



Know Yourself. Know The World.

NOVA CLASSICAL ACADEMY™

2026-2027 Employee Handbook

FORTITUDE

TEMPERANCE

JUSTICE

PRUDENCE

WISDOM



Table of Contents

WELCOME 7

 INTRODUCTION..... 8

MISSION AND VIRTUES 8

 Mission 8

 Virtues 8

EMPLOYMENT PRACTICES AND PROCEDURES 8

 EQUAL EMPLOYMENT OPPORTUNITY 8

 EMPLOYMENT AT-WILL 9

 OPEN DOOR POLICY..... 9

 RECRUITMENT AND HIRING 9

 IMMIGRATION COMPLIANCE 9

 EMPLOYMENT CLASSIFICATION 9

 Licensed Instructional Staff 9

 Educational Support Staff..... 10

 Program Support Staff 10

 Administration..... 10

 Exempt Employees..... 10

 Nonexempt Employees 10

 Temporary Employees 10

 TRAINING..... 10

 INCLEMENT WEATHER 10

ATTENDANCE AND PUNCTUALITY 11

 GENERAL 11

 ABSENCES AND SUBSTITUTE REQUESTS 11

 Absences 11

 Substitute Requests 12

PAY PRACTICES..... 12

 WORK WEEK 12

 HOURS OF WORK 12

 Salary for Exempt Employees 12

 HOLIDAYS 12

 TIME REPORTING POLICIES AND PROCEDURES 13

 Timekeeping..... 13

 Breaks 13

 Overtime 13

Stipends.....	13
PAYROLL PROCEDURES	14
Paydays.....	14
Mandatory Direct Deposit	14
Reimbursements	14
Payment for Advanced Degrees.....	14
TIME OFF	15
Overview	15
PTO Accrual & Use	15
Earned Sick and Safe Time (ESST) Accrual & Use.....	16
Scheduling and Use.....	16
PTO SHARING & DONATION POLICY	17
Policy Statement	17
CODE OF CONDUCT	18
GENERAL EXPECTED BEHAVIORS	18
Use of School Offices.....	18
Standards of Conduct	18
Personal Beliefs	19
Employee Decoration of Workspace.....	19
DRESS CODE & PUBLIC IMAGE	20
GENERAL GUIDELINES	20
WORKSPACE.....	20
USE OF SCHOOL-OWNED EQUIPMENT.....	20
PERFORMANCE EVALUATIONS.....	20
LICENSED INSTRUCTIONAL STAFF EVALUATIONS.....	20
NON-LICENSED STAFF EVALUATIONS	21
EMPLOYEE FILES	21
ACCESS TO PERSONNEL FILES	21
COLLABORATION AND COMMUNICATION	22
OVERVIEW.....	22
Peer-to-Peer	22
Staff-to-Student	22
Teacher-Parent.....	23
COMMUNICATION PROTOCOL.....	23
COMMUNICATION WITH THE MEDIA.....	23
ETHICS	23

GENERAL 23

 Conflicts of Interest 24

 Protection of Confidential Information 24

 Student Data Privacy 24

 Falsification of Documents 24

GIFTS 24

RELATIVES AND INTIMATE RELATIONSHIPS AT WORK 25

REQUIRED LICENSURE 25

INTELLECTUAL PROPERTY 25

EMPLOYMENT OUTSIDE THE WORKPLACE 25

BACKGROUND CHECKS 26

 NOTIFICATION OF A CRIMINAL CONVICTION 26

LEAVES OF ABSENCE 26

 LEAVE CONSIDERATIONS 26

 FAMILY AND MEDICAL LEAVE / PREGNANCY AND PARENTING LEAVE 27

 MINNESOTA PAID FAMILY & MEDICAL LEAVE (PFML) 27

 A. Overview of PFML 27

 B. Premiums 27

 C. Eligibility 27

 D. Benefit Amount 27

 E. Leave Entitlement & Use 27

 F. Intermittent Leave 28

 G. Definitions 28

 H. Notice 28

 I. How to Apply for Minnesota Paid Leave 28

 J. Interaction with Other Laws & Benefits 28

 K. Supplementing with Accumulated Leave Benefits 29

 L. Maintaining Health Coverage During Leave 29

 M. Employment Reinstatement 29

 N. Retaliation 29

BEREAVEMENT LEAVE 29

LEAVE FOR VICTIMS OF A CRIME 30

TIME OFF TO VOTE 30

JURY AND WITNESS DUTY LEAVE 30

MILITARY LEAVE 30

LEAVE FOR CIVIL AIR PATROL SERVICE 30

FAMILY MILITARY LEAVE	30
LEAVE TO ATTEND MILITARY CEREMONIES	31
LEAVE FOR BONE MARROW, ORGAN, AND BLOOD DONATION	31
SCHOOL CONFERENCE & ACTIVITIES LEAVE	31
UNPAID PERSONAL LEAVE OF ABSENCE	31
ACCOMMODATIONS	32
DISABILITY ACCOMMODATION	32
RELIGIOUS ACCOMMODATION	32
LACTATION ACCOMMODATION	32
ALCOHOL AND DRUG POLICY	32
HARASSMENT	33
WORKPLACE VIOLENCE	33
DISCIPLINE AND TERMINATION	34
PROGRESSIVE DISCIPLINE	34
Resignation	34
Return of Property	34
STUDENT CONTACT	35
STUDENT DISCIPLINE	35
CORPORAL PUNISHMENT	35
Physical and Verbal Abuse	35
Student Supervision	35
USE OF STUDENT IMAGE AND VOICE	35
MANDATORY REPORTING	35
FACILITIES	35
FACILITY USE AND SECURITY	35
VISITORS AND GUESTS	35
FOB & KEY POLICY	36
SOLICITATION AND DISTRIBUTION OF LITERATURE	36
BULLETIN BOARDS	37
USE OF NOVA CLASSICAL EQUIPMENT	37
WEAPONS IN THE WORKPLACE	37
USE OF ELECTRONIC RESOURCES	37
TECHNOLOGY EQUIPMENT POLICY	37
E-MAIL	38
SOFTWARE CODE OF ETHICS	38
Virus Protection	38

Installation of Software on the Network	38
EMPLOYEE RESPONSIBILITY	39
USE OF TECHNOLOGY	39
USE OF MAIL	39
SOCIAL MEDIA POLICY	39
SAFETY AND SECURITY	40
HEALTH AND SAFETY PROGRAM	40
SMOKE-FREE WORKPLACE	40
WORK-RELATED INJURIES	41
SECURITY INSPECTIONS	41
HAZARDOUS AND TOXIC MATERIALS	41
EMPLOYEE BENEFITS	41
BENEFITS AND ELIGIBILITY	41
Health Insurance	42
Dental Insurance	42
Short-Term Disability Insurance	42
Long-Term Disability Insurance	42
Life/AD&D Insurance	42
Voluntary Life/AD&D Insurance	42
Vision Insurance	42
Dependent Care FSA	42
Employee Assistance Program	42
QUALIFIED FAMILY STATUS CHANGES	42
COBRA	43
RETIREMENT PLANNING	43
TRA – TEACHER’S RETIREMENT ASSOCIATION	43
PERA – PUBLIC EMPLOYEE’S RETIREMENT ASSOCIATION	43
VOLUNTARY RETIREMENT PLANS	43
ACKNOWLEDGEMENT	44

WELCOME NOVA CLASSICAL EMPLOYEES!

On behalf of your colleagues, I welcome you to Nova Classical Academy and wish you every success here.

We believe that every employee contributes directly to Nova Classical's growth and success, and we hope you will take pride in being a member of our team.

This handbook was developed to describe some of the expectations of our employees and to outline the policies, programs, and benefits available to eligible employees.

Employees should familiarize themselves with the contents of the employee handbook as soon as possible. The handbook will answer many questions about employment with Nova Classical Academy.

We hope that your experience here will be challenging, enjoyable, and rewarding. Again, welcome!

Sincerely,



Dr. Brett Wedlund
Executive Director



Our Promise

Nova Classical Academy promises to be an inclusive community with a shared commitment to an exceptional, foundational education that teaches thought and expression of the mind and heart, resulting in compassionate and articulate graduates poised to engage as thoughtful global citizens.



Our Mission

In a supportive community and through a systematic, accelerated college-preparatory education in the classical tradition, Nova Classical Academy challenges its students to develop intellect, to attain the habits of learning and mastery, and to live a virtuous life of duty and ideals.

INTRODUCTION

This Employee Handbook (“Handbook”) contains information about Nova Classical Academy’s (“Nova Classical”) employment practices, policies, and procedures. Nova Classical expects each employee to read this Handbook carefully, as it is a valuable reference for understanding your job at Nova Classical. This Handbook supersedes all handbooks previously issued by Nova Classical. Nova Classical reserves the right to revise, delete, change, alter, interpret and/or add to the provisions of this Handbook at any time, without notice. Nova Classical will seek to notify you of such changes by e-mail and other appropriate means; however, such a notice is not required for changes to be effective. No verbal statements or representations can change the provisions of this Handbook.

None of Nova Classical’s personnel documents or benefit plans, including this Handbook, constitutes an express or implied contract of any kind between Nova Classical and any of its employees, provide you with any specific term of employment, nor does it obligate you to continue your employment for a specific period of time. The purpose of the Handbook is simply to provide you with a convenient explanation of policies and practices at Nova Classical. This Handbook is an overview or a guideline. It cannot cover every matter that might arise in the workplace. For this reason, specific questions regarding the applicability of a particular policy or practice should be addressed to your supervisor, Human Resources, or a member of Administration.

Nova Classical provides certain benefits to those who are eligible to receive them, based on terms, conditions, and limitations that are stated in the written plan documents applicable to each benefit. This Handbook outlines each of these benefits briefly, but the statements contained in this Handbook regarding such benefits are not controlling. Rather, the plan documents control an employee’s eligibility for a benefit and the terms and conditions that apply to an employee’s receipt of such a benefit. Plan documents for benefits offered by Nova Classical are available for your inspection.

The Nova Classical’s Board of Directors (“Board”) has enacted numerous employment-related policies. To the extent there is a conflict between those policies and this Handbook, the Board’s policies control. Additionally, this Handbook is complemented by the Nova Classical’s Student & Parent Handbook and the Licensed Instructional Staff Development and Evaluation Handbook. It is expected that all employees of Nova Classical will acknowledge, adhere to, and assist with the enforcement of the policies and procedures found in the Student & Parent Handbook and the Licensed Instructional Staff Development and Evaluation Handbook, to the extent which they are applicable.

MISSION AND VIRTUES

Nova Classical teaches the nature of virtue as a good, repeated habit through the cardinal virtues of fortitude, justice, temperance, prudence, and wisdom.

The virtues are the lens we use at Nova Classical to teach our students to become people of character. Students learn the behaviors associated with these virtues and are taught to look for them in the school’s rich content and in their daily lives. Once they see them in the examples of others, they are taught specific ways to apply virtuous frameworks in their own choices.

Mission

In a supportive community and through a systematic, accelerated college-preparatory education in the classical tradition, Nova Classical Academy challenges its students to develop intellect, to attain the habits of learning and mastery, and to live a virtuous life of duty and ideals.

Virtues

All administration, teachers, support staff, and students, as transformational leaders, strive to model both intellectual and principled living for our school and community through daily activities and interactions in accordance with the character virtues of justice, temperance, prudence, and fortitude; and, the intellectual virtue of wisdom. These values are visible in our commitment to the Nova Classical’s community, education, student clubs, sports, and other active involvements.

EMPLOYMENT PRACTICES AND PROCEDURES

EQUAL EMPLOYMENT OPPORTUNITY

Nova Classical Academy is an equal opportunity employer. In accordance with applicable law, Nova Classical prohibits discrimination based on race and traits associated with race including—but not limited to—braids, locks, and twists; color; religion; creed; sex; pregnancy or related medical conditions; age; national origin or ancestry; physical or mental disability; marital status;

sexual orientation; genetic information; status with respect to public assistance; membership or activity in a local discrimination/human rights commission; or, any other category protected by federal, state, or local law. Nova Classical's full Equal Opportunity Policy can be found in Board Policy 401.

EMPLOYMENT AT-WILL

In accordance with Minnesota state law, employment with Nova Classical is at-will. This means that either Nova Classical or the employee may terminate the employment relationship at any time, for any reason or no reason, with or without notice. This Handbook is not, nor is it intended to be, a contract and nothing in this Handbook changes or abrogates the nature of employment at Nova Classical on an at-will basis.

No manager or supervisor has any authority to enter into a contract of employment, express or implied, that changes or alters the at-will relationship. Only Nova Classical's Executive Director has the authority to enter into an employment agreement that alters the at-will employment. Any such agreement must be in writing, signed by Nova Classical's Executive Director, and approved by the Board to be effective.

OPEN DOOR POLICY

Nova Classical encourages you to bring forward any concerns or complaints you may have about your employment. Typically, you should raise any concerns with your supervisor, in accordance with Nova Classical's Communication Protocol, located in this Handbook. If you are not satisfied with the outcome of any issue, or if you do not feel comfortable addressing the issue with your supervisor, you should direct your concern to Human Resources.

To the extent that there exist any conflicting procedures under applicable law or other policies of Nova Classical, including—but not limited to—employee discrimination, harassment, maltreatment or discipline procedures, the Communication Protocol may not be applicable. The Communication Protocol is not, nor is it intended, to limit an employee's legal right to submit complaints regarding alleged violations of law or policy following complaint procedures contained in said law or policy.

RECRUITMENT AND HIRING

Nova Classical's primary goal when recruiting job applicants is to fill vacancies with individuals who have the best available skills, abilities, and/or experience needed to perform the work. Decisions regarding the recruitment, selection, and placement of employees are made on the basis of job-related criteria.

When jobs become available, vacancies will be posted on Nova Classical's website for application. Internal openings, as determined by Nova Classical Administration, will be posted on Nova Classical's website for application by current staff. Qualified employees of Nova Classical are encouraged and welcome to apply for these positions. Candidates will be contacted to coordinate any interviews. Candidates should be directed to Human Resources for any position and employment-related questions. Nova Classical encourages current employees to assist in recruitment efforts for Nova Classical.

To ensure that Nova Classical is able to serve all students, no inter-departmental job changes for existing employees will be permitted after the first day of the school year with students onsite, without the approval of or assignment by Administration.

IMMIGRATION COMPLIANCE

Nova Classical Academy complies with the Immigration and Reform Control Act of 1986 (IRCA) by employing only U.S. citizens and non-citizens who are authorized to work in the United States. All employees are asked no later than their first day of work to provide original documents verifying their identity and eligibility to work in the United States, and to sign a verification form required by law to be completed (Form I-9, the Employment Eligibility Verification Form). If one cannot verify the right to work in the United States within three (3) days of hire, Nova Classical is required by law to terminate employment.

EMPLOYMENT CLASSIFICATION

Licensed Instructional Staff

Licensed Instructional Staff are defined as those employees who are classroom and specialist teachers delivering Nova Classical's curriculum on a daily basis, and school counselors, holding a current license issued by the Professional Educator Licensing and Standards Board (PELSB), in good standing, to teach in their area of assignment.

Educational Support Staff

Educational support staff are defined as those employees who work to support the Nova Classical's educational programs, including, without limitation, Education Assistants and Paraprofessionals.

Program Support Staff

Program support staff are defined as those employees who work to reinforce the Nova Classical's daily operations and include, without limitation, office workers and other employees who do not typically interact each day with students in a classroom setting.

Administration

Administration is defined as those employees who are responsible for operating the school on a daily basis, including supervising staff and overseeing the school's operations, finances, academic, and non-academic programming.

