

LUBBOCK CHRISTIAN SCHOOL

Employee Handbook 2024-2025



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School Colors

Royal Blue and Yellow Gold

Mascot

Eagles

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I. INTRODUCTION

I.1 Welcome

As we enter our 70th year of existence, we praise God for His provision. The greatest among these gifts are the people who served the Kingdom in this place. People of vision, courage, and sacrifice have graced the “halls” of Lubbock Christian School since the beginning. Only the LORD knows the immeasurable impact those lives have had on students and their families.

Whether this is your 36th year or 1st year, you are given an opportunity to “mark” young lives in this new year. May your love for Christ be evidenced on this campus and an “offering” to your Creator. It is our desire that the joy of the LORD is felt throughout the LC community. God is welcome here! We are excited to watch Him move through you in 2024-2025.

I.2 Philosophy

Our Biblical Foundation

Lubbock Christian School’s educational philosophy grows out of its understanding of the Christian faith. We believe the underlying source, goal, and direction of everything is the One revealed in the Bible as the Creator, Governor, and Redeemer of the universe. We believe all reality is dependent upon God and is intended to reflect His goodness and glory. We believe God the Father has disclosed Himself and His intentions through the revelation of His Son, Jesus Christ. Sin, however, has distorted man’s view of God, creation, self, and fellow man. Consequently, we believe true education is an ongoing process whereby we are led to better understand ourselves and the world and to comprehend it as God’s world. Further, because God has created us as persons in community, we believe true education involves learning to live together with all persons.

It is our understanding that all truth, properly understood, is God’s truth and should be pursued and celebrated as such. Thus, those who are charged by parents to participate in the education of their children must integrate biblical teaching in all disciplines to help students view themselves and their world through the eyes of faith. Our teachers are expected to be exemplary models of the Christian walk. We believe Christ-like education has as much to do with character and conduct as it does with data and facts. It includes the development of dispositions, attitudes, and behavior that reflect trust in the Creator and Redeemer of the universe.

Our Christ-Centered Approach

Lubbock Christian School seeks to provide Christ-centered, Bible-based education through the following:

- Christian educators in every class.
- Daily non-denominational Bible classes and chapel assemblies.
- Biblical integration of all subject matter.
- Values taught through the lens of a Christian worldview. We look to God’s word and to the life of Jesus Christ as the source of Truth for life’s questions.

Our Assumptions

The programs at Lubbock Christian School rest on the following basic assumptions:

- Every student is an individual created in the image of God, with personal responsibilities in this life and eternal hope for the life to come.
- Every student should be held to high academic standards with the necessary support of their teacher.
- That the teachings of Christ are essential to the development of the whole person at every stage of life.

Our Objectives

The daily life of LCS is shaped by our objectives as an institution of Christian education:

- To offer high-quality education in a Christian environment and inspire our students to live the “abundant life.”
- To encourage and mentor students in the joy, hope, and courage of the Christian faith.
- To help students develop a worldview rooted and established in loving God and loving people.
- To stimulate intellectual growth and spiritual discernment in students who seek Wisdom.

I.3 Statement of Faith

The Board of Trustees, administration, faculty, and staff, of Lubbock Christian School hold to the following doctrinal beliefs and will endeavor to operate with these beliefs serving as the fundamental and guiding principles for all aspects of our organization:

- The Bible is the inspired, authoritative word of God and is therefore recognized and taught in our school as absolute truth. (2 Timothy 3:15; 2 Peter 1:20-21)
- Knowledge of God and His omnipotent nature is the most important type of knowledge and serves as the foundation for all learning. (Proverbs 1:7; Proverbs 2:10-11; Romans 1:20)
- There is one God, eternally existent in three persons: Father, Son, and Holy Spirit. (Genesis 1:1; Matthew 28:19; John 10:30)
- Our Lord Jesus Christ is deity (John 10:33); born of a virgin (Isaiah 7:14; Matthew 1:23; Luke 1:35); lived a sinless life on earth in the form of a human being (Hebrews 4:15; Hebrews 7:26); performed miracles (John 2:11); atoned for the sins of man through His death on the cross (1 Corinthians 15:3; Ephesians 1:7; Hebrews 2:9); was resurrected from death (John 11:25; 1 Corinthians 15:4); ascended to the right hand of the Father (Mark 16:19); will return in power and glory (Acts 1:11; Revelation 19:11).
- Adam, the first man, sinned by disobedience. This act resulted in the fall of all mankind; therefore, all people have sinned and lost their ability to live for the glory of God. Every person's sin incurs both physical and spiritual death until there is forgiveness and salvation by the grace of God. (Genesis 3:1-24; Romans 3:10-23, 5:12-21, 6:23)
- Salvation from one's sin comes only one way: grace through faith in Jesus Christ (Ephesians 2). Obedient faith leads one toward a Christ-centered life and submission to baptism in imitation of His death, burial, and resurrection (Romans 6), for the gifts of forgiveness of sins and the indwelling Holy Spirit (Acts 2).
- The Holy Spirit indwells Christians, enabling them to live godly lives. (Romans 8:13-14; 1 Corinthians 3:16; 1 Corinthians 6:19-20; Ephesians 4:30; Ephesians 5:18)
- Christians are called to the spiritual unity of believers in our Lord Jesus Christ. (1 Corinthians 12:12-13; Galatians 3:26-28)
- In the beginning God created mankind in His image, and man is not in any sense the product of evolution. (Genesis 1:27, 31)
- Men and women were created distinctively by God, further His intent for all people is that they live distinctively male or female as He created. (Genesis 1:27-28; Psalm 139:13-14)
- Marriage is a union designed by God and only between a man and a woman. (Genesis 2:22-24; Mark 10:6-9) Human sexuality is part of God's designed creation and to be experienced and enjoyed in a monogamous marriage relationship between a man and a woman only. (1 Corinthians 7:2; Hebrews 13:4)
- The church is the body of Christ and the family of God. It is made up of saved believers, who assemble for worship, fellowship, and ministry. (Matthew 16:18; 1 Corinthians 12:12-14; Hebrews 10:25)
- It is a privilege to proclaim the good news of Jesus Christ and to seek to make growing disciples. (Matthew 28:18-20; Acts 1:8)
- In addition to these beliefs, we also believe that God has given parents the responsibility to bring up their children in the nurture and admonition of the Lord. (Ephesians 6:4; Proverbs 22:6) We believe LCS should partner with the home to grow God-fearing students through bible-based curriculum and experiences.

