EMPLOYEE HANDBOOK

Effective April 15, 2024

TABLE OF CONTENTS

Contents

Welcome Letter

Welcome to Rainey Institute! We are glad that you have joined our organization and hope that you find your work with us both challenging and rewarding. Rainey Institute is a non-profit organization that has been serving the Cleveland community since 1904. You, as a Rainey Institute employee, are an important part of our continued heritage. Rainey Institute is where the arts change lives.

Our Mission
Rainey Institute is dedicated to positive change for Greater Cleveland's youth and families through education and participation in the performing and visual arts.

Our Vision
Rainey Institute develops self-esteem, humanitarian values, work ethic, life skills, and hope in a new future for all program participants.

This handbook summarizes many of the privileges, benefits, and responsibilities which are yours as an employee of our organization. If you are a new employee, the handbook introduces our organization's policies and practices. If you are already a member of the Rainey Institute team, the handbook is a useful reference. Above all, the handbook promotes consistency, fairness, and understanding throughout our organization.

Sincerely,

Jennifer Harris
Executive Director

About This Handbook

Rainey Institute reserves the right to change, revise, or terminate any of the policies and/or benefits outlined in this handbook without advanced notice. This handbook and its policies supersede all other personnel policies previously distributed by the organization. Understand that it cannot and does not cover every circumstance that might arise during your employment. New or revised policies are issued periodically. The statements regarding our organization's policies, practices, and benefits are for information purposes only. They do not constitute a contract for employment, either expressed or implied.

The benefit information found in this handbook is intended to provide an overview of the benefit plans. The actual benefits are controlled by the terms of the applicable plan documents and insurance policies. Questions regarding the interpretation of these plans will be answered in accordance with the actual plan documents and insurance policies rather than the summaries contained in this handbook. Employees may obtain copies of these documents from their manager. The organization and/or the plan administrator have the sole discretion to determine the eligibility for benefits and to interpret and administer these benefit plans.

THIS HANDBOOK STATES ONLY GENERAL ORGANIZATIONAL GUIDELINES. IT IS NOT A CONTRACT. NEITHER THIS HANDBOOK NOR ANY OTHER VERBAL OR WRITTEN COMMUNICATION BY A MANAGEMENT REPRESENTATIVE IS, NOR SHOULD IT BE CONSIDERED TO BE, AN AGREEMENT, CONTRACT OF EMPLOYMENT, EXPRESS OR IMPLIED, OR A PROMISE OF TREATMENT IN ANY PARTICULAR MANNER IN ANY GIVEN SITUATION. RAINEY ADHERES TO THE POLICY OF EMPLOYMENT AT WILL, WHICH PERMITS THE ORGANIZATION OR THE EMPLOYEE TO END THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE.

The following icons provide guidance within the employee handbook.

	Sections with the **timer icon** are specifically relevant to **part time employees.**
	Sections with the **clock icon** are specifically relevant to **full time employees.**

EMPLOYMENT DEFINITIONS & POLICIES

RAINEY NORMS

Rainey builds a positive and supportive learning environment by displaying the following behavioral norms:

1. We are respectful of ourselves and others
2. We put forth our best effort
3. We are kind and considerate in our words and actions
4. We keep our Rainey space safe and clean
5. We follow staff instructions

EMPLOYMENT AT WILL

Employment with Rainey is "at will." You are free to leave the Organization at any time, with or without a reason and with or without notice. The Organization also has the right to end your employment at any time, with or without a reason and with or without notice. Further, the Organization has the right to manage its work force

and direct its employees. This includes the right to hire, transfer, promote, demote, reclassify, lay off, terminate, or change any term or condition of employment at any time, with or without a reason and with or without notice unless otherwise required by law.

No one other than the Executive Director of our organization may enter into an agreement for employment for a specific period of time or make any agreement contrary to the policy of at will employment and any such agreement must be in writing and signed by the Executive Director.

EQUAL EMPLOYMENT OPPORTUNITY

Rainey is an Equal Employment Opportunity ("EEO) employer and is committed to providing equal employment opportunities for all individuals, in full compliance with applicable federal, state, and local laws. Rainey Institute provides equal employment opportunities without regard to race, color, creed, sex (including pregnancy, childbirth and related medical conditions, lactation and breastfeeding), gender, gender identity, gender expression, genetic information, age, marital status, sexual orientation, disability, religion, citizenship, national origin or ancestry, veteran or military status, all as defined by applicable law, and any other basis that would be in violation of any applicable federal, state, or local law. This policy will be observed in the recruitment, hiring and on-the-job treatment of individuals. Decisions regarding wage and salary administration, benefit plans, promotions, transfers, demotions, and terminations will be made in accordance with this policy.

An employee with questions or concerns about EEO in the workplace is encouraged to bring these issues to the attention of the Executive Director or the Board Chair. Rainey Institute will not condone retaliation in any form against individuals who raise issues related to EEO. An employee who feels that he or she has been subjected to any form of retaliation should express such concerns to the Executive Director or the Board Chair.

COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION

Rainey is committed to cultivating a workplace where all employees feel valued and empowered to share their skills, experience, and unique perspectives. We strive to embody our prioritization of inclusivity through our work and in our shared organization values and mission statement.

DISCRIMINATION, HARASSMENT AND RETALIATION PREVENTION

Rainey is committed to maintaining a work environment free from all forms of discrimination, harassment and retaliation, where the individual dignity of each employee is respected. Our organization does not tolerate and prohibits discrimination, harassment or retaliation based on, but not limited to, race, color, creed, sex (including pregnancy, childbirth and related medical conditions, lactation and breastfeeding), gender, gender identity, gender expression, genetic information, age, marital status, sexual orientation, disability, religion, citizenship, national origin or ancestry, veteran or military status, or any other basis that would be in violation of any applicable federal, state, or local law. All employees, as well as non-employees conducting business in our workplace, are covered by this policy.

Discrimination under this policy means treating differently or denying or granting a benefit to an individual because of the individual's protected characteristics.

The creation of an intimidating or hostile working environment based on one or more of the above categories constitutes harassment. Specific examples of harassment include but are not limited to:

- Physical harassment refers to pushing, hitting or other offensive behavior of a physical nature.
- Verbal abuse refers to derogatory or degrading verbal comments made because of, an individual's membership in one of the categories listed above.
- Written harassment refers to the derogatory or degrading written comments regarding, or made because of, the individual's membership in one of the categories listed above.

Harassment, whether it is sexual, physical, verbal or written in nature, is a form of employee misconduct, which undermines the integrity of the employment relationship within our organization. If you feel you have been subjected to harassment or intimidation, you should immediately inform either the Executive Director or the Board Chair. You may be requested to submit your complaint in writing. Your complaint will be immediately investigated and confidentiality will be maintained to the degree feasible. Your employment status will not be jeopardized for filing a good faith complaint.

If a harassment complaint is found to be valid, immediate, and appropriate corrective action will be taken. The employee who has violated this policy will be subject to discipline up to and including dismissal.

Retaliation means adverse conduct taken because an individual reported an actual or perceived violation of this policy, opposed practices prohibited by this policy, or participated in the reporting and investigation process described below. Employees shall not be retaliated against as a result of bringing forward a complaint or participating in any investigation in connection with this policy.

SEXUAL HARASSMENT

It is the policy of Rainey that employees are provided a work environment free from all forms of harassment, including sexual harassment. Sexual harassment refers to sexually-oriented behavior that is not welcome, that is personally offensive and interferes with our work effectiveness. Sexually oriented acts or sex- based conduct have no legitimate business purposes. All employees must refrain from sexual harassment of other employees, members, and other business visitors.

Sexual harassment is defined as: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when submission to or rejection of this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment.

Employees who believe they have been the subjects of sexual harassment should report the alleged charge immediately to the Executive Director. The organization will promptly and thoroughly investigate all complaints.

If a harassment complaint is found to be valid, immediate and appropriate corrective action will be taken. The individual who has violated this policy will be subject to discipline up to and including dismissal. This determination will be based on all the facts of the case. It is Rainey Institute’s intention that any reporting employee or employee participating in the investigation of a sexual harassment complaint will not be retaliated against in any way. Your complaint will be investigated immediately, and confidentiality will be maintained to the degree feasible. Your employment status will not be jeopardized for filing a good faith complaint.

BULLYING

Rainey is committed to providing a physically safe and emotionally secure educational environment. As such, Rainey Institute will not tolerate bullying of students by anyone, including fellow students, faculty, or administrators.

Bullying consists of any intentional written, verbal, graphic or physical acts, including electronically transmitted acts via the Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students or staff with the intent to harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or at a location off site, at any Rainey Institute- sponsored activity, or on Rainey Institute-sponsored/provided transportation. Behaviors that a reasonable person under the circumstances should know will have the effect of causing mental or physical harm to the student or staff, and is sufficiently severe, persistent, or pervasive that it creates an intimidating,

threatening, hostile, or abusive educational environment are never tolerated.