Exempt Employees

Exempt employees are defined as those employees whose job assignments meet the federal and state requirements for overtime exemption.

Nonexempt Employees

Nonexempt employees are typically paid on an hourly basis and pursuant to state and federal law are eligible for overtime. In particular, non-exempt employees should refer to Nova Classical's time reporting policies and procedures as described in this Handbook.

Temporary Employees

Temporary employees are defined as those employees who are hired for a prescribed period of time, generally categorized as on-call, short-term substitute, long-term substitute, stipend-only, or seasonal employees, usually to fill in for vacations, leaves of absence, or projects of limited duration, or those who are hired to work in seasonal extracurricular roles. Temporary employees are not eligible for benefits, except as required by law.

TRAINING

Nova Classical may offer job-related training and/or other opportunities for professional development related to an employee's work at Nova Classical. Some of the professional development opportunities may be voluntary, while others will be required.

INCLEMENT WEATHER

Nova Classical is open unless there is a government-declared state of emergency, or the Administration determines it should be closed. All Nova Classical employees must use common sense and their best judgment when traveling to work in inclement weather. If an employee determines that they are unable to report to work on time due to weather conditions, the employee must notify their supervisor as soon as possible. Licensed Instructional and Educational Support Staff must also notify the substitute coordinator using the procedure outlined in the section of this Handbook entitled "Substitute Requests". Please see the Attendance and Punctuality section of this Handbook for more information.

In the event of severe weather (e.g., storms or sub-zero temperatures) or when the transportation system is disrupted, school closure and/or delay announcements will be broadcast, as soon as determinations are made by Administration, on WCCO Channel 4, (AM Radio 830), KSTP Channel 5, and KARE Channel 11. Additionally, Nova Classical will communicate emergency notifications regarding changes to normal school operations via Infinite Campus and the school's website. Please refer to the school closing plan on Nova Classical's website for more information.

Should a weather event cause Nova Classical Academy to close, inclement weather days will be treated as a work day.

Licensed Instructional Staff

Licensed Instructional Staff may work onsite or from home to perform administrative tasks.

Educational Support Staff

Educational Support Staff will receive pay for the day, for their scheduled hours, and should enter these hours onto their timesheet in accordance with their assigned schedule. If school is delayed or is subject to early release, scheduled hours will be paid for Educational Support Staff, which must be entered by the employee directly or through a change request in Nova Classical's timesheet system.

Program Support Staff

Program Support Staff may choose to work on-site, from home with supervisor approval, or use PTO time for school closings, delays, or early release. Program Support Staff must enter hours worked and/or PTO onto their timesheet, in accordance with normal procedures.

Food Service Staff

Food Service Staff will receive pay for the day, for their scheduled hours, and should enter these hours onto their timesheet in accordance with their assigned schedule. If school is delayed or released early, scheduled hours will be paid for Food Service Staff, which must be entered by the employee directly or through a change request in Nova Classical's timesheet system.

ATTENDANCE AND PUNCTUALITY**GENERAL**

A normal workday is eight (8) hours per day, not including an unpaid duty-free lunch period, if applicable. Nova Classical employees are expected to be regular in attendance and report to work on time. Without prior approval from Administration, employees are expected to work during Nova Classical's regular business hours, Monday through Friday, 8:00 AM to 4:00 PM, including designated Professional Development Days and Staff Work Days, as identified in the current Nova Classical Staff Calendar.

It is important that employees report to work on time and avoid unnecessary absences. Reporting to work on time is defined as being present and fully prepared to begin assigned work duties at the scheduled time. Arriving late and/or not being prepared for work (e.g., handling personal matters before starting assigned work while clocked in or lacking the necessary equipment to perform the assigned duty) is considered tardy. Nova Classical recognizes that, on occasion, there may be circumstances beyond the employee's control which may cause an employee to be absent from work; however, frequent/excessive absenteeism and/or tardiness may result in disciplinary action, up to and including termination of employment. Absences and/or tardiness have a negative impact on the success of Nova Classical's mission, Nova Classical's service to students; and, in addition, place undue strain on Nova Classical and one's fellow employees.

Staff may be given specific work schedules based on their employee class, full time equivalent ("FTE") status, and responsibilities. Attendance at meetings and/or events that occur outside of normal business hours is required unless an absence is authorized by Administration. Examples of meetings requiring attendance include—but are not limited—to conferences and other required meetings or evening events as assigned throughout the fiscal year including—but not limited to—Individualized Education Plan (IEP) meetings; open house nights; back-to-school night; and, Staff Work Days. For all employees, attendance on all Professional Development Days is required. For School of Grammar Licensed Instructional Staff, chaperoning of at least two extracurricular events (e.g., concerts, dances) in addition to those listed above is required. For Upper School Licensed Instructional Staff in the School of Logic, chaperoning of at least two extracurricular events (e.g., concerts, dances) and attendance at the eighth-grade promotion ceremony are required; in the School of Rhetoric, chaperoning of at least two extracurricular events (e.g., concerts, dances) and attendance at the high school graduation ceremony are required. All eligible chaperone events are shared by Principals via a sign-up sheet.

Each instance of absenteeism and/or tardiness will be evaluated on a case-by-case basis. If an employee fails to report for work without any notification for three (3) or more consecutive scheduled workdays, Nova Classical will consider that the employee has abandoned their job and voluntarily resigned employment with Nova Classical Academy.

All Nova Classical Academy staff are encouraged to attend school-sponsored events throughout the year, including—but not limited to—athletic events, music concerts, play/musical performances, community-building events, Nova PTO events, and extracurricular events. Staff members should also model appropriate and virtuous behavior at such events at any time they are in attendance or otherwise participating.

ABSENCES AND SUBSTITUTE REQUESTS**Absences**

If unable to report for work, an employee must inform their supervisor via email or phone, as soon as possible, and not later than 6:00 AM or at least two (2) hours prior to the start of their scheduled shift, whichever is earlier.

Employees are required to submit a time off request through Nova Classical's HRIS/Timesheet system as soon as possible in

advance of any planned or unplanned absence and no later than the end of the pay period in which the absence falls, for their supervisor's approval. Additionally, time off requested, approved, but not used, may be forfeited if not rescinded prior to the end of the pay period during which it falls. See the "Paid Time Off" section of this Handbook for more information. Failure to submit an absence request prior to the end of the pay period in which the absence falls for supervisor approval or failing to report absences as directed may result in disciplinary action, up to and including termination. Absences will be reviewed on a case-by-case basis, and excessive and/or unauthorized absences may result in disciplinary action, up to and including termination.

Substitute Requests

A request for substitute coverage must be made as far in advance as possible for approved absences and/or emergency situations (e.g. unforeseen or unexpected illness for one's self or dependent or for significant family emergency). Positions requiring substitutes generally include—but may not be limited to—all Licensed Instructional Staff and Educational Support Staff roles, regardless of assignment. Substitute requests and the associated time off request for all student contact days must be taken in four (4) or eight (8) hour increments.

Positions requiring substitutes must notify by email both their supervisor(s) (including the Activities Director for all extracurricular roles, if applicable) and the District's Substitute Coordinator at subcoordinator@novaclassical.org or call the absence notification and substitute request line, as soon as possible, and not later than 6:00 AM or at least two (2) hours prior to the start of their scheduled shift, whichever is earlier. The absence notification and substitute request line may be reached at (651) 209-6320. Substitute requests should be entered into Frontline, as soon as possible, by the licensed instructional staff or educational support staff member who requires coverage.

For positions requiring substitute coverage, substitutes must be requested as far in advance as possible, following the receipt of absence approval from their supervisor, and at least one (1) week in advance, when time off is foreseeable. Failure to request substitutes as required by this provision in the Handbook may result in disciplinary action.

PAY PRACTICES

WORK WEEK

For payroll purposes, Nova Classical's workweek is 12:00 AM on Sunday through 11:59 PM on the following Saturday.

HOURS OF WORK

Nova Classical's normal business hours are from 8:00 AM to 4:00 PM, Monday through Friday, while school is in session. Some evening and/or weekend work may be required, depending upon the position. When school is not in session (e.g. summer, work days, or other times of school closure), building/business hours may vary or be reduced, which may or may not impact working hours for staff.

Salary for Exempt Employees

Exempt employees are generally paid a fixed salary for their job responsibilities, without regard to the number of hours worked in a work week to complete the job. Exempt employees are not eligible for overtime pay, but are required to spend whatever hours are necessary to fulfill their job responsibilities. Regardless of variations in the number of days or hours worked in a pay period, Nova Classical Academy will not make deductions from an exempt employee's salary, unless such deductions are authorized by law, Board policy, or by other provisions herein contained.

As a consideration related to Nova Classical's employment year and teacher payment for required reporting/contact days and/or paid holidays, Nova Classical reserves the right to request repayment of salary paid in excess of the corresponding contact day and/or holiday pay upon separation of employment or unpaid leave.

HOLIDAYS

Nova Classical Academy is closed to the public on various days throughout the year for Professional Development Days, Staff Work Days, school holidays, and other days determined by Administration, during which time Licensed Instructional and/or other staff may be required to report to work.

Nova Classical observes the following holidays, which are paid for salaried employees and employees working full-time scheduled hours during all 12-months of the year: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving Day, Christmas Eve Day, and Christmas Day.

TIME REPORTING POLICIES AND PROCEDURES

Timekeeping

All hourly employees are required to complete a timesheet in Nova Classical's HRIS/timekeeping system for each pay period. Timesheets must accurately reflect all actual hours worked during the pay period.

Nova Classical strictly prohibits nonexempt employees from performing any work off-the-clock (i.e., work that is not recorded on a timesheet). No supervisor or manager has the authority to ask nonexempt employees not to report or to delay reporting hours worked. Performing work off-the-clock, and/or failing to accurately record actual working time, may result in discipline, up to and including termination.

The following should be considered when completing timesheets:

- Nonexempt employees must accurately record their start time, time out/in for lunch/break (if unpaid), and end time each workday through clocking in/out (preferred) or manual entry, if permitted, on their timesheets;
- Nonexempt employees must accurately record any work performed before their scheduled start time and/or after their scheduled end time on their timesheets; and,
- Nonexempt employees must obtain supervisory approval prior to working outside their scheduled work hours, on non-duty workdays, over any scheduled school breaks, and may not perform any work at home without first obtaining supervisory approval to do so; and,
- Timesheets will be reviewed and approved. Any paid time off must be accurately recorded on timesheets; and,
- Unapproved and approved absences are not considered as hours worked for pay purposes; and,
- Falsifying timesheets, altering your own or another employee's timesheet, incorrectly recording hours worked, or changing your own or another employee's timesheet to under- or over-report hours worked are strictly prohibited and may be grounds for disciplinary action, up to and including termination.

Breaks

In accordance with Minnesota Statute 177.253, each employee is allowed a rest break of at least 15 minutes or enough time to utilize the nearest convenient restroom, whichever is longer, within each four (4) consecutive hours of work.

In accordance with Minnesota Statute 177.254, employees who are scheduled to work for six (6) or more consecutive hours in a day are entitled to an unpaid lunch break. Lunch breaks are limited to thirty (30) minutes in length and will be scheduled to minimize disruption within the workday.

Generally, breaks will not be scheduled in the first or last hour of an employee's workday. All breaks are required unless an alternative schedule is mutually established, in writing, between the employee and the supervisor and forwarded to Human Resources for filing the employee's personnel file.

Overtime

Due to the nature of Nova Classical's business, there may be times when employees need to or are required to work overtime so Nova Classical may successfully meet the needs of its students. Nonexempt employees are eligible for overtime pay. Exempt employees are not entitled to additional overtime pay as they receive a salary as payment for all hours worked.

Supervisors will assign overtime to, or approve overtime for, nonexempt employees. Nonexempt employees will be provided as much notice as possible when overtime is required so the employee(s) assigned or approved for overtime can plan accordingly.

Nonexempt employees are not permitted to work overtime without the prior approval of Nova Classical's Administration. In the event nonexempt employees work overtime without receiving prior approval to do so, the overtime hours must be recorded on the employee's timesheet. Nonexempt employees will be paid for all overtime work, even if overtime is not pre-approved; however, working unapproved overtime may result in discipline, up to and including termination.

Nonexempt employees receive 1.5 times their regular rate of pay for hours worked in excess of 40 hours in any workweek. If a work week includes PTO or holiday, these hours are not considered working hours and will not be considered in relation to overtime pay.

Stipends

Nova Classical has various roles paid by stipend (e.g., Activities, FTE Overages, Teacher Leadership roles, etc.) which are offered and paid on a case-by-case basis, with payment terms described in the offer letter for or assignment of such a role. Any staff member

who accepts or is assigned a stipend role must remain employed at the time of the stipend payment to receive payment for services rendered. Should separation of employment occur prior to a stipend payment date, the stipend amount is forfeited by the separated employee. For instances of stipends payable without an offer letter (e.g. substitute coverage for another teacher), the Stipend Request Form should be used to obtain supervisor approval.

PAYROLL PROCEDURES

Paydays

All employment follows Nova Classical Academy's fiscal year (July 1 – June 30). Exempt employees are paid for the pay period ending on the payday. Because their wages are based upon timesheet calculations, nonexempt employees are paid one pay period in arrears (e.g., for hours worked days 1-15 of the month, wages are paid on the last day of the month; for hours worked days 16-last of the month, wages are paid on the 15 of the following month). If a payday falls on a weekend or holiday, payment is made on the preceding business day. Employees are paid bi-monthly on the 15th and last day of each month.

Mandatory Direct Deposit

All employees are paid via direct deposit. Exceptions to the direct deposit requirement are limited to the following situations:

- When banking information is not submitted promptly by the employee with new hire paperwork at the time of hire
- When an employee's banking information has been changed or temporarily disrupted
- Where a legal barrier exists to direct deposit
- When administratively necessary, as determined by the school's Administration
- When refused, formally, in writing by the employee

Requests for an exception to the direct deposit requirement must be submitted, in writing, to Nova Classical's Business Office. Paper checks will be available at Nova Classical and placed in the employee's mailbox. If not retrieved, or upon request, unclaimed checks may be mailed the following business day, to the employee's address on record.

Nova Classical works hard to ensure that all employees are paid correctly, but mistakes can happen. Employees are encouraged to review each paycheck upon receipt to ensure their pay is correct. Pay stubs are available via SMARTeR. Employees have a right to raise concerns about their compensation. Employees should promptly report any perceived pay errors or discrepancies to the Nova Classical's Business Office. If a mistake does occur and is called to the attention of the Business Office, any necessary corrections will be made promptly. Nova Classical appreciates employees raising concerns because it allows Nova Classical to be aware of and correct pay issues promptly. No employee will be subjected to retaliation for raising a concern about pay.

Reimbursements

All business and travel expenses must be approved in advance by Nova Classical's Administration in order for the expense to be reimbursable. Employees must not presume that expenses which have not been pre-approved will be reimbursed. Reimbursements must be made using the appropriate Expense Report form not later than 90 days following the incurrence of the expense. This form is available on the staff page of Nova Classical's website under the Accounting & Payroll tab. All submissions for reimbursement are subject to Administrator and Business Office review. Nova Classical's Reimbursement policy can be found in Board Policy 412.

Payment for Advanced Degrees

For Licensed Instructional Staff to be considered eligible for a compensation change, following the receipt of an advanced degree (Master's or Ph.D.), Nova Classical requires pre-approval of the degree program by the employee's direct supervisor and Nova Classical's Academic Director. Degree programs must be relevant and germane to the employee's teaching assignment and expand the teacher's ability to serve Nova Classical's students and its tradition of classical education. To request a compensation change for an advanced degree, Licensed Instructional Staff must have attained a cumulative GPA of 3.0 or higher for their program and provide proof of degree conferment by submission of a certified transcript to Human Resources for final review and approval by Administration. Approved compensation changes are one-time increases and will take effect on the first day of the fiscal year, following degree conferment. For eligible employees, approved increases apply only to the attainment of an initial advanced degree in each category and not to a second or subsequent Master's or Ph.D. Following program completion, the compensation for a Master's degree will increase by \$2,000.00 and for a Ph.D. compensation will increase by \$2,000.00.