I.4 History and Authority

LCS is the oldest private school in Lubbock offering pre-kindergarten through twelfth grade. Its existence is the result of much prayer and hard work. It has prospered through the sacrifice of many teachers, parents, and friends who have given liberally of their time, talent, and financial resources. The LORD's favor has been clearly seen through the years.

Founding

The Charter of Lubbock Christian School was signed by the original Board of Trustees on August 28, 1954. That Charter authorized classes from kindergarten through senior college and the first classes met at Broadway Church of Christ. Classes were first held at the present location in 1958 and the first graduating class was in 1965.

Oversight

The school was first governed by the board of the college and subsequently by a committee selected from among the members of that board. The governing committee was described in a letter written by Dr. F. W. Mattox in 1961. In 1980, the business offices of the school and the university were officially separated, and all school records were moved to the Lubbock Christian School office. In 1988, authority was extended by the university board to allow LCU board members, faculty, or staff to comprise a majority of the LCS Board, while parents or the community at large would hold a minority position. On July 1, 2009, LCS officially separated from LCU. The LCS Board of Trustees is made up of LCS parents and/or community leaders with complete authority to govern and operate Lubbock Christian School. LCS owns its own property, including land, buses, buildings, and all their contents.

Facilities

The Lubbock Christian School campus is located at 26th and Dover. The Peter H. Dahlstrom Elementary Learning Center (ELC), Joe Baldrige Building (HS), Mike and Agnes Dent Building (JH), Administration Building, Rickey L. Harman Multi-purpose Building (MPB), E.K. Jr. and Estelle Hufstедler Science and Music Center, Masked Rider Capital Football Field, Peoples Bank Eagle Athletic Center (EAC), and the Diamond at Eagle Park Softball Field are on this campus. Eagle Field Baseball Stadium is located at 24th and Frankford.

Accreditation

Accreditation was granted by the Texas Education Agency in the 1961-62 school year and was maintained each year until 1988. At that time, the state organization ceased accrediting private schools and Texas Christian Schools Association set up an accreditation process. LCS was the first school to earn TCSA accreditation status. Since then, the National Christian School Association (NCSA) and Cognia have taken over accreditation of Christian schools.

I.5 Handbook Purpose

This Handbook contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies or procedures described. No employee handbook can anticipate every circumstance or question about policy. LCS reserves the right to revise, supplement, or rescind any portion of the Handbook at its sole and absolute discretion. The **2024-2025 Employee Handbook** renders all previous versions null and void. Employees are expected to familiarize themselves with the contents of this Handbook, as well as the contents of their respective **Student/Parent Handbook**.

I.6 Whistleblower Policy

Lubbock Christian School proactively promotes legal and policy compliance by encouraging all members of the LCS community to report any financial improprieties, illegal practices or policy violations committed by school employees or agents. Individuals making such good-faith reports are protected from retaliation. This policy applies to members of the board of trustees, officers, faculty, staff, employees, and volunteers. Members of the LCS community have the responsibility to report suspected violations to the principal, President, or members of the Board as appropriate.

II. EMPLOYMENT

II.1 Employment At Will

Employment at Lubbock Christian School is at-will, meaning that either the employee or the school can terminate the employment relationship at any time, with or without cause or notice. This is the case unless otherwise stated in a written individual employment agreement signed by the LCS president.

II.2 Letters of Intent

Letters of Intent will go out in January for employees to indicate their desire to be offered employment for the following school year. They are due the first Friday of February.

II.3 Employee Agreements

Once a fiscal year budget is approved by the Board in the August meeting, employees will receive an Employee Agreement to sign. These agreements are to be completed by August 31st.

II.4 Equal Opportunity Employer

Lubbock Christian School provides equal employment opportunities to all employees and applicants regardless of race, color, sex, age, national origin, disability, or any other characteristic protected by law.

II.5 Employee Privacy

It is the goal of Lubbock Christian School to respect the individual privacy of its employees and at the same time maintain a safe and secure workplace. When issues of safety and security arise, you may be requested to cooperate with an investigation. The investigation may include the following procedures: searches of personal belongings, searches of work areas, searches of private vehicles on school premises, or medical examinations. Failure to cooperate with an investigation is grounds for termination. Providing false information during any investigation may lead to discipline, including termination.

