RAINIER VALLEY LEADERSHIP ACADEMY

STAFF HANDBOOK:
POLICIES AND PROCEDURES

2026-2027

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I. INTRODUCTION

a. Welcome

Rainier Valley Leadership Academy was founded by the community and for the community, and we are honored to carry forward the work that began in the Fall of 2019. As the Southend continues to evolve, RVLA remains steadfast in its commitment to anti-racism, honoring our past and present by amplifying community voice and empowering our scholars to grow into the next generation of local and global leaders. Together, our collective strength moves us forward.

RVLA has experienced substantial change in recent years, and these shifts have had a profound impact on our community. Scholar and staff attrition have posed challenges, while frequent leadership transitions and Board instability have made it difficult to maintain consistent momentum. At present, 75% of our staff are in their first two years at RVLA, and the average teacher brings less than one year of classroom experience. Even so, these realities also present an opportunity, one that positions RVLA for a new chapter of growth and stability.

b. Purpose of Staff Handbook

i. This Staff Handbook (Handbook) is provided to all Rainier Valley Leadership Academy (RVLA) employees as a guide for the employer/employee relationship. It is an important source of information and employees should read the Handbook carefully and use it as a reference.

ii. Considerations for what this Handbook does and does not do:

1. This Handbook is designed to give a brief description of the policies and benefits for employees of RVLA. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit, or the applicability of a policy or practice to you, you should address your specific questions to your immediate supervisor or RVLA' Human Resources Department. This Handbook supersedes and replaces all previous personnel policies, practices, guidelines and handbooks whether written or spoken.
2. The procedures, practices, policies and benefits described herein may be modified or discontinued from time to time as RVLA deems necessary. RVLA will inform employees of any significant changes as they occur and on an annual basis.
3. The benefits described in this Handbook are intended for general

information purposes only. Many of the benefits are the subject of detailed written plans and policies which are available on request from RVLA' Human Resources Department and online. If a question arises about the nature or extent of plan benefits, or if there is conflicting language in the benefit plan documents and the Handbook, the benefit plan documents govern.

4. The Handbook is not an employment contract or a contract for continued employment. Employment with RVLA is on an at-will basis. No policy set forth herein guarantees any continuity of benefits or rights or forms any contract with an employee.

c. I.C. Rainier Valley Leadership Academy Mission and Values

i. Vision

1. We envision scholars empowered to lead, committed to justice, and equipped to thrive in college, career, and life.

ii. Mission

1. The mission of Rainier Valley Leadership Academy is to cultivate resilient scholars who strive for excellence in academics, character, and leadership. Through rigorous learning, outdoor education and a commitment to justice, scholars are prepared for success in college, career, and life. Empowered to lead. Driven to elevate. Destined to reshape the world.

d. Core Principles / P.R.I.D.E.:

i. Perseverance

1. **We believe growth is forged through persistence and resilience.** We set goals, embrace challenges, and learn from mistakes. We support one another so that no community member is left behind. We build the confidence and determination to navigate obstacles and chase our dreams.

ii. Responsibility

1. ***We own our impact and understand that being accountable means more than just showing up.*** From the words we speak to the actions we take, we are the architects of our community's safety and success. We ensure every voice is heard and every

action contributes to a stronger and equitable collective

iii. *Integrity*

1. **We carry the legacy of those who came before us with fierce respect and unwavering tenacity.** We stand firm against injustice and actively dismantle systemic barriers. We are an anti-racist learning community that moves beyond words, aligning every action with the pursuit of a more just and inclusive world.

iv. *Drive*

1. ***We fuel our goals with relentless ambition and an unwavering determination to succeed.*** We take command, lead with conviction, and turn initiative into results. We anchor our passion in strategic action and empower one another to convert aspirations into profound, lasting achievements.

v. *Excellence*

1. **Our best is the absolute baseline for everything we do.** Through curiosity, reflection, and dedication, we pursue distinction in learning, relationships, and leadership. By constantly growing in our understanding of ourselves, and the world around us, we cultivate a community rooted in dignity, care, and high expectations.

e. Summary of Rainier Valley Leadership Academy Diversity Equity & Inclusion (DEI) Commitment

f. Rainier Valley Leadership Academy is committed to fostering a learning community where every scholar and staff member is valued, supported, and empowered. As an organization dedicated to educational justice, we actively work to identify and address inequities, challenge systems of oppression, and cultivate practices that promote belonging and opportunity for all.