Bullying can include many different behaviors including overt intent to ridicule, humiliate, or intimidate another student or staff. Examples of conduct that could constitute bullying include:

- Physical violence and/or attacks
- Threats, taunts and intimidation through words and/or gestures
- Extortion, damage or stealing of money and/or possessions
- Exclusion from the peer group or spreading rumors

Bullying through the use of information and communication technologies and other web-based sites, commonly referred to as "cyber bullying," is also prohibited. Examples of cyber bullying include:

- Posting slurs on Websites where students congregate or on Web blogs (personal online journals or diaries)
- Sending abusive or threatening instant messages
- Using camera phones to take embarrassing photographs of fellow employees or students and posting them online
- Using Web sites to circulate gossip and rumors about and to fellow employees or students

Employees who witness acts of harassment, intimidation or bullying should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating or intimidating another student or school personnel. Depending upon the severity of the conduct, staff shall notify the Executive Director so that a formal investigation can be conducted. Staff who receive student or parent reports of suspected harassment, intimidation, and bullying shall promptly notify the Executive Director so that a formal investigation can be conducted.

WORKPLACE VIOLENCE

Rainey is committed to creating and maintaining a working, learning, and social environment for all faculty, staff, and students that is free from violence and the threat of violence in the workplace. Civility, understanding, and mutual respect towards all persons are intrinsic to the existence of a safe and healthy workplace. Threats of violence or acts of violence not only impact the individuals involved, but Rainey Institute as a whole.

Rainey Institute prohibits acts of violence or threats of violence, and any member of the campus community who commits a violent act or threatens to commit a violent act is subject to disciplinary action, potential civil liability, and/or criminal prosecution as appropriate. Rainey Institute has zero tolerance for violence against any member of its work force, student body, and visitors.

For purposes of this policy, violence and threats of violence include, but are not limited to, the following:

1. Any act of physical harm against another individual
2. Any threat, behavior or action that is interpreted by a reasonable person to carry the potential to harm or endanger the safety of others or the destruction or damage of property
3. Oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm

Your cooperation is needed to implement this policy effectively and to maintain a safe work environment. If you observe or experience violent, threatening, harassing, intimidating, or other disruptive behavior by anyone on Rainey's premises, whether the individual or individuals involved are affiliated with Rainey or not, report the incident immediately to your immediate supervisor or the Executive Director. All reports will be taken seriously and will be dealt with appropriately, at the discretion of Rainey. If you have any questions concerning this policy,

contact the Executive Director.

AMERICANS WITH DISABILITIES

Rainey fully supports the Americans with Disabilities Act (ADA) which makes it unlawful to discriminate in employment against a qualified individual with a disability. This may include employees temporarily disabled by pregnancy, childbirth, or related medical conditions. The organization prohibits discrimination against qualified individuals with disabilities in all aspects of employment including, but not limited to, recruitment, hiring, compensation, promotion, job assignments, transfers, demotions, training, leaves of absence, layoff, benefits, termination, and employer-sponsored activities, including social & recreational programs. Our organization's commitment to this policy includes making reasonable accommodations to otherwise qualified job applicants and employees with known disabilities, unless doing so would impose an undue hardship on Rainey or pose a direct threat of substantial harm to the employee or others.

An employee or applicant who believes he or she needs a reasonable accommodation should discuss the need for possible accommodation with Human Resources or his or her direct supervisor. Rainey will work with each individual to define their job-related needs and to try to accommodate those needs. Employees may not refuse to work alongside co-workers who have disabilities.

Qualified individuals with disabilities are defined as individuals with disabilities who can perform the essential functions of the job with or without reasonable accommodation. A reasonable accommodation may take many forms. In general, it is any change or adjustment to a job, the work environment, or the way things usually are done that enables a qualified individual with a disability to enjoy an equal employment opportunity. Depending on the circumstances, a broad range of measures that would enable an individual to apply for a job, perform a job, or have equal access to the workplace and associated benefits may be reasonable accommodations.

Frequently, when a qualified individual with a disability requests a reasonable accommodation, the appropriate accommodation is obvious. The individual may recommend an accommodation based on his/her life or work experience. The ultimate decision as to whether a particular accommodation will be made rests with the organization. When the appropriate accommodation is not obvious, the organization will make a reasonable effort to identify one.

The Organization strictly prohibits any form of retaliation for making a request for reasonable accommodation. If you believe someone has violated this no-retaliation policy, you should bring the matter to the immediate attention of Human Resources or the Executive Director. Violations of this policy against retaliation may result in discipline, up to and including termination.

IMMIGRATION LAW COMPLIANCE

Rainey is committed to employing United States citizens and those aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with Federal law, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing your identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with Rainey within the past three years, or if their previous I-9 is no longer retained or valid.Employees with questions or seeking more information on immigration law issues are encouraged to contact the Executive Director. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

EMPLOYMENT APPLICATIONS

Rainey relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentation, falsification, or material omission of such information may result in Rainey's exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

EMPLOYMENT CLASSIFICATIONS

Employees of our organization are employed on either a full-time or a part-time schedule, in either exempt or non-exempt status. Schedule arrangements provide a distinct advantage to our operations. There may be occasional need for employees to work outside of a set schedule. In this case, employees may obtain manager approval to adjust their set schedule to maintain their standard hours per week, as well as a work-life balance.

- **FULL-TIME** employees are regularly scheduled to work at least forty (40) hours per week and receive employee benefits based on position.
- **PART-TIME** employees are regularly scheduled to work less than forty (40) hours per week and receive statutory benefits only.
- **TEMPORARY/SEASONAL** employees perform a function for a specified period of time, and their employment is limited due to the nature of the job or availability of the individual. These employees receive statutory benefits only.
- **NON-EXEMPT** employees qualify for overtime at the rate of one and a half (1.5x) times their regular hourly rate for hours worked in excess of forty (40) within a work week under the federal Fair Labor Standards Act and applicable state wage/hour laws.
- **EXEMPT** employees include salaried executive, administrative and professional employees, whose work duties exempt them from overtime provisions of the federal Fair Labor Standards Act and any applicable state wage/hour laws.

WORKING HOURS & OVERTIME

- **WORK WEEK:** Our organization observes a forty (40) hour workweek. Workdays and hours may vary with each job.
- **BREAK:** A thirty (30) minute, unpaid break should be taken each day after working six hours
- **CHANGE OF SCHEDULE** – Should full-time employees need to participate in an event or meeting essential to their job function outside their normal working hours, a change of schedule must be adhered to and determined prior to the event. The schedule change must occur within the work week, Sunday through Saturday, and in some cases may not be able to be requested or granted due to work responsibilities.

- **TIME SHEETS:** Each non-exempt employee is responsible for maintaining accurate time sheets showing hours worked each week.
- **OVERTIME:** Employees may occasionally work longer than average schedules to meet organizational needs. Overtime must be authorized in advance by their manager. Non-exempt employees are paid one and one-half (1.5x) times their regular hourly rate for overtime hours worked in excess of forty (40) hours in a week, unless otherwise required by law. Paid absences, including paid holiday and personal time off, are not counted as hours worked when calculating overtime. Exempt employees are not eligible for overtime compensation.

BACKGROUND CHECK

All employees are required to obtain a background screening, paid for by Rainey Institute, prior to their start date and every five years after. The background screening applicant disclosure and continuing authorization regarding procurement of consumer reports will be obtained prior to the background screening being conducted. The background screening will search the following:

- County, Statewide, Federal, and National Criminal Searches
- Sex Offender Registry
- County and Nationwide Wants and Warrants

If any of the following are concluded during the background screening an employee shall not be eligible to work at Rainey Institute:

- A conviction or guilty plea to an offense listed in division (A)(5) of section 109.572 of the Revised Code, unless the individual meets the rehabilitation criteria. Section 109.572 of the Revised Code requires that this rule applies to records of convictions that have been sealed pursuant to section 2953.32 of the Revised Code.
- A conviction of or a plea of guilty to an offense listed in division (A)(5) of section 109.572 of the Revised Code is not prohibitive if the individual has been granted an unconditional pardon for the offense pursuant to Chapter 2967. of the Revised Code or the conviction or guilty plea has been set aside pursuant to law. For purposes of this rule, "unconditional pardon" includes a conditional pardon to which all conditions have been performed or have transpired.
- Being registered or required to be registered on the national or state sex offender registry or repository.
- The individual is identified in SACWIS as the perpetrator for a substantiated finding of child abuse or neglect in the previous seven years from the date or the individual has had a child removed from their home in the previous seven years pursuant to section 2151.353 of the Revised Code due to a court determination of abuse or neglect caused by that specific person.

In the case that an individual's background screening concludes on of the above or any additional information that may deem the individual not eligible for employment, the individual will receive a perverse action letter to inform the individual that Rainey Institute is considering taking adverse action based on the report; and give the time within which to contact to dispute any information in the report before the decision is made. After making the decision to take adverse employment action the individual will receive a notice informing them he/she was rejected based on information contained in the report.

DRIVER'S LICENSE & INSURANCE VERIFICATION

Rainey Institute seeks to safeguard its employees while driving for business. As part of the new hire onboarding, employees must present a valid driver's license and insurance card, and annually thereafter. In the case an employee does not have a valid driver's license or current car insurance, they will not be approved to drive for business. If at any time an employee's driving privileges or insurance is revoked they must provide written notification to the Executive Director and that employee will not be approved to drive for business purposes.

SEXUAL ABUSE TRAINING

All employees must complete a Sexual Abuse Training Certification provided via PHLY complimentary membership to Abuse Prevention Systems (APS). The requirement for all hiring personnel to take the Skillful Screening Training

(at least every other year) and that all employees (including contractors & volunteers) that work with or around children take the Abuse Awareness Training (again, at least every other year).

EMPLOYEE ONBOARDING & ORIENTATION

New hires are expected to complete an unpaid onboarding meeting to complete required paperwork, background check, sexual abuse training, review the employee manual, and set up payroll account and email prior to their start date.

