplace Act of 1988, employees shall abide by the terms of this policy and shall notify the Managing Director of Human Resources of any conviction under a criminal drug statute no later than five business days after such conviction.

Drug and Alcohol Testing

Testing for drugs and/or alcohol will be conducted by a KIPP Texas approved facility, within 8 hours or as soon as practicable any time the school has reasonable suspicion and/or a driver is involved in vehicle accidents while driving KIPP owned or rented vehicles, regardless of injuries. Testing for drugs and or alcohol may be required in the case of a worker's compensation claim. Refusal to submit to drug or alcohol testing will be considered a violation of the drug-use policy and the employee may be subject to the same disciplinary action as when submitting a positive sample. All reports regarding drug or alcohol testing will be kept strictly confidential but may be used as the basis for disciplinary action or other action regarding job status.

Employees will not be allowed to transport themselves to and from the drug testing center if the reason for the test is reasonable suspicion. Refusal of allowable transport will result in a refusal to submit to drug or alcohol testing, and can result in disciplinary action up to and including termination. KIPP will reimburse for alternative travel (Uber, Lyft, Taxi).

Tobacco, Vapor, and Electronic Cigarette Use

Employees shall not use or display tobacco, vaping products, or electronic cigarettes on KIPP premises, in KIPP vehicles, on school premises, or at school- related activities involving students.

Business Ethics and Employee Integrity

Integrity is deeply valued at KIPP Texas, and therefore this demands the highest standard of individual conduct from all employees at all times, not only in matters of financial integrity, but in every aspect of business relations. KIPP Texas holds its staff, students and parents accountable to the values previously outlined.

KIPP Texas assumes the responsibility to operate at all times in a manner conforming to all state and federal laws and regulations, to conduct all activities openly, and to deal with the government and other local institutions in a cooperative and forthright manner. Obeying the law is a minimum requirement. Ethical business conduct should normally exist at a level well above the minimum required by law.

Employee Standards of Conduct

All faculty are expected to behave in a professional manner that sets an example for students. Regardless of certification, all KIPP employees must adhere to the Code of Ethics and Standard Practices for Texas Educators. Faculty is expected to exercise sound judgment in their conversations and dealings with students and parents. Faculty should not engage in inappropriate or sustained physical contact with students. Faculty should command respect by being respectful, and by correcting students who behave in a disrespectful way. At all times, faculty should expect students to refer to them by the appropriate title and last name. Violation of these directives could result in disciplinary action up to and including instant dismissal.

All KIPP Texas employees are expected and required to meet acceptable performance standards and otherwise conduct themselves in an appropriate manner during the course of their employment. The rules discussed below are published for the employees' information and to guide employee conduct on a day-to-day basis. The list is not meant to be all-inclusive, and various other circumstances may arise requiring the discipline and/or immediate termination of an employee.

KIPP recognizes that each problem, which may arise in the workplace, will present a unique set of circumstances. The unique situations will be relevant to surrounding circumstances. For this reason, the rules described below are not intended to form any contract between KIPP and its employees as to the procedures to be followed concerning any rule violation.

Employees should be aware that violation of any of the following employee standards of conduct may result in disciplinary action, up to and including discharge.

- Insubordination and/or being in disregard of, or inattentive to, working directions and instructions received from supervision or refusal to comply with the same.
- Willful violation of KIPP or government rules, regulations, or state or federal laws.
- Dishonesty of any kind in relations with KIPP, such as theft or pilferage of KIPP property, the property of other employees, or property of others entrusted to KIPP. (Note: Employees also will be subject to prosecution to the fullest extent of the law.)
- Any action constituting a criminal offense, whether committed on duty or off duty.
- Unsatisfactory work performance or otherwise failing to perform work up to the standards expected of KIPP employees.
- Excessive or unexcused absenteeism or tardiness, including violation of any rule pertaining to attendance.
- Misrepresentation of facts or falsification of records, including but not limited to, personnel 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.
- 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, or otherwise interfering with another employee's work activities.
- Bringing alcohol, drugs, or any controlled substances onto KIPP premises or to a KIPP sponsored/KIPP related event; consuming alcohol or using drugs or any controlled substances on KIPP premises KIPP sponsored/KIPP related event that is not strictly a social event; entering the premises or attending a KIPP sponsored/KIPP related event; 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 KIPP, 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.
- Distributing written or printed matter of any description in any work area at any time without prior authorization from your supervisor.
- The use of KIPP time, materials, facilities or equipment for purposes not related to KIPP business.
- Engaging in any commercial activity, including outside employment that conflicts with or gives the appearance of conflicting with the interests of KIPP, without first having obtained the written consent to such activity by the School Leader or Supervisor.
- Knowingly permitting unauthorized persons to be in KIPP facilities or on KIPP property.
- Behavior that is not consistent with the KIPP core beliefs, values, and operating norms.
- Engaging any student or minor in inappropriate communications.
- Failure to report to supervisors and/or appropriate agencies potential misconduct of another KIPP employee.

- Engaging in conduct, including conduct outside the workplace and after business hours that interferes with the employee's ability to effectively perform their job duties.

Texas Code of Ethics and Standard Practices for Texas Educators

The Texas Code of Ethics and Standard Practices for Texas Educators applies to all KIPP Texas employees. Violations of this Code of Ethics may lead to disciplinary action up to and including termination.

Professional Ethical Conduct, Practices and Performance

Standard 1.1. The educator shall not intentionally, knowingly, or recklessly engage in deceptive practices regarding official policies of the school district, educational institution, educator preparation program, the Texas Education Agency, or the State Board for Educator Certification (SBEC) and its certification process.

Standard 1.2. The educator shall not knowingly misappropriate, divert, or use monies, personnel, property, or equipment committed to their charge for personal gain or advantage.

Standard 1.3. The educator shall not submit fraudulent requests for reimbursement, expenses, or pay.

Standard 1.4. The educator shall not use institutional or professional privileges for personal or partisan advantage.

Standard 1.5. The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or to obtain special advantage. This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents of students, or other persons or organizations in recognition or appreciation of service.

Standard 1.6. The educator shall not falsify records, or direct or coerce others to do so.

Standard 1.7. The educator shall comply with state regulations, written local school board policies, and other state and federal laws.

Standard 1.8. The educator shall apply for, accept, offer, or assign a position or a responsibility on the basis of professional qualifications.

Standard 1.9. The educator shall not make threats of violence against school district employees, school board members, students, or parents of students.

Standard 1.10. The educator shall be of good moral character and be worthy to instruct or supervise the youth of this state.

Standard 1.11. The educator shall not intentionally or knowingly misrepresent their employment history, criminal history, and/or disciplinary record when applying for subsequent employment.

Standard 1.12. The educator shall refrain from the illegal use or distribution of controlled substances and/or abuse of prescription drugs and toxic inhalants.

Standard 1.13. The educator shall not consume alcoholic beverages on school property or during school activities when students are present.

Ethical Conduct toward Professional Colleagues

Standard 2.1. The educator shall not reveal confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law.

Standard 2.2. The educator shall not harm others by knowingly making false statements about a colleague or the school system.

Standard 2.3. The educator shall adhere to written local school board policies and state and federal laws regarding the hiring, evaluation, and dismissal of personnel.

Standard 2.4. The educator shall not interfere with a colleague's exercise of political, professional, or citizenship rights and responsibilities.

Standard 2.5. The educator shall not discriminate against or coerce a colleague on the basis of race, color, religion, national origin, age, gender, disability, family status, or sexual orientation.

Standard 2.6. The educator shall not use coercive means or promise of special treatment in order to influence professional decisions or colleagues.

Standard 2.7. The educator shall not retaliate against any individual who has filed a complaint with the SBEC or who provides information for a disciplinary investigation or proceeding under this chapter.

Ethical Conduct toward Students

Standard 3.1. The educator shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.

Standard 3.2. The educator shall not intentionally, knowingly, or recklessly treat a student or minor in a manner that adversely affects or endangers the learning, physical health, mental health, or safety of the student or minor.

Standard 3.3. The educator shall not intentionally, knowingly, or recklessly misrepresent facts regarding a student.

Standard 3.4. The educator shall not exclude a student from participation in a program, deny benefits to a student, or grant an advantage to a student on the basis of race, color, gender, disability, national origin, religion, family status, or sexual orientation.

Standard 3.5. The educator shall not intentionally, knowingly, or recklessly engage in physical mistreatment, neglect, or abuse of a student or minor.

Standard 3.6. The educator shall not solicit or engage in sexual conduct or a romantic relationship with a student or minor.

Standard 3.7. The educator shall not furnish alcohol or illegal/unauthorized drugs to any person under 21 years of age unless the educator is a parent or guardian of that child or knowingly allow any person under 21 years of age unless the educator is a parent or guardian of that child to consume alcohol or illegal/unauthorized drugs in the presence of the educator.

Standard 3.8. The educator shall maintain appropriate professional educator-student relationships and boundaries based on a reasonably prudent educator standard.

Standard 3.9. The educator shall refrain from inappropriate communication with a student or minor, including, but not limited to, electronic communication such as cell phone, text messaging, email, instant messaging, blogging, or other social network communication. Factors that may be considered in assessing whether the communication is inappropriate include, but are not limited to:

- the nature, purpose, timing, and amount of the communication;

- the subject matter of the communication;
- whether the communication was made openly or the educator attempted to conceal the communication;
- whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;
- whether the communication was sexually explicit; and
- whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student.

Social Networking and On-line Media

KIPP Texas recognizes that many of its employees use social media such as Instagram, Facebook, X, LinkedIn, and YouTube, amongst others and understands the benefits of these social media. Likewise, KIPP Texas realizes that the use of social media can become a problem if it:

- Interferes with the employee's work;
- Is used to harass or discriminate against co-workers or students;
- Creates a hostile work environment;
- Is improperly used with students;
- Divulges confidential information about KIPP Texas, staff, or students; or
- Harms the goodwill or reputation of KIPP Texas.

Although KIPP Texas does not officially regulate employees' use of these online social networks, employees must follow the following guidelines when using social media and expect, as in all areas, that KIPP Texas employees model appropriate behavior. If any employee is uncertain about the appropriateness of a social media posting, the employee should check with their Manager or Human Resources.

Social Media Guidelines

1. Employees may never contact a K-12 student using a social media account without written permission from their supervisor for a specific KIPP related purpose.
2. Employees are encouraged to maintain a business account when posting items using their work persona.
3. Employees must be mindful that, as members of the KIPP Texas Team and Family, they represent KIPP Texas to the larger community. Employees should honor the interests of the KIPP Texas mission, our students, and our employees when publishing content on social networking site.
4. When publishing statements about KIPP Texas, employees must clearly and conspicuously indicate that the posted content does not necessarily represent or is not necessarily endorsed by KIPP Texas.
5. All content on social media must comply with KIPP Texas' Confidentiality Policy and the Family Educational Rights and Privacy Act (see below). Employees shall not post personally identifiable information of any KIPP student, including a photograph, on any personal social media.
6. Employees' use of social media should not interfere with their duties at work.
7. Employees should be aware that they are legally responsible for the content they publish on social media and can be sued by other employees or individuals who interpret a published statement as defamatory, harassing, libelous, or discriminatory.

8. All KIPP Texas Policies that regulate off-duty conduct apply to social networking activity. Such off-duty regulatory policies include, but are not limited to, policies related to harassment, code of conduct, nondiscrimination, and protecting confidential information.
9. Employees must refrain from using any copyrighted, trademarked, or proprietary materials, including KIPP Texas' logo or the logo of any individual KIPP Texas school. To use such materials, employees must obtain express, written authorization from KIPP Texas.
10. KIPP Texas can take appropriate disciplinary action for commentary, content, or images that are defamatory, pornographic, proprietary, harassing, and libelous, that can create a hostile work environment, that diminish the employee's ability to effectively perform their job duties, and/or that are otherwise in violation of law or KIPP Texas policy. The disciplinary action may include employment termination.

Please also reference in this Handbook KIPP Texas' Professional Boundaries policies and policies regarding use of social media with students.

Electronic Communication Policy

"Electronic communication" means any communication facilitated by the use of any electronic device, including a telephone, cellular telephone, computer, computer network, tablet, personal data assistant, or pager. The term includes e-mails, text messages, instant messages, and any communications made through an Internet website, including a social media website or a social networking website.

All employees are prohibited from using electronic communications with students in a manner that constitutes harassment or abuse; adversely affects the student's learning, mental health or safety; includes threats of violence against the student; reveals confidential information about the student; or constitutes an inappropriate communication with a student as described in the Educators' Code of Ethics. Employees have the right to not disclose to students their personal telephone numbers or email addresses and are encouraged to not share that information when not necessary. Any employee that suspects or has direct knowledge about an incident involving improper communications with a student must notify her or his school or department leadership or Human Resources as soon as reasonable to do so.

AI Usage Policy

Rationale/Purpose

At KIPP Texas (KTX), we recognize the transformative potential of AI in enhancing educational and administrative processes while maintaining the highest standards of data privacy, security, and responsible use. AI tools, including chatbots, can foster creativity, efficiency, and innovation, ultimately improving systems for staff and students.