Employees are expected to make use of school facilities and resources (laptops, email, printers, copiers, etc.) exclusively for educational purposes of the school. Accordingly, materials that appear on school hardware or networks are presumed to be for educational purposes, and all such materials are subject to review by the school at any time without notice to the employees. Employees do not have an expectation of privacy with respect to any material on school property. Lubbock Christian School regularly monitors its communications systems and networks as allowed by law. Monitored activity may include voice, email, and text communications, as well as internet search and browsing history. Employees who make excessive use of the communications system for personal matters are subject to disciplinary action.

II.6 Employment Classification

To determine eligibility for benefits and overtime status and to ensure compliance with federal and state laws and regulations, Lubbock Christian School classifies its employees as shown below. LCS may review or change employee classifications at any time.

Exempt – Employees are typically paid on a salary basis and are not eligible to receive overtime pay.

Nonexempt – Employees who are eligible to receive overtime pay under the Fair Labor Standards Act (FLSA).

Full-Time (Regular) – Employees who work a minimum of 30 hours weekly and maintain continuous employment status. Generally, these employees are eligible for the full-time benefits package and are subject to the terms, conditions, and limitations of each benefits program.

Part-Time (Regular) – Employees who are regularly scheduled to work less than 30 hours (but at least 20 hours) weekly and who maintain continuous employment status. Part-time employees are not eligible to receive benefits.

Part-Time (Temporary) – Employees hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project. Employees are scheduled to work less than 30 hours weekly. Employment beyond any initially stated period does not in any way imply a change in employment status.

II.7 Employment Tiers

Tier I Employees: President, Principals, Athletic Director, Finance Department, Admissions

- 240 Days (12-month employees)
- School Year: M-F, 7:45-5:00
- Summer: M-TH, 8:00-12:00
- Exceptions: Holidays and School Closures

PTO:

- 3 personal days
- Vacation – 2 weeks/year (Unused time is forfeited at the end of contract year.)
- 8 sick days/year (May accumulate a maximum of 24 days.)
- Paid Holidays

Tier II Employees: Teachers, Aides, Designated Staff

- 185 Days (10-month employees)
- School Year: M-F, 7:45-4:00
- Exceptions: Holidays and School Closures

PTO:

- 3 personal days
- 8 sick days/year (May accumulate a maximum of 24 days.)
- Paid Holidays

Tier III Employees: Facilities

- 240 Days (12-month employees)
- School Year: M-F, 7:45-5:00 (Saturday as needed)
- Summer: M-TH, 8:00-5:00 (Saturday as needed)
- Exceptions: Holidays and School Closures

PTO:

- 3 personal days
- Vacation – 2 weeks/year (Unused time is forfeited at the end of contract year.)
- 8 sick days/year (May accumulate a maximum of 24 days.)
- Paid Holidays

Tier IV Part-Time Employees: Janitorial, Maintenance, Child-care Services

- Days vary
- As scheduled
- Exceptions: Holidays and School Closures

II.8 Time Records

All nonexempt employees are required to complete accurate weekly reports showing time worked. These records are required to comply with governmental regulations and are used to calculate regular, and overtime pay. At the end of each week, the Business Office will review time records for accuracy. Employees are responsible for verifying their time clock punches to ensure correct recording of hours worked.

II.9 Overtime Policy

The purpose of this policy is to control labor costs by managing the expense of overtime paid to nonexempt employees.

Compliance

Lubbock Christian School will pay time and a half to nonexempt employees who exceed 40 hours of work time in a workweek.

- Paid leave does not apply toward work time.
- The workweek begins at 12:00am Sunday morning and ends at 11:59pm Saturday night.
- Although employees are normally scheduled for a 40-hour workweek, overtime payments do not commence until the employee exceeds 40 hours in a workweek.
- Retirement will not be calculated on overtime.

Overtime Approval

Supervisors are required to obtain approval from the Business Manager prior to the use of overtime. Employees who anticipate the need for overtime must notify their supervisors in advance and obtain approval prior to working hours that extend beyond their normal schedule.

Required Overtime

On occasion, LCS may require employees to work extended hours. Overtime is considered a condition of employment and refusal to accept it, when reasonable notice has been given, is cause for discipline.

Consequences for Overuse of Overtime

Supervisors who authorize staff members to work overtime without prior approval from the Business Manager will be subject to disciplinary action. Supervisors who continually rely on the use of overtime hours, without it being deemed as extenuating circumstances by the Business Manager, will be subject to disciplinary action.

Consequences for Unauthorized Overtime

Employees who fail to obtain approval prior to working hours that extend beyond their normal 40-hour workweek will be subject to disciplinary action.

II.10 Paychecks

Hourly employees are paid twice per month (on the 15th and last business day of each month). Salaried employees are paid once per month (on the last business day of each month). Employees on a ten-month contract (primarily teachers and aides) are paid over a twelve-month period.

If a payday falls on a holiday or weekend, employees will receive their check on the preceding business day. Paychecks are issued to the employee via direct deposit into their bank of choice. Forms for direct deposit are available through the Business Office or through the Employee Self Service (ESS) portal with our payroll processor.

Employees may access their paycheck details, paycheck history, and tax forms through the Employee Self Service (ESS) portal with our payroll processor.

II.11 Employee Status Changes

It is important to keep our Business Office informed about any changes to your personal information. We rely on accurate and up-to-date records to ensure the smooth functioning of various administrative processes. Therefore, we kindly request your cooperation in promptly notifying the Business Office of any of the following changes:

Account Number Changes: If you open a new bank account, close an existing one, or make any modifications to your account details, please inform the Business Office immediately. This impacts accurate and timely processing of payroll and any other financial transactions related to your employment.