Employees are also required to attend a paid organizational and program specific orientation that is scheduled on a specific date and time. If the employee can in no way attend the orientation, they must make the orientation up at the next session and are responsible for meeting with their supervisor.

EMPLOYEE CONDUCT AND WORK RULES

To ensure orderly and efficient operations and provide a work environment free from unwelcome distractions, you are expected to behave in a way that will protect the interests and safety of your fellow employees, students, visitors, and Rainey.

Although it is not possible to list all conduct that is considered unacceptable, the following are examples of conduct that will result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of Rainey's property or the property of others
- Engaging in criminal conduct on or through use of Rainey's property, including the computer system
- Falsification of timekeeping and/or Rainey records
- Insubordination
- Disseminating or discussing information deemed to be confidential
- Dishonesty (including falsification of employment application)
- Working under the influence of alcohol or controlled substances
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, or while operating employer-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Negligence or improper conduct leading to damage of Rainey-owned property or property owned by others
- Violation of safety, health, or other workplace rules or policies
- Sexual or other unlawful or offensive and unwelcome harassment
- Excessive absenteeism or tardiness
- Unauthorized use of telephones, mail system, internet, email or other employer-owned equipment
- Unsatisfactory performance or job-related conduct
- Violating or willfully failing to enforce the bullying policies

In most cases, progressive discipline will be used (oral warning, written warning, suspension, and then termination of employment). However, Rainey reserves the right, in its sole discretion, to impose discipline (including termination of employment) that it deems appropriate under particular circumstances, without exhausting any or all of the prior disciplinary steps.

PROBATIONARY PERIOD

A newly hired employee will be closely evaluated during the first three (3) months, or ninety (90) days of employment. The manager will assist the employee in developing foundational skills during this time frame. At the end of the probationary period, the manager will review performance and determine if the employee should

continue in the position. An employee who demonstrates an inability or unwillingness to perform satisfactorily will be discharged. Rainey may, in its discretion, extend this period and may also review an employee's performance at any time. Continued employment with the Organization is not guaranteed during this period. See policies surrounding eligibility for benefits while in the probationary period (Paid Time Off, Medical, 401K, etc.)

ATTENDANCE & PUNCTUALITY

Your position and the work you do at Rainey Institute is important. It is essential that you are at work on time so the organization operates efficiently. It is expected that you are ready to work at your designated time.

Employees expecting to be late or absent from work should personally call their supervisor/manager as early as possible, but not later than 60 minutes before their scheduled starting time. Private lesson teachers are expected to contact and inform students of late/canceled sessions.

NON-EXEMPT EMPLOYEE WORK FROM HOME

Rainey Institute expects employees who are working remotely to perform their duties and be available for communication during core business operating hours. Only non-exempt employees are authorized to have flexible work location opportunities. Opportunities to work remotely are at the discretion of supervisors and may be written at any time. Some employees are ineligible for remote work because the nature or scope of their duties requires their presence on site. The ability to work from home is dependent on your position and job descriptions will distinguish those positions that have a flexible work location as a benefit.

When making the determination of an employee to work from home the supervisor must consider:

- How will the employee perform the responsibilities of the position in a way that meets the needs of the specific department?
- Will the employee's physical absence from programming have a negative impact on the ability to meet responsibilities that involve those relying on the employee for specific services or outcomes?
- What mechanisms can be used to monitor time worked?
- How will the supervisor convey work expectations and accountability measures clearly to the employee?
- How will the supervisor ensure remote work opportunities are available in an equitable manner?

PAY PRACTICES

Our organization is committed to a policy of fair and equitable compensation for work well done. Employees will be provided a letter of hire/contract for each program that includes start date and pay rate.

- **PAYDAY**: Employees are paid bi-monthly on the 15th and the last day of each month. If the payday falls on a weekend or observed holiday, employees will be paid on the day prior to the office closing.
- **WAGE AND SALARY PROGRAM:** The rate of compensation assigned to each job is based on the position, experience, formal education as well as economic conditions within the organization and the community.
- **MERIT INCREASES:** Merit increases are considered on an annual basis based on performance within the previous year as well as the financial health of the organization and the community.

PERFORMANCE REVIEW

Full-time and part-time employees are evaluated on an annual basis. Performance reviews provide a formal foundation for employees and managers to discuss job performance, potential, and development. Performance reviews supplement informal performance discussions with consistent opportunities to discuss the job

relationship in depth.

Employees will be provided a performance review form and should complete the self-assessment portion prior to providing it to their manager. Managers will review responses and provide feedback on the performance review form. Afterwards, the manager will schedule a meeting with the employee to discuss responses.

CORRECTIVE ACTION

All employees must observe the policies and procedures governing our work environment in order for our organization to operate efficiently and safely. If an employee's conduct interferes with this, disciplinary measures will be taken including verbal warning, written warning, suspension, or termination.

The appropriate corrective action will be determined by the manager, discussed with the employee, then executed. Corrective action leading up to or including immediate termination may involve, but are not limited, to the following:

- Violation of policies or safety rules
- Insubordination
- Poor performance
- Excessive absenteeism and/or tardiness
- Possession of firearms
- Willful destruction of Rainey property
- Theft or dishonesty
- Physical, verbal or sexual harassment of employees, suppliers or students;
- Possession, use, or sale of illicit drugs or alcohol on organization property
- Reporting to work under the influence of drugs or alcohol
- Other misconduct

GRIEVANCES

Our organization is committed to the principle of open communication between employees and managers concerning any aspect of the employment relationship. As in every organization, there will be differences of opinion about working conditions, discipline, policies, and other work-related matters. Don't keep your concerns to yourself. Let's discuss any problem you've identified and try to resolve it. Remember that we can't solve a problem unless we know it exists.

Grievances are any complaint, problem or concern of an employee regarding their workplace, job or coworker relationships. Employees can file grievances for any of the below reasons. This list is not exhaustive. However, employees should try to resolve less important issues informally before they resort to a formal grievance.

- Workplace harassment
- Health and safety
- Manager behavior
- Adverse changes in employment conditions

Employees who have grievances should-

- Reach out to their direct manager in writing: Managers will try to resolve the problem. When employees have a complaint against their manager, they should first try to discuss the matter and resolve it. If the grievance with the manager is not resolved, employees should refer directly to the next level of hierarchy explaining the situation in detail.
- Email the Board of Directors President in writing: If the grievance is not resolved at the highest hierarchy level, you may contact the Board of Directors President explaining the situation in detail. If the grievance is with the Executive Director and has not been resolved after discussion, you may contact the Board of Directors President explaining the situation in detail by emailing boardofdirectors@raineyinstitute.org and in the subject line state "GRIEVANCE".

Rainey is committed to:

- Having a formal grievance procedure in place
- Communicating the procedure
- Investigating all grievances promptly
- Treating all employees who file grievances equally
- Preserving confidentiality at any stage of the process
- Resolving all grievances when possible
- Not retaliating when employees file grievances

SHOULD YOU LEAVE US

Termination refers to either voluntary resignations initiated by the employee or involuntary terminations initiated by the organization.

Resignations: We ask that employees resigning voluntarily give a minimum of two (2) weeks' advance notice in writing, so the proper arrangements can be made. An employee's consideration in this situation will be viewed favorably by management should the employee reapply for employment with the organization at a later date. When resigning, Paid Time Off will not be considered as part of the end date. There will be a mutual understanding and acceptance of the last day of employment.

Medical/Dental Insurance: Premiums for medical and dental insurance will be paid through the last day of the month in which you terminate. Your final check will include a deduction for your portion of the monthly premium. If you have medical or dental insurance with our organization, you have the option of

continuing these benefits under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Refer to the COBRA policy in the Benefits Section of this Employee Handbook.

Organization Property: Upon termination of employment, you must return all keys, copies of documents, notes, computer storage devices, all other repositories containing confidential information and any other property of Rainey.

WHAT YOU CAN EXPECT

TIME AWAY FROM WORK

Holidays

Rainey Institute observes thirteen (13) holidays each year. Full-time employees are eligible for these paid holidays immediately upon hire. [Include a floating holiday sentence for those days there are performances]

OBSERVED HOLIDAYS			
New Year's Eve	Presidents' Day	Labor Day	Thanksgiving Day After
New Year's Day	Memorial Day	Veterans Day	Christmas Eve
Martin Luther King, Jr. Day	Independence Day	Thanksgiving Day	Christmas Day
Juneteenth			

When holidays are celebrated on a regular workday, eligible full-time employees will receive one (1) day's pay at their regular straight-time rate. If a holiday falls on a day that is typically a non-working day, such as a Saturday or Sunday, the Organization will designate an alternate day such as the preceding Friday or the following Monday as the paid holiday.

In order to qualify for a paid holiday, you must work your scheduled day before and scheduled day after the holiday unless the holiday falls during paid time off.

Paid Time Off

Rainey Institute provides paid time off to full-time and part-time exempt employees according to length of service, immediately upon hire. paid time off can be applied to medical/sick leave for employees or a family member, personal time, parental leave, Ohio pregnancy/maternity leave, disability leave, or vacation time. Full time employees accrue Paid Time Off according to the chart below.

Part-Time employees accrue paid time off based on an average of hours expected to work on an ongoing basis. For example if an employee works 20 hours, the employee will earn 50% of this time. Paid time off does not count as hours worked for purposes of calculating overtime.