To maximize the effective and ethical use of AI, it is essential to establish clear guidelines on AI usage, decision-making, and approval processes. This policy defines the expectations for responsible AI integration, ensuring data security, institutional integrity, and compliance with KIPP Texas standards. By adhering to these guidelines, staff can safely and effectively use AI to support a secure and dynamic educational environment.

Definitions

- Artificial Intelligence (AI): Machines that mimic human intelligence to perform tasks.
- Generative AI (GenAI): AI that creates new content (eg. text, images, video, or code).
- Chatbot: A type of GenAI computer program that simulates conversation with human users; often using Natural Language Processing (NLP) to parse inputs and generate AI automated responses.

- o We recognize the great opportunity in leveraging AI and are cognizant that use of AI chatbots poses risks to sensitive data and information security. AI chatbots rely on storing, analyzing, and continuously learning from the data provided to them in order to improve their capabilities. This also means any sensitive information given to an AI chatbot could potentially be retained indefinitely. With this in mind, students and staff are prohibited from providing confidential or sensitive information (KIPP Data) to AI chatbots.
- KIPP Data: "KIPP Data" means all information, including, but not limited to, business, administrative, financial, student, and personnel information, and work product or other intellectual property that is: (1) created by KIPP, its employees, contractors, agents, affiliates, students, parents, and users, or provided or otherwise made available to a third party, such as a service provider, its employees, subcontractors by KTX, its employees, contractors, agents, affiliates, students, parents, and users through the services or otherwise in connection with a Data Sharing Agreement, or (2) gathered by a service provider, its employees, agents, or subcontractors through the services or other means (e.g., service provider technology) in connection with the Data Sharing Agreement. KIPP Data includes,
 - o Personal identifiers (PII) such as name, address, phone number, date of birth, Social Security number, identification number (eg. passport or visa), persistent unique identifiers, access codes, credit/debit numbers, financial information, and the like;
 - o Personal health information (PHI) such as medical histories, treatment details, diagnoses, any other health-related information, and the like;
 - o Any information that would be protected in accordance with the Family Educational Rights and Privacy Act (FERPA);
 - o Any KTX proprietary information including lesson plans, curriculum, or other works created as a KTX employee or for the use of KTX and/or KTX students.

KIPP Data does not include information that has been “de-identified” as that term is defined by the U.S. Department of Education Privacy Technical Assistance Center for purposes of FERPA.

Deepfake refers to AI-generated or manipulated media (such as videos, images, or audio recordings) that convincingly mimic real people’s appearances, voices, or actions. These are created using advanced machine learning and AI algorithms, often making it difficult to distinguish between real and fake content.

Scope

All KTX employees and all work associated with KIPP Texas that those employees perform, whether on or off KIPP Texas premises.

- All systems, applications, and technology that utilize, interact with, generate, or transmit information through AI; regardless of system and application manager, owner, or location.
- All individuals, including school employees, contractors, third-party vendors, administrators, counselors, mental health professionals, nurses, teachers, department staff, office staff, aides, and students, who develop, manage, administer, handle, use, process, or support AI tools and applications that generate, collect, store, maintain, transmit, or analyze school-related data.
- Any review, procurement, or renewal of tools, products, or services that incorporate AI capabilities, including but not limited to curriculum, assessment, or student information systems.

Policy Core Guidelines

It is our policy to process, manage, and utilize AI only for legitimate organizational purposes and to support student learning. GenAI implementation and usage shall be managed for the benefit of KTX, to support KTX's mission, and to facilitate organization-wide technology use while protecting the individual privacy rights of KTX employees and students.

Use of approved GenAI tools as specified in the [KIPP Texas Ed Tech Catalog](#). Employees are only permitted to use the designated AI platforms that have been verified for use.

- A. All GenAI tools and platform requests are to be submitted via the AI Approval Process (see process below).
- B. Before using any AI-generated platform or solution that has not previously been sanctioned by KTX IT, employees must obtain written permission from IT due to security and confidentiality concerns.
- C. Employees do not have the authority to enter into service agreements with third-party or publicly available GenAI tools or to install non-approved software on KTX technology resources. Please Note: This policy includes signing up for AI tools or services using an employee KTX Google Account.

Engage in appropriate use of AI. KTX employees are encouraged to leverage AI for increased productivity, creativity, and innovation, however, employees are responsible for results and are held responsible to review for accuracy and bias. Employees are also responsible to ensure that any work they create or information they use through AI does not violate any copyright, trademark, register, patent or other legal protection. Examples of appropriate AI usage include, but are not limited to:

- A. Generating curriculum materials, assessment materials, identifying suggestions for instructional strategies or providing feedback subject to the rules above.
- B. Providing a virtual brainstorm or thought-partner; using prompts to generate ideas for further exploration; drafting content or revisions for written communication or conversations.
- C. Analyzing large amounts of qualitative and quantitative data (refer to data sharing definition).
- D. Content creation and audience engagement tools subject to the rules above.

Exercise Digital Citizenship and the "Human-In-The-Loop" (HITL). Users of GenAI tools must exercise judgment aligned to the KTX mission, vision, and values. The human-in-the-loop refers to a consistent cycle of interaction between humans and AI systems where human judgment, oversight, and redirection are integrated into the AI's processing. This ensures human expertise and decision-making remain present. All employees should be aware of the risks and biases associated with AI. Examples include, but are not limited to:

- A. Material generated by AI tools may be inaccurate, incomplete, outdated, plagiarized from its knowledge base, or otherwise problematic; therefore, responses must always be carefully verified by a human.
- B. Verify that any response from an AI tool that you intend to rely on or use is accurate, appropriate, not biased, not in violation of any other individual or entity's intellectual property or privacy, and consistent with all KTX policies and applicable laws.
- C. Over-reliance on AI may also hinder independent thinking and creativity. GenAI tools should not be a substitute for human judgment.

- D. Be aware of sampling bias or bias in language translation.
- E. Consulting with multiple sources to cross-reference GenAI outputs.

Exhibit integrity through GenAI usage transparency and disclosure.

- A. For both internal and external documents, footnotes are not required to disclose the use of AI except to the extent the material being used is otherwise another's intellectual property and/or trademarked, registered, copyrighted, or patented. However, for processes and products that have financial or legal impact, where AI is used to inform and/or make a decision, a disclosure is required to disclose the content that was generated by AI.
- B. Inform your manager or school-leadership when you have used GenAI tools to help perform a task; including but not limited to: lesson planning, data-driven research, or student assignments.

Violations of this policy may result in disciplinary action, up to and including termination. Compliance with this policy is designed, in part, to ensure KIPP Texas complies with its various data and technology related obligations, including legal and regulatory requirements.

- A. Individual consequences for violations may include, as appropriate:
 - 1. Denial, suspension, or revocation of access to KIPP network, and/or
 - 2. Disciplinary action up to and including dismissal.
- B. Violations may also result in civil or criminal liability under applicable laws.

AI Note-taking and Transcription Applications

Staff are prohibited from using third-party AI-powered notetaking or transcription applications for any purpose, including organizational meetings, discussions, or activities. This prohibition is necessary to ensure compliance with privacy requirements in the Family Educational Rights and Privacy Act (FERPA) and to address potential Texas Public Information Act (TPIA) disclosure concerns regarding AI-processed organizational communications, as such tools create records subject to Texas Public Information Act requests and may compromise FERPA-protected information.

KTX will continue to monitor the legal and compliance landscape if future adjustments can be made. Should this happen, this policy shall be revised and all staff will receive prior notification and appropriate training.

Monitoring

KTX's Computer, Internet, E-Mail, and Responsible Use Policy and relevant IT Safety protocols still apply when using AI tools and chatbots with KTX equipment and/or for KTX business. Staff must report any suspected breaches of data privacy or security immediately to the IT department and their direct supervisor.

Process

AI technology and best practices are constantly evolving. KTX will regularly review and update the AI Policies.

- 1. Annual Review – The AI Task Force will assess AI policies each year based on new developments, legal updates, and stakeholder feedback. This may occur annually or more frequently.
- 2. Stakeholder Input – Teachers, students, and parents will provide insights on AI usage and concerns.

3. Policy Revisions & Approvals – Updates will be drafted, reviewed by leadership, and communicated to the school community.
4. Implementation & Training – Revised policies will be integrated into staff training and student guidelines.

All updates will be documented in the KIPP Texas Ed Tech Catalog and communicated to stakeholders

Computer, Internet, E-Mail and Responsible Use Policy

To better serve our students and provide our employees with the best tools to do their jobs, KIPP Texas provides access to one or more forms of electronic media and services, including computers, email, telephones, voicemail, fax machines, blogs and forums, online services, intranet, and the Internet.

KIPP Texas encourages the use of these media and associated services because they can make communication more efficient and effective and because they are valuable sources of information and research. However, all employees and everyone connected with KIPP Texas should remember that electronic media and services provided by KIPP Texas are the property of KIPP Texas. Employees should have no expectation of privacy, and the purpose in using the provided electronic media and services is to facilitate and support KIPP Texas business. All electronic device users have the responsibility to use the provided resources in a professional, ethical, and lawful manner.

To ensure that all employees are responsible, the following guidelines have been established. No policy can lay down rules to cover every possible situation. Instead, it is designed to express KIPP Texas' philosophy and set forth general principles when using electronic media and services.

General Policies

1. The purpose of a KIPP Texas user account is to access the KIPP Texas network and facilitate creativity and innovation. We use this network to support communication and collaboration. We use technology to extend research and information fluency, to collect and analyze data and to solve problems.
2. Access is a privilege, not a right. Access entails responsibility, and inappropriate use may result in cancellation of those privileges.
3. KIPP Texas user accounts are owned by KIPP Texas; consequently they are subject to the Texas Public Information Act.
4. All digital files associated with user accounts may be retrieved by KIPP Texas staff at any time without prior notice and without the permission of any user. KIPP Texas reserves the right to monitor all accounts in order to maintain system integrity and to ensure responsible use.
5. Employees should have no expectation of personal privacy in any matters stored in, created, received, or sent through the KIPP Texas computer network. These are subject to review by KIPP Texas at any time, with or without notice, with or without cause and without the permission of any employee, student, or parent/guardian.
6. A content filtering solution is in place in order to prevent access to certain sites that may contain inappropriate material, including pornography, weapons, illegal drugs, gambling, and any other topics deemed to be of non-educational value by KIPP Texas. KIPP Texas is not responsible for the content accessed by users who connect via their own service (cellphones, air-cards, etc.).

Responsible Use Policy & Digital Citizenship

Our staff uses technology to teach students and to conduct business. Technology is essential to facilitate the creative problem solving, information fluency, and collaboration that we see in today's global economy. While we want our students to be active contributors in our connected world, we also want them to be safe, legal, and responsible. This Responsible Use Policy (RUP) supports our vision of technology use and upholds in our users a strong sense of digital

citizenship. This policy applies to all KIPP Texas Public Schools computer networks (including the resources made available by them), and all devices connected to those networks.

Respect Yourself: I will select online names that are appropriate, and I will be polite and use appropriate language/content in all online posts.

Protect Yourself: I will not publish personal details, contact details or a schedule of activities for myself or anyone else. I understand that unless otherwise authorized, I am the owner of my accounts, and I am responsible for all activity initiated by and/or performed under these accounts. I understand that it is my responsibility to appropriately secure my account credentials. I understand that I am responsible for maintaining and backing up all of my own data. If I am uncertain whether a specific computer activity is permitted or appropriate, I will ask my manager before engaging in that activity. If I mistakenly access inappropriate material, I will immediately notify my manager.

Respect Others: I will not use technology to bully or tease other people. I will not make audio or video recordings of students/employees without their prior permission. I understand that posing as someone else is forbidden and I will not pose as a user other than myself when online. I will be careful and aware when printing to avoid wasting resources and printing unnecessary items.

Protect Others: I will help maintain a safe computing environment by notifying appropriate officials of inappropriate behavior, vulnerabilities, risks, and breaches involving campus technology.

Respect Intellectual Property: I will suitably cite any and all use of websites, books, media, etc. I will respect all copyrights.

Protect Intellectual Property: I will request to use the software and media that others produce.

Onboarding Staff & Contractors

All new KTX employees may be assigned a computer and a cell phone, in accordance with their role / responsibilities. Please note: In order to receive a mobile device, manager/budget owner, approval is required prior to purchase.

Contractors (not employed by KIPP, paid through Finance / Accounts Payable) will be required to submit a statement of work through the Procurement process, and be approved for assignment implementation. Contractors must sign a Nondisclosure Agreement (NDA) and / or a Data Use Agreement (DUA) prior to gaining access to our systems, applications, data and support. Contractors will not be issued a KTX device or a @kipptexas.org email address. Regardless of employment status, access to KIPP platforms will be authorized no earlier than the employee start date and the assignment of a KTX owned computer.

Offboarding Staff & Contractors

Once an employee separates from KIPP Texas:

1. All KTX devices and peripheral equipment must be returned to IT by the last day of employment.
2. All accounts will be deactivated
 - a. Email, Google, Voice, SSO effective the termination date
 - b. All other accounts within 24 hours
 - c. An OOTO message may be implemented for business continuity directing senders to the direct manager
3. Direct Managers have up to 30 days to request access to / reassignment of mailboxes and drives, and changes to the OOTO message

Once a contractor separates from KIPP Texas, any access granted will be deactivated.