We recognize that inequitable mindsets, language, and subconscious biases can harm scholars. Our responsibility is to confront these issues with honesty, urgency, and care. We engage in difficult conversations, reflect on our own beliefs, and make decisions that prioritize scholar well-being. We understand that equity is distinct from equality, and we strive to ensure that each scholar receives the support they need to thrive.

Our commitment is to embed a diversity, equity, and inclusion lens across our organizational culture, educational practices, and recruitment and

retention strategies.

g. Why is DEI important to Rainier Valley Leadership Academy?

i. DEI is essential to fulfilling RVLA's mission. A diverse, equitable, and inclusive environment strengthens our ability to understand the complexity of scholars' experiences, celebrate each individual's potential, and ensure all scholars have access to rigorous, meaningful learning.

ii. To achieve this:

1. **High expectations** — We set ambitious academic and personal growth goals for every scholar.
2. **Rigorous instruction** — We deliver high-quality teaching that challenges and supports each learner.
3. **Tailored support** — We provide differentiated resources to ensure all scholars graduate prepared for college, career, leadership, and life.

iii. We believe education is a powerful tool for disrupting historical inequities. Therefore, we collaborate with families, community partners, and stakeholders to strengthen public education in the communities we serve.

h. Continually learning and expanding our perspectives

i. A diverse, equitable, and inclusive culture will enable all voices to be heard and strengthen decision-making in the best interest of our scholars.

II. Our Commitments

a. ***DEI in Our Organizational Culture***

i. We commit to cultivating a workplace where staff, scholars, families, and partners experience safety, respect, and belonging.

1. **Open dialogue** — We create space for ongoing, honest conversations about DEI.
2. **Shared responsibility** — Every staff member contributes to a culture aligned with our mission and values.
3. **Community partnership** — We honor and uplift the strengths of the communities we serve, integrating scholar and family voice into our work.
4. **Equitable decision making** — We commit to transparency, reflection, and continuous improvement as we examine systems, structures,

and practices.

b. DEI in Our Educational Practices

i. We commit to culturally responsive teaching and learning environments where scholars see themselves reflected, valued, and supported.

1. **Culturally responsive curriculum** — Our curricular choices, policies, and programming honor scholars' identities and experiences.
2. **Differentiated supports** — We build authentic relationships and provide individualized supports to meet each scholar's needs.
3. **Bias reflection** — We examine our own identities and biases to better serve our community.
4. **Meaningful learning** — We connect content to scholars' lived experiences, family contexts, community histories, and global perspectives.

c. For DEI in Our Talent Practices

i. Hiring

1. We commit to recruiting and hiring a talented, diverse team that reflects and enriches the communities we serve.

2. Representative staffing — We intentionally seek educators whose backgrounds and experiences resonate with our scholars.

3. Growing local talent — We invest in developing educators from within our community.

4. Diverse perspectives — We ensure scholars engage with staff representing a wide range of identities and viewpoints.

ii. Retention & Growth

1. We commit to supporting all employees so they feel empowered, valued, and equipped to succeed in advancing our mission.

d. Continuously Learning

i. We acknowledge that there is a gap between our aspirations and our current reality. We approach this work with humility, recognizing that progress requires reflection, courage, and a willingness to learn from mistakes. Our DEI commitments will evolve as we grow, listen, and deepen our understanding.

III. I.E. Professional Development

a. The heart and soul of Rainier Valley Leadership Academy is its commitment to the professional development of all of our employees. Regardless of your role in the organization, each member of the Rainier Valley Leadership Academy family

participates in ongoing professional development throughout the year.

b. Each member of the Rainier Valley Leadership Academy family meets regularly with his/her supervisor to discuss job performance, goals, and expectations. The purpose of the performance evaluation process is to review, document, acknowledge achievements, cultivate professional development goals, and address performance concerns.

c. Classroom Teachers and Counselors

d. Rainier Valley Leadership Academy provides all new and returning teachers and counselors with professional development days, before the school year targeting classroom instruction and climate. Additionally, Rainier Valley Leadership Academy provides ongoing professional development with on-site coaching and modeling, weekly staff professional development, day-to-day instructional leadership, and access to external workshops. Thus, whether a teacher is new or returning to our organization, Rainier Valley Leadership Academy ensures all teachers are well-prepared to start the school year and beyond.

