

EMPLOYEE HANDBOOK

2011 - 2012

About This Handbook

This employee handbook contains information regarding many of the employment related policies and procedures of Triad Math and Science Academy (hereby referred to as "TMSA"). This is not an employment contract, or is not intended to create contractual obligations of any kind.

The policies and procedures outlined in this handbook shall be applied at the discretion of TMSA and TMSA reserves the right to deviate from the policies and procedures of this handbook, or to withdraw or change them, at any time. We will notify you when an official change in policy or procedure has been made or implemented.

TMSA values the many talents and abilities of its employees and seeks to foster an open, cooperative, and dynamic environment where employees and the company alike can thrive. If you would like further information or have questions about any of the policies and procedures pertaining to your employment outlined in this handbook, please feel free to bring them to the attention of the Principal.

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STANDARD EMPLOYMENT PRACTICES

At-Will Employment

TMSA does not offer tenured or guaranteed employment. Except as TMSA has otherwise expressly agreed in writing, your employment is at will and may be terminated by you or by TMSA at any time after giving proper notices as indicated in the handbook.

Equal Employment Opportunity

TMSA is committed to providing equal employment opportunities to all individuals without regard to race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, or any other characteristic protected by law.

TMSA will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. An employee with a disability for which reasonable accommodation is needed should contact an administrator to discuss possible accommodations.

Employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of the Principal. Employees can raise legitimate concerns and make good faith reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including discharge.

Sexual and Other Unlawful Harassment

TMSA will endeavor to maintain a work environment that nourishes respect for the dignity of each individual. This policy is adopted in furtherance of that tradition.

It is against the policies of TMSA for an employee to harass another person because of the person's sex, race, color, religion, national origin, age, disability, sexual orientation, marital status, or other characteristic protected by law. Actions, words, jokes, or comments based on such characteristics will not be tolerated.

Consequently, it is against the policies of TMSA for an employee to sexually harass another person. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct

has the purpose or effect of unreasonably interfering with an individual's work performance or environment.

Any employee who believes that he or she is being unlawfully harassed should immediately contact his/her immediate supervisor or the Principal. All complaints of harassment will be promptly, thoroughly and confidentially investigated, and where necessary, appropriate corrective action will be taken. Any person found to have unlawfully harassed another employee will be subject to appropriate disciplinary action, up to and including discharge.

Immigration Law Compliance

TMSA does not hire anyone that is not a citizen of the United States, or is not a non-citizen that is authorized to work in the U.S under the Immigration Reform and Control Act of 1986. As a condition of employment, all new and past employees must show valid proof that they are eligible to work in the United States.

Criminal Convictions

TMSA reserves the right not to hire, or retain anyone that has been convicted of a criminal offense. Conviction of a crime that involves dishonesty may result in an automatic termination of employment. Before any decision is made, the nature of the crime and circumstances surrounding the conviction will be considered. All employees must be fingerprinted when they are employed.

Standards of Conduct

TMSA expects that all employees conduct themselves in a professional and ethical manner. An employee should not conduct business that is unprofessional and unethical in any way, nor should an employee influence other employees to act unethically. Further, an employee should report any dishonest activities, or damaging conduct to an appropriate supervisor.

In the event that you become aware of another employee's behavior or actions which you believe, are inappropriate, illegal, problematic, or in any way inhibit or affect your job performance or the TMSA work environment, you should discuss such behavior or actions with the Principal.

All reasonable concerns will be promptly, thoroughly and confidentially investigated by TMSA and, where necessary, appropriate corrective action will be taken. You should not discuss such actions or behavior with other TMSA employees. Your discussing such matters with other employees may – in and of itself – create an unacceptable work environment for which you will be held responsible and for which you may be disciplined in accordance with TMSA's disciplinary policy.

Personnel File

TMSA keeps personnel files on each of its employees. These files are confidential in nature, and are managed by the Principal or designee. They will not be copied or be removed from the premises unless there is a legitimate business reason to do so.

All employees may view his or her personnel file by contacting the Principal during normal business hours. No employee may alter or remove any document in his or her personnel file.