If a KIPP Texas employee transitions to a contractor, all termination procedures will be followed. Then the individual will be onboarded as a contractor, with specified privileges after signing an NDA and a DUA depending on the statement of work.

Bring Your Own Device (BYOD)

Personal devices will not be connected to the KTX network. Any personal device found on the KTX network is subject to a data wipe (factory reset / disk drive reformat).

KIPP Issued Technology

Employees who have been issued technology from KIPP, including but not limited to a computer, tablet, and/or mobile phone, agree that the following shall serve as confirmation of the parties' mutual understanding concerning the use of technology owned by KIPP Texas Public Schools.

KIPP Texas agrees to purchase technology on behalf of a staff member identified to be in need of such a device, as determined by the hiring manager. The staff member understands that the technology is the property of KIPP Texas, and that although the computer and/or mobile phones may be used off premise throughout the term of employment, it remains the property of KIPP Texas. Employees whose employment is terminated with KIPP Texas for any reason (including resignation, discharge, etc.) must return their technology on the last day of work. Any devices and KIPP Texas purchased peripherals not returned upon termination will be charged to the employee, and the funds will be held from the employee's last paycheck.

KIPP Texas technology is provided for the use of its employees for the performance of their job duties and related activities. The device, documents, pictures and information stored and processed by the technology remains the property of KIPP Texas. The mobile service plan / phone number provided by KIPP Texas for the use of the provided technology shall not be shared with any other users, i.e. family share plans and shall not be ported to a personally owned plan.

Use of KIPP Texas technology for non-KIPP Texas purposes is not permitted. Employees are prohibited from using the KIPP Texas technology in any way that may be disruptive or offensive to others, or harmful to morale. Examples of forbidden transmissions include sexually explicit messages or cartoons of ethnic or racial slurs, unwelcome propositions or love letters, comments which may offend on the basis of age, national origin, sexual orientation, sexual identity or expression, or religious or political beliefs, or anything that may be construed as harassment or disparagement of others. Any violation of the prohibitions set forth in this statement may result in discipline, including without limitation, termination of employment.

Electronic Communication Policy

"Electronic communication" means any communication facilitated by the use of any electronic device, including a telephone, cellular telephone, computer, computer network, personal data assistant, or pager. The term includes e-mails, text messages, instant messages, and any communications made through an Internet website, including a social media website or a social networking website.

All employees are prohibited from using electronic communications with students in a manner that constitutes harassment or abuse; adversely affects the student's learning, mental health or safety; includes threats of violence against the student; reveals confidential information about the student; or constitutes an inappropriate communication with a student as described in the Educators' Code of Ethics. Employees have the right to not disclose to students their personal telephone numbers or email addresses and are encouraged to not share that information when not necessary. Any employee that suspects or has direct knowledge about an incident involving

improper communications with a student must notify her or his school or department leadership or Human Resources as soon as reasonable to do so.

Prohibited Communications

Electronic media cannot be used for knowingly transmitting, retrieving or storing any communication that is:

- Discriminatory or harassing
- Derogatory to any individual or group
- Obscene, sexually explicit or pornographic
- Defamatory or threatening
- In violation of any license governing the use of software
- Engaged in for any purpose that is illegal or contrary to KIPP Texas policy or interests.

Participation in Online Forums

Employees should remember that any messages or information sent on KIPP Texas-provided devices to one or more individuals via an electronic network – for example, Internet mailing lists, bulletin boards, forums, social networks and other online services – are statements identifiable and attributable to KIPP Texas.

KIPP Texas recognizes that participation in some forums might be important to the performance of an employee's job. For instance, an employee might find the answer to a technical problem by consulting members of a news group devoted to the technical area.

Access to Employee Communications

Electronic information created and/or communicated by an employee using e-mail, word processing, utility programs, spreadsheets, voicemail, telephones, Internet, and similar electronic media are the property of KIPP Texas, and the employee has no right of privacy in such communications.

KIPP Texas may routinely gather logs for most electronic activities or monitor employee communications directly, e.g., telephone numbers dialed, sites accessed, call length, and time at which calls are made, for the following purposes:

- Cost analysis
- Resource allocations
- Optimal technical management of information resources
- Detecting patterns of use that indicated employees are violating KIPP Texas policies or engaging in illegal activity

KIPP Texas reserves the right, at its discretion, to review any employee's electronic files and messages to the extent necessary to ensure electronic media and services are being used in compliance with the law, this policy, and other KIPP Texas policies. Employees should not assume electronic communications are private.

Accordingly, if they have sensitive information related to KIPP students or KIPP business to transmit, they should consider other means as appropriate.

Software and Files

Software is available to users as an educational resource or to conduct KTX business. Users may not install, upload, or download software without review, approval, and implementation by the IT department. A user's account may be limited or terminated if a user intentionally misuses software on any KTX-owned equipment.

Routine maintenance and monitoring of KTX's electronic network may lead to discovery that a user has violated this policy. Users should not expect that files stored on KTX servers are private. When sharing or storing sensitive information, users must utilize approved network storage devices and applications.

Use of Third-Party Platforms

On occasion, employees may find it useful to use third-party platforms, not belonging to KTX, to assist in the performance of their duties. This includes, but is not limited to, third-party platforms such as any Google extensions, DropBox, PDF writers/viewers, Apple Mail App, or other similar technology solutions.

Before using any third-party software platform or solution that has not previously been sanctioned by KTX IT, employees must obtain written permission from IT due to security and confidentiality concerns. Employees do not have the authority to enter into service agreements with third-party platforms, or to install non-approved software or solutions on KTX's technology resources. Failure to obtain prior permission may result in disciplinary action, up to and including termination.

Please Note: This policy includes signing up for third party applications or services using an employee KTX Google Account. These third-party services include service agreements that have not been reviewed by IT nor the KTX legal department and often grant third party vendors access to our technology systems creating a security risk.

Loss of/Damage to Technology Assets

Employees are always responsible for electronic equipment issued by KTX, and for taking responsible precautions to secure the equipment in such a manner that it will not be subject to theft or damage. Electronic equipment issued to employees may include, but is not limited to, cell phones, computers (desktop or laptop), wireless cards, Bluetooth headsets, projectors, document cameras, digital cameras, video cameras, or any other electronic device issued to an employee for work use.

Damaged, lost, stolen, or improperly working equipment must be reported immediately to IT and your supervisor.

If any piece of electronic equipment issued to an employee that is lost, stolen, or damaged due to an employee's intentional act, neglect, or abuse, or because of the employee's failure to follow KTX policies, rules, or guidelines, or not returned upon termination, the employee may be responsible to reimburse KTX for the equipment's replacement cost. Such cost may be deducted from the employee's paycheck.

Stickers

Sticker placement directly on a KIPP Texas computer is not allowed, and may be considered as damage. Employees may decorate their computer with a self-purchased removable skin. The skin must be removed before returning the computer to KIPP Texas IT.

Security and Appropriate Use

On occasion, KTX may need to access its information resources including computer files, electronic-mail messages and voicemail messages. Employees should understand, they have no right of privacy with respect to any messages or information created or maintained on KTX's network or stores on KTX devices, including personal information or messages. KTX may, at its discretion, inspect all files or messages on its electronic network and devices at any time in order to determine compliance with its policies, for purposes of legal proceedings, to investigate allegations of misconduct, to locate information or for any other business purpose.

Users are responsible for their individual accounts and should take all reasonable precautions to prevent others from being able to use them. Users **must not** provide their password(s) to another person. Users must immediately notify IT if

they have identified a possible security problem. Users should not look for security problems, as doing so may be construed as an illegal attempt to gain access.

- Users are responsible to maintain their passwords and are required to reset the password according to our Security Password Policy. Users are also required to maintain the use of 2-factor authentication on all KTX applications as applicable.
- Users will not attempt to gain unauthorized access to any portion of the KTX electronic network. This includes attempting to log in through another person's account or accessing another person's folders, work or files.
- Users will not make deliberate attempts to disrupt KTXs electronic network or computer system or destroy data by spreading computer viruses or by any other means.
- Users will not attempt to access Web sites blocked by KTX policy, including the use of proxy services, software, or web sites. Users will not use "sniffing" or remote access technology to monitor the network or other user's activity.
- Users will not attempt to circumvent any of KTXs security controls set in place to protect all of KTXs data, systems, network or resources.

Employees are also responsible and will be held accountable for the security of protected information, including but not limited to information made confidential under FERPA, HIPAA, or other applicable law, that is accessed or maintained on electronic equipment issued by KTX. As such, equipment should not be left unattended in any unlocked area.

Employees must respect the confidentiality of other individuals' electronic communications. Except in cases in which explicit authorization has been granted, employees are prohibited from engaging in, or attempting to engage in:

- Monitoring or intercepting the files or electronic communications of other employees or third parties
- Hacking or obtaining access to systems or accounts they are not authorized to use
- Using other people's usernames or passwords
- Breaching, testing, or monitoring computer or network security measures
- No email or other electronic communications can be sent that attempt to hide the identity of the sender or represent the sender as someone else.
- Usernames and passwords must be kept confidential and not shared with anyone nor posted on walls or computers.
- Electronic media and services should not be used in a manner that is likely to cause network congestion or significantly hamper the ability of other people to access and use the system.
- Anyone obtaining electronic access to other companies' or individuals' materials must respect all copyrights and cannot copy, retrieve, modify, or forward copyrighted materials except as permitted by the copyright owner.

Incident Management

Whenever a security incident such as a virus, worm, hoax email, discovery of hacking tools, altered data, etc. is suspected or confirmed, and the situation is deemed appropriate by IT, the following incident management procedures must be followed:

- Employees are responsible for immediately notifying IT or their supervisor to initiate the appropriate incident management action.
- Employees must make an effort to remove the infected device from the KIPP network to keep other employee devices safe including powering off the device.

- IT is responsible for determining the physical and electronic extent of the incident and will determine the need for an investigation of the incident.
- The appropriate technical employees from the IT department are responsible for monitoring that the damage from a security incident is repaired or mitigated and that the vulnerability is eliminated or minimized.
- IT or other KTX administrators will determine if widespread communication is required, the content of the communication, and how to distribute the pertinent information.
- The IT department is responsible for initiating, completing, and documenting the incident investigation and, in the case where law enforcement is not involved, the Chief Administration Officer or department manager will recommend disciplinary actions, if necessary.

Encryption

Employees can use encryption software supplied to them by the Network Administrator for purposes of safeguarding sensitive or confidential business information. Employees who use encryption on files stored on a KIPP Texas computer must provide their supervisor and IT with a sealed copy record (to be retained in a secure location) of all of the passwords and/or encryption keys necessary to access the files.

Procurement of Technology

All requests for purchasing of hardware and software, whether as individual or as part of a larger project, requires a technical review as part of the procurement process, via the submission of a Zendesk ticket. For additional guidance on how to procure hardware, software/applications, please review the current year's Administration Budget Guidance and Policies.

IT has standard device configurations for new hardware. This procedure ensures the equipment is configured correctly and that all IT security measures are addressed. This includes the imaging, set up of passwords, anti-virus software, security marking the equipment and adding the asset management database.

Google Workspace: Curriculum Drive Access

The KTX Curriculum Drive contains both proprietary KIPP Texas created curriculum resources and copywritten vendor purchased curriculum. In order to protect intellectual property, access to this drive is limited to KIPP Texas personnel. KTX IT will not grant access to the drive for outside accounts, including personal accounts of current, future staff or third-party vendors. New KIPP staff will be granted access to the KTX Curriculum Drive when they receive their Google login credentials, not before.

If a vendor and/or contractor is hired to assist with curriculum development and needs access to the KTX Curriculum Drive, the KTX Academics Team must first vet the request and submit a ticket to the KTX Information Systems & Applications.

Technology Government Laws

Technology is to be utilized in conformity with laws of the United States and the State of Texas. Violations include, but are not limited to, the following:

1. Criminal Acts – These include, but are not limited to:
 - a. Unauthorized tampering
 - b. Harassing email
 - c. Cyberstalking
 - d. Child pornography
 - e. Vandalism

f. Cyberbullying

2. Libel Laws - You may not publicly defame people through published material.
3. Copyright Violations - Copying, selling or distributing copyrighted material without the express written permission of the author or publisher (users should assume that all materials available on the Internet are protected by copyright), and/or engaging in plagiarism.

Any device used for KTX business: A personal cell phone (regardless of who pays for it) or any of the above options - is subject to the Texas Public Information Act (TPIA), or Open Records. This includes voice calls and the logs of those calls, text messages and/or emails sent via the phone.

IT Policy Consequences

Consequences of violating IT policies may include suspension of accounts and network access or disciplinary action, up to and including termination. In addition, the employee may face disciplinary/legal action including but not limited to criminal prosecution and/or penalty under appropriate state and federal laws. If equipment is damaged beyond what the technology department deems normal wear and tear, the employee may be billed for fair market value of replacement or repairs.

The following actions are not permitted and could result in the consequences outlined above:

- Users may not attempt to disable or bypass the KIPP Texas content filter.
- Users may not illegally access or manipulate the information of a private database/system such as gradebooks and other student information systems.
- Users may not install unauthorized network access points, or other connections that may not effectively integrate with existing infrastructure.
- Users may not use their accounts for non-school related activities including but not limited to:
 - o Using the Internet for financial gain, personal advertising, promotion, nongovernment related fundraising, or public relations
 - o Political activity: electioneering, lobbying for personal political purposes, or activities such as solicitation for religious purposes
- Users may not send, save, view, forward, or create harassing or offensive content/messages.
- Offensive material includes, but is not limited to, pornographic, obscene, or sexually explicit material, sexual comments, jokes or images that would violate KIPP Texas policies. The KIPP Texas policies against harassment and discrimination apply to the use of technology.