e. School Site Classified Employees

f. Rainier Valley Leadership Academy provides targeted professional development based on the needs of each job classification. School Site Classified Employees are provided professional development at the beginning of the year to support the kick off of the new school year and throughout the year as needed. Additionally, Rainier Valley Leadership Academy provides ongoing professional development with on-site coaching, monthly staff professional development, and access to external workshops. Furthermore, depending on the employee's job function, additional small group training and/or one on-one coaching are scheduled with Rainier Valley Leadership Academy's Home/District Office content experts.

g. School Administrators

h. Rainier Valley Leadership Academy provides all new school administrators to the organization with initial professional development that primarily focus on Rainier Valley Leadership Academy's systems, routines and procedures. As a means to prepare for the upcoming school year, all school leaders attend a retreat with their colleagues focused on instructional leadership, strategic planning, and school culture.

i. Throughout the year, all school administrators are provided professional development that continues to focus on instructional leadership, strategic planning, and school culture.

II. EMPLOYMENT CATEGORIES,

CLASSIFICATIONS, AND REQUIREMENTS

II.A. Categories of Employment

Employees are classified as Regular Full-Time, Regular Part-Time, Temporary, Seasonal, or Independent Contractor for benefits and payroll purposes; exempt and non-exempt status is determined under applicable wage and hour law.

For detailed FLSA exemption tests, overtime examples, and classification guidance, see Wage & Hour and Overtime on the staff intranet (link).

Volunteers, independent contractors, temporary staffing personnel, and interns who work with RVLA are subject to separate classification, screening, and fingerprinting requirements before they may have contact with scholars.

For independent contractor tests, internship qualification standards, and screening requirements for non-employees, see Volunteer and Contractor Screening on the staff intranet (link).

II.B. Contractual Relationships

At-Will Employment Employment at Rainier Valley Leadership Academy is on an at-will basis unless otherwise stated in a written individual offer letter signed by the Chief Executive Officer of the organization.

This means that either the employee or Rainier Valley Leadership Academy may terminate the employment relationship at any time, for any reason, with or without notice

Nothing in this Handbook is intended to or creates an employment agreement, express or implied. Nothing contained in this or any other document provided to the employee is intended to be, nor should it be, construed as a contract that employment or any benefit will be continued for any period of time.

Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons and are not intended and do not create an employment contract for any specific period of time.

Nothing in this statement is intended to interfere with, restrain, or prevent concerted activity as protected by applicable law. Such activity includes employee communications regarding wages, hours, or other terms or conditions of employment. Rainier Valley Leadership Academy employees have the right to engage in or refrain from such activities. Rainier Valley Leadership Academy may impose any discipline to the extent allowable by law, within its sole discretion, that it determines to be appropriate. Any discipline is in no way intended to alter the at-will nature of an employee's employment relationship with Rainier Valley Leadership Academy.

II.C. Immigration Compliance

Employees must provide documentation of identity and work authorization as required by

law; RVLA complies with I-9 and immigration statutes.

For I-9 instructions, acceptable documents, and agency links, see Immigration Compliance on the staff intranet (link).

II.D. Criminal Background Checks (Acknowledgement required)

Purpose: To ensure scholar safety by verifying the suitability of employees, volunteers, and contractors. Scope: All prospective and current employees, volunteers, contractors, and vendors with scholar contact.

i. Employment and campus access are contingent on successful background clearance.
ii. Certain convictions may disqualify an individual from working with scholars.
iii. Background checks and fingerprinting follow state law and agency guidance.
iv. Complete fingerprinting and background check steps before beginning on-site duties.
v. Notify HR immediately of any arrest or conviction that may affect clearance.
vi. Comply with renewal or re-screening requests from HR.

See online policy: Criminal Background Checks and Fingerprinting — includes RCW 43.43.830 citations and OSPI/WSP guidance, on the staff intranet (link).

II.F. Credentialing and Other Employment Requirements

Employees in credentialed roles must maintain required state credentials and keep renewals current; employees are responsible for renewal costs unless otherwise stated.

For credential renewal steps, timelines, and documentation submission, see Credentialing Requirements on the staff intranet (link).