Years of Service	PTO Accrual	Accrual per Pay Period
Less than 10 years	256 Hours or 32 – 8 Hour Days	10.67 hours
10 - 14 years	296 Hours or 37 – 8 Hour Days	12.33 hours
More than 15 years	336 Hours or 42 – 8 Hour Days	14.00 hours

Paid Time Off must be taken with advance written notice and must have supervisor approval. If advance written notice is not possible, verbal notice and approval must be given prior to taking Paid Time Off.

Paid Time Off may begin to be taken after an employee passes their 90 day probationary period.

Paid time off is accrued pro rata over the course of the year. You may take paid time off in advance of earning it with prior approval. Should you leave your employment at Rainey before you have accrued enough hours to restore your balance to greater than zero, any shortage will be deducted from your final pay. If the gross amount

of your final pay will not cover the shortage, you will be required to reimburse Rainey for any remaining shortage.

Do not confuse your paid time off with days of extra pay. The paid time off benefit is meant to allow you to take time off work without loss of pay, to rest, enjoy personal pursuits, take care of yourself and your family, and tend to personal affairs, so that you can return to work and be a more productive employee. Paid time off is not earned until you actually take the time off work and return to work for a period of one week. Because paid time off is not earned until you actually take the time off work and return, there is no cash out or rollover option at the end of each year and paid time off Expires on December 31st of every year. If your employment with the Organization ends for any reason, whether voluntary or involuntary, unless otherwise required by law, you will not receive any pay for the time off work that was potentially available to you while you were employed. In addition Paid Time Off as part of your notice should you terminate your employment will not be approved.

School Closings & Snow Days

Rainey may cancel programs when the Cleveland Metropolitan School District schools are closed or have early dismissal due to inclement weather. In these situations, it is expected that full-time employees report to work or let their supervisor know they will work from home, should they have work to do. Employees unable to report to Rainey must compensate by using Paid Time Off.

Rainey may close early or for the day at the Executive Director's discretion. In this case, full-time employees will be notified and will not need to compensate with Paid Time Off.

Parental Leave

At Rainey Institute, we understand the importance of supporting employees during significant life events, such as the birth or adoption of a child. We recognize the need for employees to bond with their new child and adapt to the demands of parenthood. Rainey Institute will provide eligible employees with up to six (6) weeks of unpaid parental leave following the birth of an employee's child or the placement of a child with the employee in connection with adoption.

In order to be eligible for parental leave, the employee must meet all of the following:

a. Have been employed by the Company for at least twelve (12) consecutive months as of the date the leave is to commence;
b. Be full- or part-time, regular employee (temporary employees and interns are not eligible for this benefit);
c. Have given birth to a child or be a spouse or committed partner of a woman who has given birth to a child;
d. Reside in the same residence as the newly born biological child, adopted child (the adoption of a new spouse's child is excluded from this leave benefit), or child placed under a guardianship preliminary to adoption;
e. Be required to provide documentation of the date of birth or adoption, as well as documentation of the parentage adoption, or guardianship;

Employees are required to use their accrued paid time off (PTO) concurrently with parental leave. When the employees' PTO is exhausted, the balance of the parental leave will be unpaid.

Leaves taken for the birth or the placement of a child with the employee for adoption or foster care must be completed within twelve (12) months of that birth or placement.

Requesting Leave of Absence for parental leave must be provided to a manager with thirty (30) days' advance notice in writing before the date on which the leave would begin. If the employee is unable to provide thirty (30) days' notice, (s)he must provide such notice as is practical.

Approved parental leave must be taken in one continuous period of leave and may be taken at any time during the six-month period immediately following the birth, or adoption of a child. In no case will an employee receive more than six (6) weeks of parental leave in a rolling 12-month period, measured by when the leave commences, regardless of whether more than one birth, or adoption event occurs within that 12-month time frame.

Ohio Pregnancy/Maternity Leave

Female employees working in Ohio are entitled to a reasonable leave of absence for pregnancy, childbirth and related medical conditions upon hire. Generally, twelve work weeks will be considered "reasonable" leave. Leave under this policy is available when medically recommended and will include time off for pregnancy related complications (including severe morning sickness) and prenatal care appointments. Deviations from the twelve weeks will be considered on a case-to-case basis and will take into consideration the employee's need and Rainey

Institute's legitimate operational needs.

Employees seeking leave under this policy must submit their request to [Human Resources] 30 days before the first day of the absence requested. If 30 days advance notice is not possible, employees must provide notice to [Human Resources] as soon as practicable (generally within 24 hours of learning of the need for leave). The notice must include the anticipated timing and duration of the leave. Failure to provide such notice may be grounds for delay of leave. Employees must also give notice as soon as practicable if the dates of leave change and/or are extended.

A pregnancy/maternity leave of absence is unpaid. As with Parental leave, any accrued paid time must be taken concurrently with the leave of absence. Pregnancy/maternity leave shall be available without regard to parental leave eligibility; however, if the employee is eligible for parental leave, any pregnancy/maternity leave shall run concurrently with parental leave. In other words, PTO time does not extend the amount of leave available. You are required to provide medical certification that you are fit to resume work, with or without reasonable accommodation.

Employees who take a reasonable amount of leave under this policy will generally be returned to their original position or to a position of like status and pay upon signifying their intent to return to work.

Disability Leave

Our organization offers a leave of absence to employees with actual disabilities as defined by applicable law. All employees are eligible for this leave. This policy will run concurrently with both the Parental leave and the Ohio Pregnancy/Maternity leave where applicable.

Disability leave is for a period not to exceed six months. Once this leave has been exhausted, employment with the organization may be terminated. A reasonable accommodation such as extension of the leave will be made if required by the Americans with Disabilities Act or state law.

Disability leaves are unpaid except to the extent an employee is eligible to receive Workers' Compensation benefits or paid time off. (See those policies for details.) Prior to the granting of such leave, you must provide the Executive Director with a physician's certificate stating the nature of the disability and the expected date of return.

Our organization will continue to provide health insurance coverage for full-time employees on authorized disability leave for six (6) months. Coverage will cease if an employee's premium payment is more than thirty (30) days late. The employee may then be entitled to COBRA continuation coverage at the employee's expense. (See COBRA policy for details.)

Before returning to work, you are required to present a letter from your health care provider certifying that you are able to return to work. We will make all reasonable efforts to return you to the same or similar position as held prior to the disability leave, subject to our staffing and business requirements. Your continued absence from work beyond your disability will be deemed a voluntary termination of your employment.

Medical/Sick Leave

Rainey Institute recognizes the importance of providing employees with the opportunity to take time off work when they are unable to perform their duties due to illness or medical appointments. All employees are eligible for this leave.

Medical/Sick leave may be used for the following reasons:
a. Personal illness or injury prevents the employee from performing their job duties.
b. Medical appointments or treatments.

c. Use for Pregnancy related conditions or incapacity from work.

Employees are required to use their accrued paid time off (PTO) concurrently with Medical/Sick leave. When the employees' PTO is exhausted, the balance of the Medical/Sick leave will be unpaid.

Whenever possible, employees must notify their supervisor in advance of their need for sick leave. Notice should be provided as soon as reasonably practicable, typically before the start of the workday. In cases of sudden illness or emergency situations, employees should inform their supervisor as soon as possible.

In certain circumstances, Rainey Institute may require employees to provide appropriate documentation, such as a doctor's note or medical certification, for sick leave exceeding a certain duration or frequency. This documentation should be provided within a reasonable timeframe, as specified by company's policy on medical certification.

Medical Certification

Employees are required to provide medical certification of a serious health condition, either for him/herself or that of a family member. Such certification is required in a timely manner, usually within fifteen (15) calendar days after the leave is requested. Failure to provide adequate certification may result in delay of leave until the required certification is provided. Before returning to work, employees who have taken a leave for their own serious health condition are required to present a letter from their health care provider certifying that they are able to return to work.

Military Leave

The Organization is proud of those employees who serve in the U.S Armed Forces. A military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and/or applicable state laws. Advance notice of military service is required, unless military necessity prevents such notice, or it is otherwise impossible or unreasonable. For more information, please contact [Human Resources].

Ohio Military Family Leave

Under certain circumstances, Ohio employees will be eligible for Ohio Military Family Leave. Eligible employees are entitled to up to ten days or eighty hours (whichever is less) of unpaid leave per calendar year. To be eligible for such leave, you must meet the following eligibility criteria:

- You must have been employed with the Organization for at least twelve (12) consecutive months;
- You must have worked at least 1,250 hours for the Organization in the twelve (12) months immediately preceding the start of the leave;
- You are the parent, spouse or person who has or had legal custody of a person who is a member of the uniformed services who (1) is called into active duty in the uniformed services for a period of thirty-one days or more or (2) is injured, wounded or hospitalized while serving on active duty in the uniformed services;
- You give the applicable notice of the leave, as explained further below, to the Organization;
- The dates on which you take leave under this policy occur no more than two weeks prior to or one week after the deployment date of your spouse, child, ward or former ward; and
- You do not have any other leave available for your use except sick leave or disability leave.

Definitions:

"Active Duty" means full-time duty in the active military service of the United States or active duty pursuant to an executive order of the President of the United States, an act of the Congress of the Unites States, or a

proclamation of the governor. “Active duty” does not include active duty for training, initial active duty for training, or the period of time for which a person is absent from a position of employment for the purpose of an examination to determine the fitness of the person to perform any duty unless such period is contemporaneous with an active duty period.

“Uniformed Services” means the armed forces, the Ohio organized militia when engaged in full-time National Guard duty, the commissioned corps of the public health service, and any other category of persons designated by the President of the United States in time of war or emergency.