Address Changes: If you move to a new residence or change your mailing address, it is crucial to update your information with the Business Office. It is important that documents, such as tax forms, benefits information, and any other correspondence, are delivered to the correct address.

Family Changes: Changes in your family situation, such as marriage, divorce, birth, or adoption, should be communicated to the Business Office. This allows us to update your records and ensure that any relevant benefits, insurance coverage, or emergency contact information are adjusted accordingly.

II.12 Summer Professional Development Policy

Beginning summer 2025, LCS employees on a 10-month 185-day work calendar will earn at least 12 hours of non-contract professional development (PD) per year. These hours shall include workshops, seminars, alternative certification programs, or college credit classes and be designed to increase mastery of course content taught.

II.13 Outside Employment

Employees are required to disclose in writing to their immediate supervisor any outside employment that may create a potential conflict of interest with their assigned duties and responsibilities or the best interest of the school. Supervisors will consider outside employment on a case-by-case basis and determine whether it should be prohibited because of a conflict of interest.

II.14 Grievances

Employees are encouraged to discuss concerns or complaints with their supervisors or an appropriate administrator at any time. The formal grievance process provides all employees with an opportunity to be heard up to the highest level of the organization if they are dissatisfied with an administrative response. Once all administrative grievance procedures are exhausted, employees can bring grievances to the Board of Trustees. Please refer to the “Problem Resolution” section of the Student/Parent Handbook for details.

III. WORKPLACE SAFETY

III.1 Alcohol-Free / Drug-Free Workplace

It is the policy of Lubbock Christian School to maintain a drug-free and alcohol-free work environment that is safe and productive for employees, students, and visitors.

The unlawful use, possession, purchase, sale, or distribution of any illegal drug or controlled substance (including medical marijuana) while on school premises, or while performing services for the school, is strictly prohibited. Lubbock Christian School also prohibits reporting to work or performing services under the influence of alcohol or consuming alcohol while on duty or during work hours. In addition, Lubbock Christian School prohibits off-premises abuse of alcohol or controlled substances (including medical marijuana), as well as the possession, use, or sale of illegal drugs.

To ensure compliance with this policy, substance abuse screening may be conducted in the following situations:

Pre-Employment: as required by the school for all prospective employees who receive a conditional offer of employment.

For cause: upon reasonable suspicion that the employee is under the influence of alcohol or drugs that could affect or have adversely affected the employee’s job performance.

Random: as authorized or required by federal or state law.

Compliance with this policy is a condition of employment. Employees who test positive or refuse to submit to substance abuse screening will be subject to termination. Notwithstanding any provision herein, this policy will be enforced in accordance with applicable state and local law. Any employee violating this policy is subject to discipline, up to and including termination, for the first offense.

III.2 Tobacco-Free Campus Policy

Lubbock Christian School is committed to providing a healthy and safe environment for all employees, students, and visitors. The use of any tobacco products, including cigarettes, cigars, pipes, chewing tobacco, electronic cigarettes (e-cigarettes), vaping devices, and any other related products, is strictly prohibited on our campus, including outdoor areas, parking lots, and personal vehicles. Failure to comply with this policy will result in appropriate disciplinary action.

III.3 Visitors

All visitors must check in with either the elementary or secondary administrative assistant to receive a visitor's badge. This policy applies to anyone who is not an active employee.

III.4 Duty to Report

Section 261.101 of the Texas Family Code mandates that anyone who suspects child abuse or neglect must report it immediately. The report may be made to (1) any local or state law enforcement agency; or (2) the Department of Family and Protective Services.

Lubbock Christian School employees suspected of abuse, neglect or exploitation will be suspended immediately. If an investigation validates the claim, the employee will be terminated. Employees will immediately notify their supervisor and the President of any suspected abuse or neglect via email. This notification does not relieve the employee of their duty to report.

IV. CODE OF CONDUCT

IV.1 Attendance

Employees are expected to arrive on time (7:45am) and ready for work. If unable to arrive on time, the employee will contact their supervisor with verbal confirmation as soon as possible. Voicemail or email messages are not acceptable forms of communication except in certain emergency situations. Excessive absenteeism or tardiness will result in discipline up to and including termination of employment. Failure to show up or call in for scheduled work, without prior approval, may result in discipline.

IV.2 Job Performance

Communication between employees and supervisors is very important. Discussions regarding job performance are ongoing and often informal. Employees should initiate conversations with their supervisors if they feel additional ongoing feedback is needed. Formal performance reviews are conducted annually. These reviews include a written performance appraisal and discussion between the employee and supervisor about job performance and expectations for the coming year.

IV.3 Growth Plans

A Growth Plan is an important tool for fostering professional growth and addressing performance concerns within our organization. This is a structured process designed to support employees in improving their job performance to meet the required standards and expectations.

When employee performance reveals a development opportunity, a GP provides a clear roadmap for improvement. It outlines specific goals, targets, and actions for the employee to meet within a defined timeframe. The GP is a collaborative effort between the employee and their supervisor, aimed at identifying areas to improve and providing the necessary resources and support to help the employee succeed.

During the GP process, employees receive regular feedback and guidance from their supervisor. This may include additional training, coaching, or mentoring opportunities to enhance their skills and address any identified performance gap. The GP serves as a mechanism for open and honest communication, allowing both the employee and supervisor to discuss challenges, set realistic expectations, and work toward achieving performance objectives.