POLICIES AND PROCEDURES RELATED TO THE FAIR TREATMENT OF EMPLOYEES AND SCHOLARS

III.A–B. Equal Employment Opportunity; Anti-Discrimination and Harassment (Acknowledgement required)

Purpose: To prohibit unlawful discrimination, harassment, sexual harassment, and retaliation. Scope: All employees, applicants, volunteers, contractors, scholars, and third parties.

vii. RVLA prohibits discrimination and harassment on protected bases and will investigate complaints promptly.
viii. Sexual harassment and hostile work environment conduct are prohibited.
ix. Retaliation against reporters or participants in investigations is prohibited.
x. Report incidents to HR, the Title IX coordinator (if applicable), or via the

internal complaint channels.

xi. Cooperate with investigations and maintain confidentiality as appropriate.

xii. Complete required anti-harassment training.

See online policy: Anti-Discrimination and Harassment — includes EEOC and WLAD links and complaint procedures, on the staff intranet (link).

III.C–D. Whistleblower Policy and Internal Complaint Procedures

Purpose: To protect employees who report suspected wrongdoing and to outline complaint channels. Scope: All employees, volunteers, contractors, and third parties.

xiii. RVLA protects good-faith reporters from retaliation and will investigate allegations of fraud, legal violations, or serious misconduct.

xiv. Malicious or knowingly false reports may result in discipline.

xv. Report concerns via the internal complaint form, HR, the Compliance Officer, or the anonymous hotline.

xvi. Cooperate with investigations and follow escalation steps if concerns are unresolved.

See online policy: Whistleblower and Internal Complaints — includes reporting forms and external agency contacts, on the staff intranet (link).

III.E. Child Abuse Reporting (Mandated Reporting) (Acknowledgement required)

Purpose: To ensure immediate, lawful reporting of suspected child abuse or neglect and to protect scholars. Scope: All employees, volunteers, contractors, and anyone with regular scholar contact.

xvii. Mandated reporters must report immediately to local Child Protective Services or law enforcement when there is reasonable cause to believe a child has been abused or neglected.

xviii. Reports may be oral initially and followed by written documentation as required by law.

xix. Failure to report may result in criminal penalties and employment discipline.

xx. RVLA will support reporters and prohibits retaliation for good-faith reports.

xxi. Report immediately by phone to CPS or 911 if a child is in danger, then notify HR.

xxii. Document facts promptly and factually; do not conduct independent investigations.

xxiii. Complete mandated reporter training as required by HR.

See online policy: Mandated Child Abuse Reporting — includes RCW 26.44.030, reporting forms, and county CPS contacts, on the staff intranet (link).

BUSINESS ETHICS AND STANDARDS OF CONDUCT

IV.A. Code of Conduct

RVLA expects professional, ethical conduct that protects scholars and the organization; violations may result in discipline.

For detailed examples, reporting steps, and the acknowledgement form, see Code of Conduct on the staff intranet (link).

IV.B. Alcohol, Smoking and Drug Use Policy

Smoke-Free Workplace

In compliance with applicable law, Rainier Valley Leadership Academy prohibits smoking, which includes vaping, in the workplace. Additional requirements dictate that Rainier Valley Leadership Academy school grounds remain entirely smoke-free environments. For the purposes of this policy, "school grounds" means and includes land, portions of land, structures, buildings, and vehicles when used for the provision of academic or extracurricular programs, and structures that support these buildings, including, but not limited to administrative buildings, kitchens, maintenance shops, and garages. "Land" includes parking lots, sports fields, playgrounds and quads. Any violation or disputes arising under this policy should be reported to Rainier Valley Leadership Academy's Human Resources Department. These policies apply to Rainier Valley Leadership Academy physical location and any other school sponsored site locations.

Alcohol and Drug-Free Workplace

Rainier Valley Leadership Academy desires to maintain a working environment that is free of the problems associated with the abuse and/or inappropriate use of controlled substances listed in Schedules I through V of § 202 of the Federal Controlled Substances Act, 21 U.S.C. § 812 ("Controlled Substances"), intoxicants, or alcohol. The abuse and/or inappropriate use of controlled substances, intoxicants, or alcohol is inconsistent with the behavior expected of employees or others on Rainier Valley Leadership Academy property and subjects the organization and employees to unacceptable risks of workplace accidents and other events that undermine Rainier Valley Leadership Academy's ability to operate effectively and safely. These policies apply to Rainier Valley Leadership Academy physical location and any other school sponsored site locations.