Notice. If you are requesting leave because your spouse, child, ward or former ward is called into active duty, you must give the Organization notice of your intended leave at least fourteen days prior to the start of the leave.

If you are requesting leave because your spouse, child, ward or former ward has been injured, wounded or hospitalized, you must give the Organization notice of your intended leave at least two days prior to the start of the leave. However, if you receive notice from a representative of the uniformed services that the injury, wound or hospitalization is of a critical or life-threatening nature, you may take such leave without providing advance notice to the Organization.

Certification. In addition to the required notice, you must provide the Organization with certification from the appropriate military authority verifying the following:

- Identifying the member of the uniformed services (1) is called into active duty in the uniformed services for a period of thirty-one days or more or (2) is injured, wounded or hospitalized while serving on active duty in the uniformed services;
- The date of the call to active duty; and
- When applicable, a statement that the injury, wound or hospitalization is of a critical or life-threatening nature.

The certification need not be provided at the same time that you provide notice of the leave but must be provided within a reasonable time thereafter. Please discuss the required certification with [Human Resources].

Benefits. During military family leave under this policy, the Organization will continue to provide you with your regularly provided benefits, including but not limited to any medical insurance, disability insurance, life insurance, pension plans, and retirement plans. However, you will continue to be responsible for your portion of the cost of such benefits. Because leave under this policy is unpaid, please make arrangements with [Human Resources] to make arrangements for payment of your premiums during your leave.

You will also remain eligible for any benefits that you accrued prior to the start of such leave.

Job Restoration. At the end of your leave, you will be restored either to the position you held prior to the leave or to a position with equivalent seniority, benefits, pay and other terms and conditions of employment.

Questions. If you have questions regarding this policy, including your eligibility or the requirements for such leave, please contact [Human Resources]. When an employee, who is a reserve member of any branch of the Armed Services, or a member of the National Guard, serves annual active duty which requires temporary absence from work, we will grant leave and credit for service, and offer reinstatement in accordance with applicable law.

Voting/Election Officer Leave

If you need time off to vote on an election day because your work schedule would otherwise prevent you from

being able to vote, inform your supervisor prior to the election day, and you will be provided a reasonable amount of time off to vote, most likely at the beginning or end of the scheduled work day. If you are an election official, please inform your supervisor of the need to take time off from work, prior to any registration or Election Day. Leave for voting and/or election official duty is unpaid, in accordance with applicable law. Employees may choose to use any available paid time off for such time off.

Emergency Response Leave

If you are a volunteer firefighter or a volunteer provider of emergency medical services and miss any work because you responded to an emergency prior to reporting to work, you will be granted such time as unpaid leave, in accordance with applicable law. You must make every effort to provide notice to your supervisor prior to the beginning of your work shift if you will be late or absent from work because of being dispatched to an emergency. If advance notification is not possible, you must provide your supervisor with a written explanation from the chief of the volunteer fire department or the director of the EMS service. To qualify for this type of leave, an employee must submit written notification to the Organization no later than 30 days after being certified as a volunteer firefighter or a volunteer emergency services provider.

Witness Duty Leave

You are permitted leave if you are required by law to:

- Serve as a witness, pursuant to a subpoena, before a grand jury or in a criminal proceeding;
- Attend a juvenile court proceeding, pursuant to a subpoena;
- Assist, at the prosecution's request, in preparing for or attending, pursuant to a subpoena, a criminal or delinquency proceeding in which you are the victim, a family member of the victim, or the victim's representative, if the attendance is reasonably necessary to protect the interests of the victim; or
- Participate in a hearing before the Youth Services Release authority as the victim or the victim's representative.

You must give notice to your supervisor that such an appearance is required by submitting a copy of the court notice or subpoena. Such leave will be unpaid, in accordance with applicable law, unless it pertains to a proceeding involving the Organization or involving you during the course of your employment.

Bereavement Leave

Up to three (3) paid days of Bereavement Leave may be granted to full-time employees in the event of a death of a member of the immediate family. When approval of additional bereavement leave beyond three (3) days is necessary, it may be granted according to the needs of the employee. Such determination rests in the sole discretion of the EXECUTIVE DIRECTOR. Leave beyond the initial three (3) days will be counted against an employee's paid time off, if available, otherwise it will be unpaid.

RAINEY Institute defines "immediate family" as the employee's spouse, parent, child, sibling; the employee's spouse's parent, child, or sibling; the employee's child's spouse; grandparents or grandchildren. Special consideration will also be given to any other person whose association with the employee was similar to any of the above - relationships.

DISCOUNTED CLASSES

Employees, their spouse, and children may enroll in one program at no cost, and a second program at 50% off. The highest cost program will be given the full discount. Employees must request to enroll in a program in writing to the Executive Director in a calendar year. Enrollment in a particular program cannot be guaranteed. *This is a taxable benefit that will be listed on the W-2.*

PROFESSIONAL DEVELOPMENT

Rainey employees are expected to engage in active efforts to maintain high standards of individual excellence. In support of this, employees will be offered professional development opportunities as it relates to respective roles at Rainey's expense. Part time employees completing professional development activities outside of normal working hours may be fairly compensated with supervisor approval.

EMPLOYEE REIMBURSEMENT

Travel

Rainey will reimburse employees for mileage and parking fees when management approved business travel in a personal vehicle is performed. The mileage reimbursement rate is determined annually by the Internal Revenue Service (IRS) for charitable organizations. Reimbursement rates includes gas, standard maintenance, insurance, registration fees, and depreciation of personal vehicles. Employees must track mileage and parking fees incurred for business prior to requesting reimbursement. Employees are expected to deduct their normal commute miles from the total number of miles traveled for business purposes. Parking receipts must be provided to obtain reimbursement. It is every employee's responsibility to use the most cost-efficient methods when traveling.

Hotel, meals and other travel related expenses require documentation of the business purpose in order to support the validity of the business expense. Hotel reservations should be made in order to secure the best available rate. Employees are required, whenever possible, to use moderately priced accommodations. For seminars, meetings or other group activity, employees are expected to secure the group preferred rate at the host hotel. The employee is expected to pay for their lodging at check-out and request reimbursement for the expense. In-room movies, mini bar charges and other discretionary charges are considered personal expenses and are not reimbursable. Further, any expenditure for accommodations determined to be "lavish" or "extraordinary" will not be reimbursed.

Reasonable tips and gratuities

For any business-related expenses, a normal and reasonable amount of gratuity is reimbursable. If an employee wishes to provide an extraordinary amount of a gratuity, only a reasonable amount will be reimbursed.

Other Reimbursements

Reimbursement requests for all other items should be submitted monthly. Expenses incurred over 60 days old will not be reimbursed. When making purchases for Rainey, please remember that Rainey is tax-exempt for sales tax in Ohio. A tax exemption certificate can be obtained from the Executive Director and should be used when possible.

NO SOLICITATION

Employees are not allowed to solicit other employees during working time, either in printed material or via electronic mail. In the interest of maintaining clean and orderly facilities, the distribution of any literature in working areas and non-working areas during working time is also prohibited. Non-employees and outsiders are not permitted to solicit or distribute literature on Rainey premises at any time.

POLITICAL CAMPAIGN ACTIVITIES

It is the policy of Rainey to comply with Internal Revenue Service (IRS) Regulations that prohibit the use of its resources in connection with political office, a political party or a political action committee in order to protect Rainey from the imposition of excise tax, penalties, or revocation of its tax-exempt status.

Prohibited campaign activities include, but are not limited to, the following:

- Intervening in political campaigns on behalf of, or in opposition to, candidates for public office.
- Employees, acting in their official capacities, may not make partisan comments or show bias for or against a candidate. Any endorsement must clearly indicate that their views do not represent the views of Rainey.
- Rainey resources such as copy machines, email, computers, fax machines, telephones, or other equipment or supplies may not be used on behalf of or against any candidate for public office, political party or political action committee.
- Rainey's printed materials, websites and social media pages must be neutral regarding candidates.
- Political signs are not permitted on RAINEY property.

PERSONAL BUSINESS

Employees are to use Rainey's property and facilities for official school business purposes only. Employees and their families may not use Rainey's property or facilities for personal business.

HEALTH INSURANCE

Our organization offers eligible employees a health insurance program designed to aid employees in covering the cost of medical care. Full-time employees are eligible to join our group health insurance plan within 30 days of hire, at any time a qualifying event should take place, and/or annually during open enrollment.

Medical premiums for the full-time employee are paid by Rainey Institute at 80%. This is intended as a brief introduction to the Health Insurance Plan. A more thorough explanation of the plan is contained in the Summary Plan Description, plan documents and insurance policies. On an annual basis, Rainey renews its health insurance plans. While the priority is to keep premium rates low while securing low deductible plans, there may be times when Rainey's budget does not support the increase by the insurance carrier. Rainey reserves the right to reduce

the percentage of premium paid for by employees. Rainey also reserves the right to increase it should premiums plans decrease in any given year

DENTAL INSURANCE

Our organization offers eligible employees a dental insurance program designed to encourage preventive and remedial dental care by paying a portion of dental expenses. Full-time employees are eligible to join our dental insurance program on the first of the month following three months of employment. Covered services are determined by a schedule of allowances.

Dental premiums for the full-time employee are paid by Rainey Institute at 75%. This is intended as a brief introduction to the Dental Insurance Plan. A more thorough explanation of the plan is contained in the Summary Plan Description, plan documents and insurance policies.