TIME OFF

Overview

Nova Classical Academy provides paid time off (PTO) to all eligible employees. PTO can be used for vacation, personal time, personal illness or medical needs, or to care for qualifying family members' illness or medical needs. Employees who are regularly scheduled to work fewer than 32 hours per week on average and/or who hold a position classified as a full-time equivalency (FTE) of less than .8 FTE are not eligible for PTO. Earned Sick and Safe Time (ESST), provided pursuant to Minnesota law, is available to employees who are not eligible to earn PTO.

PTO Accrual & Use

The following defines PTO accrual rates for Nova Classical's categories of employees. These accrual rates are based on a full-time or 1.0 full-time equivalency (FTE). Employees scheduled to work fewer than thirty (30) hours on average per week or who hold a position classified as temporary or part-time will only be eligible for Earned Sick and Safe Time (ESST) accruals. For hourly employees, accruals will not be processed for payroll periods during which no hours are worked when an employee would generally be scheduled to work (e.g. qualified leaves of absence). Hourly employees will continue accruing PTO during times of school closure and/or over the summer months when not scheduled to work, pursuant to the terms and conditions of this handbook, so long as they remain employed by Nova Classical in a qualified PTO-earning role. PTO accrual may be prorated based on start dates falling after the first day of the fiscal year.

LICENSED INSTRUCTIONAL	<i>Annual Accrual</i> 11 days (88 hours)
EDUCATIONAL SUPPORT 32+ hours/week	<i>Annual Accrual</i> 11 days (88 hours)
PROGRAM SUPPORT	<i>Annual Accrual</i> 15 days (120 hours)
PART-TIME & TEMPORARY EMPLOYEES > 30 hours/week	<i>Per Pay Period Accrual</i> One (1) hour per 30 hours worked
ADMINISTRATION	<i>Annual Accrual</i> 20 days (160 hours)

PTO accrues annually on July 1, based on Nova Classical Academy's fiscal year (July 1 - June 30). For employees hired after the first day of the fiscal year or when separation of employment takes place before the completion of all required reporting days, Nova Classical reserves the right to prorate PTO accrual to align with the assigned work schedule, which may result in a reduction of final payroll wages. Staff should request PTO at least two (2) weeks in advance of the expected absence to the extent they are able. Time off requests made less than two (2) weeks in advance are subject to additional review, including the consideration of the existing, approved absences in any grade level/content area or department as listed on the Staff Leave Calendar at the time of the request and/or the availability of confirmed substitute coverage for approved absences at the time of the request.

Employees should not request PTO if they do not have sufficient PTO available at the time of their request to cover their planned absence. PTO used for ESST-qualifying purposes will not be declined. Employees are not permitted to have a negative PTO balance at any time. If an employee does not have enough PTO remaining but is required to be absent, and they already have PTO approved for a future date, the future PTO will be changed to unpaid time off so the employee can use the PTO for the more immediate need.

Time off, whether paid or unpaid, is subject to supervisor approval. Paid absences which are requested and approved, but not used, must be rescinded within the payroll period during which they fall, or they may be forfeit. If no PTO is available, an employee must request unpaid time for approval.

Salaried Employees:

- When a substitute is required, the employee should request PTO in four (4) or (8) hour increments in alignment with the substitute policies in this handbook
- May request PTO in one (1) hour increments when no substitute is required
- May have their PTO request denied if available PTO is not available to cover the absence
- Must take full day increments (8 hours) of unpaid time off when available PTO is not sufficient to cover an absence. These hours will be unpaid and an adjustment to reduce wages will be made to the next available payroll

Hourly Employees:

- When a substitute is required, the employee should request PTO in four (4) or (8) hour increments in alignment with the substitute policies in this handbook
- May request PTO in one (1) hour increments when no substitute is required
- Must use all available PTO before requesting unpaid time off
- If sufficient PTO is not available, the employee may request time off in a for a single absence that includes both paid and unpaid time off in hourly increments
- Must request unpaid time off for any absence when PTO is exhausted

For qualified leaves of absence, available PTO may be paid out upon the inception of such leave, at the employee's request, and may be used concurrently to any days considered a waiting period or elimination period for a qualified, approved for a leave.

For all staff, PTO up to 80 hours of accrued, unused PTO will roll over at the end of the fiscal year and be added to the employee's regular front-end loaded PTO accrual. Any unused PTO in excess of 80 hours will be lost at the end of the fiscal year (June 30).

Accrued, unused PTO will not be paid upon termination of employment, including non-renewal of employment by either party.

Earned Sick and Safe Time (ESST) Accrual & Use

Employees who are not eligible to earn PTO will earn and receive Earned Sick and Safe Time (ESST), pursuant to Minnesota law. ESST can be used for an employee's absence from work for reasons including—but not limited to—illness, medical appointments, or critical safety issues, including domestic violence, sexual assault or stalking, pursuant to Minn. Stat. 181.9447.

Employees who earn ESST accrue at a rate of one (1) hour per completed 30 hours of work. ESST accrues up to 48 hours each fiscal year (July 1 - June 30). Up to 80 hours are eligible for carryover for continuing employees. ESST may be requested and used in four (4) or eight (8) hour increments. For absences not requiring substitute coverage, ESST may be requested in hourly increments. Accrued, but unused, ESST will not be paid out upon termination of employment.

Staff may request the use of earned ESST and should do so at least two (2) weeks in advance to the extent they are able. Employees are not permitted to have a negative ESST balance at any time. If an employee does not have enough ESST left but needs to be absent, and they already have ESST approved for a future date, the future ESST will be changed to unpaid time off until more ESST is earned so the employee can use the current/accrued ESST for the more immediate need. Employees should not request ESST if they do not have sufficient earned ESST available at the time of their request to cover their planned absence.

ESST may be used for the employee or for the care of family members, as listed below. Pursuant to Minn. Stat. 181.944 to 181.9448, the amount of earned ESST and the terms of its use are guaranteed. Retaliation against employees who request and/or use ESST is prohibited; and, each employee has the right to file a complaint or bring civil action if ESST is denied or if the employee is retaliated against for requesting and/or taking ESST. For the purpose of ESST, family members include—but are not limited to—children; spouse; sibling; parent; grandparents; grandchildren; guardian; registered domestic partner; and, any individual defined within Minn. Stat. 181.9445, Subd. 7.

Scheduling and Use

For employees requiring substitutes (e.g., Licensed Instructional Staff and Educational Support Staff roles), time off must be requested as far in advance as practical, and at least two (2) weeks in advance, when time off is foreseeable. In cases of illness or emergency, employees should complete their absence request in Nova Classical's HRIS/timekeeping system, no later than 11:59 PM on the first day of absence, whenever possible. Employees who are absent due to illness or injury may be required to provide a physician's statement certifying necessity to absence, and fitness for duty upon return-to-work date. Unplanned absences of two

(2) or more consecutive reporting days may require appropriate supporting documentation (e.g. doctor's note or other legal record) for the absence to be considered approved.

When a substitute is required, time off may be requested and used in four (4) or eight (8) hour increments. For absences not requiring substitute coverage, time off may be requested in hourly increments (e.g., staff work days or with supervisor approval for urgent/emergent situations). Time off requests for ESST-qualifying reasons will be approved and may require additional documentation. All time off requests require supervisory approval and may be denied based on staffing, availability of substitute coverage, or other departmental needs. The securing of substitutes does not supersede the requirement of or guarantee supervisory approval.

Time off and absence requests will be reviewed and approved on a first come, first served basis. To ensure continuity of education and appropriate student supports, only one grade level or discipline/content area Licensed Instructional Staff member may be absent at a time, unless otherwise authorized by supervisor approval. For any student contact day where approved requests for any time off type (paid or unpaid) for positions requiring substitutes (e.g., Licensed Instructional Staff and Educational Support Staff) would exceed 10% of the total staff in those roles for the District, approval of requested time off may be limited to those absences where substitute coverage can be secured in advance and are subject to additional review and consideration at all times.

Without prior written approval from Nova Classical's Administration, time off for purposes other than illness or emergency will not be granted during the first three (3) or last three (3) weeks of school. During the month of May, time off is discouraged and subject to approval and dependent upon the securing of substitutes. Time off on Professional Development Days is prohibited without prior approval from an employee's supervisor and Nova Classical's Academic Director, which will be reviewed on a case-by-case basis.

PTO SHARING & DONATION POLICY

Policy Statement

Nova Classical Academy recognizes that employees may have a family medical emergency or be affected by a major disaster, resulting in a need for additional time off in excess of available sick/personal time. To address this need, all eligible employees will be allowed to donate sick/personal time from their unused balance to their co-workers in need of sick/personal time in accordance with the policy outlined below. This policy is strictly voluntary.

Eligibility

Employees must be employed with Nova Classical for a minimum of one (1) year in order to be eligible to receive donated sick/personal time.

Guidelines

Employees who want to make a request to receive donated sick/personal time from their co-workers must have a situation that meets the following criteria:

1. Medical emergency, defined as a medical condition of the employee or an immediate family member that will require the prolonged/extended absence of the employee from duty and will result in a substantial loss of income to the employee due to the exhaustion of all available paid leave. An immediate family member is defined as a spouse, child, or parent.
2. Major disaster is defined as a disaster declared by the president of the United States under §401 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (the Stafford Act), or as a major disaster or emergency declared pursuant to 5 U.S.C. §6391 for federal government agencies. An employee is considered to be adversely affected by a major disaster if the disaster has caused severe hardship to the employee or to a family member of the employee that requires the employee to be absent from work.

Donation of PTO Time

- The donation of PTO time is strictly voluntary.
- An employee may donate PTO time to a pool for use by eligible recipients.
- Recipient identity will not be disclosed to donating employees.
- The donation of PTO time is on an hourly basis, without regard to the dollar value of the donated or used leave.
- The minimum number of PTO time hours that an eligible employee may donate is 1 hour.
- The maximum number of PTO time hours an eligible employee may donate in one calendar year is 40 hours or no more than 50 percent of the employee's current balance, whichever is greater.

- Employees cannot borrow against future PTO time to donate.
- Employees will be given the opportunity to donate PTO time annually during benefits open enrollment. The donated PTO time will be transferred from the donor to the leave pool following the close of Open Enrollment.
- Employees who are currently on an approved leave of absence cannot donate PTO time.

Requesting Donated PTO Time

Employees who want to request receipt of donated PTO time are required to complete a Donation of PTO Time Request Form and submit it to Human Resources. Requests for donations of PTO time must be approved by the employee's immediate supervisor, Nova Classical's Human Resources Director, and Nova Classical's Executive Director. If the recipient employee has available PTO time in their balance, the recipient's own time will be used prior to any donated PTO time. Donated PTO time may only be used for time off related to the approved request. Employees who receive donated PTO time may receive no more than 240 hours (6 weeks) within a rolling 12-month period. Use of donated PTO is, at a minimum, taxable as income for the recipient.

CODE OF CONDUCT

GENERAL EXPECTED BEHAVIORS

At Nova Classical, high expectations are set for all employees. These expectations exist to provide a fair and equitable work environment where employees know what is expected of them at all times. Below is a non-exhaustive list of generally expected behaviors:

- Promote and implement Nova Classical's mission, vision, and values.
- Guide a school culture characterized by a welcoming atmosphere in which respect, disciplined behavior, rigorous work, and high achievement are expected of all staff and students.
- Provide academic and moral leadership, and guidance to students.
- Always abide by the Code of Ethics for Minnesota Teachers or Minnesota School Administrators (as applicable).
- Assist in training volunteers and substitutes to help perform job duties.
- Set a positive example for students, parents, and fellow staff.
- Attend meetings scheduled by the Administration, both before-and-after the school day and throughout the academic year.
- Support school-sponsored activities and events.
- Maintain appropriate student grading and attendance records for reporting purposes according to school record management policies and expectations set by the Administration.
- Maintain the confidentiality of student, family and employee information.
- Abide by the rules and procedures set out in this Handbook, the Student & Parent Handbook, and the Licensed Instructional Staff Development and Evaluation Handbook.
- Cultivate harmonious relationships with others in the Nova Classical community.
- Assist with other duties as assigned by the Administration.

Use of School Offices

Employees are reminded that the school offices (District, Lower, and Upper) are for business purposes. Students, including students of any staff, are prohibited from the following: utilize office resources including conference rooms, conference tables, or individual workstations; to loiter; to remain in any area of the office unsupervised; in any way that interferes with the productivity of Nova Classical staff or infringes upon data privacy related to any school business before, during, or after Nova Classical's normal school operating hours.

Standards of Conduct

To ensure orderly operations and provide the best possible work environment, Nova Classical expects employees to follow reasonable standards of conduct. This includes all of the policies outlined in this Handbook, in order to protect the interest and safety of staff, students, parents, and the general public. Though it is not possible to list all the forms of behavior that are considered unacceptable in the workplace, the following are examples of infractions that may result in disciplinary action, including performance warnings, suspension, and/or termination:

- Failure to abide by the policies and/or rules set out in this Handbook or any of the applicable Board Policies
- Falsification of or failure to maintain professional records including—but not limited—to employment records, employment information, or other records.
- Falsification of or failure to maintain student records, student information, or other records
- Failure to maintain requisite professional accreditation or licensure

- Communicating and/or interacting inappropriately with students, staff, parents, or the public
- Being disrespectful or using abusive or threatening language during work hours or on Nova Classical property
- Provoking a fight or fighting during work hours or on Nova Classical property
- Theft and/or deliberate and/or careless damage of any Nova Classical property or the property of any employee, student, or parent
- Removing or borrowing Nova Classical’s property without prior authorization
- Unauthorized use of Nova Classical facilities, property, or equipment
- Engaging in criminal conduct, whether related to job performance or not.
- Possessing, distributing, selling, transferring, using, or being under the influence of alcohol, cannabis, or illegal drugs, in the workplace
- Possessing firearms or other dangerous weapons at any time on Nova Classical’s property
- Committing a fraudulent or dishonest act, breaching the duty of trust, or violating the duty of loyalty to Nova Classical under any circumstances.
- Failing to properly maintain confidential or proprietary information or Nova Classical’s intellectual property
- Violating the Minnesota Government Data Practices Act (Minnesota Statutes Chapter 13), the Family Educational Rights and Privacy Act, 20 U.S.C. 12.32 (g) (“FERPA”), or any other federal or state information or data privacy law
- Insubordination, including—but not limited to—failure or refusal to obey the orders, directives, or instructions of any supervisor or the Administration, or refusal to fully disclose information in the course of a school investigation
- Violating any Nova Classical safety, health, or security policy

Personal Beliefs

While acting as a Nova Classical employee or representing Nova Classical, employees should refrain from making statements (whether verbal, written, or otherwise) expressing a preference for, judgment about, or attitude toward a political party, religious faith, political or religious personality, political or religious issue, or any other controversial or contentious topic. This also applies to other forms of expression, such as clothing or decoration, which could create an appearance of representing Nova Classical’s position with respect to these issues. Unless authorized by the Executive Director, Nova Classical employees shall not represent that they are speaking or acting on behalf of Nova Classical or presenting any interests of Nova Classical when speaking with members of the community on these issues.