GENERAL POLICIES AND PROCEDURES

Orientation

In accordance with federal law, both new employees and re-hires will be required to provide documentation of identity and eligibility to work in the United States. The I-9 form will be used for this purpose.

New employees will also receive a copy of the Employee Handbook, and will be given the time to read it, and ask any clarifying questions of the Principal. The signed copy of the "Acknowledgement & Receipt of Understanding" will be placed in the employees personnel file.

Reporting Changes

You are responsible for promptly notifying the Principal of any change in your name, address, telephone number, marital status, citizenship, tax withholding allowances, emergency contact information, insurance beneficiary, or dependent insurance coverage. Accurate and correct information is vital for benefits and insurance records and other school files.

Each employee is required to notify School Administration, in advance, of the dates of all approved vacation or leave time to be taken. Additionally, employees are to inform the Administration of sick days taken and excessive lateness in arriving at work.

Certification

TMSA Employees are required to hold or to be in the process of NC certification to execute their duties. TMSA Board of Directors shall compensate those properly certified employees as follows:

- (1) To receive compensation for a certificate, the original hard copy of the certificate must be provided to the administration.
- (2) If the original hard copy of the certificate is provided by August 31st of the school year, the employee will be compensated for the full year with \$500.
- (3) If the hard copy of the certificate is provided later than August 31st, but during the school year, the employee will be awarded a prorated amount based on the remainder of the work days once the original hard copy of the certificate is received regardless of the effective date of the certificate. The compensation will not be retroactive.
- (4) Compensation will not be provided after the official contract period expires.

Job Classifications

Employees are classified as one of the following three statuses:

- (1) Full-time: any employee that is regularly scheduled to work 40+ hours a week or more. Full-time employees are eligible for standard TMSA benefits.
- (2) Part-time: any employee that is regularly scheduled to work less than 40 hours per week. Part-time employees are not eligible for the standard TMSA benefits.
- (3) Temporary: any temporary worked that has a predetermined start and end date of employment. Temporary employees are not eligible for the standard TMSA benefits.

Pay Periods

All employees are paid on the last business day of each month. When the last day of the month falls on a holiday or weekend, employees will be paid the day before the holiday or weekend.

Hours of Work

TMSA's standard workweek for full-time employees is five days. Employees may not deviate from the School's hours of work, unless the Principal specifically approves a request.

The school is open from 7:30 a.m. to 4:30 p.m., Mondays through Fridays. Employees have to attend any late evening parent-teacher conferences held during the week or on Saturdays if it is scheduled so without any compensation.

Payroll

Both full time and part time employees will have federal and state taxes withheld from their wages. Payroll checks will not be released prior to the set pay schedule for any reason, nor will they be released to anyone other than the employee.

Performance Reviews

Every TMSA employee will be subject to a performance appraisal at least once a year. The employee's supervisor or the Principal will give these assessments. The reviews will focus on job-related strengths and weaknesses, as well as overall fit with the TMSA. Goals and improvement plans will be mapped out each review period, and progress will be measured at the next review.

Employees will have the opportunity to thoroughly review all performance appraisals, and provide a written opinion on it. All performance reviews and responses will become part of an employee's personnel file.

Expense Reimbursement

TMSA will reimburse employees for reasonable pre-approved expenses. All expenses must be submitted with a receipt.

Attendance & Punctuality

Punctuality and regular attendance are important to the smooth operation of TMSA. If you are consistently late or excessively absent, TMSA's ability to perform work is affected and an unfair burden is placed on your co-workers. Therefore, unless your absence is permitted or excused under TMSA's holiday, vacation, sick or other policies, you are responsible for being at work and arriving on time (7:30 am). If you feel sick, it is your responsibility to call your supervisor as soon as possible, preferably in advance of lateness and no later than one hour before the start of the workday

An employee who is absent for reasons other than those permitted or excused by TMSA's holiday, vacation, or leave policies, or who repeatedly fails to provide notice as required, will be subject to appropriate disciplinary action, up to and including discharge.