Therefore, no employee may use, possess, distribute, sell, transport, solicit, or be under the influence of alcohol, or Controlled Substances during work hours, while on Rainier Valley Leadership Academy premises, and/or while conducting business-related activities anywhere. Consumption of alcohol during working hours is prohibited.

If management reasonably suspects that any associate is under the influence of alcohol or a Controlled Substance while at work (e.g., exhibiting bleary eyes, staggering, slurred speech, smell of alcohol), or that an employee is otherwise violating this policy, the employee may

be required to undergo and pass a drug or alcohol screening before being allowed to return to work, subject to applicable law.

Any employee who is taking a prescribed medication that may adversely affect the ability to perform assigned duties safely must inform Rainier Valley Leadership Academy's Human Resources Department. Employees will not be required to disclose the name of the medication or the medical reasons for taking the medication. If there is any question concerning the ability to perform assigned duties safely, the employee will be assigned other work, if, in the sole discretion of management, such duties are appropriate and available, or you will be sent home. Rainier Valley Leadership Academy will comply with all reasonable accommodation requirements.

Employee Assistance Program

When it is determined that an associate is suffering from an alcohol or drug abuse problem, efforts will be made to assist the employee using available resources. Any Rainier Valley Leadership Academy efforts to assist employees do not, however, otherwise preclude Rainier Valley Leadership Academy from administering discipline to associates who are found to be in violation of this Alcohol and Drug-Free Workplace Policy, up to and including termination from employment. In addition to overall support personal and professional matters, Rainier Valley Leadership Academy's Employee Assistance Program ("EAP") assists employees with drug/alcohol related problems in finding effective treatment. Employees with such problems are encouraged to voluntarily seek assistance under EAP or other available programs. In certain circumstances, Rainier Valley Leadership Academy may make a referral to its EAP, or similar mental health or addiction counseling provider, as a condition of their continued employment.

Should an employee wish to utilize EAP's services, he/she can contact the HR department by emailing HR@myrvla.org for more information.

Notification of Conviction for Drug-Related Offense Employees who are convicted of drug-related violations under either state or federal law which occurred on Rainier Valley Leadership Academy property or during working hours, or who have plead guilty to any such violation must, in writing, notify Rainier Valley Leadership Academy's Human Resources Department within five (5) days of such conviction or guilty plea. Any employee who fails to give such written notice within the five (5) day period may be terminated.

Protection for Disabled Persons Employees with past substance abuse may be deemed to be a disabled individual under the Americans with Disabilities Act ("ADA") and/or applicable state laws. In addition, where an employee successfully completes a rehabilitation program as required by this Alcohol and Drug-Free Workplace Policy, the employee may also be considered a disabled person for purposes of these same federal and state laws. Under these circumstances, the applicant/employee will be afforded all rights and protections of

the ADA and pertinent state law. Whether an individual is disabled within the meaning of controlling federal or state laws and, if so, the protections to which he/she is entitled are technical questions which must be answered on the basis of the facts in each, individual instance. An individual who has a past history of drug use and/or alcohol abuse cannot be denied a job on that basis alone.

IV.C. Professional Boundaries: Staff/Scholar Interaction Policy

Staff must maintain professional boundaries with scholars at all times and follow reporting procedures for boundary concerns.

For scenario guidance, training modules, and reporting forms, see Professional Boundaries on the staff intranet (link).

IV.D. Dress Code

A large part of the image that Rainier Valley Leadership Academy's schools project to the public, clients, visitors, and vendors is through its employees. Rainier Valley Leadership Academy does not have an explicit dress code; however, it asks all employees to dress appropriately.

Employees must use good judgment in determining what types of clothing are considered appropriate attire. Clothing should be professional, clean and neat in appearance at all times. Hairstyles, make-up, grooming, and personal hygiene should be reasonable and in accordance with customary business practices. An employee's personal grooming, hygiene, hair style and clothing should not distract from the learning or working environment, nor should it offend scholars, parents, or other staff members. Rainier Valley Leadership Academy will take appropriate and reasonable measures to accommodate all employee requests relating to dress code issues, including requests for religious, gender identity, disability and medical reasons. Any request for accommodation relating to the dress code should be directed in advance to Human Resources. If an employee believes these guidelines are implemented in a discriminatory manner, the employee must immediately report this to Human Resources.