While employees are encouraged to have their own beliefs regarding political, religious, social, or economic issues, Nova Classical is not a political or religious institution and has no political or religious agenda or point-of-view. Please keep this in mind when acting as a Nova Classical employee or representing Nova Classical at school-related events. Teachers are encouraged to discuss political, religious, social, or economic issues in the classroom, only as such topics relate to the curriculum and learning process. Further, any discussion of these issues must not create the appearance that Nova Classical takes a position regarding such issues. Please follow the resources from the Minnesota Association of School Administrators (MASA) regarding First Amendment speech—including employee political and school district speech—in the classroom and contact your supervisor with any questions or concerns.

Employee Decoration of Workspace

Decoration in classrooms or areas of Nova Classical used for instructional or other provision of services to students is permitted provided such decoration is germane to the educational or pedagogical mission of the school. Employees may not post or decorate their workspaces with written content, imagery, or other symbols that indicate a position for, against, or about any political party or organization, political candidate or personality, religious faith, creed, religious personality, or any other political or religious issue. Employees may be required to remove material that violates this provision.

DRESS CODE & PUBLIC IMAGE

GENERAL GUIDELINES

Nova Classical Academy is a school that strives to cultivate the virtues of Justice, Fortitude, Temperance, Prudence, and Wisdom in our students and community. These virtues are reflected in how we carry ourselves, how we present ourselves to the families and students we serve, and how we represent this institution in the broader community. Our dress and appearance are an expression of these virtues.

Staff are expected to dress in business or business-casual attire that reflects professionalism and supports the responsibilities of their role. Clothing should be clean, in good repair, and suited to the work of the day. Attire and footwear should allow for safe and effective interaction and movement throughout the school day.

Casual attire, including jeans and NCA-branded gear, is welcome on the last school day each week and on other school days authorized by their supervisor. Casual attire, including jeans, graphic t-shirts, and sweatpants are also authorized on Board-approved Staff Calendar days designated as Staff Work Days, Professional Development days, and dates outside the official start and end of the school year.

Employees should use their own judgment to select attire appropriate to their role, their responsibilities, and the people they interact with each day. Supervisors may provide additional role-specific expectations for attire so that staff meet practical and safety needs, while continuing to uphold the overall professional standards and purpose of this policy.

What we wear is one of the simplest ways we communicate that this place matters, that the work matters, and that the people in our care matter. We trust our staff to dress in a way that reflects the culture and climate we strive for in our school.

WORKSPACE

Employees are responsible for maintaining the workspace assigned to them. A clean, orderly workspace provides an environment conducive to working efficiently. Employees must keep in mind that their workspace is part of a professional environment that portrays Nova Classical's overall dedication to its mission. Therefore, an employee's workspace must be clean, organized, and free of items that distract from the employee or other's ability to perform their job.

USE OF SCHOOL-OWNED EQUIPMENT

Certain equipment is assigned to staff depending on the needs of their job, such as a computer, printer, and access to Nova Classical's central computers and servers. This equipment is the property of Nova Classical and cannot be removed from school property without prior approval from an employee's supervisor. Nova Classical expects that employees will treat this equipment with care and report any malfunctions immediately to the Technology Department, so that the problem can be diagnosed appropriate and/or corrective action taken. Personal devices are not permitted to access Nova Classical's secured network, including personal computers, printers, or other devices. Additionally, such personal devices will not be supported by Nova Classical's Technology Department.

PERFORMANCE EVALUATIONS

Performance reviews are conducted regularly and provide an opportunity to discuss an employee's job tasks, strengths, areas of improvement, methods for improving performance, and career development. In addition to the formal performance review process, Nova Classical encourages employees to discuss job performance with their supervisors on an ongoing and as-needed basis.

LICENSED INSTRUCTIONAL STAFF EVALUATIONS

Licensed Instructional Staff performance is reviewed as part of a larger evaluation process by which teachers seek to enhance the fulfillment of their professional responsibilities. The information obtained in the annual formal review process is critical to salary and employment decision-making and to Licensed Instructional Staff professional development.

Licensed Instructional Staff's annual evaluation process, and the instruments for evaluating teachers' performance, using Nova Classical's mission, vision, and goals as a framework, is determined by the Academic Director and carried out by the appropriate members of the Instructional Leadership team. A teacher's primary professional responsibility is classroom teaching, followed closely by other important responsibilities such as service to Nova Classical and the community. Evaluation information will be distributed and explained to teachers each academic year during the All Staff Professional Development week at the beginning of

the school year.

During the process of evaluating teachers' performance, Administration may obtain information from many different sources, including—but not limited to—the following:

- Announced teacher observations, which provide an opportunity to discuss lessons and areas to be assessed pre-observation and post-observation review of the Administration's assessment;
- Unannounced teacher observations, including post-observation review of the Administration's assessment;
- Self-assessments based on personal and school goals; and,
- Administration's review of teachers' other duties and responsibilities, including school policy implementation, commitment to professional development, interaction with others, committee membership, etc.

Nova Classical will endeavor to complete teacher evaluations by May 15 each year. Each academic year, the Administration will publish a timetable for teacher evaluations, observations, and goal setting.

NON-LICENSED STAFF EVALUATIONS

Each staff member's performance is formally evaluated on an annual basis by their supervisor. Staff members will receive a copy of the form used to evaluate their performance in advance.

EMPLOYEE FILES

It is important that Nova Classical maintain accurate employment records. Employees are responsible for notifying Human Resources of any change in name, address, phone number, immigration status, or any other pertinent personnel information within thirty (30) days of an applicable event (e.g. name, mailing and/or permanent address, or phone number change). By promptly notifying Nova Classical or such changes, employees will avoid compromising benefit eligibility, the return of W-2 forms, or other similar inconvenience. Changes include—but are not limited to—address, phone number, direct deposit, benefits enrollment, dependents and beneficiaries, emergency contact(s), and withholdings, which may be initiated through an employee's login to Nova Classical's HRIS software.

ACCESS TO PERSONNEL FILES

An active employee may review their personnel file once every six (6) months upon a written request. Former employees may review their personnel files once each year after separation, for as long as the employee file is maintained. Nova Classical will not retaliate against an employee for asserting rights or remedies under this policy.

Employee files will be made available for review at Nova Classical during normal hours within seven (7) working days of the receipt of a written request. The employee's review must be conducted in the presence of a Nova Classical representative. After the review and upon the employee's written request, Nova Classical will provide a copy of the personnel file to the employee, free-of-charge.

Pursuant to the Data Objection Process outlined in MN Stat 13.04, Subd. 4, if an employee disputes information contained in their personnel file, the employee must submit a written request to Human Resources identifying the specific data they dispute. Within 30 days of receiving the written request, Nova Classical will either:

- Correct the data that is inaccurate or incomplete and attempt to notify past recipients of the error.
- Refuse to change the data and inform the employee of their right to appeal.

If the employee disagrees with the employer's final decision, they have the right to include a statement in their personnel file reflecting their version of the facts, which must be included whenever the disputed data is disclosed. For a more comprehensive review of an employee's rights regarding objections to data that is maintained by the employer, please review Minn. Stat. 13.04, Subd. 4.

Upon termination of employment, former employees will continue to have limited access to Nova Classical's HRIS and Payroll systems through the end of April of the year following their last day worked.

COLLABORATION AND COMMUNICATION

OVERVIEW

Communication is essential to Nova Classical’s operations. Honest, respectful, and insightful communication about and amongst coworkers is critical to establishing and preserving peer relationships and a high-quality working environment. Employees are expected to communicate effectively and respectfully with one another, the Administration, the Board, students, parents, and the general public.

Peer-to-Peer

As members of a community of learners, Licensed Instructional Staff members should continually seek out one another for insight and discussion. Interactive discussions and engagement foster learning and our intellectual pursuits.

All staff are expected to inform each other about student behavior and progress on a need-to-know basis. “Need to know” is defined as needing to know non-public data about an employee or a student in order to perform one’s job. Employees are responsible for keeping Administration apprised of important events and developments, behavioral, or intellectual difficulties that a particular student or class is experiencing, and any specific parent input that an employee believes merits raising with Administration.

Staff-to-Student

Staff must communicate with students in a manner that reflects professionalism, respect, and appropriate teacher–student boundaries. Electronic communication between staff and students must support the school’s educational mission and comply with applicable state and federal laws governing public education, student data privacy, and professional conduct. If communication between staff and students is not directly related to academics or a school-sponsored activity, parents must be included in the communication.

Professional Standards

All electronic communication with students must be:

- **Transparent:** Communication must occur through school systems and be visible to appropriate parties, including administrators and parents when applicable. Staff must not use platforms or communication methods that are not school approved.
- **Professional:** Staff must write messages as representatives of the school. Communications should demonstrate a professional tone, respectful language, proper grammar, and appropriate subject matter. Staff must maintain appropriate teacher–student boundaries at all times. Electronic communication should focus on academic or school-related matters and must never include inappropriate language, personal discussions unrelated to school, or content that could reasonably be viewed as unprofessional.

Transparency and Recordkeeping

All staff-to-student electronic communication must be transparent and conducted through systems that can be monitored and retained by the school. Communications sent through school accounts are considered public records and may be reviewed by school administrators in accordance with applicable law and school policy.

Approved Communication Methods

Email is the preferred method of electronic communication with students. Staff may communicate with students electronically only through official Nova Classical communication systems, including their Nova Classical email account or other school-approved platforms. Staff are reminded that their communications are public and may be subject to public data requests.

Social Media and Online Platforms

Staff must maintain clear professional boundaries with students on social media and other online platforms. Staff must not engage in private or personal online communication with students through any platform not approved by the school.

Staff may not connect with currently enrolled students through personal social media accounts. This includes, but is not limited to:

- Friending individual students
- Following individual students
- Accepting follow requests from individual students
- Sending or responding to direct messages from individual students
- Communicating with individual students through private messaging features on any social media platform

Teacher-Parent

Parent partnership is a cornerstone of successful learning at Nova Classical. Contact with parents, often by e-mail, may be initiated directly by either parents or teachers. Teachers are expected to regularly check their staff mailboxes, voicemail, and e-mail and are required to return communications about student concerns within the teacher's next two (2) scheduled work days.

Teachers are expected to maintain academic records in our student information system (SIS), Infinite Campus (IC) according to Administration's direction. The online gradebooks maintained on Infinite Campus are the primary means of communicating students' academic progress with their parents. School of Grammar teachers must enter each student assignment and grade in the SIS within two weeks of the assignment's collection. School of Logic and School of Rhetoric teachers must enter each assignment into the SIS by 4:00 PM every Monday of the current academic week so that families may plan weekly workload, mark work that is not turned in as "Missing" in the SIS on a daily basis, and enter each grade in the SIS within two weeks of the corresponding assignment's collection.

COMMUNICATION PROTOCOL

Nova Classical's general rule concerning communication is to communicate with the person closest to the situation who is best able to address the issue quickly and effectively. Attempts to circumvent the communication process will be directed back to the process outlined in the protocol.

The communication procedure for issues and concerns for/with employees as it relates to their employment is as follows:

- Direct communication employee to employee: this shows respect for the employee receiving feedback and also for the employee communicating the information.
- Direct communication with an employee's own direct supervisor: this shows respect for the supervisor and also for the employee communicating the information.
- Direct communication with Human Resources: if the matter remains unresolved, Human Resources may coordinate a meeting between the employee(s) and supervisor(s).
- Direct communication with the Executive Director: if the matter remains unresolved, the Executive Director may coordinate a meeting with the appropriate parties.

COMMUNICATION WITH THE MEDIA

All media inquiries concerning or relating to Nova Classical must be directed to Nova Classical's Executive Director and/or the Chair of Nova Classical's School Board. Only the Executive Director and/or Board Chair, or their designee, is authorized to make or approve public statements concerning or relating to Nova Classical. Any employee who wishes to author and/or publish an article, paper, or other publication on Nova Classical's behalf must obtain prior approval from the Executive Director.

ETHICS**GENERAL**

Nova Classical Academy's successful operation and reputation is built on the principles of its employees engaging in fair dealing and ethical conduct. Nova Classical's reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as scrupulous regard for the highest standards of conduct and personal integrity. Nova Classical Academy will comply with all applicable laws and regulations, and it is expected that all employees will conduct themselves in accordance with the letter, spirit, and intent of all relevant laws, regulations, rules, policies, and administrative procedures and practices, and refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, must guide employees with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed with one's supervisor or the Administration. Compliance with this Policy of Ethics and Conduct is the responsibility of every employee. Disregarding or failing to comply with Nova Classical's standards of ethics and conduct may lead to disciplinary action, up to and including termination of employment.

Retaliation against any employee who raises questions, concerns, or complaints concerning the honesty and integrity of Nova Classical's operations is strictly prohibited. Similarly, retaliation is prohibited against any employee who provides accurate information to any law enforcement agency about the commission of any federal or state offense. Any employee who feels that they have been retaliated against or threatened with retaliation for these reasons should report the matter immediately to Human Resources.

Conflicts of Interest

Nova Classical expects the loyalty of all employees. It is important that employees are free of any interests or other relationships that might conflict with Nova Classical's best interests. If an employee finds that they have, or are considering assuming, an interest or outside relationship that might involve a conflict of interest, or if the employee is in doubt as to the proper application of this Conflict of Interest policy, the employee should promptly make all the facts known to Human Resources and refrain from taking any action that might reasonably be considered to conflict with Nova Classical's best interests. In addition, Nova Classical employees are subject to the provisions of Minn. Stat. 124E.14, entitled "Conflicts of Interest". Pursuant to that statute, Nova Classical employees are prohibited from engaging in conflicts of interest as described therein.

Protection of Confidential Information

Nova Classical is committed to protecting the privacy and confidentiality of its students' and employees' information/data. Every employee must use reasonable care to protect or otherwise prevent the unauthorized use, disclosure, or misappropriation of confidential information/data about employees or students. No confidential information/data about employees or students may be disclosed or used within or outside Nova Classical without proper authorization, and then only if the disclosure or use is in compliance with the law. If an employee is uncertain whether information should be treated as confidential, the employee should presume that such information is confidential and not disclose it without first obtaining proper authorization. For more information, see Board Policy 515 and Board Policy 515F.

Confidential information includes data classified as nonpublic under the Minnesota Government Data Practices Act or the federal Family Educational Rights and Privacy Act ("FERPA"), and other data deemed to be confidential or nonpublic under other federal or state laws. Confidential information can take many forms (i.e., written, electronic, verbal, overheard, observed, etc.). Employees must be aware of their environment at all times.

Student Data Privacy

All student data, with the exception of Student Directory Information, is confidential and may only be discussed with those that have a legitimate education-based interest.

Private student data includes, but is not limited to:

- IEP or 504 status(es);
- Academic status, discipline reports, grades, test scores;
- Family situations (home life, mental status, court orders); and/or
- Health office visits (the health office will disclose to parents per school policy when a student is in the health office).

Student information is only released through the office of each of Nova Classical's school or the health office. If an employee receives a request for student data from outside Nova Classical, the request must be forwarded to the student's principal for release. This is especially important to remember when the student has a parent working in the school. The office of each of Nova Classical's schools or the health office will inform parents who are employees of any issues related to their student. Employees who have students attending Nova Classical are prohibited from violating these protocols/school policies.

Employees with one or more students enrolled at Nova Classical must make an appointment to talk with their student's teachers, just as an employee would be required to do if the employee's student attended another school. These appointments should take place at a time that will not conflict with the parent/employee's work responsibilities. An employee asking a Nova Classical teacher for information about the requesting employee's student while passing in the hall, or otherwise, leads to a discussion that the teacher may be unprepared to have and is inappropriate to discuss where others may overhear private student data.