Availability for Work

Employees must be available for work during normal business hours (7:30 am and 4:30 pm). If, for any reason, there is a change in your work availability status, you must notify the Principal at least 60 days prior to the change.

Mandatory Meetings

Employees may be required to attend mandatory meetings. In the event that a mandatory meeting interferes with an employee's regular schedule, no overtime will be paid for attendance.

Holidays

The following are paid holidays for eligible employees:

- New Year's Day
- President's Day
- Memorial Day
- Independence Day

- Labor Day
- Thanksgiving Day and the following Friday
- Christmas Eve
- Christmas Day

Vacations

Vacation time is offered to full-time 12-month employees based on the following schedule:

Year of Service:

- 1st & 2nd years: 10 working days per year.
- 3rd & 4th years: 15 working days per year.
- 5th year or more: 20 working days per year.

The 1st year of service is considered the year in which Eligible Employee status is attained. For example, 2002 would be considered the 1st year of service for an employee whose start date falls in October, November or December of 2001.

Vacations are earned from January 1 to December 31 of each calendar year, and are taken in the same year in which they are earned (for example, vacation time earned in 2002 is to be taken between January 1, 2002 and December 31, 2002). Vacation time must be scheduled and approved in advance by your supervisor. TMSA will not carryover or pay out any unused vacation time from one year to the next. An authorized TMSA holiday that falls on a normal business day during your vacation is not counted as a vacation day.

When given advance notice, TMSA will consider requests for additional time without pay. If you have a special type of vacation in mind, talk to the Principal to see what can be worked out.

Drugs and Alcohol

TMSA will not tolerate the use or possession of alcohol or illegal drugs on the job or on School property.

Employees using or possessing alcohol or illegal drugs on School property or while at work or who report to work under the influence of alcohol or illegal drugs will be subject to disciplinary action, up to and including discharge.

Violence & Weapons

TMSA takes threats of violence extremely seriously. Any act or threat of violence by or against any employee, parent, student or visitor is strictly prohibited. This policy applies to all School employees, whether on or off School property.

Any use or possession of weapons, whether illegal or not, is prohibited on School property, or while on School hours. This includes knives, guns, martial arts weapons, or any other object that is used as a weapon. Any employee caught possessing a weapon will be disciplined, up to and including termination.

Staff ID Cards

Staff ID cards are issued at the beginning of the school year. Staff must wear his/her ID all times during the work days and hours. IDs can be replaced if lost with a \$30.00 renewal fee.

Keys

The school entrance and classroom/office keys are issued to employees at the beginning of the school year. Keys can be re-cut by the school with a fee of \$10.00 per key

Smoking

Smoking is not allowed in and around TMSA premises.

Food and Beverage

TMSA sometimes has visitors in the school building. The School's surroundings should always reflect a professional appearance. Eating at your desk is acceptable, but should be done unobtrusively and in a manner so as to prevent damage to valuable School equipment and other property. All employees are personally responsible for keeping the area around their workstation clean and presentable. Employees are also responsible for returning meeting areas to a clean and presentable condition after use.

Conserving Energy

Employees are encouraged to conserve energy by shutting down their computers, monitors and printers at night, and by turning off the lights when not needed or in use.

Visitors

Only authorized visitors are permitted at TMSA premises.

All visitors must enter through the reception area, and receive a name badge. Any employee that notices an unauthorized visitor should notify their supervisor immediately.

Workplace Attire

TMSA has a professional dress environment. Employees are expected to use good judgment and taste, and to show courtesy to their co-workers, students and parents by dressing in a fashion that is presentable and appropriate. Male teachers have to wear tie.

Employees are to dress in appropriate business attire for meetings with parents at School's offices or other locations. No jeans, miniskirts, cargo pants, and flip flops are allowed.

On Fridays, employees can wear school uniform or the TMSA spirit shirt for the top. Employees are allowed to wear jeans with these tops. However, professional dress can be required on a Friday due to a special occasion.

Telephone Use

Telephones are provided to enable employees to carry out work assignments in an efficient manner. Personal telephone calls should be kept to a minimum and personal toll calls should not be made at TMSA's expense. Phone calls from parents, co-workers and the Administration must be responded within 48 hours.