LIFE INSURANCE

A group life insurance policy is provided for eligible employees. Accidental Death and Dismemberment coverage is included in this group policy. Full-time employees are eligible for this insurance coverage after completing ninety
(90) days of employment. To enroll, you must complete the necessary forms. The insurance policy will become effective after our organization has submitted the forms and the insurance organization has accepted them.

Your amount of coverage is equal to the dollar amount to the nearest $10,000 of your annual salary. The premium cost for this insurance is fully paid by the organization. The cost of coverage in excess of $50,000 must be reported as income on your W- 2 Form each year.

You will be required to designate a beneficiary upon enrollment. Your designation may be changed by written request at any time. Your beneficiary will receive the full amount of your life insurance coverage in the event of your death. A more thorough explanation of the plan is contained in the Summary Plan Description, plan documents and insurance policies.

WORKERS COMPENSATION

Our organization carries a Workers' Compensation Insurance Policy which covers all employees in the event that they are injured or become disabled while on the job. If you are injured while on the job, your medical expenses and loss of earnings up to the specified maximum will normally be covered by our Workers Compensation Insurance Policy. Compensation under this plan is based on a formula using your average weekly wages.

Benefits for lost earnings begin after the seventh day of disability. If your disability continues beyond two weeks, the benefits will also be paid for the first week of disability. Payment of medical expenses begins on the first day of disability. The organization pays the entire premium for this insurance policy.

Reports of accidents or injuries, even if minor, must be filed within 24 hours with your manager. Failure to receive medical treatment in a timely manner may result in serious complications and also may jeopardize your eligibility for medical benefits.

CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT (COBRA)

The Consolidated Omnibus Budget Reconciliation Act (COBRA) requires most employers to offer employees continued group health insurance coverage at group rates in certain circumstances. Federal law requires most employers to offer employees the opportunity to temporarily continue group health insurance coverage (called "continuation coverage") at group rates in specified circumstances where coverage under the plan would otherwise end.

If you are an employee of the organization and are covered by organization group medical/dental coverage, you have a right to choose this continuation coverage if you lose your group medical/dental coverage because of a

reduction in your hours of employment or the termination of your employment (for reasons other than gross misconduct on your part). If you do not choose continuation coverage, your group health insurance coverage will end. If you choose continuation coverage, the organization is required to give you coverage, which is identical to the coverage provided under the plan to similarly situated employees. You will be required to pay all of the premium for your continuation coverage.

The law also says that, at the end of the continuation coverage period, you must be allowed to enroll in an individual conversion health plan if such option is available under the organization's group medical/dental coverage. This policy is only a summary of your rights under the continuation coverage provisions of the law.

PRE-TAX PREMIUM MEDICAL PLAN

As an employee of Rainey Institute, you may participate in our Pre-Tax Premium Medical Plan. The advantage of a Pre- Tax Premium Medical Plan is that it allows you to pay for certain benefits before your taxes are calculated. Full-time employees are eligible to participate in this program on the first of the month.

Our Pre-Tax Premium Medical Plan allows you to save taxes on the money you pay toward insurance. Under this plan your premiums are deducted from your gross pay before taxes. By reducing your gross wages, you end up paying less tax on the money that you earn. To participate in this plan, you must complete a Pre-tax Premium Plan enrollment form. This form authorizes the reduction of your gross earnings by an amount equal to the premium cost that you pay for insurance coverage.

After signing the Pre-Tax Premium MEdical Plan enrollment form, you may not change your benefit plans until the beginning of the next plan year, unless one of the following events occur, and provided the change you elect to make is consistent with, such event:

- There is a significant change in the coverage or cost of insurance;
- You have a change in family status;
- Your employment status changes

This is intended as a brief introduction to the Pre-Tax Premium Medical Plan. A more thorough explanation of the plan is contained in the Summary Plan Description, plan documents and insurance policies available from the Executive Director.

SOCIAL SECURITY

Social Security is an important benefit for you and your family as it provides death, disability and retirement benefits. It also provides you with health insurance if you are elderly or become disabled. All employees are covered by the federal program, known officially as the Federal Insurance Contributions Act (FICA).

The cost of this coverage, by law, is divided equally between you and our organization. The rates are subject to change in accordance with legislative amendments by Congress.

WHAT WE EXPECT

CODE OF ETHICS

Rainey Institute's reputation is dependent upon the good judgment, ethical standards and personal integrity of every individual in our organization. As our organization continues to grow, it is of paramount importance that we always conduct our day-to-day activities in an ethical and responsible manner.

CONFLICT OF INTEREST

Employees must refrain from participating in any activity or business venture, which could conflict with the interests of Rainey Institute, unless approved by a manager. The purpose of this policy is to ensure that the Organization's honesty and integrity, and therefore its reputation, are not compromised. The fundamental principle guiding this policy is that no employee should have, or appear to have, personal interests or relationships that actually or potentially conflict with the best interests of the Organization. Specifically, you may not accept personal payment or other benefits from any supplier or vendor of the organization, nor should you take any action as a representative of the organization for personal gain.

It is not possible to give an exhaustive list of situations that might involve violations of this policy. However, the situations that would constitute a conflict in most cases include but are not limited to:

1. Holding an interest in or accepting free or discounted goods from any organization that does, or is seeking to do, business with Rainey, by any employee who is in a position to directly or indirectly influence either the Rainey's decision to do business, or the terms upon which business would be done with such organization.
2. Holding a financial interest in any competitor, customer, or supplier, absent express written permission from the Executive Director or President of the Board of the Organization. This does not apply to ownership interests of less than 5% in a publicly traded Organization.
3. Being employed by (including as a consultant) or serving on the board of any organization which does, or is seeking to do, business with Rainey or which competes with Rainey.
4. Profiting personally, e.g., through commissions, loans, expense reimbursements or other payments, from any organization seeking to do business with the Rainey.

A conflict of interest would also exist when a member of an employee's immediate family is involved in situations such as those above.

This policy is not intended to prohibit the acceptance of modest courtesies, openly given and accepted as part of the usual business amenities, for example, occasional business-related meals or promotional items of nominal or minor value.

It is your responsibility to report any actual or potential conflict that may exist between you (and your immediate family) and the Organization. You can contact your supervisor or the Executive Director.

CONFIDENTIALITY

We connect with many people in our work at Rainey: students, families, fellow employees, etc. As a result, we come in contact with a great deal of information either written (electronically or a hard copy) or verbal. All information, whether it relates to any of these individuals or the Rainey Institute itself, must be treated with the utmost confidentiality. Discussions regarding confidential matters should occur in a private setting. Printed confidential information should not be left unattended. Disclosure of confidential information is subject to discipline, up to and including termination.

PUBLIC STATEMENT & SOCIAL MEDIA

Employees of Rainey Institute should not speak for or on behalf of the organization on legal, policy or internal matters concerning the organization without the expressed prior approval of a manager. When designated by a manager as a delegated spokesperson for Rainey Institute, or in public statements or actions made as an individual, the employee should be accurate, exercise proper restraint and show respect for the opinions of others.

Employees can freely disclose their affiliation with Rainey. Dishonorable content such as racial, ethnic, sexual, religious, and physical disability slurs are not tolerated. Employees are not allowed to disclose information that is

financial, operational and legal in nature, as well as any confidential or sensitive information that pertains to parents, students, colleagues, Rainey partners or fellow Rainey employees. Rainey reserves the right to request the employee to edit or amend any misleading or inaccurate content depicted in social media posts. Rainey also reserves the right to ask the employee to delete social media posts violating the code of conduct and code of ethics. If an employee refuses to edit or delete such a posting, the employee is subject to discipline.

PROPRIETARY INFORMATION

It is the Organization's policy to protect its proprietary information. The affairs of Rainey Institute's programs and internal operations related matters are confidential. Except as required in the performance of your duties for the organization, disclosures shall not be made to other employees, outside persons or volunteers without specific approval from managers. Every employee of the organization has a professional and ethical responsibility to treat this information as privileged and to ensure such information is not improperly or accidentally disclosed. All client and program files are the property of Rainey Institute. Employees may not remove confidential information from personnel, accounting or program files. This includes payment receipt related records, student files, contracts, memorandum of agreement, correspondence, grant packages, fiscal or program reports and materials.

Upon termination of employment, you must return to the Rainey Institute all copies of documents, notes, computer storage devices, and other repositories containing confidential information.

RELATIONS WITH OTHERS

Employees shall treat colleagues, students, parents, outside agency representatives and the general public with the utmost respect. Employees shall treat differences of opinion between themselves, their colleagues and others with respect. Employees shall act in support of colleagues fulfilling their responsibilities. Employees shall assume responsibility for sharing pertinent knowledge regarding programs, grants and program operations with colleagues on a timely basis. Employees shall also respect the privacy and human dignity of persons with whom they have contact.

PERSONNEL FILES

The Executive Director and any other staff designated by the Executive Director shall be the only individuals having access to the personnel files.

Ohio employees may review their payroll records with prior notice to the Human Resources Department. Ohio employees wishing for copies of payroll records must make the request in writing to the Human Resources Department on the designated form. Payroll records will be provided to the employee at no cost within thirty business days.

Upon written request, Ohio employees may also inspect and receive a copy of their medical records, which include medical reports on results of physical examinations and results of hospital or laboratory tests required as a condition of employment or arising out of an occupationally related injury or disease. Employees may be required to pay a copying cost of no more than twenty-five cents per page.