Falsification of Documents

We rely on the accuracy of information provided on or in employment records, student records, school records, and documents required to be completed or submitted under applicable law. Falsification of records is strictly prohibited, will not be tolerated, and may result in disciplinary action, including discharge.

GIFTS

Employees are prohibited from giving gifts (either monetary or non-monetary) to individual students. In accordance with Minn. Stat. 471.895, Nova Classical expects that its staff will comply with the law regarding the receipt of gifts valued at more than \$5.00 when acceptance will create a conflict of interest and/or have the appearance of influencing the employee's professional duties, actions, or decisions, regardless of position.

RELATIVES AND INTIMATE RELATIONSHIPS AT WORK

Nova Classical will not take any adverse action against any employee for engaging in relationships, familial or otherwise, during nonworking hours away from Nova Classical property. However, Nova Classical will consider such relationships as a factor in any employment decisions if such relationships affect an employee's job performance, occurs during working time or on school property, or otherwise poses the danger of a conflict of interest or appearance of impropriety.

A familiar or intimate relationship among employees can create a conflict of interest or appearance of impropriety in the employment setting, especially where one relative, spouse, partner, or other relative supervises another relative, spouse, partner, or other relative. To avoid this problem, Nova Classical reserves the right to refuse to hire or place a relative or other intimately associated individual in a position where the potential for favoritism or conflict of interest exists or may be perceived to exist.

In other cases, where a conflict or potential conflict of interest arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment or terminated from employment, at the discretion of Nova Classical. If two employees marry, become related, or enter into an intimate relationship, Nova Classical may choose not to allow them to remain in a reporting relationship or positions where one individual may affect the compensation or other terms or conditions of employment of the other. Should this occur, Nova Classical will attempt to identify other available positions, and the employees will have thirty (30) days to decide which individual will remain in their current position. If no alternate position is available, the employees will have thirty (30) days to decide which employee will remain with Nova Classical. If this decision is not made in the time allowed, Nova Classical's Administration will make the decision.

For purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage. For more information on Nova Classical's Anti-Nepotism policy, see Board Policy 405.

REQUIRED LICENSURE

For any position in the district which requires a license issued by the Minnesota Professional Educators Licensing and Standards Board (PELSB) or other applicable licensing authority, it is the employee's responsibility to maintain a current and valid license appropriate to their assignment as required by Minnesota law. If an employee fails to renew their license after the personalized renewal process provided to them through Nova Classical's Licensure Committee, the employee shall be placed on unpaid leave until such time as the license is renewed. The employee will be advised that their failure to reinstate their license within thirty (30) calendar days will constitute insubordination, inefficiency and willful neglect of duty, and conduct unbecoming an employee, which are grounds for immediate termination from employment.

INTELLECTUAL PROPERTY

In consideration for continued employment, employees agree to provide to Nova Classical a non-exclusive, royalty-free, non-transferable and perpetual license in and to any intellectual property employees create, conceive of, construct, or memorialize in a tangible medium arising out of or relating to work and services performed for Nova Classical or on Nova Classical's behalf in the past, present, or future. Such intellectual property includes—but is not limited to—copyrights, trademarks, writings, works of authorship, information, trade secrets, inventions, discoveries, business methods, curriculum plans, and improvements, whether or not registrable or patentable. For more information on Nova Classical's Curriculum Policy, see Board Policy 501.

As part of this license, employees are obligated to disclose information pertaining to such intellectual property (e.g., copies and/or lists of such intellectual property, etc.) during and after the employment with Nova Classical upon request of the Administration. Employees are obligated to execute any documents the Administration deems necessary or appropriate to effectuate this license during and after employment. While this agreement does not infringe on an employee's rights to such intellectual property beyond the perpetual license to Nova Classical, the provisions of this agreement shall not be construed to supersede any other rights Nova Classical may assert regarding such intellectual property, including, without limitation, rights provided by additional agreements.

EMPLOYMENT OUTSIDE THE WORKPLACE

If an employee is employed outside of Nova Classical and if the employee's outside employment adversely affects or interferes with their job performance with Nova Classical, the employee may be directed to end their outside employment or be subject to, appropriate disciplinary action up to and including discharge. For purposes of this policy, self-employment is considered outside employment.

Consistent with this policy, the following types of outside employment are prohibited:

- Employment that conflicts with an employee’s work schedule, duties, or responsibilities or creates an actual conflict of interest
- Employment that impairs or has a detrimental effect on an employee’s job performance with Nova Classical
- Employment that requires an employee to conduct work or related activities on Nova Classical property, during working hours, or using Nova Classical facilities and/or equipment
- Employment that directly or indirectly competes with Nova Classical’s interests

Nova Classical employees who wish to engage in outside employment that may conflict or interfere with their Nova Classical employment, or create a conflict of interest, must submit a written request to Human Resources explaining the details of the outside employment. If an employee’s request to engage in outside employment is authorized, Nova Classical will not assume any responsibility for this outside employment. Specifically, Nova Classical will not provide workers’ compensation coverage or any other benefit for injuries occurring from or arising out of such outside employment. Authorization to engage in outside employment is left solely to the discretion of Nova Classical’s Administration. If authorization is given to an employee to engage in outside employment, such authorization can be revoked by Nova Classical at any time.

BACKGROUND CHECKS

Nova Classical Academy recognizes the importance of maintaining a safe place for students and staff. To ensure that employees are qualified and meet Nova Classical’s safety criteria, criminal background checks are conducted on all employees who have received a conditional offer of employment pursuant to Minn. Stat. 123B.03. Pursuant to Minn. Stat. 123B.03, the employees who undergo a criminal background check at the time of hire are responsible for the cost of their own background check. Nova Classical pays all costs associated with background checks conducted after the initial background check conducted at the time of hire.

Background checks on candidates for employment are processed after a conditional offer of employment is made which is contingent upon a successful background check completion. Nova Classical has sole discretion to determine whether the results of a background check are adequate. The presence of a criminal history is not a bar to employment. Nova Classical will consider the nature and gravity of the offense for which the employee has been convicted, the time that has passed since the conviction, conduct, or completion of sentence, and the nature of the job sought or held. Any candidate who refuses undergo a criminal background check is no longer considered eligible for employment or to conduct business with Nova Classical. The consent release form may also authorize Nova Classical to conduct periodic background checks on employees.

If it is determined that a current or prospective employee has been untruthful about their criminal history, Nova Classical will no longer consider the prospective employee for employment. If it is determined that an employee has been untruthful, it will be a basis for immediate termination of employment.

Candidates will be provided with a copy of the results when required by law. Nova Classical complies with all laws regulating the use of background checks for employment purposes, including the Fair Credit Reporting Act. The full Background Check policy can be found in Board Policy 404.

NOTIFICATION OF A CRIMINAL CONVICTION

Employees must notify Human Resources of any criminal conviction, guilty plea, plea of no contest, or deferred adjudication that occurs after they are hired by Nova Classical within five (5) days or be subject to termination. Nova Classical will determine whether any employment action is warranted as a result.

LEAVES OF ABSENCE

LEAVE CONSIDERATIONS

To the extent possible, Nova Classical will coordinate all applicable leaves to run concurrently to the extent allowable under the law, with the exception that supplemental pay to “top off” during qualified leave through the use of accrued paid time off (PTO or ESST) will not be permitted. Intermittent leave must be used in increments of one (1) hour or more. Intermittent leave after the first 480 hours must be used in whole day increments through the duration of the leave. Employees who wish to request a Leave of Absence for any period longer than five (5) days must submit the required leave request form located on the Staff page of Nova Classical’s website. Any employee who would like to apply for MN Paid Family Medical Leave must complete their application directly with the State of Minnesota through the Department of Employment and Economic Development (“DEED”).

FAMILY AND MEDICAL LEAVE / PREGNANCY AND PARENTING LEAVE

Employees should contact Human Resources should the need arise for leave pursuant to the Family and Medical Leave Act or Pregnancy and Parenting Leave. Nova Classical's Family and Medical Leave Policy and Pregnancy and Parenting Leave guidelines are set forth in Board Policy 410.

It is expected that employees will provide notice of such leaves as far in advance as practicable, and generally at least a minimum of 30 days prior to the beginning of a foreseeable leaves. During such qualified leaves, Nova Classical will maintain benefits coverage for eligible employees and employees will be required to remit payment to the Business Office for the employee portion of applicable premiums. Should a leave extend beyond the provisions of a qualified leave, benefits coverage will terminate until an employee is eligible to return to work. In such an event, COBRA may be extended to eligible employees.

MINNESOTA PAID FAMILY & MEDICAL LEAVE (PFML)

Nova Classical Academy will comply with all the requirements of the law under Minnesota's Paid Family & Medical Leave (PFML) no later than January 1, 2026, unless otherwise directed by the State of Minnesota. Through the Department of Employment and Economic Development ("DEED") or by private carrier, PFML provides eligible employees with paid leave for qualifying family and medical reasons including the employee's own healthcare needs, providing care for family members with serious health conditions, and more. Employees of Nova Classical are entitled to access this benefit pursuant to the guidelines set forth by the state of Minnesota. Details regarding eligibility requirements, leave allotment, and the application process for PFML will be provided to employees in accordance with the law. Employees may be charged a portion of the premium cost for PFML pursuant to the law, as determined by the state, which will be deducted from their regular wages, as required or allowed.

A. Overview of PFML

Nova Classical provides time off to eligible employees who qualify for Minnesota Paid Leave (MN Paid Leave) benefits under Minnesota law. Nova Classical participates in Minnesota's state MN Paid Leave program, which is administered by DEED.

B. Premiums

MN Paid Leave benefits are funded through premium contributions payable to the State of Minnesota or the insurance carrier. The premium cost will be split between Nova Classical and employees as follows:

- Nova Classical will pay 50% of the required premium.
- Employees will pay 50% of the premium cost through payroll deductions.

C. Eligibility

Eligibility determinations for MN Paid Leave benefits are made by the State of Minnesota. Generally, to be eligible for MN Paid Leave, employees must:

- Work at least 50% of the time from a location in Minnesota, including employees who work from home or spend time in other states occasionally.
- Meet the financial eligibility requirements by having earned over a specific amount of wages as defined under Minnesota law at the time of your requested leave.

D. Benefit Amount

Employees' weekly MN Paid Leave benefit amounts are calculated and determined by DEED.

E. Leave Entitlement & Use

DEED may approve MN Paid Leave for the following conditions in a benefit year:

- Up to 12 weeks of medical leave (for the employee) to take care of themselves for a serious health condition, including pregnancy, childbirth, recovery, or surgery.
- Up to 12 weeks of family leave to:
 - Bond with a child through birth, adoption, or foster placement.
 - Care for a family member with a serious health condition.
 - Support a military family member called to active duty.
 - Receive covered types of care for yourself or a family member because of domestic abuse, sexual assault, or stalking.

Employees can take both types of leave in the same benefit year, but cannot exceed 20 weeks total within a single benefit year. For example, an employee may be entitled to 12 weeks of family leave to bond with a child and another 8 weeks of medical leave for

their serious health condition. Under the state plan, the benefit year begins the first day the employee takes leave. There is no waiting period for MN Paid Leave when an employee is granted the benefit.

F. Intermittent Leave

Employees may apply for intermittent leave when it is reasonable and appropriate to the needs of the individual requiring care. Intermittent leave is limited to 480 hours in a 12-month period. The minimum increment of leave is one (1) hour.

Eligibility

Employees seeking intermittent leave must:

- Meet all other eligibility requirements for MN Paid Leave.
- Have at least eight hours of accumulated leave, unless more than 30 days have passed since the initial leave.

Notice

Employees requesting intermittent MN Paid Leave must make a reasonable effort to provide written notice to Nova Classical's Human Resources Department before applying for benefits. The notice must include:

- A proposed intermittent leave schedule.
- A completed health care provider certification identifying:
- The necessity of the leave.
- A reasonable estimate of frequency, duration, and treatment schedule.

G. Definitions

Family Member:

- Spouse or partner
- Child (including biological, adopted, step, or foster children, or a child you raise even if you are not legally related)
- Parent or person who raised you
- Sibling
- Grandchild or grandparent
- In-laws (including son, daughter, father, or mother)
- Anyone close to you who depends on you like family, even if not related by blood

Serious Health Condition:

A physical or mental illness, injury, impairment, condition, or substance use disorder. Care for a serious condition may involve evaluation, treatment, inpatient care, recovery, or not being able to perform regular work, attend school, or do regular daily activities. This includes childbirth, conditions related to pregnancy, or surgery.

H. Notice

Before starting a MN Paid Leave claim, employees must notify Human Resources of their intention to take leave.

- If the need is foreseeable, employees shall provide at least 30 days' notice prior to the start of the leave.
- If the leave is not foreseeable, employees shall still be able to take leave under MN Paid Leave but must notify Human Resources as soon as practicable.

I. How to Apply for Minnesota Paid Leave

After notifying Human Resources, employees may apply for MN Paid Leave. The Leave of Absences Request form to notify the district is located on the Staff page of Nova Classical's website under Benefits & HR. Employees can apply via the MN Paid Leave online portal or by calling DEED's MN Paid Leave office.

J. Interaction with Other Laws & Benefits

MN Paid Leave will run concurrently with any leave and/or wage supplement for which an employee may be eligible under local, state, or federal law, which may include: Family and Medical Leave Act (FMLA), and/or Minnesota Women's Economic Security Act (WESA) pregnancy and parenting leave.

Nova Classical offers a voluntary short-term disability (STD) policy that may run concurrently and require its own filing requirement pursuant to the terms of the STD policy. Please contact Mutual of Omaha if you have elected this coverage during open enrollment. STD payments may be reduced, pursuant to the terms of the STD policy, as a result of receiving MN Paid Leave benefits.

The special rules for instructional employees that exist in FMLA do not apply when FMLA and MN Paid Leave run concurrently. See Policy 410, Family and Medical Leave Policy, for more information about FMLA and instructional employees.

K. Supplementing with Accumulated Leave Benefits

Nova Classical does not allow employees using MN Paid Leave benefits to supplement, or “top off,” MN Paid Leave benefits with accumulated leave balances. The employee is permitted to use up to 40 hours (5 days) of accrued, but unused paid time off during the elimination period of a qualifying leave.

L. Maintaining Health Coverage During Leave

Unless the employee revokes coverage while on MN Paid Leave, Nova Classical will continue to provide group health insurance under the same conditions as before the leave began. Employees must continue to make timely payments of their share of the premiums.

Group health insurance may be cancelled if an employee’s premium payment is 30 days late. Before terminating coverage, Nova Classical will:

- Provide written notice to the employee at least 15 days before termination.
- The notice will include:
 - The final date that payment is due (30 days past the due date) to avoid cancellation; and
 - The date coverage will end if payment is not received.

An employee's share of group health insurance premiums during MN Paid Leave may be paid using one of the following options:

- **Prepayment:** The employee may prepay premiums at or before the start of leave. Payroll deductions can be adjusted to reflect the agreed-upon amounts and schedule.
- **Periodic Payments:** The employee may arrange to submit payment at least monthly for the duration of the leave.
- **Post-Leave Payment:** The employee may pay premiums after returning from leave by modifying payroll deduction amounts.

Coverage that lapses due to nonpayment of premiums will be reinstated immediately upon return to work without a waiting period.

M. Employment Reinstatement

Upon return from covered MN Paid Leave, employees shall be reinstated to their previous position or to an equivalent position, with the same status, pay, employment benefits, length-of-service credit, and seniority credit as of the date of leave if the employee has worked for Nova Classical for a minimum of 90 calendar days.