IT Leadership will deem what is considered to be inappropriate use of the KIPP Texas computer network. They may suspend an account or network access at any time. Employees must follow KIPP Texas' Responsible Use Policy at all times.

Visitors

Visitors, including volunteers, interns, and contractors, are expected to sign in at the front office of each school and wear a visitor badge. Any suspicious visitors should be reported to a School Leader or to the front office staff. Visitors are not permitted on KIPP Texas premises without the approval of authorized personnel. KIPP Texas has the discretion to remove any person from KIPP Texas premises in the best interest of the school. Children, family members, and any other individuals not employed by KIPP Texas should not accompany employees to work or be on campus. No KIPP employee may allow entry to any visitor, known or unknown, without the visitor engaging in proper front-office sign in

procedures. Employees who do not adhere to this policy will be subject to disciplinary action, up to and including termination.

Employee Information

When hired, each employee provided KIPP Texas with a variety of important information. Keeping this information up-to-date enables KIPP Texas to reach the employee in case of an emergency, to forward information, to maintain employee benefits, to compute payroll deductions, and to mail W-2s.

It is the employee's responsibility to update their information in the ADP online system. Please contact Human Resources if access to the account has been blocked or pertinent information has been lost that is needed to log on. Employees will need to update the information anytime there are changes to personal data such as address, telephone numbers, name changes, number of dependents, beneficiaries, tax withholding, and emergency contacts. Failure to keep this information updated may hinder KIPP Texas' ability to provide critical information or services to our staff. KIPP Texas will rely on the information in the ADP system.

Release of Information

KIPP Texas frequently receives requests from outside entities to confirm employee information (e.g., employment and mortgage verification). Employment verification has been automated through Experian Verify as a fast and secure way to provide proof of your employment or income. For more information on how to obtain employment and salary verification, please visit ADP.

Some requests for information made under the Texas Public Information Act ("TPIA") do not require or allow for employee consent. If employees wish to keep their address and telephone numbers confidential, an employee must complete a Public Access Form indicating prior to the time the TPIA request is received. It is recommended employees complete this form, if they choose, at the beginning of employment.

Diversity, Equity, and Inclusion in the Workplace - Senate Bill 12, new as of September 2025

In 2025, the Texas legislature passed Senate Bill 12, creating guidance around diversity, equity, and inclusion in school districts. To further understand this policy, please review the language below. In this policy, "diversity, equity, and inclusion duties" means:

1. Influencing hiring or employment practices with respect to race, sex, color, or ethnicity except as necessary to comply with state or federal antidiscrimination laws;
2. Promoting differential treatment of or providing special benefits to individuals on the basis of race, color, or ethnicity;
3. Developing or implementing policies, procedures, trainings, activities, or programs that reference race, color, ethnicity, gender identity, or sexual orientation except:
 - a. For the purpose of student recruitment efforts by colleges and universities designated as historically black colleges and universities in collaboration with school districts or open-enrollment charter schools; or
 - b. As necessary to comply with state or federal law; and
4. Compelling, requiring, inducing, or soliciting any person to provide a diversity, equity, and inclusion statement or giving preferential consideration to any person based on the provision of a diversity, equity, and inclusion statement.

Education Code 11.005(a).

SEC. 2. PROHIBITION ON DIVERSITY, EQUITY, AND INCLUSION DUTIES

Except as required by state or federal law, KIPP Texas Public Schools:

1. May not assign diversity, equity, and inclusion duties to any person; and
2. Prohibits a KIPP Texas Public School employee, contractor, or volunteer from engaging in diversity, equity, and inclusion duties at, for, or on behalf of KIPP Texas Public Schools.

Education Code 11.005(b).

SEC. 3. EMPLOYMENT ACTION

A KIPP Texas Public Schools employee or contractor who intentionally or knowingly engages in or assigns to another person diversity, equity, and inclusion duties is subject to disciplinary consequences in accordance with KIPP Texas Public Schools' Employee Handbook, up to and including termination.

A KIPP Texas Public Schools employee or contractor who receives discipline under this Policy may appeal the disciplinary consequence. Employees or contractors shall receive adequate due process and an opportunity to appeal disciplinary actions, including termination, in the same manner as for other disciplinary actions through the KIPP Texas Public Schools grievance policy.

Education Code 11.005(d).

SEC. 4. LIMITATIONS

This policy does not:

1. Limit or prohibit KIPP Texas Public Schools from contracting with historically underutilized businesses or businesses owned by members of a minority group or by women in accordance with applicable state law;
2. Limit or prohibit KIPP Texas Public Schools from acknowledging or teaching the significance of state and federal holidays or commemorative months and how those holidays or months fit into the themes of history and the stories of this state and the United States of America in accordance with the Texas Essential Knowledge and Skills;
3. Affect a student's rights under the First Amendment of the United States Constitution or Section 8, Article I, Texas Constitution;
4. Limit or prohibit KIPP Texas Public Schools from analyzing school-based causes and taking steps to eliminate unlawful discriminatory practices as necessary to address achievement gaps and differentials described by Education Code 39.053; or
5. Apply to:
 - a. Classroom instruction that is consistent with the essential knowledge and skills adopted by the State Board of Education;
 - b. The collection, monitoring, or reporting of data;
 - c. A policy, practice, procedure, program, or activity intended to enhance student academic achievement or postgraduate outcomes that is designed and implemented without regard to race, sex, color, or ethnicity; or
 - d. A student club that is in compliance with the requirements of Education Code 33.0815.

Education Code 11.005(e).

Certain Instructional Requirements and Prohibitions

Sec. 1. EXEMPTION FROM INSTRUCTION

A parent or person standing in parental relation is entitled to remove the parent's child from a class or other school activity that conflicts with the parent's religious or moral beliefs if the parent presents or delivers to the teacher of the parent's child a written statement authorizing the removal of the child from the class or other school activity.

A parent or person standing in parental relation is not entitled to remove the parent's child from a class or other school activity to avoid a test or to prevent the child from taking a subject for an entire semester. **This provision does not exempt a child from satisfying grade level or graduation requirements in a manner acceptable to the district and the Texas Education Agency (TEA).**

Education Code 26.002, .010

Sec. 2. INSTRUCTIONAL REQUIREMENTS AND PROHIBITIONS

The following provisions under Education Code 28.022(a) apply to any course or subject, including an innovative course, for a grade level from kindergarten through grade 12.

- a) Controversial Topics: A teacher may not be compelled to discuss a widely debated and currently controversial issue of public policy or social affairs. A teacher who chooses to discuss a topic described above shall explore that topic objectively and in a manner free from political bias.

Education Code 28.0022(a)(1)–(a)(2)

- b) Concepts Prohibited: A teacher, administrator, or other employee of a district may not require or make part of a course incultation in the concept that:
 1. One race or sex is inherently superior to another race or sex;
 2. An individual, by virtue of the individual's race or sex, is inherently racist, sexist, or oppressive, whether consciously or unconsciously;
 3. An individual should be discriminated against or receive adverse treatment solely or partly because of the individual's race or sex;
 4. An individual's moral character, standing, or worth is necessarily determined by the individual's race or sex;
 5. An individual, by virtue of the individual's race or sex, bears responsibility, blame, or guilt for actions committed by other members of the same race or sex;
 6. Meritocracy or traits such as a hard work ethic are racist or sexist or were created by members of a particular race to oppress members of another race;
 7. The advent of slavery in the territory that is now the United States constituted the true founding of the United States; or
 8. With respect to their relationship to American values, slavery and racism are anything other than deviations from, betrayals of, or failures to live up to the authentic founding principles of the United States, which include liberty and equality.

A teacher, administrator, or other employee of a district may not teach, instruct, or train any administrator, teacher, or staff member of a state agency, school district, or open-enrollment charter school to adopt a concept listed above.

A teacher, administrator, or other employee of a district may not require an understanding of The 1619 Project.

Education Code 28.0022(a)(4)

c) Student Discussion

A district may not implement, interpret, or enforce any rule in a manner that would result in the punishment of a student for reasonably discussing the concepts described above in school or during a school-sponsored activity or have a chilling effect on reasonable student discussions involving those concepts in school or during a school-sponsored activity. Education Code 28.0022(d)

Sec. 3. EMPLOYMENT ACTION

A KIPP Texas Public Schools employee or contractor who intentionally or knowingly engages in or assigns to another person an act prohibited by this section is subject to disciplinary consequences in accordance with KIPP Texas Public Schools' Employee Handbook, up to and including termination.

KIPP Texas Public Schools employee or contractor who receives discipline under this Policy may appeal the disciplinary consequence under KIPP Texas Public Schools' employee grievance procedure or termination grievance procedure, whichever is applicable. Employees or contractors shall receive adequate due process and an opportunity to appeal disciplinary actions, including termination, in the same manner as for other disciplinary actions through the KIPP Texas Public Schools grievance policy.

Education Code 28.0022(h)

Sec. 4. LIMITATIONS

Education Code 28.0022 may not be construed as limiting the teaching of or instruction in the essential knowledge and skills adopted under Education Code Chapter 28, Subchapter A.

Education Code 28.0022 may not be construed as prohibiting a teacher employed by a district from directing a classroom activity that involves students communicating with an elected official so long as the district, school, or teacher does not influence the content of a student's communication.

Education Code 28.0022(e)–(g)

Advocacy

KIPP Texas is committed to fostering a culture of civic engagement among our students and staff. To ensure legal compliance and continuity across the organization, the External Affairs team is designated as the sole lead for all lawmaker engagements and voter registration initiatives. All school tours, guest speaking opportunities, and celebratory

events involving elected officials must be coordinated through External Affairs. To request an elected official visit to your campus or for support with voter registration efforts, visit the External Affairs page on the Net.

KIPP Texas is a public charter school, regulated by the state of Texas. Because we are a public school and a nonprofit, we do not engage in partisan politics and must abide by certain legal and ethical limitations. Following is some guidance to help KIPP Texas employees understand what is allowable.

Advocacy General Do's and Don'ts

All KIPP Texas employees (with limited exceptions in senior leadership) can, on their own time, using their own resources, advocate for or against or endorse any measure, candidate, or legislation.

KIPP Texas employees cannot use their KIPP Texas capacity or any KIPP Texas resource or KIPP work time to advocate for or against or endorse specific measures, candidates, or legislation. This means KIPP Texas equipment, technology, facilities, e-mail accounts, or social media channels cannot be used to advocate for or against or endorse any measure, candidate, or legislation.

- KIPP Texas is a 501(c)(3), tax-exempt non-profit organization with an educational purpose.
- All activities within KIPP Texas must be focused on educating the public on a nonpartisan basis.
- Endorsing or persuading people to vote for or against a specific measure, candidate, or political party is strictly prohibited if in your KIPP Texas capacity or using any KIPP Texas resource.
- Voter registration and Get out the Vote (GOTV) based on a single side of a policy issue is prohibited.
- You cannot reach out or focus on registering a certain group of people. It must be bipartisan.
- KIPP Texas employees may not “@” or post to address any specific candidate or political party on KIPP Texas social media or using your KIPP Texas email address or other KIPP Texas resource; this includes congratulating and/or disparaging.
- All KIPP-related activities must be conducted without bias for or against a specific candidate, piece of legislation, or party.
- KIPP Texas employees may not wear t-shirts or other articles of clothing promoting or discouraging a vote for a specific candidate or political party while acting in their KIPP capacity.
- KIPP Texas employees may not display yard signs, bumper stickers, or buttons in the classroom that promote or discourage a vote for a specific candidate or political party.
- Students may not be transported to the polls during early voting or on Election Day.
- No KIPP Texas employee or student may be incentivized to vote; this includes a “jeans” day, providing extra credit for voting, or a “donut for voting”.

Political Activism and Advocacy Participation

A district or teacher may not require, make part of a course, or award a grade or course credit, including extra credit, for a student's:

1. Work for, affiliation with, or service learning in association with any organization engaged in:
 - a. Lobbying for legislation at the federal, state, or local level, if the student's duties involve directly or indirectly attempting to influence social or public policy or the outcome of legislation; or
 - b. Social policy advocacy or public policy advocacy;
2. Political activism, lobbying, or efforts to persuade members of the legislative or executive branch at the federal, state, or local level to take specific actions by direct communication; or

3. Participation in any internship, practicum, or similar activity involving social policy advocacy or public policy advocacy.

Education Code 28.0022(a)(3)

The above provisions do not apply to a student's participation in:

1. Community charitable projects, such as building community gardens, volunteering at local food banks, or other service projects;
2. An internship or practicum:
 - a. For which the student receives course credit under a career and technology education program or under the P-TECH program established under Education Code 29.553; and
 - b. That does not involve the student directly engaging in lobbying, social policy advocacy, or public policy advocacy; or
3. A program that prepares the student for participation and leadership in this country's democratic process at the federal, state, or local level through the simulation of a governmental process, including the development of public policy.