RECEIVING AND GIVING GIFTS

Substantial gifts, favors or excessive business entertainment from students and their families or suppliers are strictly prohibited. A gift, favor or entertainment is considered substantial or excessive if it might influence your business relationship with the donor. Generally, substantial gifts or favors are defined as having a value of $100.00 or more.

SAFETY THROUGH TEAMWORK

Rainey Institute accepts responsibility for providing you with a safe working environment, and we expect you to take responsibility for performing your work in accordance with our safety standards and practices. Safety will only be achieved through teamwork at our organization. We must all join in promoting safety and taking every reasonable measure to assure safe working conditions exist throughout our organization. Violation of a safety measure is an unsafe act, and grounds for disciplinary action.

When you notice an unsafe condition, notify your manager. Immediate action will be taken to correct the situation. Report any injury received at work to your manager immediately, even if it appears minor, and explain how the injury occurred.

An unsafe worker is a danger to the worker and fellow employees. Attention to all safety procedures is essential; not only to prevent injury, which is paramount, but also to protect property and the tremendous investment that it represents. Each employee is can support safety through the following;

- Know and apply safety measures at all times.
- Know the locations, contents and use of first aid and firefighting equipment.
- Understand your job responsibilities.
- Seek guidance from your manager when unfamiliar conditions are encountered.
- Report any accident or near accident to your manager promptly.
- Cooperate in the application of improved work measures.

ALCOHOL & DRUG-FREE WORKPLACE

Rainey Institute is committed to providing employees with a work environment that is free of the problems associated with the use of alcohol and use or the unlawful possession of controlled substances. As a condition of employment with our organization, all employees are required to fully comply with the provisions of this policy. Employees violating this policy will be subject to disciplinary action, which may include termination for a first offense.

The use, sale, possession, distribution, dispensation, formulation, manufacture or transfer of alcohol on organization property, in organization vehicles or while on organization business is strictly prohibited. Further prohibited is the reporting to work under the influence of alcohol.

“Controlled substances” are defined as those drugs listed in Schedules I through V of Section 202 of the federal Controlled Substances Act, 21 U.S.C. 812, and include but are not limited to marijuana (even if prescribed), cocaine (including “crack” and other cocaine derivatives), morphine, codeine, phenobarbital, heroin, amphetamines, and many barbiturates.

The unauthorized use, sale, possession, distribution, dispensation, formulation, manufacture or transfer of controlled substances on organization property (including parking lot and grounds), in the organization, vehicles or while on organization business is strictly prohibited. Further prohibited is the unauthorized use, sale, possession, distribution, dispensation, formulation, manufacture or transfer of controlled substances on non-working time to the extent such actions impair an employee’s ability to perform his/her job or otherwise adversely affect the organization’s business interests.

If you are taking drugs prescribed by a physician, dentist, or other licensed practitioner that may affect your ability to safely perform your job, you must obtain a written statement from your attending physician. This statement must specify any work restrictions and is to be given to a manager prior to your starting work under the influence of this drug(s).

SMOKE-FREE WORKPLACE

Smoking is strictly prohibited in the building, within 500 feet of the main entrance, and in vehicles with Rainey

parents, students, or colleagues. This provision has been adopted in the interest of providing a safe and healthy environment for both employees and visitors to our building. Employees and visitors are required to comply with this smoking policy while on organization premises.

CHILD TRANSPORTATION

Under no circumstance should a staff member ever transport a child in his or her vehicle. In the case of an emergency, 911 must be contacted for transportation.

CHILD GUIDANCE AND MANAGEMENT

Allowable Discipline Techniques

The following techniques or practices may be used by employees as a means to guide or discipline children. Any technique or practice used shall be developmentally appropriate, consistent and shall occur at the time of the incident.

1. Setting clear limits
2. Redirecting to an appropriate activity
3. Showing positive alternatives
4. Modeling the desired behavior
5. Reinforcing appropriate behavior
6. Encouraging children to control their own behavior, cooperate with others and solve problems by talking
7. Separation from the situation, if used, shall last no more than one minute per each year of the child's age and not in a public place so not to shame. If separation should occur, upon the child's return to the activity, the provider shall review the reason for the separation and discuss the expected behavior with the child.
8. Holding a child for a short period of time, such as in a protective hug, so that the child may regain self-control.

Prohibited Discipline Techniques

The following techniques or practices shall not be used by any child care staff member or employee of a licensed child care center as a means to control or discipline children:

1. Abuse, endanger or neglect of children, including shaking a child
2. Utilize cruel, harsh, unusual, or extreme techniques
3. Utilize any form of corporal punishment
4. Delegate children to manage or discipline other children
5. Use physical restraints on a child
6. Restrain a child by any means other than holding children for a short period of time, such as in a protective hug, so that the children may regain control
    - Prone restraint of a child is prohibited. Prone restraint is defined as all items or measures used to limit or control the movement or normal functioning of any portion, or all, of a child's body while the child is in a face-down position
    - Prone restraint includes physical or mechanical restraint
7. Place children in a locked room or confine children in any enclosed area
8. Humiliate, threaten or frighten children
9. Subject children to profane language or verbal abuse
10. Make derogatory or sarcastic remarks about children or their families including but not limited to cultures, nationalities, race, religion, or beliefs
11. Punish children for toileting accidents
12. Withhold any food (including snacks and treats), beverages or water, rest or toilet use
13. Punish an entire group of children due to the unacceptable behavior of one or a few

14. isolate and restrict children from any or all activities for an extended period of time

CHILD ABUSE AND NEGLECT PREVENTION

The Cuyahoga County Department of Children and Family Services (CFS) is responsible for protecting our county's abused and neglected children. The first step in providing this protection occurs when we respond to complaints or referrals from people within the community who believe that a child is being abused or neglected.

Rainey Institute employees are required by law to report suspected abuse or neglect of its students. Any employee who suspects that a student is being abused or neglected should report the situation to their manager, who will make a referral to the Cuyahoga County Department of Children and Family Services (CFS). The Ohio Revised Code (ORC) provides immunity from civil or criminal liability for those who make a report of possible abuse or neglect. The ORC also requires public children services agencies to keep confidential the identity of the referral source.

Child abuse represents an action against a child. It is an act of commission and is generally of three kinds. Child abuse includes, but is not limited to:

- Physical Abuse refers to any injury inflicted by other than accidental means,
- Mental Injury refers chronic attitude or acts which result in significant verifiable psychological damage or impairment of the social development of a child, or
- Sexual Abuse refers to any act of a sexual nature upon or with a child. The act may be for the gratification of the perpetrator or of a third party.

Neglect is a failure of the parent or guardian to provide the proper minimum level of childcare, usually over a period of time. It also refers to inadequate or dangerous child rearing practices. The ORC defines a neglected child as one that includes, but is not limited to, one who has been abandoned; who lacks proper care because of the faults or habits of his/her caretakers; whose caretakers do not provide necessary subsistence, education, medical or other care, or whose caretakers do not provide the support of special care necessary for the child's mental health or physical disability.

Training on how to recognize an abusive situation and the necessary steps to report such a situation is required annually. Rainey will provide employees with access to this training.

PUBLIC RELATIONS

The treatment of our students as well as the impression that we make on our community are important. Our organization's reputation is based on quality programs and services. To maintain our reputation for excellence requires the active participation and cooperation of every employee.

The opinions and attitudes that students and their families have toward our organization may be determined by the actions of one employee. Each employee must be sensitive to the importance of providing courteous treatment in all working relationships.

Communication with news reports and other journalists is sensitive in nature. Therefore, any telephone calls or visits from members of the media should be directed to supervisors. All outgoing materials, including correspondence, grant requests, posters, flyers, etc. require prior review and approval from the Executive Director.

WORKPLACE WEAPONS POLICY

The purpose of this policy is to foster a safe working environment for employees, students, and guests of the Rainey Institute.

All persons who enter onto the property of Rainey are prohibited from carrying a handgun, firearm, or prohibited weapon of any kind. This policy applies to all staff, students, visitors, vendors, and other guests. Employees are prohibited from carrying weapons while in the course and scope of performing their jobs, whether they are on Rainey's property at the time or not. This policy also prohibits weapons at any Rainey sponsored functions such as parties, picnics, or sporting events.

Regardless of whether a person has been issued a concealed handgun license, Employees (including any contracted service providers), who are "qualifying adults" as defined in the Ohio Revised Code 2923.111 must lock their firearm in the trunk, glove box or other enclosed compartment or container [and] within a locked motor vehicle, limited to any parking lot or parking area on the campus property. This policy does not apply to law enforcement personnel.

Prohibited weapons include but limited to, all firearms, knives, metal or brass knuckles, or clubs. A prohibited weapon under this policy would not include items used by students in the course of extracurricular activities. Examples of such items would be air rifles or stage props. If you have a question about whether an item is covered by this policy, contact the Executive Director.

Notification

"No Firearms or Other Weapons" signs shall be conspicuously posted at all school facilities and in parking areas surrounding school facilities. These signs will indicate that firearms and other weapons are not to be carried onto school property or into school facilities.

Searches

Rainey reserves the right to conduct searches for prohibited weapons or other prohibited items on its property, including homes, and to authorize searches for prohibited weapons by law enforcement on its property as it deems appropriate in order to assure the safety of its employees, students, vendors, and visitors. The right to conduct searches includes persons, vehicles, or objects that enter onto property and also includes the search of lockers, purses, briefcases, bags, toolboxes, lunch sacks, clothing, vehicles parked on the property, and any other item in which a weapon may be hidden.