Voice Mail and Electronic Mail

All electronic and telephone communication systems and all communications and information transmitted by, received from, or stored in these systems are the property of TMSA and as such are intended for job-related purposes. Personal use should be kept to a minimum.

Electronic or telephone communication systems may not be used to transmit messages that may be considered inappropriate under TMSA's policies, including those prohibiting harassment. Employees are not permitted to use a code, access a file, or retrieve any stored communication unless authorized to do so or unless they have received prior clearance from an authorized School representative. All pass codes are the property of TMSA and may be used by TMSA to access electronic and telephone communications at any time. TMSA reserves the right to monitor any electronic, telephone, or other communications made using TMSA systems or property. E-mails from parents, co-workers and administrators must be replied within 48 hours.

Social Media Participation & Interaction

TMSA prohibits teachers and staff members from connecting with students on social networking websites, such as Facebook, MySpace, Twitter, and from engaging in online social networking with students. All employees must decline any "friend" or connection invitations that they receive from students.

All employees are required to conduct themselves in their online interactions with parents according to the same standard of behavior that is demanded of

in-person interactions. Employees are to approach and interact professionally at all times with other employees and parents. TMSA prohibits networking with parents if an employee's shared information includes information that normally would not be permitted to be shared with parents.

TMSA reminds all employees that their responsibility to maintain confidentiality of personal information about students and families governs them at all times, including during their online activity. If employees choose to have personal social media accounts or online presence, they are not permitted to identify themselves as speaking on behalf of the school.

Use of School Property

All School workspace, including file cabinets and lockers are the property of TMSA, and must be available to management at all times. The use of personal locks on any School property is strictly forbidden. No School property may be used to house personal files or items. No School equipment, including computers, photocopiers or printers may be used for personal business.

Postage, Shipping and Office Supplies

Postage, shipping, and office supplies paid for by the school are for business purposes and are not to be used for an employee's personal purposes.

Personal Property

TMSA does not assume responsibility for any personal property located on its premises. Employees are to use their own discretion when choosing to bring personal property into the school property, and do so at their own risk. Additionally, employees may not bring or display in the school any property that may be viewed as inappropriate or offensive to others.

Personal Safety

The safety of each employee's health and security is very important to TMSA. TMSA is willing to make reasonable efforts to address an employee's safety concerns. Employees should remember to use caution and good judgment in all activities, and should notify their supervisor or the Principal if they believe there is a safety issue that should be addressed.

Office Security

Shortly after an employee's start date, he/she may be given a key to gain access to the offices and /or classrooms. The last employee to leave the school at night is responsible for making certain that all doors are locked.

Monitoring & Searches

All School property is subject to recording, monitoring and review at all times. This includes, but is not limited to, desks, lockers, computers and email files. Reasons for searches and reviews include, but are not limited to, personal abuse of company property, theft investigation and improper disclosure of confidential information.

TMSA retains the right to conduct searches at any time. This includes the right to search individual computers or files, even if protected by a password. Any employee that attempts to obtain or alter a password for the purpose of accessing restricted files will be subject to disciplinary action, up to and including termination.

Confidential Information

TMSA requires that employees not disclose information held to be confidential by TMSA. Any concerns and questions about this policy should be addressed to the Principal.

LEAVE POLICIES

Personal Days

Full time Employees are eligible for 3 personal days. Employee has to inform the Principal or his /her designee for his/her intention to use the personal day(s) 1 week in advance. This procedure allows your supervisor to arrange substitutes in your absence.

Sick Leave

Full time Employees are eligible for 5 sick days.

The following guidelines are designed for the proper use of sick leave:

- a) If you do not report to work, you must phone your supervisor or have someone call for you as early as possible after the office opens. This procedure allows your supervisor to arrange substitutes in your absence.
- b) If you must leave the school before closing time because of illness, inform the Principal.
- c) If you foresee the need to take sick leave (e.g., for non-emergency surgery or for a doctor's appointment), tell the Principal as soon as possible so that plans can be made to cover your absence.
- d) Disabilities related to pregnancy or birth of a child will be treated as all other disabilities for purposes of TMSA's leave policies.
- e) If you are absent because of sickness or disability, TMSA may require that a doctor of TMSA`s choice examine you.
- f) Sick leave unused at the end of the year may not be carried over into the next year.
- g) Employees who do not fulfill their contract will not be paid for unused sick leave when their employment ends before the end of the school year.