It is important to note that a GP is not intended as a punitive measure. Instead, it is a means to help employees reach their full potential and align their performance with organizational standards. Employees who receive a GP should actively engage in the process, seek clarification when needed, and demonstrate a willingness to make the necessary improvements. Failure to meet the outlined objectives within the defined timeframe may result in disciplinary actions or employment decisions.

IV.4 Dress and Grooming

General Guidelines:

An employee's dress and grooming shall be clean, neat, in a manner appropriate for their assignment, and in accordance with the following standards:

- Employees may not wear clothing items prohibited by the student handbook.
- No tight or form-fitting pants, stretch pants, yoga pants or leggings may be worn unless, under a skirt, or dress, that complies with the dress code.
- Staff are not permitted to wear any clothing, paraphernalia, grooming, jewelry, accessories, or body adornments that are disruptive to the education environment.
- Employees should wear clothing that is professional as it pertains to necklines and shirt/skirt lengths.
- All administrative staff are expected to dress in a professional manner.
- Good personal hygiene is always required.

Hair – Hairstyles and facial hair must be neat in appearance and present a professional style.

Shoes – Footwear shall exclude flip-flops and slippers.

Jeans – Jeans (free from holes, rips, and tears) may be worn on days designated by the principal (i.e., designated spirit days, and teacher in-service days).

Support Staff – Employees in maintenance and positions requiring a uniform are expected to dress in a manner appropriate to their position and type of work.

Exceptions to Guidelines:

Physical education staff/coaches may choose to wear appropriate attire, approved by the administration, during the physical education instructional or athletic periods (duty hours).

The campus principal and/or supervisor will be solely responsible for initially interpreting and enforcing the dress code, and may approve variations of the dress code for special situations such as field day, spirit day, etc.

IV.5 Driving for School-Related Travel

Employees must be added to insurance before driving school vehicles. Safe driving is top priority when operating a vehicle for Lubbock Christian School business. Your first responsibility is to be attentive to your driving. Never allow a cell phone or other mobile device to distract you from focusing on the road.

Under no circumstances should you attempt to fulfill business needs while driving and place yourself or others at risk. You should follow these procedures to avoid distracted driving:

- Follow all applicable state and local laws that address the use of cell phones and other mobile devices while driving.
- Avoid all cell phone usage while driving and do not use it as a hand-held device. Find a safe place to pull over to make or receive phone calls, send or receive text messages, or manipulate navigation apps.
- Program your destination into navigation apps or GPS devices before you start driving.
- Do not read or respond to text or email messages or browse social media/Internet while driving.
- Be aware of distractions from in-car "infotainment" systems. Just because they are built into the vehicle does not mean they do not create a hazardous distraction.

Employees who fail to follow safety guidelines are subject to discipline.

IV.6 Social Media – Acceptable Use

Lubbock Christian School encourages employees to share information with coworkers and with those outside the school for the purposes of gathering information, generating new ideas, and learning from the work of others. Social media provides inexpensive, informal, and timely ways to participate in this exchange. However, information posted on a website is available to the public, and therefore, the school has established the following guidelines for employee participation in social media.

Note: As used in this policy, “social media” refers to blogs, forums, and social networking sites, such as X, Instagram, Facebook, LinkedIn, YouTube, TikTok, Snapchat, GroupMe, etc.

GroupMe: While GroupMe is used for communication between LCS families, it is not the official communication between LCS and those families. Employees should use wisdom in responding to such messages. Any areas of concern within GroupMe should be reported to the administration.

Off-duty use of social media: Employees may maintain personal websites or weblogs on their own time using their own facilities. Employees must ensure that social media activity does not interfere with their work. In general, the school considers social media activities to be personal endeavors, and employees may use them to express their thoughts or promote their ideas.

On-duty use of social media: Employees may engage in social media activity during work time provided it is directly related to their work and approved by their supervisor and does not identify or reference students, employees, or vendors without express permission. The school reserves the right to monitor employee use of school computers and the Internet, including employee blogging and social networking activity.

Respect: Employees should demonstrate respect for the dignity of the school, its Board, its students, its vendors, and its employees. A social media site is a public place, and employees should avoid inappropriate comments. For example, employees should not divulge Lubbock Christian School confidential information including, but not limited to, information restricted from disclosure by law on social media sites. Similarly, employees should not engage in harassment or discriminatory behavior that targets other employees or make defamatory comments that are counter to Christian values.

Post disclaimers: Employees who identify themselves as school employees or discuss matters related to the school on a social media site must include a disclaimer on the front page stating that it does not express the views of the school—for example: “The views expressed on this website/Weblog are mine alone and do not necessarily reflect the views of my employer.” Place the disclaimer in a prominent position for each posting expressing an opinion related to the business of the school. Employees must keep in mind that if they post information on a social media site that is in violation of school policy and/or federal, state, or local law, the disclaimer will not shield them from disciplinary action.

Competition: Employees should not use social media to criticize other schools. In addition, employees should refrain from criticizing game officials regardless of the outcome.

Confidentiality: Do not identify or reference school vendors without expressed permission. Employees may write about their jobs in general but may not disclose any confidential information. If in doubt, ask before publishing.

Trademarks and copyrights: Do not use LCS or other trademarks on a social media site or reproduce such material without first obtaining permission.