Violations

Failure to abide by all terms and conditions of the policies described above may, result in discipline, up to and including termination of employment, and removal from school property.

Reporting

If an employee becomes aware that or reasonably believes that anyone is in violation of this policy, please report it to the Executive Director.

KEYS/FOBS

You will be provided keys/fobs for access to the duties to which you've been assigned. It is your responsibility to exercise care and control over those keys/fobs. In the event of loss of keys, you must immediately report the loss to the Executive Director. There will be a $50 charge imposed for each replacement key issued. In the event that the loss results in the need to change locks and/or further action is required, it will be your responsibility to cover the cost of those actions.

PERSONAL BELONGINGS

Rainey is not responsible for loss of personal property from any location on the premises.

CAMERA-EQUIPPED CELLULAR PHONES AND CAMERAS

The personal use of cell phones during business hours should not interfere with the completion of your assigned duties at Rainey. To the extent practicable, personal use should be limited to breaks and time away from your work area as approved by your supervisor.

Cameras and camera-equipped cellular phones are not to be used to photograph students, except for legitimate Rainey purposes, and shall not be used in the restrooms or dressing rooms. This applies to all employees, contractors, and visitors while on Rainey premises. If an employee has a visitor(s) on Rainey premises, the employee is responsible for ensuring that the visitor(s) is made aware of this policy and that such devices are left in their vehicles or the reception area. No employee or visitor may be photographed without his/her knowledge and prior consent.

ELECTRONIC MAIL AND INTERNET POLICY

The use of Rainey's computer system by employees, including email use and Internet access, is to be used only for Rainey business. Brief and occasional personal use is acceptable as long as it is not excessive or inappropriate, occurs during personal time, and does not result in expense to Rainey. Use is "excessive" if it interferes with normal job functions, responsiveness, the ability to perform daily job duties, distracts co-workers, or disrupts the workplace.

Rainey owns the rights to all data and files on any of its computers, network or other information systems used. As such, Rainey reserves the right to monitor computer and email usage, both as it occurs and in the form of account histories and their content. In addition, email messages sent and received using Rainey equipment and network are not private or confidential; there should be no expectation of privacy when using Rainey computers or network; and Internet account information and histories and emails are subject to viewing, downloading, inspection, release, and archiving by Rainey officials at all times.

Use of Rainey's computers, network, and Internet access is a privilege and may be revoked at any time for inappropriate conduct including, but not limited to, the following:

- Sending chain letters
- Engaging in unrelated commercial business activities
- Engaging in unlawful or malicious activities
- Using abusive, profane, threatening, racist, sexist or otherwise objectionable language in either public or private messages
- Creating, sending, receiving, or accessing racist, sexist, pornographic or otherwise objectionable materials
- Becoming involved in partisan politics
- Causing disruption to or disablement of Rainey's network or system
- Infringing on the copyrights or trademarks of others
- Defeating or attempting to defeat network or system security restrictions
- Accessing another employee's computer, computer files, or email messages without prior authorization from either the employee or an appropriate Rainey administrator

In addition to revoking your access, you may be subject to disciplinary action up to and including termination.

Rainey has licensed the use of certain commercial software application programs for business purposes. Third parties retain the ownership and distribution rights to such software. It is impermissible to create, use, or distribute copies of such software that are not in compliance with the license agreements for the software. In addition to being subject to disciplinary action up to and including termination, employees will be held

individually liable for any and all damages incurred as a result of violating any copyright or license agreements.

Use of Social Media

As an organization committed to quality of education, the safety of our students, and the preservation of the Rainey's excellent reputation in the community, the standards for appropriate online communications by RAINEY faculty and staff are, by necessity, high.

Rainey respects the right of employees to use social media and networking sites, as well as personal websites and blogs, but it is important that employees' personal use of these sites does not damage Rainey's reputation, its employees, or its students or their families. Employees should exercise care in setting appropriate boundaries between their personal and public online behavior, understanding that what is private in the digital world often has the possibility of becoming public, even without their knowledge or consent. Rainey strongly encourages all employees to carefully review the privacy settings on any social media and networking sites they use and exercise care and good judgment when posting content and information on such sites.

"Social media" as used in this policy encompasses all internet-based sites, including, but not limited to, blogs, bulletin boards, networks, and other user generated content sites (e.g., Twitter, Facebook, Instagram, SnapChat, LinkedIn, You Tube) that enable individuals to share content, videos, or comments.

Faculty or staff who identify themselves as Rainey employees or who otherwise can easily be identified as Rainey employees when posting content to any social media site are expected to be courteous, thoughtful, and respectful in their postings. In addition, if an employee identifies himself or herself as an employee of on any social networking site, or if the employee mentions the organization, or it is reasonably clear the employee is referring to the organization or a position taken by the organization, and also express a political opinion or an opinion regarding the organization's positions or actions, the communication must specifically note include a disclaimer that the views or opinions expressed are those of the author and do not necessarily reflect the views or positions of Rainey.
Keep in mind that faculty and staff are responsible for what they post online, even while not at work. Faculty and staff may not use Rainey related logos, images, or iconography on personal social media sites. Additionally, employees may not use the Rainey name to promote a product, cause, political party or candidate. Employees must also refrain from using any email address issued to him or her in connection with any internet activity that is not work-related.

When using a social media site, faculty and staff may not include current students as "friends," "followers," or any other similar terminology used by various sites. If an employee maintains or participates in a Rainey-sponsored online community that extends to persons who are parents, alums, or other constituents, he or she must exercise good judgment about any content that is shared on the site. Additionally, faculty and staff should adhere to the following guidelines, which are consistent with the Rainey's workplace standards on harassment, student relationships, conduct, professional communication, and confidentiality:

- Faculty and staff should not make statements that would violate any of Rainey's policies, including its policies concerning discrimination or harassment;
- Faculty and staff must uphold the Rainey's value of respect for the individual and avoid making defamatory statements about Rainey, its employees, or their families;
- Faculty and staff may not disclose any confidential information of Rainey or confidential information obtained during the course of his/her employment, about any individuals or organizations, including students and/or their families.

If Rainey believes that an employee's activity on a social networking site, blog, or personal website may violate school policies, Rainey may request that the employee cease such activity. Depending on the severity of the incident, the employee may be subject to disciplinary action.

NEPOTISM POLICY

Nepotism is the practice, among those with power or influence, of favoring relatives or friends. The employment of relatives can cause various problems such as charges of favoritism, conflicts of interest, family discord and scheduling conflicts that may work to the disadvantage of both the Rainey and its employees.

It is the goal of Rainey to avoid circumstances in which favoritism, conflicts, or management disruptions exist. The organization may allow existing personal relationships under the following circumstances:

- Individuals may not work under the supervision of the same manager;
- They may not create a supervisor/subordinate relationship with a family member;
- They may not supervise or evaluate a family member;
- The relationship will not create an adverse impact on work productivity or performance;
- They may not audit or review the individual's work;
- They may not be employed if a member of the employee's immediate family serves on Rainey's Board of Directors.

Should relationships addressed within this policy be identified with either candidates for employment or current employees, the matter should be immediately reported to the Executive Director and the following procedure will be followed:

- A determination will be made whether the relationship is subject to Rainey's nepotism policy based on the conditions described above.

- If the relationship is determined to fall within one or more of the conditions described in this policy, the Executive Director in consultation with the affected employees will attempt will to resolve the situation by correcting the conflict or issue identified. If accommodations are not feasible then the Executive Director will determine which employee must resign in order to resolve the situation.

No personal employee relationship covered by this policy will be allowed to be maintained if it creates a disruption in the work environment or conflict of interest. This policy must be considered when hiring, promoting or transferring any employee.

Rainey Institute reserves the right to vary from the guidelines outlined in this policy to address unusual circumstances on a case by case basis. It is the responsibility of every employee to disclose any potential or existing personal relationship which falls under the definitions provided in this policy. Employees who fail to disclose personal relationships covered by this policy will be subject to disciplinary action up to and including the termination.

EMPLOYEE HANDBOOK - Effective April 15, 2024

EMPLOYEE HANDBOOK RECEIPT

I acknowledge receipt of the Rainey Institute Employee Handbook, which describes my employee benefits and obligations, and agree to review the contents.

I understand that the policies contained in this handbook are not intended to create a contract of employment nor is any other communication by a management representative, either expressed or implied, intended to be a contract.

I understand that this handbook is not a guarantee of employment for any set period and that the organization may terminate my employment at any time, with or without reason. No words or actions of the organization will be deemed to create an express or implied contract of employment or require the organization to have good cause for terminating my employment. Furthermore, I understand that the policies and benefits described in this handbook represent guidelines only, which may be revised or removed at any time with or without notice.

I have read the policy regarding Discrimination, Harassment and Retaliation Prevention, understand it and agree to follow it. I understand any employee who engages in conduct prohibited by the Policy will be subject to disciplinary action, up to and including termination.

I agree that Rainey Institute retains the right to make decisions involving employment as-needed in order to execute operations in a manner that is beneficial to the employees and the organization.

This handbook and its policies are effective as of the signed date and supersede all other all other policies previously distributed by the organization. New or revised policies are issued periodically.

I have read (or will read) the Rainey Institute Employee Handbook and will refer to it as questions arise. For further clarification, I will discuss any policy with my supervisor or Human Resources..

EMPLOYEES NAME (PRINT): _____

EMPLOYEES SIGNATURE_____

DATE:_____