If you are eligible for sick leave, you may use the leave to care for your sick or injured children on the same terms that apply to use for your own illnesses or injuries.

Unused Sick and Personal Days

Unused sick and personal days will be cashed as \$75.00/day if employee stays for the whole school year and paid to employee in the last working day of that school year.

Short-Term Disability Leave

Paid short-term disability leave is available for an absence due to an employee's illness or disability, including pregnancy-related disability, which extends for six or more consecutive scheduled working days. Full-time employees are allowed ten days of short-term disability leave per calendar year. Unused short-term disability days may not be cashed out or carried over into subsequent years.

An employee seeking short-term disability leave benefits must submit a statement from a doctor demonstrating that he or she is unable due to illness or injury to perform the job and stating the expected duration of the inability to work. If the medical information submitted is not, in the discretion of TMSA, sufficient to establish inability to work, the employee may be required to submit to an examination by a doctor selected and paid by TMSA.

Personal Leave of Absence

Requests for personal leave without pay are considered individually and granted at the discretion of the Administration. The reason for the request, the employee's length of service, the employee's work record, and the demands of the individual's job are examples of the type of factors typically considered in evaluating a request for personal leave of absence. A request for personal leave of absence will be granted only if the employee is not eligible for any other type of leave. An employee may not be on personal leave of absence for more than 3 days when school is in session and 1.5 months when school is not in session during summer months.

Jury Duty

Employees summoned for jury duty will be allowed the necessary time off from work to perform this civic responsibility. Employees must give TMSA 15 days advance notice. TMSA will pay such employees the difference between their regular salary and any jury duty fees received. Employees will be expected to report to work during all regular hours if their presence is not required in a jury room or court. TMSA may require the employee to supply documentation from the court affirming the employee's jury duty service.

Military Duty

Employees who are absent from work in order to attend an annual encampment in a recognized reserve branch of the armed forces of the United States will receive a paid leave of absence of up to a maximum of two weeks per year. Leaves for military service and reinstatement after performing military service will be provided in accordance with the requirements of law.

Funeral Leave

When a death occurs in an employee's immediate family, an employee may take up to three days with pay in order to attend the funeral or make funeral arrangements. In unusual circumstances, additional time off may be granted, with or without pay, at the discretion of TMSA. For purposes of the funeral leave policy, "immediate family" means an employee's spouse or child, as well as a parent, grandparent, brother, or sister of the employee or the employee's spouse.

Emergency Closings and Severe Weather

Unless notified by your supervisor, you are to report to work on all regularly scheduled days, regardless of weather conditions. If you are unable to report to work due to weather conditions, you must notify your supervisor as soon as possible.

In the event that the TMSA closes due to severe weather conditions or another reason, you will not be required to report to work. You will be paid for that day, and it will not be counted as a vacation day.

EMPLOYEE BENEFITS

The following is a list of benefits that TMSA makes available to Eligible Employees. The descriptions in this handbook are a summary only. The separate plan documents explain each benefit in more detail and the language of the plans' documents controls the various plans. Benefits may be modified, added or terminated at any time by the insurance company or benefit provider, per the terms of the plan, or by TMSA, at its discretion.

Benefits Eligibility

Full-time employees are eligible for the benefits outlined below. Part-time employees (less than 40 hours per week) are not eligible for these benefits.

Medical Insurance

Medical insurance is available for Eligible Employees and their qualified dependents. Refer to the plan summary for details regarding coverage, eligibility, waiting periods and cost.

TMSA pays 80% of the health insurance cost for the employee, spouse, and dependents.

Social Security

All full-time TMSA employees will be enrolled to Social Security.