Upon return to work, if it becomes evident the employee is unable to perform the key essential functions of their position (with or without reasonable accommodation), Nova Classical may engage in an interactive process, consistent with the American with Disability Act (ADA) and/or Minnesota Human Rights Act (MHRA) and other applicable workplace policies, including workplace safety protocols, to determine appropriate next steps.

N. Retaliation

Nova Classical shall not interfere with or retaliate against employees who request or take leave in accordance with the MN Paid Leave law.

BEREAVEMENT LEAVE

Employees will be provided up to three (3) days of paid time off which must be taken within 90 days of the event of the death of an immediate family member to grieve their loss, prepare for and attend a funeral, and/or attend to any other immediate post-death matters. “Immediate family” consists of the employee’s spouse, domestic partner, child, stepchild, unborn child (miscarriage), parent, stepparent, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother, sister, brother-in-law, sister-in-law, stepbrother, stepsister, uncle, aunt, niece, nephew, first cousin, grandparent, grandchild, or an adult who stood in loco parentis to the employee during childhood. Nova Classical’s Administration may, in its discretion, also provide an employee an additional three (3) consecutive days of unpaid time off for bereavement leave. Employees may also request to use PTO for additional leave beyond the paid/unpaid days of leave that Nova Classical provides.

An employee requesting bereavement leave should promptly notify their supervisor and Human Resources of the need for the leave. Bereavement leave must be taken within a reasonable time after the death of an immediate family member and does not carry over or accrue. Employees who do not take bereavement leave within a reasonable time after the death of an immediate family member, as determined by Nova Classical's Administration, will not be entitled to such leave.

Bereavement leave pay for a part-time employee will be prorated based on the employee's FTE status. Bereavement leave pay is not counted for the purpose of calculating an employee's hours of work or overtime premiums. Employees will not be compensated for unused bereavement leave at the end of employment with Nova Classical or at any other time.

LEAVE FOR VICTIMS OF A CRIME

Eligible employees may take time off from work to comply with a subpoena or a prosecutor's request to attend court for the purpose of giving testimony in criminal proceedings related to the victim's case. An employee who is the victim of a heinous crime and the victim's spouse or next of kin may take time off to attend criminal proceedings related to the victim's case. To be eligible under this policy, the employee must be the victim of a crime, the spouse or next of kin of the victim of a heinous crime, or the family member, guardian, or custodian of the victim if the victim is a minor or is incompetent, incapacitated, or deceased.

An employee must give 48 hours' advance notice to Nova Classical unless it is impracticable, or an emergency prevents the employee from doing so. The employee may be required to provide verification that supports the employee's reason for being absent from work, pursuant to Minn. Stat. § 611A.01.

TIME OFF TO VOTE

Nova Classical encourages all employees to fulfill their civic responsibilities and to vote in official public elections. When possible, Nova Classical encourages staff to vote before or after their regularly scheduled work shift. Employees will be permitted time off to vote, without loss of pay, during a regularly scheduled state primary or general election, an election to fill a vacancy in the office of United States senator or United States representative, or an election to fill a vacancy in the office of state senator or state representative. Employees having questions concerning time off to vote should contact Human Resources for clarification, pursuant to Minn. Stat. 204C.04.

JURY AND WITNESS DUTY LEAVE

Nova Classical encourages employees to serve on jury or witness duty when called. Employees called for jury duty or to testify as a witness must notify their supervisor and Human Resources as soon as a notice or summons from the court or a subpoena is received. Time off for jury or witness duty is unpaid, except that exempt employees will not incur any reduction in pay for a partial week of absence due to jury or witness duty. PTO use is permitted during a jury or witness duty leave. Any reductions in pay will be consistent with wage and hour laws. Verification from the court clerk of having served may be required and employees will be expected to report or return to work for the remainder of their work schedule on any day an employee is dismissed from jury or witness duty, pursuant to Minn. Stat. 611A.01.

MILITARY LEAVE

In addition to the protections under federal law, pursuant to Minnesota law, employees will be allowed time off without pay to engage in active service in the armed forces during times of emergency declared by the proper authority of the State of Minnesota. The leave may not extend more than four years, exclusive of any time the employee may be legally required to serve, pursuant to Minn. Stat. 192.26.

LEAVE FOR CIVIL AIR PATROL SERVICE

Unless it would unduly disrupt Nova Classical's operations, an employee may take a leave of absence without pay for time spent rendering service as a member of the civil air patrol on the request and under the authority of the state or any of its political subdivisions. Employees who work 20 hours or more per week on average are eligible for this type of leave. An employee must give advance notice to Nova Classical unless it is impracticable or an emergency prevents the employee from doing so. The employee may be required to provide verification that supports their reason for being absent from work, pursuant to Minn. Stat. 181.946.

FAMILY MILITARY LEAVE

If an employee's immediate family member (meaning a parent, child, grandparent, sibling, spouse, and registered domestic partner) has been injured or killed while engaged in active service, the employee will be provided up to ten (10) working days of leave without pay. An employee must give as much advance notice as is practicable of their intent to take a leave under this policy. Leave under this section will run concurrently with any paid leave of absence for which the employee is eligible.

LEAVE TO ATTEND MILITARY CEREMONIES

Unless it would unduly disrupt Nova Classical's operations, an employee may take a leave of absence without pay when the employee's immediate family member (including a grandparent, legal guardian, sibling, child, grandchild, fiancé, or fiancée), as a member of the United States armed forces, has been ordered into active service in support of a war or other national emergency. The amount of leave is limited to the actual time necessary for the employee to attend a send-off or homecoming ceremony for the mobilized service member, and may not exceed one day's duration in any calendar year. An employee must give advance notice to Nova Classical unless it is impracticable or an emergency prevents the employee from doing so. The employee may be required to provide verification that supports the employee's reason for being absent from work, pursuant to Minn. Stat. 181.948.

LEAVE FOR BONE MARROW, ORGAN, AND BLOOD DONATION

Employees will be provided a paid leave of absence to undergo a medical procedure to donate bone marrow, an organ, or blood. The combined length of the leaves may not exceed 40 work hours. Employees who work 20 hours or more per week on average are eligible for this type of leave. To qualify for this leave, the employee must submit a written verification by a physician detailing the purpose and length of each leave requested. If there is a medical determination that the employee does not qualify as a donor, the paid leave of absence provided to the employee prior to that medical determination will not be forfeited, pursuant to Minn. Stat. 181.945.

SCHOOL CONFERENCE & ACTIVITIES LEAVE

Employees will be provided an unpaid leave of up to sixteen (16) hours during any twelve-month period to enable attendance at an employee's child's special education, preschool, or school conferences or school-related activities, if those conferences or activities cannot be scheduled during non-work hours, pursuant to Minn. Stat. 181.9412. For salaried employees, unpaid time off may only be granted in whole day increments. Employees who work 20 hours or more per week on average are eligible for this type of leave. Where the need for school leave is foreseeable, an employee must provide prior notice and must make a reasonable effort to schedule the leave so as not to unduly disrupt Nova Classical's operations.

UNPAID PERSONAL LEAVE OF ABSENCE

An unpaid personal leave of absence may be granted upon request to regular full- and part-time employees for important pressing personal needs, at the discretion of Nova Classical Academy. Accepting employment elsewhere is not unpaid leave and constitutes a termination of employment at Nova Classical Academy.

Provisions:

1. Unpaid personal leave may only be requested once all other appropriate leave balances have been exhausted.
2. Nova Classical will attempt to hold an employee's position while on unpaid personal leave, but reserves the right to assign an employee to another position upon return from leave if it is determined to be in the best interests of Nova Classical.
3. Employee benefits will be continued, but the employee will be advised of their COBRA rights and rights to continuing coverage for other benefits in addition to health insurance (see Continuation of Benefits policy for additional information about COBRA).
4. Unpaid personal leaves are limited to one per year.

Procedure for Applying for Unpaid Personal Leave:

1. Requests for unpaid personal leave must be made in writing to the employee's supervisor, with a copy to Human Resources, and should indicate the reason and the length of leave requested.
2. The supervisor will review and act upon a request for unpaid personal leave in consideration of the following factors:
 - The purpose for which the leave is requested.
 - The length of time the employee will be away.
 - The effect the leave will have on the ability of the department to carry out its responsibilities.
 - The quality of the employee's performance prior to the submission of the request.
3. All unpaid personal leaves must be approved by the employee's supervisor and Human Resources.

Procedure for Returning from Unpaid Personal Leave:

1. An employee who has been granted an unpaid personal leave of absence must give their supervisor and Human Resources reasonable notification of intent to return at least two (2) weeks prior to the return date.
2. Upon receiving notification of the employee's availability, the supervisor must arrange to have the employee resume their previous position, if available.
3. If the previous position is no longer available, the employee may be considered for other open positions for which they may be qualified as they become available.
4. If no position exists, the employee will remain on unpaid personal leave until a suitable opening develops. If such an opening does not occur within a 60-day period, any obligation to reinstate the employee is discontinued and the employee's leave status is changed to voluntary termination. Future reemployment would be as a rehired with only legally required reinstatement of applicable benefits.

ACCOMMODATIONS**DISABILITY ACCOMMODATION**

In accordance with applicable law, Nova Classical Academy prohibits discrimination on the basis of an individual's disability status. Nova Classical will provide reasonable accommodations to applicants or employees with a known physical or mental disability who are qualified for the position at issue if such accommodation will not impose an undue hardship on Nova Classical, and will enable the applicant or employee to perform the essential functions of the position in question. Nova Classical's full Non-Discrimination Policy can be found in Board Policy 402.

Any applicant or employee who requires an accommodation in order to perform the essential functions of the position must notify Human Resources and their supervisor to request the accommodation. Nova Classical will then identify possible reasonable accommodations that will allow the applicant or employee to perform the essential functions of the position in question unless the proposed accommodation imposes an undue hardship or poses a direct threat to the health and/or safety of the individual or others. The applicant or employee is required to cooperate fully with Nova Classical in seeking and evaluating possible alternatives and accommodations. Nova Classical may require medical verification of both the claimed disability and the need for accommodation.

RELIGIOUS ACCOMMODATION

Nova Classical will attempt to make reasonable accommodations for employee observance of religious holidays and sincerely held religious beliefs, unless doing so would cause an undue hardship on Nova Classical's operations. If an employee desires such an accommodation, a request must be made in writing to Human Resources as far in advance as possible.

LACTATION ACCOMMODATION

Nova Classical will provide reasonable break times each day to an employee who needs to express breast milk for their infant child during the twelve months following the birth of the child as required by Minn. Stat. 181.939. The break times must, if possible, run concurrently with any break times already provided to the employee. If the break time cannot run concurrently with meal and rest breaks already provided, or if additional time is needed for the employee, the employee should work with their supervisor regarding scheduling the extra break time. Nova Classical will not reduce an employee's compensation for time used for the purpose of expressing milk.

Nova Classical will make reasonable efforts to provide a room or other location, in close proximity to the work area, other than a bathroom or a toilet stall, that is shielded from view and free from intrusion from coworkers and the public and that includes access to an electrical outlet, where the employee can express milk in privacy. This location may be the employee's private office, if applicable. Employees should discuss the need for a lactation area and where to store expressed milk with their supervisor and/or Human Resources and may also provide their own portable small storage unit or cooler for keeping expressed breast milk cold.

Nova Classical will not retaliate against an employee for asserting rights or remedies under this policy.

ALCOHOL AND DRUG POLICY

Nova Classical is committed to providing a drug free workplace and school for all staff and students. All staff members are expected to familiarize themselves with and adhere to the provisions in the school's Alcohol and Drug Policies. Nova Classical's alcohol and drug policies are set out in Board Policy 417 and Board Policy 418.

HARASSMENT

Nova Classical is committed to providing a work environment that is free of harassment. Nova Classical maintains a strict policy prohibiting sexual harassment or harassment on the basis of a person's race and traits associated with race including—but not limited to—braids, locks, and twists; color; religion; creed; sex; pregnancy or related medical conditions; age; national origin or ancestry; physical or mental disability; marital status; sexual orientation; genetic information; status with respect to public assistance; membership or activity in a local discrimination/human rights commission; or, any other category protected by federal, state or local law.

All such harassment is prohibited under this policy. Nova Classical's anti-harassment policy applies to all Nova Classical employees and to all students, parents, family members, vendors, contractors, or other persons with whom Nova Classical staff interact. The procedures in this policy apply to both harassment of a Nova Classical employee by a co-worker, and harassment of a Nova Classical employee by a non-employee, including students. Nova Classical's full Harassment and Violence policy, including reporting procedures, can be found in Board Policy 413.

Nova Classical will discipline any employee who retaliates or seeks to retaliate against an employee who reports potential violations of this policy, participates in an investigation of a potential violation of this policy, or who files, testifies, assists or participates in any investigation, proceeding or hearing conducted by a governmental agency. Prohibited retaliation includes, but is not limited to, termination, demotion, suspension, failure to hire or consider for hire, failure to give equal consideration in making employment decisions, failure to make employment recommendations impartially, adversely affecting work conditions, or otherwise denying any employment benefit.

Please report any potential retaliation in the same manner as described in Board Policy 413, Harassment and Violence. Any report of potential retaliation will be investigated in the same manner described above and, if substantiated, will subject the offending employee to discipline as described above.

WORKPLACE VIOLENCE

It is Nova Classical Academy's goal to have a workplace free from acts or threats of violence and to effectively respond in the event that acts or threats of violence do occur. Workplace violence is any intentional conduct that is sufficiently severe, offensive, or intimidating to cause an individual to reasonably fear for their personal safety or the safety of their family, friends, and/or property such that employment conditions are altered or a hostile, abusive, or intimidating work environment is created for one or several employees.

Examples of workplace violence include, but are not limited to:

- Threats or acts of violence occurring on Nova Classical premises, regardless of the relationship between the parties involved in the incident
- Threats or acts of violence occurring off Nova Classical premises involving someone who is acting in the capacity of a representative of Nova Classical
- Threats or acts of violence off Nova Classical premises involving an employee if the threats or acts affect Nova Classical's interests
- All threats or acts of violence occurring off Nova Classical premises of which an employee is a victim if Nova Classical determines that the incident may lead to an incidence of violence on Nova Classical premises
- Threats or acts resulting in the conviction of an employee or agent of Nova Classical, or of an individual performing service(s) for Nova Classical on a contract or temporary basis, under any criminal code provision relating to violence or threats of violence which adversely affects Nova Classical's interests

Examples of conduct that may be considered threats or acts of violence under this policy include, but are not limited to:

- Threatening physical or aggressive contact directed toward another individual
- Threatening an individual or his/her family, friends, associates, or property with harm
- The intentional destruction of property belonging to Nova Classical or another
- Harassing or threatening phone calls
- Surveillance and/or stalking
- Veiled threats of physical harm or physical and/or verbal intimidation
- Communicating an endorsement of the inappropriate use of firearms or weapons

Workplace violence does not refer to occasional comments of a socially acceptable nature, such as references to legitimate sporting activities, popular entertainment, or current events. Rather, it refers to behavior that is personally offensive, threatening, or intimidating. The prohibition against threats and acts described above applies to all Nova Classical employees as well as non-employees on Nova Classical premises.

Important Note: Nova Classical will make the sole determination of whether and to what extent threat or acts of violence will be acted upon by Nova Classical. In making this determination, Nova Classical may undertake a case-by-case analysis in order to ascertain whether there is a reasonable basis to believe that workplace violence has occurred. Threats or acts of violence should be immediately reported to Human Resources. If Human Resources is unavailable for any reason, threats or acts of violence should be immediately reported to the Executive Director.

DISCIPLINE AND TERMINATION

PROGRESSIVE DISCIPLINE

Nova Classical Academy is committed to administering equitable and consistent discipline for poor performance or misconduct in the workplace. The best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels.