Each school's administration may specify particular dress code requirements. Please see your administrator for more information.

IV.E. Public Relations Policy

Rainier Valley Leadership Academy believes in freedom of the press and does not have an explicit policy on how its employees should interact with the media. If you receive a request from the media, employees are asked to refer the matter to Rainier Valley Leadership Academy's Principal for guidance. Rainier Valley Leadership Academy requires its employees to not make statements or representations on behalf of Rainier Valley Leadership Academy or any of its schools without Rainier Valley Leadership Academy's advance written consent. Furthermore, employees are expected to use their best judgment if authorized to speak

with the media and are to be aware that their statements may be construed as not just representing themselves, but the entire Rainier Valley Leadership Academy organization.

IV.F. Proprietary and Confidential Information

RVLA protects the private information of its scholars, staff, and their families, including scholar records, health files, IEPs, and personnel files. Federal law (FERPA, 20 U.S.C. §1232g, 34 CFR Part 99) prohibits disclosure of scholar information except under limited conditions. Employee personal information is confidential and may be discussed only with the employee's supervisor or the Human Resources Department. Employees who are unsure whether information is proprietary should consult their supervisor or HR; violations may result in discipline up to and including termination.

RVLA may share documents, policies, and best practices with other charter organizations and school districts in the interest of educational reform, consistent with its responsibilities as a not-for-profit organization.

Outside Employment

Employees may hold a second job as long as it does not interfere with their performance, schedule, or availability at RVLA. If outside work causes job-related problems, it must be discontinued or the employee may face disciplinary action.

IV.G. Teaching Expectations

Classroom teachers are expected to maintain the following in support of instructional continuity and family communication:

xxiv. Two emergency (substitute) lesson plans on file for each class taught, kept current and ready for immediate use.

xxv. Class topics and agendas prepared and posted at least two weeks in advance, family-facing, on Google Classroom.

xxvi. Lesson plans provided for any day the teacher is absent, so a substitute can continue instruction without interruption.

IV.H. Scholar Transportation Policy and Guidelines

Only authorized, cleared staff may transport scholars; drivers must meet licensing and screening requirements.

For driver qualification checklists, permission forms, and vehicle use procedures, see Scholar Transportation on the staff intranet (link).

IV.I. Violence Prevention Policy

RVLA prohibits violent or threatening behavior by anyone on RVLA premises or at RVLA-related activities, and maintains safety procedures such as visitor sign-in at schools. Employees who witness or experience violence or threats must notify their supervisor or HR immediately, or call 911 in an emergency. Good-faith reports are protected from retaliation; RVLA will investigate promptly and comply with any external reporting obligations.

For full reporting procedures and prevention training, see Workplace Safety and Emergency Preparedness on the staff intranet (link).

V. FINANCE AND ACCOUNTING POLICIES

V.A. Payroll (Acknowledgement required)

Purpose: To summarize pay, timekeeping, and overtime rules under federal and state law.

Scope: All employees.

xxvii. Employees are classified as exempt or non-exempt; non-exempt employees are eligible for overtime pay per law.

xxviii. Accurate timekeeping is required; falsifying time records is prohibited.

xxix. Misclassification or pay disputes should be reported to HR immediately.

xxx. Record all hours worked accurately in the timekeeping system (Skyward).

xxxi. Obtain supervisor approval for overtime when required.

xxxii. Report payroll or classification concerns to HR or Payroll.

See online policy: Wage & Hour and Overtime — includes FLSA and WA L&I links, on the staff intranet (link).

V.B–D. Consultants and Independent Contractors; Acceptable Use of Public Funds; Purchasing

Consultants and contractors must meet contracting standards; public funds must be used lawfully; purchasing requires approved workflows.

For contracting checklists, procurement workflows, and purchase-order forms, see Purchasing and Public Funds on the staff intranet (link).

V.E. Donations and Fundraising

In keeping with Rainier Valley Leadership Academy's tax-exempt status, Rainier Valley Leadership Academy focuses on grant writing and fundraising for Rainier Valley Leadership Academy and its schools. However, Rainier Valley Leadership Academy encourages schools and employees to obtain additional monetary and non-monetary donations through individual grants, personal relationships, and fundraising events which will benefit the school and organization.