Education Code 28.0022(b)

Examples of Advocacy Activity	
<i>These guidelines pertain to activities in your KIPP Texas capacity or using KIPP Texas resources or time. In your own capacity, on your own time, using your own resources, you may advocate for or against or endorse any candidate, measure, or legislation.</i>	
Allowable and Encouraged!	Not Allowable
Share general information about upcoming elections and voter registration through KIPP Texas social media, your work e-mail address, or newsletter. <i>"Don't forget to get out and vote!"</i>	Attempting in any way to influence <u>how</u> members of the KIPP Texas community vote. <i>"Don't forget to get out and vote for pro-charter school candidates!"</i>
Sharing information and updates about regulatory or policy issues impacting KIPP Texas. <i>"There are more than a dozen proposals filed that would impact teacher pay. Learn more here and share your comments with your elected representatives here."</i>	Influencing, directing or requiring specific action to a specific lawmaker on a specific proposal. <i>"As your principal, I strongly oppose House Bill 400 and urge you to contact your elected representatives to tell them you do, too."</i>

Use KIPP Texas social media and newsletters to share photos of lawmakers attending campus tours, with no preferential treatment based on party. <i>“Thank you to Senator Gryffindor for touring KIPP Paseo today!”</i>	Use KIPP Texas social media and/or newsletters to single out a lawmaker in a congratulatory or disparaging way. <i>“Congratulations to Senator-elect Hufflepuff, who was the best candidate in the race for public charter schools.”</i>
Sharing information with families about regulatory or policy issues that directly impact our schools (ie a zoning issue, a bill that would eliminate charter school funding) and encourage them to attend key meetings or hearings. <i>“House Bill 300, which would eliminate all state funding for our KIPP schools, is being considered at the Texas Capitol next week. You can register to testify here.”</i>	Coercing, requiring, or applying pressure to families to mobilize on issues important to KIPP Texas. <i>“If House Bill 300 passes, our schools will close. All KIPP parents must attend next week’s hearing to testify against this measure!”</i>
Encouraging participation in elections or in the political process broadly. <i>“Encouraging civic participation is deeply important to us as an organization, and we need your help!”</i>	Encouraging participation in elections or in the political process that is tied to a single issue or party. <i>“Encouraging civic participation is deeply important to use as an organization, because we need more pro-charter voters!”</i>
Sharing information through KIPP Texas social media and newsletters about issues and candidates on an upcoming election ballot. <i>“You can see what’s on the ballot in your area here. This nonpartisan voting guide is a good tool to research the issues before you go to your polling place!”</i>	Endorsing (either overtly or subtly) a candidate or political party. <i>“You can see what’s on the ballot in your area here. We need new leadership in this country, so get out and vote!”</i>

Support candidates in your personal life, on your own computer, own phone, own email address, personal social media pages, outside of work time. <i>“Hey Mom, there’s a candidate running for school board that I really hope you’ll support!”</i>	Using KIPP Texas resources or spending your time at work supporting candidates or issues. <i>“The KIPP Sharpstown community is united in our support for Dolores Umbridge for Governor and will offer free rides to the polls!”</i>
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Crowdfunding

Crowdfunding is a way to raise money for a project or business by asking people to contribute, usually online. Examples include GoFundMe, Patreon, and Kickstarter.

KIPP employees may share the link for crowdfunding pages set up by someone outside of KIPP (see guidelines below) but should not set up one as a KIPP employee. Depending on the amount raised, the organizer may be required to pay taxes on the money raised.

For guidelines on fundraising, please refer to the “Fundraising Guidelines” found on The Net.

Confidentiality

While at KIPP Texas, staff will learn, have access to, and be entrusted with confidential information. All staff members are subject to all laws, rules, and regulations regarding the confidentiality of student information, including but not limited to the Family Educational Rights and Privacy Act (“FERPA”). Staff may not use or disclose school, employee, or student “Confidential Information” to third parties without prior authorization. “Confidential Information” means any information that has been, or which may be disclosed to, created by, or obtained by KIPP Texas’ staff in the course of employment, either orally or otherwise.

The following is a non-exhaustive list of examples of confidential information:

- Staff/student information and records;
- Financial information;
- Personnel records; or
- Payroll records.

Disclosing Confidential Information to outsiders or using it for anything other than conducting KIPP Texas business is prohibited. This prohibition continues even after termination of employment.

All Confidential Information, whether created or prepared by the staff member, or otherwise coming into their possession, is the exclusive property of KIPP Texas, both during the staff member’s employment and after their termination. Staff shall not, without the prior written consent of KIPP Texas, use or disclose to any third party any of the Confidential Information described herein, directly or indirectly, either during the staff member’s employment or at any time following the termination of the staff member’s employment with KIPP Texas.

Dress Code

In order to model professionalism for our students and represent KIPP Texas Public Schools, all staff are expected to present a neat, business casual appearance. At minimum, casual business attire includes casual slacks, pants, or skirts and open neck shirts (i.e., collared shirts, polo shirts, or blouses). Wearing a KIPP Texas shirt may be encouraged for various reasons throughout the year to help show support for the school and students. To the extent you are permitted to wear casual attire, please use discretion when outside agencies and guests are visiting KIPP Texas. Department managers and School Leaders may set more specific guidelines regarding dress code based on the unique work of that department.

KIPP Texas managers may exercise reasonable discretion to determine appropriateness in employee dress code and appearance. Employees are expected to present an appearance that is professional and not distracting to the learning environment. This includes employees' dress, grooming, and hygiene. Please note that what may be fashionable, like ripped jeans or short skirts/shorts, may not be appropriate in the workplace or around students. Employees who do not meet the professional standard may be sent home to change; non-exempt employees will not be paid for that time. Reasonable accommodations will be made where required. Although it is impossible and undesirable to establish an absolute dress and appearance code, KIPP Texas will apply a reasonable and professional workplace standard to individuals on a case-by-case basis. Employees who are unsure of what is appropriate should check with their manager or supervisor. KIPP does not discriminate against hair texture or protective hairstyles commonly or historically associated with race.

The following clothing/appearance items are not appropriate.

- Clothing that is too tight or revealing;
- Clothing/appearance that does not demonstrate the values of KIPP Texas or that is unprofessional or distracting;
- Clothing with rips, tears, or frays, including jeans;
- Pants that are worn below the waist or hip line;
- Leggings/jeggings/yoga pants; school leaders *may make an exception to this guidance for specific dress days*.
- Shorts (unless you are a PE teacher/coach/athletic director – those shorts may not be overly short);
- Dresses or skirts that are overly short;
- Rubber or plastic shoes (i.e. crocs, flip flops, etc.);
- Visible tattoos or visible body ornamentation that are deemed to be disruptive to the learning environment or that are unprofessional or distracting.

Food Services Employees

Because cleanliness and safety are particularly important when providing meals to students, all employees of the Food Services team should follow the dress code as outlined below.

Food Service Employees are expected to wear the following:

- Black or dark blue khakis or dress jeans
- Black socks
- Short or long sleeve Uniform Specified Black Chef Coat, Black Polo, or Cooks Shirt (please see Director of Food Services with any questions regarding this)
- Hairnet or hat (head must be covered at all times). Hairnets are readily available in all food service areas
- Closed-toe, black, non-slip shoes (must be worn at all times)

- KIPP Texas shirts and polos can also be worn on Fridays or on special occasions as dictated by the Director of Food Services

Food Service Employees are not permitted to wear the following:

- Clothing with stains or holes
- Nail polish
- Artificial nails or tips
- Rings other than one plain band
- Large, dangling earrings
- Necklaces or bracelets
- Facial piercings other than small studs

In addition to clean hygiene, the following standards are expected of all Food Services employees:

- Fingernails should be kept neat, trimmed, and free of nail polish
- Fingernail length should not be visible from palm side of hand
- Beards and mustaches must be trimmed, neat, and clean
- Beard nets are required in food preparation and service areas
- Hands must be kept away from the face or hair while on duty
- Hands must be washed with antiseptic soap before leaving a restroom, handling or serving food, and returning to work

Punctuality and Attendance

Punctuality and regular attendance are expected of all employees at KIPP Texas. Employees should report to work as scheduled, on time, and prepared to start work. Flexible work schedules must be approved by the employee's direct manager. Employees must also report tardiness and absences during work hours for any reason to their direct manager. Planned absences must be submitted at least two weeks in advance, where possible, through the Human Resources online system and approved by the employee's manager. Employees should notify their direct manager of any unplanned absences as soon as they are able to do so. In the case of same day absences or tardiness, employees should contact their direct manager by phone no later than 2 hours prior to the employee's scheduled start of work. In the event their manager does not answer the call, employees should leave a message with their name, phone number, and reason for the call. In the case of an emergency in which the employee is incapacitated, employees should contact and update their manager as soon as possible. Individual managers or School Leaders may administer their own call-in procedures.

Unauthorized absences, chronic absenteeism, tardiness, and failure to follow procedures for reporting an absence may be cause for disciplinary action up to and including termination.

School Safety

School Safety is a collective responsibility of all KIPP Texas employees; therefore, we maintain the highest standards of vigilance for all staff to ensure these protections are consistently upheld. To support in maintaining excellence in safety and ensure all staff follow our preventative safety protocols, employees who do not adhere to this policy will be subject to disciplinary action, up to and including termination. All Staff must comply with the safety standards listed below:

- Wear your ID badge visibly at all times.
- If you see a visitor without a badge, escort them to the Raptor Station immediately

- Lock all exterior and classroom doors. Ensure doors lock behind you.
- Unoccupied offices, closets, and unused spaces must remain locked at all times.
- Submit high-priority maintenance tickets the moment a malfunction in a gate or door is spotted.
- Every staff member, student, and visitor enters exclusively through the main entrance.
- Do not prop doors open at any time. If a door is open for an extended period (i.e., student arrival, return from recess), a staff member must be standing at the door and monitoring the entire time.

Practice situational awareness and active monitoring. If something feels off, report it to your admin team immediately.

Workplace Safety

KIPP Texas is committed to providing a safe workplace for all staff and students, complying with all applicable health and safety laws to minimize exposure to health and safety risks. Staff members are expected to maintain safe and healthy working conditions and adhere to practices and procedures designed to prevent injury and illness. Any employee who sustains a work-related injury or illness are required to inform their supervisor immediately and report the injury or illness to Human Resources by emailing HRHelp@kipptexas.org. After the injury is reported, the employee or supervisor will be required to complete the First Report of Injury for submission to KIPP's workers' compensation insurance carrier.

Medical Examination

In non-emergency situations, if medical attention is needed, the employee or supervisor must contact Human Resources to receive authorization for care with an approved physician within the workers' compensation insurance carrier's network. Failure to see an in-network physician may result in the employee being responsible for all medical costs incurred. Per KIPP's protocol, a drug screening will be completed by the treating physician during the medical examination.

In emergency situations, the supervisor or witness of the injury or illness must contact 9-1-1 to have the employee transported to the nearest emergency room, and notify Human Resources of the incident as soon as possible by emailing HRHelp@kipptexas.org. Authorization for treatment is not required in emergency situations. Per KIPP's protocol, a drug screening will be completed by the treating physician during the medical examination.

If ongoing medical treatment is needed, Human Resources will assist the employee and the employee's supervisor with schedule modification and accommodations.

The employee is responsible for communicating follow-up care appointments providing copies of the physician's Return to Work forms, and any written medically authorized restrictions with their supervisor and workers' compensation insurance's claim adjuster. Employees are expected to schedule medical appointments before or after business hours to the extent possible. If appointments must occur during regular work hours, employees must get approval from their immediate supervisor.

Participation in this regard includes:

- Exercising maximum care and good judgment at all times to prevent accidents and injuries;
- Reporting all employee injuries to the employee's manager, who in turn reports them immediately to Human Resources;
- Seeking first aid for all injuries, regardless how minor;
- Reporting any risk to the health and safety of staff, students, and visitors on KIPP Texas' premises, as well as any unsafe conditions, equipment, or practices to Human Resources, the School Leader, or the school's front office;

- Locking doors and making sure all windows are closed and locked when exiting a room and each school;
- Closing and locking all storage closets;
- Questioning any person seen wandering throughout KIPP Texas' campus (never attempt to force any individual to leave a building if they are uncooperative);
- Reporting suspicious behavior right away, or in the event of an emergency, calling 9-1-1;
- Refraining from smoking in any areas;
- Complying with safety drills conducted by KIPP Texas; and
- Complying with any applicable written and oral directives and guidance regarding COVID-19 safety, precautions, screening, re-entry protocols, and related matters.

Food Services

Because the nature of work varies within our Food Services Team, in addition to the safety standards described above, members of the Food Services team should comply with the safety standards listed below:

- Never mix chemicals, as it could result in a harmful reaction
- If an odor or problem arises, notify your immediate Manager first and then the Director of Food Services
- Never leave equipment unattended, blocking doorways, in the way of others, or in a place where others could fall and cause injury to you or someone else
- Do not lift heavy loads alone, but rather, get help or divide the load
- Use ladders appropriately and never use chairs or stools to reach high places
- Always utilize safety equipment provided in your kitchen and work areas
- Operate equipment or machines for which you have received training and authorization
- Use safety tools and shields when using equipment
- Though the above list is specific to our Food Services team, where applicable, all employees should follow these safety standards.