Worker's Compensation

TMSA requires that all employees report job-related accidents or injuries to a supervisor immediately, whether the accident occurred on or off School premises. Failure to report an injury, regardless of how minor, could result in difficulty with the employee's claim.

All workers' compensation claims will be paid directly to employees, and employees are expected to return to work immediately upon release by their doctor.

Child Acceptance Eligibility

Employees of TMSA can bring their children to TMSA without being exposed to any lottery only if room is available at the child's appropriate grade level.

Life Insurance

TMSA may offer life insurance to full time employees at their own expenses.

Short term and long term disability insurance

TMSA will provide short term and long term insurance to full time employees.

DISCIPLINARY POLICIES

Problem Resolution

TMSA seeks to deal openly and directly with its employees, and believes that communications between employees and the Administration is critical to solving problems.

Co-workers that may have a problem with one another should attempt to resolve the problem themselves. If a resolution cannot be agreed upon, both employees should approach the Principal, who will work with the employees to determine a resolution. In these instances, the decision of the Principal is final.

Employees that have a problem with a supervisor should first go to the supervisor and state the problem. If a resolution cannot be agreed upon, the employee should present his or her problem, in writing, to the Principal. The decision of the Principal will be final.

Discipline

TMSA's policy is to attempt to deal constructively with employee performance problems and employee errors. The disciplinary process will be determined by TMSA in light of the facts and circumstances of each case. Depending upon the facts and circumstances, the discipline applied may include, among other things, oral or written warnings, probation, suspension without pay, or immediate discharge. Each situation will be considered in light of a variety of factors including, but not limited to, the seriousness of the situation, the employee's past conduct and length of service, and the nature of the employee's previous performance or incidents involving the employee. Details of this process are outlined further in the Corrective Action section below.

Corrective Action

Corrective Action is taken against an employee in response to a rule infraction or a violation of School policies. Correction action will continue until the violation or infraction is corrected.

Corrective Action usually begins with a verbal warning, followed by a written warning that is placed in the employee's personnel folder. If more serious corrective action is required, the employee may be put on probation, or have his or her employment terminated.

TMSA considers some violations as grounds for immediate dismissal, including, but not limited to: insubordinate behavior, theft, destruction of company property, breach of confidentiality agreement, untruthfulness about personal background, drug or alcohol abuse, or threats of violence.

SEPARATION POLICIES

Job Abandonment

Employees of TMSA, who are absent for more than two consecutive days without notifying a direct supervisor, will be considered to have voluntarily abandoned their employment with the School. The effective date of termination will be the last day the employee reported for work. The North Carolina Department of Public Instruction will be informed of the employee's practice.

Termination

TMSA does not have tenure or guaranteed employment. You or TMSA may terminate your employment at any time after giving notice. (Employees 60 days and School 30 days) with or without a reason.

Termination may result from any of the following: (i) Corrective action measures, which include infractions for violation of company policies, (ii) layoffs, which include the elimination of an employee's job function or headcount reduction due to redundancy or cost reduction, and (iii) involuntary dismissal, which may include poor performance reviews or failure to demonstrate an acceptable attitude in the workplace.

Termination Process

TMSA requires that employees return all documents, files, computer equipment, school tools, keys and other School owned property on or before the last day of work. When all School owned property has been collected, the employee will receive his or her final paycheck.

Employment References

Due to confidentiality considerations, TMSA does not provide employment references for former employees. Human Resources will provide dates of employment and positions held only.

TMSA Employee Handbook
Acknowledgement of Receipt & Understanding Form

I hereby certify that I have read and fully understood the contents of the TMSA Employee Handbook. I acknowledge that I have been given the opportunity to discuss any policies contained in this handbook with a School official. I agree to abide by the policies and procedures set forth in this handbook, and understand that compliance with the TMSA's rules and regulations is necessary for continued employment. My signature below certifies my knowledge, acceptance and adherence to the TMSA's policies, rules, and regulations.

I also acknowledge that the TMSA reserves the right to modify or amend its policies at any time, without prior notice. These policies do not create any promises or contractual obligations between the TMSA Employee Handbook and its employees.

Signature _____ Date _____

Printed Employee Name _____