It is in Nova Classical's best interest to ensure fair treatment of all employees and to make certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future. Although employment with Nova Classical is at-will, and both Nova Classical and employees have the right to terminate employment at will and without cause or advance notice, Nova Classical may use progressive discipline at its discretion.

Disciplinary action may call for any of the following four steps, determined by Nova Classical in its sole and complete discretion based on the severity of the issue and the number of occurrences:

1. Verbal or written warning or directive (with the Verbal Warning being documented in the employee's file)
2. Disciplinary Letter of Reprimand or Letter of Deficiency
3. Disciplinary Unpaid Suspension
4. Termination of employment

Nova Classical reserves the right and maintains the discretion to bypass one or more steps of discipline. Nova Classical recognizes that there are certain types of employee behavior that are serious enough to justify immediate action, including termination of employment, without going through the progressive discipline steps. By using progressive discipline, it is hoped that most employee problems can be corrected at an early stage, benefiting both the employee and Nova Classical.

Resignation

Any employee, who decides to voluntarily resign their employment, is requested to provide at least four (4) weeks' written notice of the intent to do so. This requested notice, however, does not alter the at-will nature of the employment relationship. Nova Classical reserves the right to accept an employee's resignation immediately, rather than waiting for the notice period to expire. An employee's letters or other communication(s) to/with the community related to a planned or impending resignation are prohibited without the approval of Administration.

Return of Property

Employees are required to immediately return all Nova Classical property in their possession or control in the event of termination of employment, resignation, layoff, or upon request. To the extent permitted by law, Nova Classical may withhold from an employee's check or final paycheck the cost of any items that are not returned, when required. No information belonging to Nova Classical may be held for an employee's or any other person's use. Nova Classical may also take all action deemed appropriate to recover or protect Nova Classical property.

STUDENT CONTACT

STUDENT DISCIPLINE

All Nova Classical employees are required to adhere to the guidelines set forth in the Student Discipline Policy, found in Board Policy 506. As outlined below, corporal punishment, physical abuse, and/or verbal abuse are not tolerated under any circumstances.

CORPORAL PUNISHMENT

Corporal punishment is physical punishment that involves the deliberate infliction of pain. Employees are strictly prohibited from corporally punishing students. An employee's use of corporal punishment against a student will result in immediate discharge.

Physical and Verbal Abuse

Employees are strictly prohibited from physically or verbally assaulting, or making dangerous or intimidating threats against, a student, parent, coworker, or any other person. Verbal assault includes, without limitation, the use of degrading, profane, obscene or offensive language, gestures, and/or slurs.

Student Supervision

All employees are responsible for the supervision and well-being of Nova Classical students. All students are to be supervised whenever they are on campus during the academic day (including during lunch and recess/break periods) or participating in extracurricular activities, and whenever they are off-campus on school-sponsored trips and/or events.

USE OF STUDENT IMAGE AND VOICE

All use of student images or voices must be reviewed and approved by the Administration. Employees are strictly prohibited from using any student's image or voice, regardless of the student's age, on any personal account without first obtaining approval from the student's parents and the Administration.

MANDATORY REPORTING

Any employee who knows or has reasonable cause to believe that a child or vulnerable adult is being maltreated, or has been maltreated in the past three (3) years, is required under Minnesota law to report such information to the Minnesota Department of Education or local law enforcement. Reporting procedures are set out in Board Policy 414. Training regarding identification of maltreatment and reporting maltreatment is required annually for all Nova Classical employees.

FACILITIES

FACILITY USE AND SECURITY

Nova Classical's school building and premises are an important part of the school's mission. Each teacher must take responsibility for their classroom. This includes, without limitation, ensuring that the classroom is clean and in good order at the end of each school day. Personal items should be labeled with the employee's name, whenever feasible. To ensure compliance with OSHA regulations, the use of outside or personal cleaning products is not permitted without authorization.

Employees are also responsible for ensuring that the school in general and school grounds are clean and maintained in good order. Each staff member also shares responsibility for building security and should assist with ensuring that doors are closed and/or locked as appropriate and/or required throughout the day and associated with any extracurricular activities or events.

VISITORS AND GUESTS

All visitors must report to the Main/Lower School Office immediately upon entering the building. Visitors are required to sign in using Nova Classical's Visitor Management System, indicating their time of arrival, reason for visiting, time of departure, and must also wear a "Visitor" badge at all times while on the premises whenever students are present. Employees must immediately report any suspicious activity to the Administration.

Visits must be scheduled to minimize work disruption. Guests are prohibited from having unsupervised access to or interaction with students. Employees who host a guest are responsible for the guest at all times.

Employees whose children attend Nova Classical must make acceptable arrangements with the Administration for the presence of their children during non-school hours. Children of employees may not be on campus or school premises during non-school workdays or when school is not in session without prior approval of the Administration. Unattended children are not allowed on campus or school premises at any time. For safety and insurance reasons, friends, relatives and parents of students are not permitted in areas restricted to employees without prior approval of the Administration.

FOB & KEY POLICY

The establishment of an environment in which students, staff, and guests at Nova Classical may safely adhere to its core character and intellectual virtues is necessary to the fulfillment of the school's mission. Staff may receive a FOB and/or key(s) in order to carry out their job-related responsibilities at Nova Classical. Upon receipt of a FOB and/or key(s), Nova Classical employees agree to the following:

- FOB/Key holders are authorized to carry specific keys, which are granted based on necessary access for the successful completion of their work.
- Only authorized FOB/key holders are permitted to carry keys and FOB/key holders must maintain control over issued keys at all times. Should unattended FOB(s)/key(s) be found, they must immediately be returned to the District Receptionist located in the Lower School Office.
- Authorized FOB/key holders must keep both safety and confidentiality in mind at all times, in accordance with their role and responsibilities to Nova Classical's students, employees, and families.
- Employees issued a FOB/key are prohibited from giving their FOB/key to an unauthorized user at any time. FOBs/keys found in the possession of unauthorized users will be confiscated and both the unauthorized person and the authorized FOB/key holder may be disciplined up to and including termination.
- Duplication of FOBs and/or keys in any manner is strictly prohibited. Employees issued FOBs/keys are prohibited from duplicating or requesting duplication of a FOB/key without express, written consent from school administration.
- Authorized FOB/key holders must take all reasonable steps to prevent compromising the security of all areas of the Nova Classical's building and grounds. Employees must immediately report any areas of the building and/or grounds that are found to be unsecured or in violation of school policies.
- Lost or stolen FOBs/keys must be reported to Nova Classical administration immediately.
- Employees must return FOBs and/or key(s) assigned to them immediately upon verbal or written request, in the event employee's employment with Nova Classical ends under any circumstances including—but not limited to—resignation, termination or layoff.
- Violation of any part(s) of this policy may result in the loss of authorization of FOB and/or key privileges and may result in discipline, up to and including termination.

All employees must agree and adhere to the terms and conditions outlined, accepting responsibility for the FOB(s) and/or key(s) entrusted to them during employment with Nova Classical.

SOLICITATION AND DISTRIBUTION OF LITERATURE

Nova Classical has established rules applicable to all employees and non-employees that govern solicitation, distribution of written material, political advocacy, and access to school property. Strict compliance with these rules is required.

- No employee shall solicit or promote support for any cause or organization during their working time, during the working time of the employee or employees at whom the activity is directed, or in the presence of students.
- Under no circumstances will non-employees be permitted to solicit or distribute written material for any purpose on Nova Classical property.
- No employee shall distribute or circulate any written or printed material in work areas at any time, during their working hours, or during the working time of the employee or employees at whom such activity is directed.
- No employee shall engage in political or personal belief advocacy on a subject matter over which Nova Classical has no control in a manner that is disruptive to Nova Classical's operations.
- As used in this policy, "working time" includes all time for which an employee is performing and/or scheduled to be performing services for Nova Classical. It does not include break periods, meal periods, or periods in which an employee is not performing and is not scheduled to be performing services or work for Nova Classical.

BULLETIN BOARDS

Bulletin boards are reserved for the exclusive use of Nova Classical for posting work-related notices or notices that must be posted pursuant to federal, state, and/or local law. From time to time, special notices and information for employees will be posted by Nova Classical Administration on bulletin boards. At the Administration's discretion, Nova Classical may maintain a community bulletin board in the Great Room. Employee postings are only permitted with prior approval of the Administration.

USE OF NOVA CLASSICAL EQUIPMENT

When using Nova Classical equipment or property, employees are expected to exercise care and follow all operating instructions, safety standards, and guidelines. Improper, careless, negligent, destructive, or unsafe use or operation of Nova Classical equipment or property may result in disciplinary action, up to and including termination of employment. Additionally, employees who lose, steal, or misuse Nova Classical equipment or property may be held personally liable for such loss, theft, or misuse.

Nova Classical property may not be borrowed, lent, or sold without prior approval of the Administration. Employees are prohibited from using Nova Classical equipment or property for personal use without prior approval of the Executive Director. Nova Classical reserves the right to search, inspect, and monitor school equipment and property at any time.

Employees must notify the Administration if any equipment, machines, or tools appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and needed repairs can prevent deterioration of equipment/property and possible injury to employees or others. An employee's supervisor will answer any questions about an employee's responsibility for maintenance and care of equipment used on the job.

WEAPONS IN THE WORKPLACE

Employees are banned from carrying or possessing firearms or other weapons as defined in Board Policy 501 during the course and scope of employment. Regardless of whether an employee has a permit to carry a firearm, pistol or handgun, such weapons are banned from all Nova Classical premises. Violations of Nova Classical's weapons ban policy will lead to discipline, up to and including termination. Nova Classical's School Weapons Policy can be found in Board Policy 501.

USE OF ELECTRONIC RESOURCES

This policy generally describes Nova Classical's guidelines with regard to the use of Nova Classical's electronic resources, including e-mail, voicemail, Internet access, and computer systems. Staff are not permitted to bring in or install personal printers on Nova Classical's network.

Employees must use Nova Classical's electronic resources with the understanding that these resources are provided for the benefit of school operations and in a manner that is consistent with performance of their duties and responsibilities. All employees must utilize Nova Classical's Google G Suite whenever possible, including its use for classroom/teacher websites. Third-party or other websites, approved by Administration, may be used at the teacher's expense.

All employees are responsible for ensuring they use Nova Classical's electronic resources in an effective, ethical, responsible and lawful manner. Personal use of Nova Classical's e-mail system must be kept to a minimum and cannot be disruptive to the employee's completion of their job duties. To ensure compliance with this policy, computer and e-mail usage may be monitored.

E-mail is provided for school business and employees shall have no expectation that e-mail, computer files, Nova Classical furnished software, or access to the Internet is private. Nova Classical may monitor employee usage of Nova Classical issued technology at its discretion and any e-mail or other electronic record of employee use of Nova Classical issued technology may be retained as part of the personnel file. Employees should familiarize themselves with, and adhere to, all provisions set forth in Nova Classical's Internet Acceptable Use policy in Board Policy 524.

TECHNOLOGY EQUIPMENT POLICY

The establishment of an environment in which students, staff, and guests at Nova Classical may safely adhere to its core character and intellectual virtues is necessary to the fulfillment of the school's mission. Staff may receive an electronic device in order to carry out their job-related responsibilities at Nova Classical. Nova Classical employees are expected to adhere to the following when provided a device by Nova Classical:

- Only Nova Classical employees who are authorized electronic device holders are permitted to carry electronic devices and such employees must maintain control over issued devices at all times. Should unattended electronic device be found, it will immediately be returned to Nova Classical's Technology Manager.

- Authorized electronic device holders must keep both safety and confidentiality in mind at all times, in accordance with their role and responsibilities to Nova Classical's students, employees, and families.
- Employees issued an electronic device are prohibited from providing their electronic device to an unauthorized user at any time. Electronic devices found in the possession of unauthorized users will be confiscated and both the unauthorized employee and the authorized device holder/employee may be disciplined up to and including termination. The employee/device holder's access to a Nova Classical issued electronic device may also be discontinued.
- Lost or stolen electronic devices and/or accessories must be reported to Administration immediately.
- Electronic devices are provided solely for professional use – personal use is not allowed. An employee's unauthorized personal use of the electronic device may result in the device being confiscated and the employee losing future access to an electronic device issued by Nova Classical.
- Employees issued electronic devices are required to comply with Nova Classical's policy on Use of Electronic Resources contained elsewhere in this Employee Handbook.
- Employees must return electronic devices and accessories assigned to them immediately upon verbal or written request, in the event of separation of employment including—but not limited to—resignation, termination, or layoff.
- Violation of any part(s) of this policy may result in the loss of authorization of electronic device privileges and may result in discipline, up to and including termination.
- While at work, employees must use only Nova Classical-issued devices, unless otherwise authorized by Administration.
- All employees shall connect any/all personal (non-Nova Classical-owned) devices only to Nova Classical's Guest Wi-Fi network.
- If connecting to their Nova Classical-issued e-mail on a personal device, the employee shall maintain the name listed on that account as the legal name on file with Nova Classical, for the purpose of outgoing messages, at all times. Employees may elect to update their signature with their preferred name, if different. Name changes, if requested, must first be evidenced to and processed by Human Resources to take effect.

All employees must agree and adhere to the terms and conditions outlined, accepting responsibility for the electronic device(s) entrusted to them during their employment with Nova Classical.

E-MAIL

All staff are provided with Nova Classical e-mail accounts. Staff is prohibited from using any personal accounts for e-mailing or communicating electronically with students. All e-mails to students must be sent through staff's Nova Classical e-mail addresses. While Nova Classical has no policy forbidding employees from communicating electronically with students, any communications which constitute inappropriate behavior, even if the communication occurs outside of school and/or from an employee's personal device, may be grounds for disciplinary action, up to and including termination.

SOFTWARE CODE OF ETHICS

Employees may not duplicate any licenses, software, or related documentation for use either on Nova Classical's premises or elsewhere unless Nova Classical is expressly authorized to do so by agreement with the licensor. Unauthorized duplication of software may subject users and/or Nova Classical to both civil and criminal penalties under the United States Copyright Act. Employees are prohibited from giving software to any outsiders or downloading software from the Internet for use on their work computer. Software may be used on local area networks or on multiple machines only in accordance with applicable license agreements. Nova Classical reserves the right to audit any computer to determine what software is installed on the local drive(s).

Virus Protection

Nova Classical maintains virus protection software on all network servers and filters all inbound and outbound e-mail (including attachments) for viruses. E-mail containing a virus will be quarantined and both the sender and recipient will be informed. If the virus can be removed, the message will be forwarded to the recipient.

Installation of Software on the Network

The computer network is subject to failure if software is improperly installed or if viruses are introduced into the system. In order to protect the network's integrity, users are prohibited from installing any software on a Nova Classical computer, including games, screen savers, or shareware. This policy also applies to any software downloaded from the Internet.

EMPLOYEE RESPONSIBILITY

Each employee is responsible for the content of all text, audio, or images the employee places or sends using Nova Classical's electronic resources. The same standards should be utilized for the creation of e-mail messages as would be utilized for other Nova Classical correspondence or memoranda. All messages must clearly identify the employee as the sender. Messages must not be transmitted under an assumed name. Employees or other users are prohibited from attempting to obscure the origin of any message. Employees who wish to express personal opinions on the Internet must use personal e-mail accounts and addresses from external (non-Nova Classical) systems.

USE OF TECHNOLOGY

Employees are encouraged to use district computers, phones, and other devices for school district business purposes only. Employee use of a personal cell phone for multi-factor authentication (MFA) in order to access school systems is an acceptable use of personal technology and may often be necessary during work hours. Other use of personal devices (e.g., cell phones, computers) or other personal communication (e.g., calls, texts, email) should be limited to emergencies or during scheduled breaks. Personal calls should be infrequent and for short duration and must not be used, at any time, in the classroom while class is in session. It is best practice to avoid using your phone in view of students. Video calling, texting, using social media platforms, or similar actions during work time is generally not permitted during scheduled work time, but may be used on breaks, meal or prep periods, and out of view of students, whenever possible.