Reporting Workplace Injuries or Accidents

It is the goal of KIPP Texas to avoid and prevent any workplace injury or accident. Any employee who is injured at work or who witnesses an injury at work must immediately report the incident to their manager. ***See also section above regarding "Workers' Compensation."***

Dating and Fraternization Policy

KIPP Texas understands that employees may develop relationships with coworkers that extend beyond the professional roles they hold. At the same time, KIPP Texas believes that an environment where employees maintain clear boundaries between employee personal and professional interactions is most effective. Although this policy does not prevent the development of friendships or romantic relationships between coworkers, it does establish clear boundaries as to how relationships will progress during working hours and within the working environment. If you have questions regarding what constitutes fraternization, dating, or any of the relationships described in this policy, please contact Human Resources. Managers may consult with their HR Business Partner for guidance, particularly in the instance of violations of this policy.

Employees

Employees may date and develop friendships and relationships as long as the relationship does not negatively impact work. Any relationship that interferes with the culture of teamwork, harmonious work environment, or productivity of employees will be addressed. Adverse work behavior or behavior that affects the workplace that arises due to the personal relationship will not be tolerated. These inappropriate behaviors can result from both negative personal interactions, such as a personal disagreement, and positive interactions, such as distraction from work due to personal conversations.

Managers

Anyone employed in a managerial or supervisory role should be aware that personal relationships with employees who report to them may be perceived as favoritism, misuse of authority, or potentially, sexual harassment. Even if no improper conduct occurs, the relationship may cause gossip, hard feelings, dissatisfaction, and distraction among other employees in the workplace.

Under no circumstances may a manager date, become romantically involved with, or have sexual relations with a reporting employee. If a manager decides to pursue a close relationship or romantic involvement or non-platonic relationship with an employee, they must inform their manager immediately. Managers should consult with their HR Business Partner who will decide what, if any, actions are necessary to take in regard to assignments and jobs.

Grievance Process

The KIPP Texas Public Schools ("KTX") Board of Directors ("Board") has adopted this grievance policy in order to provide all employees with the opportunity to be heard and in an effort to hear and resolve employee grievances in a timely manner and at the lowest administrative level possible. For purposes of this policy, "grievance" and "complaint" have the same meaning.

Employee grievances shall be filed and addressed in accordance with this policy, except for complaints alleging one or more of the following:

- Complaints alleging discrimination based on gender, gender identity, sex, sexual orientation, race, color, religion, national origin, age, disability, or any other basis prohibited by law.
- Complaints alleging physical, verbal, or nonverbal harassment based on an employee's gender, gender identity, sex, sexual orientation, race, color, religion, national origin, age, disability, or any other basis prohibited by law, when the conduct is so severe, persistent, or pervasive that the conduct:
 - Has the purpose or effect of unreasonably interfering with the employee's work performance;
 - Creates an intimidating, threatening, hostile, or offensive work environment; or,
 - Otherwise adversely affects the employee's performance, environment, or employment opportunities.
 - Complaints concerning retaliation relating to discrimination and harassment.
 - Complaints alleging 1-3 shall be filed and addressed pursuant to the "Discrimination, Harassment, and Retaliation" policy.

Informal Process

Employees are encouraged to discuss their grievances informally with their direct supervisors or other

appropriate administrators, such as HR Business Partners (HRBP). Grievances should be communicated as soon as possible to allow early resolution at the lowest possible administration level.

Seeking an informal resolution shall not extend any deadline in this policy with respect to filing a formal grievance, except by written mutual consent.

Formal Process

While informal resolution is encouraged, an employee may initiate the formal grievance process by timely filing the current grievance form. The grievance form may be obtained on the KIPP Texas website (www.kipptexas.org), or by emailing hrhelp@kipptexas.org. To be considered a complaint under this policy, the current grievance form must be utilized.

The process described in this policy should not be construed to create new or additional rights beyond those granted by law or board policy, nor to require a full evidentiary hearing or "mini-trial" at any level.

An employee whose grievance is resolved informally may withdraw a formal grievance at any time.

[Click here to access the full grievance process](#)

Severance Policy

KIPP Texas Public Schools may offer Severance Pay (severance) to employees in the event of an **involuntary termination** due to a reduction in force, change in company direction, or position elimination. This does not apply to terminations for cause, refusal to be reassigned, relocated, accept re-scoped position, or grant-funded positions where the employee was notified in writing upon acceptance of the job that the job would end on a defined date.

- Only full-time (benefits eligible) salaried employees qualify
- School-based 10-month and all 12-month (school-based and SSP) employees do not qualify if their last day of employment is scheduled for the last duty schedule date
- The maximum amount of severance for full-time, KIPP TX employees is 8 weeks of pay
- Severance is based on an employee's base salary only and does not include stipends, bonuses, or other additional pay types
- Receipt of severance is predicated on the employee agreeing to and signing a Separation Agreement. Other terms apply
- The severance amount is determined by the number of continuous years of full-time service – see the chart below

Severance Pay Amount

Years of Service*	Weeks of Severance
0	2
1	2
2	2
3	3
4	4
5	5
6	6
7	7
8	8

*Refers to continuous years of full-time employment with KIPP Texas Public Schools. *Note: Approved leaves of absence (medical, parental, etc.) do not interrupt continuous years of full-time service. *As a reminder, we do not payout vacation time when an employee exits the organization.*

Operational Policies and Procedures

Animals on Campus

Other than service animals (see **Service Animals**, above) the only animals allowed on campus are fish and turtles. Both animals must be contained in a secured aquarium/terrarium at all times. Any food, materials, maintenance of the animals and maintenance of the animal enclosures and/or cages is the sole responsibility of the animal's owner. All animal food must be stored in a secure, airtight container.

Fraudulent and Dishonest Conduct

In keeping with the policy of maintaining the highest standards of conduct and ethics, KIPP Texas will investigate any suspected fraudulent or dishonest use or misuse of KIPP Texas resources or property by staff, board members, consultants, or volunteers.

Staff, board members, consultants, and volunteers are strongly encouraged to report suspected fraudulent or dishonest conduct, pursuant to the procedures set forth below.

Definitions

Fraudulent or Dishonest Conduct – A deliberate act or failure to act with the intention of obtaining an unauthorized benefit. Examples of such conduct include:

- Forgery or alteration of documents
- Unauthorized alteration or manipulation of computer files
- Fraudulent financial reporting
- Pursuit of a benefit or advantage in violation of KIPP Texas' Conflict of Interest Policy

- Misappropriation or misuse of KIPP Texas resources, such as funds, supplies, or other assets
- Authorizing or receiving compensation for goods not received or services not performed
- Authorizing or receiving compensation for hours not worked

Rights and Responsibilities

A person's concerns about possible fraudulent or dishonest use or misuse of resources or property should be reported to their manager or, if suspected by a volunteer, to the staff member supporting the volunteer's work. However, if you are not comfortable speaking with your manager or not satisfied with your manager's response, you are encouraged to speak with Human Resources. Managers are required to report suspected fraudulent or dishonest conduct to Human Resources. In the event that Human Resources is suspected of engaging in fraudulent or dishonest conduct, employees, managers, and others should report the suspected conduct to the Regional Superintendent.

Investigation

All relevant matters, including suspected but unproved matters, will be reviewed and analyzed by Human Resources, with documentation of the receipt, retention, investigation, and treatment of the complaint. Appropriate corrective action will be taken, if necessary, and findings will be communicated to the reporting person and their manager. Investigations may warrant investigation by independent persons such as auditors and/or attorneys.

Confidential Reporting

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Workplace Violence

KIPP Texas is committed to providing a safe workplace for all staff. KIPP Texas values student and staff safety and has established policies to maintain safety. The purpose of this policy is to minimize the risk of personal injury to staff and damage to personal and school property. It is KIPP Texas' policy to prohibit expressly any acts or threats of violence by any staff or former staff against any other staff in or about its facilities or elsewhere at any time. KIPP Texas will not tolerate any acts or threats of violence against its staff, students, or visitors by any individual on its premises and/or network at any time or while such individual is engaged in business with or on behalf of KIPP Texas, on or off its premises. Unauthorized firearms or other weapons are prohibited on all school premises, unless otherwise permitted by law. KIPP Texas will take prompt remedial action, up to and including immediate termination, against any staff member who engages in threatening behavior or acts of violence or uses any obscene, abusive, or threatening language or gestures.

Once a report is made, Human Resources or a party designated by Human Resources will promptly investigate the claim, as appropriate, and take necessary steps to resolve the issue.

Retaliation in any form against someone who exercises their right to make a complaint under this policy or against any individual who provides information related to any such complaints is strictly prohibited and will itself constitute cause for appropriate disciplinary action, up to and including termination of employment.

Discrimination, Harassment, and Retaliation

Employees shall not engage in prohibited harassment, including sexual harassment, of other employees, unpaid interns, student teachers, or students. While acting in the course of their employment, employees shall not engage in prohibited harassment of other persons including other employees, board members, vendors, contractors, volunteers, students, or parents. A substantiated charge of harassment will result in disciplinary action in accordance with applicable law.

Individuals who believe they have been discriminated or retaliated against or harassed are encouraged to promptly report such incidents to the campus principal, supervisor, or appropriate district official. If the campus principal, supervisor, or district official is the subject of a complaint, the complaint should be made directly to the superintendent. A complaint against the superintendent may be made directly to the board.

Any district employee who believes that they have experienced prohibited conduct based on sex, including sexual harassment, or believes that another employee has experienced such prohibited conduct, should immediately report the alleged acts. The employee may report the alleged acts to their supervisor, the campus principal, the Title IX coordinator, or the superintendent. The district's Title IX coordinator's name and contact information is listed in the Equal Employment Opportunity section of this handbook.

As required by law, KIPP Texas shall follow the procedures below at Response to Sexual Harassment— Title IX upon a report of sex-based harassment, including sexual harassment, when such allegations, if proved, would meet the definition of sexual harassment under Title IX.

Sexual harassment under Title IX means conduct on the basis of sex that satisfies one of the following:

1. An employee of KIPP Texas conditioning the provision of an aid, benefit, or service of KIPP Texas on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, or objectively offensive that it effectively denies the person equal access to KIPP Texas' education program or activity; or
3. "Sexual assault" as defined by 20 U.S.C. 1092(f)(6)(A)(v); "dating violence" as defined in 34 U.S.C. 12291(a)(10); "domestic violence" as defined in 34 U.S.C. 12291(a)(8); or "stalking" as defined in 34 U.S.C. 12291(a)(30).

Harassment of Students

Sexual and other harassment of students by employees are forms of discrimination and are prohibited by law. Romantic or inappropriate social relationships between students and district employees are prohibited.

Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate district official. Any district employee who suspects or receives direct or indirect notice that a student or group of students has or may have experienced prohibited conduct based on sex, including sexual harassment, of a student shall immediately notify the district's Title IX coordinator, the ADA/Section 504 coordinator, or superintendent and take any other steps required by district policy.

All allegations of prohibited harassment of a student by an employee or adult will be reported to the student's parents and promptly investigated. An employee who has reasonable cause to believe child abuse or neglect has occurred must also report their knowledge or suspicion to the appropriate authorities, as required by law. See *Reporting Suspected Child Abuse* for additional information.

Freedom from Retaliation

KIPP Texas will use its best efforts to protect reporting employees against retaliation. Reports will be handled with sensitivity, discretion, and confidentiality to the extent allowed by the circumstances and the law.

Employees, board members, consultants, and volunteers of KIPP Texas may not retaliate against an employee with the intent or effect of adversely affecting the terms or conditions of the reporting employee's employment for informing management about an activity which that person, in good faith, believes to be fraudulent or dishonest. This protection from retaliation is not intended to prohibit managers from taking action, including disciplinary action, in the usual scope of their duties and based on valid performance related factors.

Acting in Good Faith

Anyone filing a complaint concerning fraudulent or dishonest conduct must act in good faith and have reasonable grounds for believing the information disclosed indicates fraudulent or dishonest conduct. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Records Retention

All employees are required to comply with KIPP Texas' record retention policy as well as retention policies found at <https://www.tsl.state.tx.us/slrn/recordspubs/localretention.html>. The medium in which a record presents does not determine how long a record must be kept. Rather, it is the content and function of the record that is determinative. The sender and recipient of a record are charged with the responsibility of maintaining the record for the appropriate time period. This applies to actual documents as well as e-mail messages or other electronic forms of communication. All attachments must be retained with the document including emails.

KIPP and its employees have a duty to preserve evidence, including electronic records that may be affected by litigation as soon as KIPP reasonably anticipates litigation or is placed on notice of the potential for litigation. Once KIPP reasonably anticipates litigation, each employee has an obligation to:

- suspend routine document retention or destruction policies and put in place a "litigation hold."
- instruct employees not to destroy any information, electronic or otherwise, which may be relevant no matter where the information is stored
- upon receipt of a "litigation hold" notice, the employee must comply and must retain all information, including e-mails, responsive to the notice

Media

All employees, students, and families are at all times ambassadors for KIPP Texas Public Schools. All staff are to direct any media source to the Communications Manager without commenting or responding to any questions.