Legal: Employees are expected to comply with all applicable laws including, but not limited to, Federal Trade Commission (FTC) guidelines, copyright, trademark, and harassment laws.

Discipline: Violations of this policy may result in discipline up to and including immediate termination of employment.

Nothing in this policy is meant to limit, in any way, your rights under applicable federal, state, or local laws. This includes your rights under the NLRA to engage in protected concerted activities with other employees to improve or discuss terms and conditions of employment, such as wages, working conditions, and benefits. Employees have the right to engage in or refrain from such activities.

IV.7 Computers, Internet, Email, and Other Resources

Lubbock Christian School provides a variety of communication tools and resources to employees for use in work-related daily activities. Whether it is the computer, telephone, scanner, Internet, email, or other school-provided technology, use should be reserved for school-related matters during working hours. All communication should be of a professional and respectful nature.

Employees should not have any expectation of privacy in their use of a school computer, phone, portable electronic device, or other communication tool. All communications made using school-provided equipment or services, including email and Internet activity, are subject to inspection by the school. Employees should keep in mind that even if they delete an email, a voicemail, or another communication, a copy may be archived on the school system. Internet access on all school owned devices is filtered by LCS, whether it is used on the school network or elsewhere.

Employee use of school-provided communication systems, including personal email and Internet use, that is not job-related has the potential to drain, rather than enhance, productivity and system performance. You should also be aware that information transmitted through email and the Internet is not completely secure or may contain viruses or malware. Information you transmit or receive could damage the school's systems, as well as the reputation of the school. To protect against possible threats, delete email messages received from unknown senders or advertisers before opening. It is against school policy to turn off antivirus protection software or make unauthorized changes to system configurations installed on school computers. Violations of this policy may result in termination for a first offense.

The school encourages employees to use email only to communicate with fellow employees, suppliers, customers, or potential customers regarding school business. Internal and external emails are considered school records and may be subject to federal and state recordkeeping requirements as well as discovery in the event of litigation. Be aware of this possibility when sending emails.

Employees should give particular attention to the use and security of portable electronic devices when used for school-related purposes, such as laptops, tablets, smartphones, and other data storage media, whether provided by the employer or the employee. Lost or stolen portable electronic devices containing school information may cause breaches of security that result in the loss of confidential data or the unauthorized disclosure of sensitive employee data. Lawsuits against the individual or the school could result. Employees should use appropriate password protection for such devices and physically secure them as recommended by the IT department.

IV.8 Faculty and Staff Interaction with Students via Text Messaging and Social Media

We are committed to maintaining a safe and respectful learning environment for all students. This policy is designed to establish guidelines and expectations for faculty and staff regarding their interaction with students via text messaging and social media platforms. Our priority is to safeguard the well-being of our students while upholding the principles of professionalism and ethical conduct.

Scope: This policy applies to all faculty and staff members employed part-time or full-time at Lubbock Christian School, regardless of their role or position.

Policy –

Communication Channels: All official communication between faculty/staff and students should occur through school-sanctioned channels, such as school-provided email, learning management systems, or other approved platforms.

Text Messaging: Faculty/staff should limit text messaging with students to official school-related matters only.

Social Media Interaction: Faculty/staff are not allowed to engage in private messaging or hidden direct communication with students through personal social media accounts. Interactions on official school social media accounts must adhere to professional guidelines and should be focused on school-related content.

Professional Boundaries: Faculty/staff should always maintain appropriate professional boundaries with students whether in-person and online. Avoid engaging in conversations, comments, or activities on social media that may be perceived as inappropriate or compromising.

Reporting and Accountability: If a faculty/staff member becomes aware of any inappropriate communication between a colleague and student on personal social media accounts or through text messages, they must promptly report it to the appropriate school authority. Failure to comply with this policy may result in disciplinary action up to and including termination of employment.

IV.9 Harassment and Retaliation

Employees shall not engage in prohibited harassment, including sexual harassment, of other employees or students. While acting in the course of their employment, employees shall not engage in prohibited harassment of other persons, including board members, vendors, contractors, volunteers, or parents. A substantiated charge of harassment will result in disciplinary action up to and including termination.

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

V. EMPLOYEE BENEFITS

V.1 Insurance

Refer to the Employee Health Benefits Packet for the current school year. Employees who work 30 hours or more per week may be covered, upon request, under the group health insurance policy. The insurance plan year is from September 1 through August 31. Current employees can make changes in their insurance coverage during open enrollment each year or when they experience a life event (e.g., marriage, divorce, birth).

V.2 Health Savings Plan

Employees who are eligible to participate in the group health insurance plan and choose the high deductible (HD) option may contribute to a Health Savings Account (HSA) on a pre-tax basis. Contributions are subject to IRS requirements and limits.

V.3 403(b) Retirement Plan

Full-time employees are eligible to participate in the employee contribution portion of the 403(b) plan from their date of hire. Employees who meet all eligibility conditions may also receive employer matching contributions. The amount or percentage of employer matching contribution is at the discretion of LCS. Contact the Human Resources department to enroll.

V.4 COBRA (Consolidated Omnibus Budget Reconciliation Act)

Following termination of employment, continued coverage under the LCS group medical plan may be available to the employee or their qualified beneficiaries under applicable law. The cost of coverage is paid solely by the former employee and may be subject to an administrative fee.