USE OF MAIL

All engraved or printed Nova Classical stationary, letterheads (including digitally stored letterheads), envelopes, and other work materials are for Nova Classical business only. These materials may not be used for personal correspondence or non-business matters. When signing business letters on Nova Classical letterhead, an employee's name and title or position must be used. Use of Nova Classical resources to send personal mail is strictly prohibited. Nova Classical prohibits the delivery of personal mail and/or packages to the school.

SOCIAL MEDIA POLICY

Nova Classical understands that social media can be a fun and rewarding way to share life experiences and opinions with family, friends and co-workers. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist employees in making responsible decisions about the use of social media, Nova Classical has established guidelines for appropriate use of social media. This policy applies to all employees who work for Nova Classical.

Guidelines

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including an employee's own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with Nova Classical, as well as any other form of electronic communication. The same principles and guidelines found in Nova Classical policies apply to an employee's activities online. Ultimately, an employee is solely responsible for what an employee posts online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any conduct that adversely affects an employee's job performance, the performance of fellow employees or students of Nova Classical or otherwise adversely affects employees, students, students' families, members of the public, suppliers, people who work on behalf of Nova Classical or Nova Classical's legitimate business interests may result in disciplinary action up to and including termination.

Know and Follow the Rules

Carefully read these guidelines, other Nova Classical policies, including the policy regarding discrimination and harassment, data privacy regarding staff and students and professional codes of ethics in order to ensure that postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct or disclosure of private non-public data on staff and students will not be tolerated and may subject employees to disciplinary action up to and including termination.

Be Respectful

Always be fair and courteous to fellow employees, students, students' family members, suppliers or people who work on behalf of Nova Classical. Also, keep in mind that employees are more likely to resolve work related complaints by speaking directly with co-workers or by utilizing Nova Classical's Communication Protocol than by posting complaints to a social media outlet. Nevertheless, if an employee decides to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably can

be viewed as malicious, obscene, threatening or intimidating, that disparage staff, students, members of students' families or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or company policy.

Be Honest and Accurate

Employees must make sure that they are always honest and accurate when posting information or news, and if a mistake is made, must be corrected quickly. Be open about any previous posts that have been altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about Nova Classical, fellow employees, students, members of students' families, suppliers, people working on behalf of Nova Classical, or competitors.

Post Only Appropriate and Respectful Content

- Maintain the confidentiality of Nova Classical's private or confidential information about employees and students.
- Do not create a link from a personal blog, website, or other social networking site to a Nova Classical website without identifying oneself as a Nova Classical employee.
- Express only personal opinions. Employees must never represent themselves as a spokesperson for Nova Classical. If Nova Classical is a subject of the content being created, be clear and open about the fact that the person creating the content is an employee and make it clear that personal views do not represent those of Nova Classical, fellow employees, students, members of students' families, suppliers or people working on behalf of Nova Classical. If an employee does publish a blog or post online related to the work an employee does or subjects associated with Nova Classical, it must be made clear that the employee is not speaking on behalf of Nova Classical. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of Nova Classical Academy."

Using Social Media at Work

Refrain from using social media while on work time or on equipment provided by Nova Classical, unless it is work-related as authorized by the employee's supervisor or consistent with the Nova Classical's policy regarding use of school resources. Do not use Nova Classical e-mail addresses to register on social networks, blogs or other online tools utilized for personal use.

Retaliation is Prohibited

Nova Classical Academy prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Media Contacts

Employees are prohibited from speaking to the media on Nova Classical's behalf without authorization from the Executive Director. All media inquiries should be directed to the Executive Director.

Friending Students

Employees are prohibited from "friending" Nova Classical students on the employee's personal blog, website, or other social networking site.

For More Information

If you have questions or need further guidance, please contact the Executive Director or their designee.

SAFETY AND SECURITY

HEALTH AND SAFETY PROGRAM

Nova Classical's health and safety program is described in Board Policy 807.

SMOKE-FREE WORKPLACE

Nova Classical provides a work environment that is smoke-free. Smoking is prohibited on all Nova Classical premises and property. Nova Classical's full Tobacco-Free policy is available in Board Policy 419.

WORK-RELATED INJURIES

Nova Classical provides a comprehensive workers' compensation insurance program at no cost for employees. This program covers most injuries or illnesses sustained in the course of employment that require medical, surgical or hospital treatment.

An employee who sustains a work-related injury or illness must inform their supervisor immediately. Employees should report to the Health Office for any initial First Aid care, as they are able. No matter how minor a work-related injury may appear, it is important that it be reported. In addition to their supervisor, injured employees must speak with Human Resources to complete required paperwork, as soon as possible, and within 10 days of the occurrence of the work-related injury or illness. Instructions to complete a First Report of Injury are located on the Staff page of Nova Classical's website under Benefits & HR.

SECURITY INSPECTIONS

Nova Classical wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, Nova Classical prohibits the control, possession, transfer, sale, or use of such materials on its premises to the extent permitted by applicable law. Nova Classical requires the cooperation of all employees in administering this policy.

Desks, lockers, and other storage devices are provided for the convenience of employees but remain the sole property of Nova Classical. Accordingly, they, as well as any articles found within them, may be inspected by Nova Classical at any time and for any reason, either with or without prior notice.

In addition, in order to ensure the safety and security of students and employees, Nova Classical reserves the right to question and inspect or search any employee or other individual entering onto or leaving school premises. Nova Classical may also require employees while on the job or on Nova Classical premises to agree to reasonable inspection of their vehicles, personal property, and/or persons. The individual may be requested to self-inspect their vehicle, personal property, or person by displaying the contents of any packages and/or turning out their pockets, etc., in the presence of a Nova Classical representative, typically a management employee of the same gender. Nova Classical will not tolerate any employee's refusal to submit to a search.

HAZARDOUS AND TOXIC MATERIALS

If an employee's job requires that the employee use hazardous and/or toxic materials, compliance with all laws, rules, and regulations concerning their safe handling and disposal is expected. If an employee has any questions about the materials with which an employee works or the proper safety procedures to follow, such questions should be discussed with the employee's supervisor before handling the materials.

EMPLOYEE BENEFITS**BENEFITS AND ELIGIBILITY**

Nova Classical has established a variety of employee benefit programs designed to assist employees and their eligible dependents by providing coverage for illness and disability, and to help plan for retirement. This portion of the Employee Handbook contains a general description of the benefits to which an employee may be eligible to receive as an employee of Nova Classical. Unless required by law, the existence of these benefits programs does not constitute entitlement to such benefits and does not signify that an employee will necessarily be employed for the required time necessary to qualify for the benefits included in and administered through these programs.

This general explanation is not intended to, and does not, provide employees with all of the details of these benefits. To the extent that any of the information contained in this Handbook is inconsistent with the official plan documents, the provisions of the official documents will govern in all cases. Employees will be promptly notified of any and all situations where Nova Classical amends, modifies, or terminates its offered insurance coverage that has a direct impact on the employee. Benefits are overseen by Human Resources. Nova Classical reserves the exclusive right, power, and authority, in its sole and absolute discretion, to administer, apply, and interpret the benefit plans described herein, and to decide all matters arising in connection with the operation or administration of such plans. All necessary plan premiums are paid through payroll deduction.

Coverage for new, benefit eligible employees begins on the first day of the month following the date of hire. Insurance coverage is maintained for full-time employees and Licensed Instructional Staff. Employees who do not work at least 30 hours each week are not eligible for coverage. For hourly employees not scheduled to work over the summer months or who do not work at least 20 hours per week during the summer months to permit payroll withholding of benefit premiums, arrangements must be made with the Business Office to ensure payment is received for the employee portion of any insurance premium(s).

Health Insurance

For eligible employees, Nova Classical offers two health insurance plans: a first-dollar plan and corresponding Flexible Spending Account (FSA) and a high-deductible plan and corresponding Health Savings Accounts (HSA). Employees who elect individual coverage will pay a nominal portion of the cost of their premiums with Nova Classical paying the remainder. For employees who elect to cover eligible dependents, those additional premiums are paid 100% by the employee.

For married couples who are both benefit-eligible employees, Nova Classical will pay either two single contributions or the equivalent dollar amount toward one family contribution, to be decided by the employees. If benefit eligible employees, who are married to one another, elect to have family coverage, they will be responsible to pay the cost difference between two single contributions and a family contribution.

Dental Insurance

For eligible employees, Nova Classical offers dental insurance coverage. Employees who elect coverage will pay a nominal portion of the cost of their premium with Nova Classical will paying the remainder. For employees who elect to cover eligible dependents, those additional premiums are paid 100% by the employee.

Short-Term Disability Insurance

This voluntary coverage provides a benefit of 60% of the employee's wages during the coverage period and with the full premium paid by the employee, if elected. Certain exclusions apply and coverage may be limited to less than 60% of the employee's wages if annual pay crosses a stated amount, pursuant to plan guidelines. Employees are required to be paid for all accrued PTO at the onset of any short-term disability insurance claim.

Long-Term Disability Insurance

Nova Classical pays 100% of premiums for this coverage and all benefit eligible employees are required to participate in this plan. The coverage provides a benefit of 60% of the employee's wages. Certain exclusions apply and coverage may be limited to less than 60% of the employee's wages if annual pay crosses a stated amount, pursuant to plan guidelines. Long-term disability insurance benefits begin after a 90-day elimination period and may continue for up to 36 months, dependent on plan guidelines and the nature of the claim.

Life/AD&D Insurance

Nova Classical pays for life insurance for all benefit eligible employees. The benefit for this coverage is 1x the annual salary to a maximum of \$100,000.

Voluntary Life/AD&D Insurance

Eligible employees may purchase additional life/AD&D insurance coverage at a nominal group rate with the employee paying 100% of the premium(s). Spouse and/or dependent coverage is also available, but requires that the employee elect their own voluntary coverage and pay the applicable premiums for the elected coverage(s).

Vision Insurance

For eligible employees, Nova Classical offers voluntary vision insurance coverage. Employees who elect coverage will pay 100% of the cost of their premium. For employees who elect to cover eligible dependents, those additional premiums are paid 100% by the employee.

Dependent Care FSA

For eligible employees, Nova Classical offers a dependent care Flexible Spending Account, funded through voluntary payroll deduction up to federal guidelines.

Employee Assistance Program

For eligible employees, Nova Classical offers an employee assistance program which includes phone and in-person services as defined within the medical plan coverage.

QUALIFIED FAMILY STATUS CHANGES

In accordance with applicable laws, certain life events may permit mid-year changes to benefits enrollment. Employees must notify the Human Resources as soon as possible in the event of qualified life change events like birth, marriage, divorce, death, etc., and any changes must be complete within 30-days of the qualified event date.

COBRA

In accordance with applicable law, benefit eligible employees may continue medical insurance benefits under the Consolidated Omnibus Budget Reconciliation Act of 1985 (“COBRA”) for a period of up to eighteen months at the employee’s expense if they reduce their work hours to a benefit ineligible status, or discontinue their employment with Nova Classical.

If an employee’s spouse and/or dependent children are covered at the time of termination or reduction in hours, they have a right to continue coverage of the benefits subject to continuation. In addition, they may have the right to continue coverage of benefits subject to continuation if they lose coverage because of an employee’s death, divorce or legal separation, entitlement to Medicare or dependent child reaching adult status. The continuation of benefits described may change because the law changes and our benefits that are subject to continuation change periodically.

RETIREMENT PLANNING**TRA – TEACHER’S RETIREMENT ASSOCIATION**

Pursuant to Minnesota State Laws, all Licensed Instructional Staff must participate in a defined benefit pension plan through the Teacher’s Retirement Association (TRA), which is automatically deducted each pay period. Contribution rates are determined by Minnesota Statute and are subject to change by the Minnesota State Legislature. Nova Classical contributes a portion of the required withholdings, as an additional benefit to its employees. For account access and additional information, please visit minnesotatra.org.

PERA – PUBLIC EMPLOYEE’S RETIREMENT ASSOCIATION

Pursuant to Minnesota State Laws, all unlicensed staff or those whose position does not require a license must participate in a defined benefit pension plan through the Public Employee’s Retirement Association (PERA), which is automatically deducted each pay period. Contribution rates are determined by Minnesota Statute and are subject to change by the Minnesota State Legislature. Nova Classical contributes a portion of the required withholdings, as an additional benefit to its employees. For account access and additional information, please visit mnpera.org.

VOLUNTARY RETIREMENT PLANS**Equitable Advisors**

To eligible employees, Nova Classical offers the opportunity to participate in a voluntary 403(b) retirement plan with Equitable Advisors. Employees may contribute to this plan through payroll deduction. Contributions to the plan may be made on a pre- or post-tax (ROTH) basis. For additional information, please contact Human Resources, the Business Office, or visit Nova Classical’s website Staff page.

Horace Mann

To eligible employees, Nova Classical offers the opportunity to participate in a voluntary 403(b) retirement plan with Horace Mann. Employees may contribute to this plan through payroll deduction. Contributions to the plan may be made on a pre- or post-tax (ROTH) basis. For additional information, please contact Human Resources, the Business Office, or visit Nova Classical’s website Staff page.

Minnesota State Retirement System (MSRS)

To eligible employees, Nova Classical offers the opportunity to participate in a voluntary Minnesota Deferred Compensation 457(b) Plan (MNDCP) sponsored by MSRS. Employees may contribute to this plan through payroll deduction. Contributions to the plan may be made on a pre- or post-tax (ROTH) basis. For additional information, please contact Human Resources, the Business Office, or visit Nova Classical’s website Staff page.

TIAA

To eligible employees, Nova Classical offers the opportunity to participate in a voluntary 403(b) retirement plan with TIAA. Employees may contribute to this plan through payroll deduction. Contributions to the plan may be made on a pre- or post-tax (ROTH) basis. For additional information, please contact Human Resources, the Business Office, or visit Nova Classical’s website Staff page.

ACKNOWLEDGEMENT

This is to acknowledge that I have received a copy of Nova Classical’s Employee Handbook. I understand that the Employee Handbook sets forth the general terms and conditions of my employment with Nova Classical as well as my general duties, responsibilities, and obligations. I agree to follow the rules, policies, procedures, and standards set forth in the Employee Handbook. I also agree that nothing within the Employee Handbook creates a contract of any type or kind between Nova Classical and me. By signing this document using any device, means or action, you consent to the legally binding terms and conditions of this Handbook. You further agree that your electronic signature on this document or any document between you and Nova Classical (hereafter referred to as your “Signature” or "E-Signature") is as valid as if you signed the document in writing.

I understand that my employment with Nova Classical is at-will, meaning that it is not for a specified period of time, and that my employment with Nova Classical may be terminated by me or by Nova Classical at any time, with or without cause. If I decide to terminate employment, I agree to provide as much advance notice as possible, ideally at least four (4) weeks, prior to my last planned work day. I acknowledge that no oral or written statements or representations regarding my employment may alter the at-will relationship, except for a written agreement made and signed by Nova Classical’s Executive Director.

I also acknowledge that, with the exception of the policy of at-will employment, Nova Classical reserves the right to revise, delete, amend, change, alter, and/or add to the provisions of the Employee Handbook at any time, without notice. All such revisions, deletions, amendments, alterations, and/or additions must be in writing. No oral statements or representations can change the provisions of the Employee Handbook.

Employee Signature

Date

Employee’s Printed Name