Political Activity

An employee's participation in community, political, or employee organization activities shall be entirely voluntary and shall not:

- Interfere with the employee's performance of assigned duties and responsibilities
- Result in any political or social pressure being placed on students, parents, or staff
- Involve trading on the employee's position or title within KIPP Texas

Employees are prohibited from using school equipment, supplies, or materials for any political activities related to the election of public officials or any measure on a ballot. Employees shall not participate in election activities during regular duty hours while on duty. Before or after regular duty hours, employees may attend political meetings held in school facilities.

Response to Sexual Harassment – Title IX

General Response

When KIPP Texas receives notice or an allegation of conduct that, if proved, would meet the definition of sexual harassment under Title IX, the Title IX coordinator shall promptly contact the complainant to:

- Discuss the availability of supportive measures and inform the complainant that they are available, with or without the filing of a formal complaint;
- Consider the complainant's wishes with respect to supportive measures; and
- Explain to the complainant the option and process for filing a formal complaint.

KIPP Texas' response to sexual harassment shall treat complainants and respondents equitably by offering supportive measures to both parties, as appropriate, and by following the Title IX formal complaint process before imposing disciplinary sanctions or other actions that are not supportive measures against a respondent.

If a formal complaint is not filed, KIPP Texas reserves the right to investigate and respond to prohibited conduct in accordance with KIPP Texas policies and administrative procedures.

Title IX Formal Complaint Process

To distinguish the process described below from KIPP Texas' general grievance policies [see Grievance Process above], this policy refers to the grievance process required by Title IX regulations for responding to formal complaints of sexual harassment as KIPP Texas' "Title IX formal complaint process."

KIPP Texas' CEO shall ensure the development of a Title IX formal complaint process that complies with legal requirements. The formal complaint process shall be posted on the KIPP Texas website. In compliance with Title IX regulations, KIPP Texas' Title IX formal complaint process shall address the following basic requirements:

1. Equitable treatment of complainants and respondents;
2. An objective evaluation of all relevant evidence;
3. A requirement that the Title IX coordinator, investigator, decision-maker, or any person designated to facilitate an informal resolution process not have a conflict of interest or bias;
4. A presumption that the respondent is not responsible for the alleged sexual harassment until a determination is made at the conclusion of the Title IX formal complaint process;
5. Time frames that provide for a reasonably prompt conclusion of the Title IX formal complaint process, including time frames for appeals and any informal resolution process, and that allow for temporary delays or the limited extension of time frames with good cause and written notice as required by law;
6. A description of the possible disciplinary sanctions and remedies that may be implemented following a determination of responsibility for the alleged sexual harassment;
7. A statement of the standard of evidence to be used to determine responsibility for all Title IX formal complaints of sexual harassment;
8. Procedures and permissible bases for the complainant and respondent to appeal a determination of responsibility or a dismissal of a Title IX formal complaint or any allegations therein;
9. A description of the supportive measures available to the complainant and respondent;
10. A prohibition on using or seeking information protected under a legally recognized privilege unless the individual holding the privilege has waived the privilege;

11. Additional formal complaint procedures in 34 C.F.R. 106.45(b), including written notice of a formal complaint, consolidation of formal complaints, recordkeeping, and investigation procedures; and
12. Other local procedures as determined by the KIPP Texas CEO.

Standard of Evidence

The standard of evidence used to determine responsibility in a Title IX formal complaint of sexual harassment shall be the preponderance of the evidence.

Student Relations

KIPP Texas recognizes its responsibility to make and enforce all rules and regulations governing student and employee behavior to bring about the safest learning environment possible.

Professional Boundaries

This policy is intended to guide all employees in conducting themselves in a way that reflects the high standards of behavior and professionalism required of employees and to specify the boundaries between students and staff. Invading the boundaries of a student/KIPP employee relationship is deemed an abuse of power and a betrayal of public trust.

All staff must carefully review this policy along with each of the examples given in the policy related to acceptable and unacceptable employee behavior (see examples section below).

Although this policy gives specific, clear direction, it is each staff member's obligation to avoid situations that could prompt suspicion by parents, students, colleagues, or school leaders. One viable standard that can be quickly applied when you are unsure if certain conduct is acceptable is to ask yourself, "Would I be engaged in this conduct if my family or colleagues were standing next to me?"

Some activities may seem innocent from a staff member's perspective, but can be perceived as flirtation or sexual insinuation from a student or parent point of view. The objective of providing the examples of acceptable and unacceptable behaviors listed below is not to restrain innocent, positive relationships between staff and students, but to prevent relationships that could lead to, or may be perceived as, sexual misconduct.

Staff members must understand their own responsibility for ensuring that they do not cross the boundaries as written in this policy. Disagreeing with the wording or intent of the established boundaries will be considered irrelevant for disciplinary purposes. Thus, it is crucial that all employees learn this policy thoroughly and apply the lists of acceptable and unacceptable behaviors to their daily activities. Although sincere, competent interaction with students certainly fosters learning, student/staff interactions must have boundaries surrounding potential activities, locations and intentions.

Duty to Report

When any employee becomes aware of another staff member or adult on campus having engaged in unacceptable behaviors as specified in this policy or behaviors regarding professional boundaries otherwise causing suspicion, they must immediately report the matter to the school administrator. All reports shall be as confidential as possible under the circumstances. It is the duty of the administrator to investigate and thoroughly report the situation, including any report required to be submitted to the Regional Superintendent.

The duty to report also extends to employees who become aware of any form of abuse or neglect of minor, whether or not involving a KIPP employee.

A report to CPS within 24 hours is also required by law if there is reasonable cause to believe that the conduct in question constitutes child abuse. Each employee with personal knowledge or suspicion must make the CPS report. The duty to report cannot be delegated.

KIPP will make reports of educator misconduct to the Texas Education Agency (“TEA”) and/or State Board for Educator Certification (“SBEC”) as required by applicable law.

A failure to report under this section is a serious violation and will lead to disciplinary consequences up to and including termination of employment and any related reporting to appropriate agencies for the failure to report.

Updated Reporting Timeline of Misconduct and Abuse - SB 571

In September 2025, the Texas Legislature passed updated guidance on reporting timelines for school districts, as well as applying the policy to contractors. Under SB 571, the CEO must report certain incidents to TEA no later than 48 hours after the principal becomes aware of serious offense such as:

- Abuse or other unlawful act with a student including physical mistreatment, threat of violence
- Involved in or solicited a romantic relationship or sexual conduct
- Engaged in inappropriate communications with a student
- Failed to maintain appropriate boundaries with a student

KIPP Texas must notify parent of the alleged conduct, whether the employee/contractor was terminated, whether a report was made to TEA

Use of Electronic Media by Staff to Communicate with Students

Any participation by any KIPP employee with students, including through the use of electronic media or technology, must always be limited to school business. Employees shall not use technology to communicate with students in any manner that is not KIPP related and/or that may be considered inappropriate, flirtatious, to solicit a romantic relationship, or in a manner that the employee would not want to show their Manager or the student’s parent. KIPP employees may elect not to disclose personal telephone numbers solely for the purpose of written electronic communications or email addresses that are not issued by KIPP with students and/or parents. In the event that a student engaged in improper electronic communication with an employee, the employee shall notify their school leader or manager within 3 days in writing describing the form and content of the electronic communication. Please see KIPP’s Policy for Social Networking and Online Media for additional guidance.

Examples of Unacceptable Behavior

- Giving gifts to an individual student that are of a personal and intimate nature
- Kissing of any kind
- Any type of unnecessary physical contact with a student
- Making or participating in sexually inappropriate comments
- Sexual jokes
- Seeking emotional involvement with a student for your benefit
- Listening to or telling stories that are sexually oriented
- Discussing inappropriate personal troubles or intimate issues with a student in an attempt to gain their support and understanding

- Remarks about the physical attributes or development of anyone
- Becoming involved with a student so that a reasonable person may suspect inappropriate behavior
- Allowing students to view inappropriate pictures on your phone, computer or iPad
- Transporting a KIPP student in a private vehicle

Examples of Acceptable and Recommended Behavior

- Getting school and parental written consent for any after-school activity
- Obtaining formal approval to take students off school property utilizing KIPP-provided transportation for activities such as field trips or competitions
- E-mails, text, phone and instant messages to students written in a professional manner and pertaining to school activities or classes
- Keeping the door open when alone with a student
- Keeping reasonable physical and emotional space between you and your students
- Stopping and correcting students if they cross your own personal boundaries
- Asking for advice from fellow staff or administrators if you find yourself in a difficult situation related to boundaries.
- Involving your manager if conflict arises with a student
- Informing your School Leader about situations that have the potential to become more severe
- Making detailed notes about an incident that could evolve into a more serious situation later
- Recognizing the responsibility to stop unacceptable behavior of students or coworkers
- Giving students praise and recognition without touching them
- Pats on the upper back, high fives and handshakes are acceptable
- Keeping your professional conduct a high priority

Reporting Suspected Child Abuse

If a staff member has reasonable cause to believe that a student may be the victim of abuse or neglect:

- Staff must make a report to the TDFPS/CPS within 24 hours of when the abuse/neglect is suspected
- Staff may notify the School Leader, social worker/counselor, or other immediately available authority figure, but such notice is not required and does not change the requirement that the staff member must notify TDFPS/CPS
- Teachers may refer students to the School Leader or social worker/counselor if students exhibit signs of abuse or neglect or of being in danger of hurting themselves or others, but such referral is not required and does not change the requirement that the staff member must notify TDFPS/CPS
- In the case of an incident involving the School Leader, staff members may refer students to the school social worker/counselor. Staff members must report the incident to the school leader manager.

Please note it is not up to the staff member's discretion to determine the level of seriousness or threat, in these instances. It is mandatory that cases of suspected child abuse be reported immediately (within 24 hours) to the TDFPS/CPS.

No one in the workplace, even a manager, is permitted to suppress, change, or edit a report of abuse and/or take any action or retaliate against an individual who makes a report to TDFPS/CPS in good faith. In addition to being a violation of school policy which may result in immediate termination, a mandated reporter who willfully fails to report suspected incidents of child abuse or neglect may be found to have committed a criminal act and could be subject to license/certification suspension or revocation. Falsely reporting information is also a violation of KIPP Texas' policy and could be a criminal act.

Reports to Child Protective Services can be made to local offices, online at <https://www.txabusehotline.org/Login/Default.aspx> or to the Texas Abuse Hotline at (800) 252-5400.

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.

Corporal Punishment

Corporal punishment is prohibited as a disciplinary method within KIPP Texas. Corporal punishment is defined as physical punishment, which includes, but is not limited to hitting, spanking, swatting, pushing, popping, punching, pinching, choking, or kicking. This includes physical punishment in athletics, including burpees, bear crawls, halos, and similar activities when used as punishment.

Driving Students

KIPP staff are strictly prohibited from driving students in personal cars. There are no exceptions to this policy. If a student needs transportation, the staff will:

- Make every reasonable attempt to contact the student's parent or guardian;
- Make every reasonable attempt to contact the student's secondary or emergency contacts;
- If all other attempts have failed, the staff member will ride with the student to their destination in an Uber, Lyft, or taxi.

Family Education Rights and Privacy Act (FERPA)

The student education records contained in KIPP Texas Public Schools' electronic and physical data sources are subject to the federal Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g.

With few exceptions, FERPA prohibits schools from disclosing personally identifiable information contained in student education records without prior written parent consent. Violation of FERPA could subject KIPP to severe penalties, including the termination of eligibility to receive funding under any applicable federal program.

However, one exception, which permits disclosure without prior parent consent, is disclosure to school officials with legitimate educational interests.

As a staff member of KIPP, you agree not to disclose any of the personally identifiable information you acquire in the course of your duties to other parties who are not school officials unless you have obtained prior written parental consent in accordance with FERPA guidelines for the disclosure.

Definitions

Student education records are records directly related to students and maintained by the school or a party acting for the school, including class schedules and discipline records.

Personally identifiable information includes, but is not limited to:

- Student names;
- Names of student parents or other family members;
- Student or student family addresses;
- Personal identifiers, such as student social security numbers or school-assigned student numbers;
- Lists of personal characteristics that would make student identity easily traceable; or
- Other information that would make a student's identity easily traceable.

A school official: is a person employed by KIPP as an administrator, Manager, instructor, or support staff member (including health, medical, law enforcement, or technical personnel); a person serving on the school's board of directors; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, data analyst, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing their tasks.

Legitimate educational interest: A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibility to the student.

Management and Protection

Access to electronic student records shall be managed as follows:

Application Management and Administration: Specific data sources such as electronic file records, databases, and applications such as student information systems and meal tracking systems shall be appointed an administrator responsible for granting access to the system. These administrators shall grant or deny requests to access the student records.

Network Security Management and Administration: Access to the network (separate from the above) containing electronic file records, databases, and applications shall also require security and access credentials. A KIPP-appointed network administrator/s shall be designated to implement and manage the system granting access to the network, shall define and provide specifications to outside parties concerning access to the network, shall guide the implementation of new technologies into the network in light of FERPA requirements, and shall specify all other requirements concerning activities on the network. It shall be the sole responsibility of these administrators to grant/deny access to the network containing student records, and to specify all requirements and activities concerning this network.

Violation of Policy: Any violation or abuse of this Policy is just cause for taking disciplinary action, up to and including termination, removal of all KIPP network privileges and accounts, and/or legal action. We anticipate that such actions can be avoided since they cause problems for all concerned.