V.5 Workers' Compensation

Lubbock Christian School provides workers' compensation insurance at no cost to its employees. Subject to applicable legal requirements, workers' compensation will pay for medical care and lost wages resulting from job-related illnesses or injuries. Employees are required to sign a "Workers' Compensation Acknowledgement" upon hire. An incident report must be filled out within 3 days of injury or illness. All employees are expected to return to work immediately upon medical release by their treating physician.

V.6 Employee Tuition Discount

Employees who work 30 hours or more per week will receive a tuition discount on their children attending Lubbock Christian School. A 75% discount will be applied for the first 5 years of service. Beginning the 6th year, the discount is 100%. This discount does not apply to fees.

V.7 Sick Leave

Full-time employees are eligible for **8** days of sick leave per school year. Employees may use sick days for personal illness or disability or for an illness in their immediate family. Sick days may also be used for the death of a close friend or family member that is not eligible for bereavement days. Employees may accrue a maximum of **24** days of sick leave. Sick leave is used in full or ½ day increments. Unless otherwise required by state law, unused sick days are forfeited when an employee's employment ends for any reason.

Part-time and hourly wage employees do not have sick leave unless specifically noted in their employment agreement.

V.8 Personal Leave

Full-time employees are eligible for **3** days of personal leave per contract year. Employees may use personal days for any purpose. Personal days do not accrue beyond the contract year. Personal days may not be taken prior to Labor Day or after May 1st and may not be used to lengthen a scheduled school holiday. Employees will complete a time off request in Paycom at least 48 hours in advance. Supervisors have the responsibility of checking Paycom and approving requests in a timely manner. Personal time off may be granted on a daily basis at the discretion of the supervisor and/or President. Teachers and designated staff must also enter their time into SmartFind to request a substitute.

Each additional day (or ½ day) results in salary reduction as it pertains to contract days. Personal leave is used in full or ½ day increments.

V.9 Bereavement Leave

Employees may take up to 3 days of paid bereavement leave upon the death of a member of their immediate family. "Immediate family members" are defined as an employee's spouse, parents, stepparents, siblings, children, stepchildren, grandparent, parent-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, or grandchild. All regular, full-time employees may take up to 1 day off with pay to attend the funeral of an extended family member (aunts, uncles, and cousins). The school may require verification of the need for the leave. The employee's supervisor and Business Office will consider this time off on a case-by-case basis. Payment for bereavement leave is computed at the regular hourly rate to a maximum of 8 hours for 1 day. Time off granted in accordance with this policy shall not be credited as time worked for the purpose of computing overtime.

V.10 Family and Medical Leave

Lubbock Christian School complies with the federal FMLA which requires employers to grant unpaid leaves of absence to qualified workers for certain medical and family-related reasons. The school also abides by any state and local leave laws. The more generous of the laws will apply to the employee if the employee is eligible under both federal and state laws. Please note there are many requirements, qualifications, and exceptions under these laws, and each employee's situation is different. Contact the Business Office to discuss options for leave. The FMLA requires private employers with 50 or more employees and all public agencies, including state, local, and federal employers, and local education agencies (schools) to provide eligible employees up to 12 weeks of unpaid, job-protected leave in any 12-month period for certain family and medical reasons. The 12-month period is a rolling period measured backward from the date an employee uses any FMLA leave, except for leaves to care for a covered service member with a serious illness or injury. For those leaves, the leave entitlement is 26 weeks in a single 12-month period measured forward from the date an employee first takes that type of leave.

Basic leave entitlement: The FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons: (1) for incapacity due to pregnancy, prenatal medical care, or childbirth; (2) to care for the employee's child after birth or placement for adoption or foster care; (3) to care for the employee's spouse, child, or parent who has a serious health condition; or (4) for a serious health condition that makes the employee unable to work.

Military family leave entitlements: Eligible employees with a spouse, child, or parent on active duty or called to active-duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include addressing issues that arise from (1) short notice of deployment (limited to up to 7 days of leave); (2) attending certain military events and related activity; (3) arranging child care and school activities; (4) addressing certain financial and legal arrangements; (5) attending certain counseling sessions; (6) spending time with covered military family members on short-term temporary rest and recuperation leave (limited to up to 5 days of leave); (7) attending post deployment reintegration briefings; (8) arranging care for or providing care to a parent who is incapable of self-care; and (9) any additional activities agreed upon by the employer and employee that arise out of the military member's active duty or call to active duty.

The FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is a current member of the armed forces, including a member of the National Guard or reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform the duties of the servicemember's office, grade, rank, or rating and for which the servicemember is undergoing medical treatment, recuperation, or therapy; is in outpatient status; or is on the temporary disability retired list.

Benefits and protections during FMLA leave: During FMLA leave, the school will maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Employees are required to pay their portion of health premiums during unpaid FMLA leave. Upon return from FMLA leave, most employees will be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. However, an employee on FMLA leave does not have any greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the FMLA leave period.

Certain highly compensated key employees also may be denied reinstatement when necessary to prevent "substantial and grievous economic injury" to the school's operations. A "key" employee is an eligible salaried employee who is among the highest-paid 10 percent of the school's employees within 75 miles of the worksite. Employees will be notified of their status as key employees, when applicable, after they request FMLA leave.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued before the start of an employee's leave.

Employee eligibility: The FMLA defines eligible employees as employees who (1) have worked for the school for at least 12 months; (2) have worked for the school for at least 1,250 hours in the previous 12 months; and (3) work at or report to a worksite that has 50 or more employees or is within 75 miles of school worksites that, taken together, have a total of 50 or more employees.

Definition of "serious health condition": A serious health condition is an illness, an injury, an impairment, or a physical or mental condition that involves either an overnight stay in a medical care facility or continuing treatment by a healthcare provider for a condition that either prevents the employee from performing the functions of the employee's job or prevents the qualified family member from participating in school, work, or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least 2 visits to a healthcare provider or 1 visit and a regimen of continuing treatment, incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of "continuing treatment."

Use of leave: An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced work schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies also may be taken on an intermittent or a reduced work schedule basis.

Substitution of paid leave for unpaid leave: Employees may choose, or LCS may require, the use of accrued paid leave while taking FMLA leave. Accordingly, the school requires employees to use any accrued paid vacation, personal, and sick days during an unpaid FMLA leave taken because of the employees' own serious health condition or the serious health condition of a family member or to care for a seriously ill or injured family member in the military. In addition, employees must use any accrued paid vacation or personal days (but not sick days) during FMLA leave taken to care for a newborn or newly placed child or for a qualifying exigency arising out of a family member's active duty or call to active-duty status in support of a contingency operation. To use paid leave for FMLA leave, employees must comply with the school's normal paid leave procedures found in its Vacation and Sick Leave policies.

Employee responsibilities: Employees must provide 30 days' advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, employees must provide notice as soon as practicable and generally must comply with the school's normal call-in procedures. The school may delay leave to employees who do not provide proper advance notice of the foreseeable need for leave, absent unusual circumstances preventing the notice. Employees must provide sufficient information for the school to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a healthcare provider, or circumstances supporting the need for military family leave. Employees also must inform the school if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also are required to provide a certification and periodic recertification supporting the need for leave. The school also may require a second and, if necessary, a third opinion (at the school's expense) and, when the leave is a result of the employee's own serious health condition, a fitness-for-duty report to return to work. The school also may delay or deny approval of leave for lack of proper medical certification.

School responsibilities: The school will inform employees requesting leave whether they are eligible under the FMLA. If they are, the notice will specify any additional information required, as well as the employees' rights and responsibilities. If employees are not eligible, the school will provide a reason for the ineligibility.

The school will inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employees' FMLA leave entitlement. If the school determines that the leave is not FMLA-protected, the school will notify the employees.

Other provisions: Under an exception to the FLSA in the FMLA regulations, hourly amounts may be deducted for unpaid leave from the salary of executive, administrative, and professional employees; outside sales representatives; certain highly skilled computer professionals; and certain highly compensated employees who are exempt from the minimum wage and overtime requirements of the FLSA, without affecting the employees' exempt status. This special exception to the "salary basis" requirements for the FLSA's exemptions extends only to eligible employees' use of FMLA leave.

Employees may not perform work for self-employment or for any other employer during an approved leave of absence, except when the leave is for military or public service or when the school has approved the employment under its Outside Employment policy and the employees' reason for FMLA leave does not preclude the outside employment.

Unlawful acts by employers: The FMLA makes it unlawful for any employer (1) to interfere with, restrain, or deny the exercise of any right provided under the FMLA or (2) to discharge or discriminate against any person for opposing any practice made unlawful by the FMLA or for involvement in any proceeding under or relating to the FMLA.

Enforcement: An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer. The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

V.11 Military Leave

Lubbock Christian School supports the military obligations of all employees and grants leaves for uniformed service in accordance with applicable federal and state laws. Any employee who needs time off for uniformed service should immediately notify the Business Office and the employee's supervisor, who will provide details regarding the leave. If an employee is unable to provide notice before leaving for uniformed service, a family member should notify the supervisor as soon as possible.

Upon return from military leave, employees will retain certain rights with respect to reinstatement, seniority, layoffs, compensation, length of service promotions, and length of service pay increases, as required by applicable federal or state law. Failure to report for work within the prescribed time after completion of military service will be considered a voluntary termination.

All employees who enter military service may accumulate a total absence of 5 years and still retain employment rights.

V.12 Jury Duty/Court Appearance

LCS supports employees in their civic duty to serve on a jury. Employees must present any summons to jury duty to their supervisor as soon as possible after receiving the notice to allow advance planning for the absence.

Full-time employees will be paid for up to 1 week of jury duty service at their regular rate of pay. Employees may use any accrued time off if required to serve more than 1 week on a jury.

If an employee is released from jury duty after 4 hours or less of service, the employee must report to work for the remainder of that workday.

Time for appearance in court for personal business will be the individual employee's responsibility. Normally, personal days or vacation days will be used for this purpose.

V.13 Voting

Lubbock Christian School recognizes that voting is a right and privilege of being a citizen of the United States and encourages employees to exercise that right. In most cases, you will have sufficient time outside working hours to vote. If for any reason you think this won't be the case, contact your supervisor to discuss scheduling accommodation.

EMPLOYEE HANDBOOK RECEIPT

I hereby acknowledge receipt of the Employee Handbook of Lubbock Christian School. I understand and agree that it is my responsibility to read and comply with the policies in the Handbook.

I understand that the Handbook and all other written materials provided are intended for informational purposes only. The Handbook, school practices, and other communications do not create an employment contract or term. I understand that the policies and benefits are subject to interpretation, review, removal, and change by administration at any time without notice.

I understand that no modifications to contractual relationships or alterations of at-will relationships are intended by this Handbook, or future modifications to this Handbook.

Employee Name

Employee Signature

Date