Facilities and Operations

Building Access

Employees are expected to honor the stated building hours for the location where they work. While at a KIPP location, each employee must help with the security of that location. Examples include, but are not limited to, ensuring doors are locked as per policy, not letting people follow you in a building when you swipe your access card, ensuring visitors check in through the front desk or appropriate area, not ever propping a door open, etc.

Property and Premises

KIPP Texas attempts to provide all staff members with the equipment and supplies needed to do their job. We expect that everyone will protect and care for all equipment and supplies issued to them. Negligent care or use, unauthorized removal, or personal use of KIPP Texas property is prohibited. Property issued, including tools, software, manuals, ID badges, keys and access control cards, parking passes, and confidential information, must be returned to KIPP Texas upon termination of employment with KIPP Texas, whether it is voluntary or involuntary.

Desks, storage areas, work areas, lockers, file cabinets, and KIPP Texas owned technology are the property of KIPP Texas, and employees shall have no expectation of privacy regarding such items. KIPP Texas reserves the right, at all times, and without prior notice to inspect any and all such property for any reason, including determining if the Handbook or any other KIPP policy or procedure has been violated. Such inspections may be conducted at any time regardless of whether the employee is present and/or given prior notice.

As permitted by law, searches on KIPP Texas premises may be conducted at any time, including personal searches of employees and all other persons entering and leaving KIPP Texas premises. "KIPP Texas Premises" include offices, facilities, desks, lockers, break rooms, parking lots, and any vehicle located therein or used for a business purpose.

It should also be noted that teachers are responsible for the protection of all desks and furniture in their classroom as well as the room's general appearance and upkeep. The appearance of our schools, hallways, and classrooms, greatly influence opinions of every student, parent, and visitor and we believe also affects the behavior of our students. Please make an effort to stop and pick up that small piece of paper on the floor and straighten the row of chairs. Not only will these small actions help to keep our facility one in which all of KIPP Texas can take pride, but it will also model behavior expected from our students.

Work Schedule and Overtime

The scheduled workday will depend on the specific job and is at the discretion of each employee's direct manager. Employees are expected to work the hours as established at the start of their employment and/or as may be amended by KIPP Texas from time to time. Work schedules may vary from employee to employee based on position, office policy and/or special staffing requirements upon manager approval. Teachers are professional employees required to work as necessary to perform the duties of the job. There are times when a school may be open for Saturday school. For more information regarding Saturday school dates and requirements, please consult with School Leaders.

The nature of KIPP Texas' business sometimes requires its employees to work overtime. Non-exempt employees will be paid at 1½ times their regular straight-time rate for work in excess of 40 hours in a workweek. Working overtime requires the direct manager's approval before the time worked. Sick time, holiday, and vacation hours are not considered when calculating overtime hours. Overtime is based only on actual hours worked as required by law.

KIPP Texas does not allow Compensatory Time, or Comp Time, as compensation for overtime worked.

Breaks and Meal Periods

State and Federal regulations do not require employers to provide meal periods or breaks. In general, the overall nature of work at KIPP Texas is not conducive to providing formal breaks and meal periods. However, each department manager may choose to implement such breaks as fit the business needs of that department.

As a charter school, "duty free lunch" provisions of the Texas Education Code do not apply to KIPP Texas.

As a charter school, “planning and preparation time” provisions of the Texas Education Code do not apply to KIPP Texas.

Time & Attendance

All non-exempt employees, both salaried and hourly, are required to clock in and clock out their work time in ADP, using whatever technology is provided (i.e., iPad kiosks, timeclocks, laptop, etc.). Employees must record their time when they arrive for work, when going off-duty for a lunch period or break, when returning from lunch, and when leaving for the day. Falsifying time records or clocking in for other workers is prohibited.

Managers and supervisors may not alter, reduce, or remove recorded work time for hours worked by an employee. If a time record requires correction due to a missed punch, system error, or other legitimate reason, the correction must accurately reflect the time worked and should be communicated to the employee. Employees will be paid for all hours worked, whether authorized or unauthorized; however, unauthorized work may result in corrective action.

Salary and Pay Information

Pay Distribution

KIPP Texas employees are paid on a semi-monthly basis on the 15th and the last day of the month. If those days fall on a weekend or bank holiday, payday falls on the business day immediately preceding the scheduled payday. Salary is typically paid in equal installments throughout the year. Employees who are hired after the beginning of the school year, separate before the end of the school year, or experience unpaid periods of absence may receive prorated salary payments reflecting their period of active employment..

Hourly/Daily Pay Information

Hourly employees are paid semi-monthly based on hours worked during the applicable pay period. Hours worked from the 1st through the 15th are paid on the last day of the month. Hours worked from the 16th through the end of the month are paid on the 15th of the following month. Overtime and other earnings are paid in accordance with applicable federal and state laws.

For more details, please contact the payroll department.

KIPP Texas distributes payroll via direct deposit or through a KIPP issued “Pay Card” only, though paper checks may be distributed while the direct deposit is being set up. Employees are required to notify the payroll department prior to changing bank accounts to avoid a disruption in pay.

Salary and bonus information should be kept confidential but are subject to disclosure in accordance with the Texas Public Information Act.

Pay Deductions

Applicable federal, state, and local taxes are withheld from each paycheck. It is the employee’s responsibility to verify that the deductions and information on the paycheck is correct. KIPP Texas will comply with all laws and court orders related to paychecks, including garnishments.

Overpayments

Employees are not entitled to any funds KIPP Texas may inadvertently overpaid. An overpayment occurs if an employee is paid more than the amount the employee should have been paid, either the employee’s salary/wage or additional supplemental pay.

If an overpayment is reported in the current fiscal year, a payment plan will be developed to recoup the payment. Generally, an overpayment will be paid in one pay cycle. However, if this creates an undue hardship for the employee, KIPP Texas has the discretion to develop a plan for regular payroll deductions in the same fiscal year. For overpayments reported in prior fiscal years, KIPP will develop a payment plan for the return of funds as appropriate.

Signing Bonus and Relocation

KIPP Texas Public Schools is dedicated to attracting top talent. To support this commitment, we may provide a one-time relocation allowance and/or a signing bonus. These incentives are designed to make the transition smoother for new employees and to acknowledge the value they bring to our organization. Join us in shaping the future of education with a team that values excellence and innovation.

For more information on Signing Bonus and Relocation click [here](#).

Raffles and Door Prizes

Raffles for any purpose are prohibited. A raffle is any activity in which participants earn or pay for a chance to win. For example, raffles for prizes based on re-enrollments or daily attendance are not allowed.

Door prizes are permissible to encourage participation at a KIPP-sponsored event, and attendance is the only requirement for a chance to win. No gift cards shall be purchased for door prizes under any circumstances. The door prize fair market value limit is \$25/person.

Fee and Cash Collection

Other than authorized individuals at school administration offices, staff cannot accept or collect money from students, parents, or guardians. In addition, all staff are prohibited from collecting funds that flow through a personal account or using funds collected for any purpose other than approved business-related expenses.

Expense Reimbursement

Prior authorization from the budget manager is required before an employee pays for a business-related item that would later be submitted for employee reimbursement. A reimbursement request must include itemized receipts and supporting documentation with the budget manager's approval before submitting it to the Finance Department via Concur.

Ethical Standards and Conflicts of interest/Gifts

It is the policy of KIPP Texas to balance the objective of protecting its integrity while promoting fair and open competition. To make sure that all entities have a fair opportunity to do business with KTX, Directors, officers, and employees are forbidden from having a personal financial interest, business interest, or any other obligation that in any way creates a substantial conflict of interest with the proper discharge of assigned duties and responsibilities, or that creates a conflict with the best interest of the region.

No employee, Director or Officer may accept **any gift of any value** from a supplier who is paid by federal funds. To do so is a violation of Federal Law. Suppliers providing parts, supplies or services to the child nutrition program, special education programs, or IT departments are examples that would likely fall into this category. Use an abundance of caution to make sure that you do not take gifts from suppliers paid by federal funds. The KTX Finance Department can help make this determination.

In accordance with this policy, KIPP Texas employees need to reconsider before accepting perks and benefits that are offered as a result of work for the district. Items of negligible value (less than \$100 in value) may be accepted from suppliers paid by state and local funds but may not be solicited or traded in exchange for official action.

Any gift exceeding \$100 must be politely declined or returned. If a gift cannot reasonably be returned, the employee must notify their supervisor and Human Resources using [this form](#) so the gift can be handled appropriately on behalf of the organization. If gifts received total \$100 or more from any one vendor during a year period (cumulatively), those gifts must be fully disclosed and reported to Human Resources.

As a public school organization, KIPP Texas is committed to maintaining the highest ethical standards and avoiding actual or perceived conflicts of interest in all business relationships.

Fraud or Wrongdoing

If you are aware of incidents, issues, or concerns regarding the KIPP Texas Public Schools, please report them to the appropriate leadership. Anonymous reporting may also be done online at <https://www.fraudhl.com/submit-a-report/> using KIPP's company ID: KIPP, or by calling 1-855-FRAUD-HL, 24 hours a day. Examples of issues or concerns that you might report include:

- embezzlement or misappropriation
- financial fraud
- bribery, kickbacks, or corruption
- falsification of documents
- theft
- violation of company policy or law
- ethics violations
- discrimination
- harassment
- substance abuse
- privacy, HIPAA, or FERPA compliance

School Fee Collections

Only the Finance department can approve a school or activity fundraiser. School-based and student activity-based fundraisers are not allowed without the Finance department's written approval. Any employee who engages in an unapproved fundraiser is subject to disciplinary action up to and including termination of employment and will be solely responsible for all charges, lost monies, federal/state taxes, and any liability related to the fundraiser.

Execution of Contracts or Agreements

Only individuals specifically authorized by KIPP Texas policy or administrative procedures may execute contracts or agreements on behalf of KIPP Texas. Employees may not commit KIPP Texas to any contractual obligation unless delegated written authority to do so. Unauthorized execution of contracts may result in disciplinary action, up to and including

termination of employment. Employees with questions regarding contract execution authority or procurement requirements should contact the Chief Financial Officer or Procurement Team Lead.

Mileage Reimbursement Policy

KIPP Texas allows a group of employees to submit mileage reimbursements, in accordance with the federal IRS guidelines. Please review the policy and eligibility below, for more information.

Policy

- Mileage reimbursement is available only to employees in approved job titles (see next page). Employees in other roles may be eligible to deduct mileage from their personal income taxes in accordance with IRS regulations.
- Mileage reimbursement applies only when using a personal vehicle for work-related travel.
- Mileage is not reimbursed for commuting within the employee's designated home-base region.
- Out-of-town travel to a KIPP Texas region or pre-approved work location, using a personal vehicle, is reimbursable.
 - Note: Employees are highly encouraged to explore air travel and rental care pricing through Concur before determining to use their personal vehicle.
- All mileage reimbursements must be pre-approved by the employee's manager and the applicable budget owner and submitted via Concur Expense Mileage reimbursement starting and ending location must be from KIPP Texas School or SSP Office.

Mileage Allowances

- All mileage is paid at the IRS approved standard mileage rate.

Manager Considerations

When evaluating whether mileage reimbursement is appropriate, managers should consider:

- Is the travel required as part of the employee's assigned duties?
- Was this trip pre-planned and accounted for in the budget?
- Were other methods of travel explored prior to employees using personal vehicles?
 - I.e. Pricing flights and comparing costs to mileage costs

Title Band	Eligible for Mileage Reimbursement?
Managing Director and Above	No, submit deductions through personal Taxes Note: All travel should be booked through Concur after obtaining the appropriate manager approval.
Other SSP Roles	Yes, if pre-approved by Manager

Rehire Eligibility

Former employees may be considered for rehire based on the following criteria:

- Satisfactory job performance during prior employment

- Separation in good standing
- Compliance with all exit procedures, including return of company property
- No active disciplinary actions at the time of separation that would disqualify rehire
- Business need and position availability

Waiting Period Requirements

To maintain workforce stability and discourage short-term turnover, the following minimum waiting periods apply:

Separation Type	Waiting Period
Voluntary resignation (good standing*)	30 days from last day worked
Voluntary resignation w/out proper notice	Minimum 12 months. Fewer than 12 months subject to review and HR approval
Job abandonment	Minimum of 12 months or ineligible
Involuntary separation (performance-related)	Minimum of 12 months and subject to review during candidate vetting process
Termination for misconduct/policy violation	Not eligible for rehire

*An employee is considered to have resigned in good standing if they: Provided appropriate notice (typically at least two weeks or as defined by role/contract), maintained acceptable performance through their final day, complied with all company policies, completed an appropriate transition of responsibilities.

Rehire Process

Former employees must:

- Apply through the standard recruitment process
- Disclose prior employment with the organization
- Meet all current job qualifications and hiring requirements

Rehire Status and Employment Terms

Rehired employees:

- Will be treated as **new hires** for purposes of benefits, tenure, and seniority
- May receive compensation based on current market rates, not prior salary
- Must complete all pre-employment requirements, including background checks and onboarding

Benefits and Service Credit

Unless otherwise required by law or plan documents:

- Prior service will **not** be bridged for benefits eligibility or accruals
- Retirement plan eligibility and vesting will follow plan rules
- Paid time off accruals will restart upon rehire