Employees should check with their supervisor or department head prior to soliciting any donations or setting up any fundraisers to ensure compliance with local, state, and federal laws as well as Rainier Valley Leadership Academy internal policies. Prospective donations from large organizations or individuals should be coordinated with RVLA's Development Department prior to pursuing the donation.

Monetary Donations

A myriad of laws and regulations governing donations to charitable organizations, as well as rules related to using funds only in strict accordance with the donor's wishes, require the following: ● Solicitations of donations including school-site fundraising must be

explicit as to the purpose(s) for which the funds are being sought.

xxxiii. Donations exceeding $25 must be acknowledged, in writing, and will be done so with RVLA's Development Department.

xxxiv. Under rare, applicable circumstances, separate restricted accounts will be required to ensure that donor funds are handled appropriately.

xxxv. All donor funds will be promptly recorded and then deposited into the applicable bank account. ● Employees responsible for monitoring donor funds will ensure that the funds are used strictly in accordance with the donor's understanding as to why the funds were raised and/or any specific written restrictions.

xxxvi. Once a restriction has been fulfilled, any remaining funds will be returned to the donor(s), if required, or transferred to unrestricted funds for use in the support of Rainier Valley Leadership Academy's mission.

If a potential donor wishes to make a financial gift to Rainier Valley Leadership Academy, please check with your school principal and/or direct the donor to Rainier Valley Leadership Academy's Development Department. Donors should be reminded that to protect the deductibility of their contributions, the appropriate Rainier Valley Leadership Academy entity should be listed as the recipient of the funds rather than the individual school, if applicable. Rainier Valley Leadership Academy will ensure that all donations earmarked for an individual school will be restricted to the specified use by the named school(s). Below are all entities (with each corresponding federal employer identification number ("FEIN") operating under Rainier Valley Leadership Academy's control or using Rainier Valley Leadership Academy's academic and professional models:

xxxvii. Delta Properties, Inc. (FEIN: 82-0212806);

xxxviii. Rainier Valley Leadership Academy Public Schools California (FEIN: 95-4679811);

xxxix. Rainier Valley Leadership Academy Public Schools National (FEIN: 46-5740783);

xl. Rainier Valley Leadership Academy Public Schools Tennessee (FEIN: 47-0970499); ● Rainier Valley Leadership Academy Public Schools Washington State (FEIN: 46-4128856); and ● United Parents and scholars (FEIN: 81-3413763)

All payments should be made payable to the applicable entity. If the donation is for a specific school, the school to receive credit for the funds should be noted elsewhere on the documents (e.g., the memo area of the check) to ensure the donation is earmarked for the individual school and will be restricted to the specified use by the named school(s).

Donation of Assets

Rainier Valley Leadership Academy recognizes the value of donated goods that may be offered on a sporadic basis without charge to the organization. All donated goods must be related to an educational function and approved by the Principal or Rainier Valley Leadership Academy department head.

Acceptance of Goods:

A description of the goods, including the value and contact information for the donor must be provided to Rainier Valley Leadership Academy's Finance and Accounting Department upon acceptance.

Technology equipment must meet the standards comparable to those already established by Rainier Valley Leadership Academy. Please contact the Rainier Valley Leadership Academy technology department prior to accepting any technology goods.

Goods that will be attached to the building or grounds must be assessed by a member of the Rainier Valley Leadership Academy Operations team prior to acceptance. These goods may create ongoing costs, therefore a thorough evaluation of such costs should be completed prior to acceptance (i.e. installation, electricity, maintenance)

Acceptance of goods shall be made without any reciprocating commitment by any employee on behalf of Rainier Valley Leadership Academy

Rainier Valley Leadership Academy may request evidence of ownership of any good prior to acceptance

All goods donated shall be accepted solely for benefit of scholars and not for any salary, benefit and/or stipend

Use of Goods: All donated goods shall be considered property of Rainier Valley Leadership Academy. Employees who receive donated goods must leave those items with the school if they leave Rainier Valley Leadership Academy, unless otherwise stated, in writing, by the donor. Such instructions must be provided at the time of donation.

Rainier Valley Leadership Academy will not perform an appraisal and will not place any value for donated goods on behalf of the donor. The donor shall be responsible for obtaining his/her own appraisals for tax purposes along with any fees or other expenses as may be related to such appraisal.

Rainier Valley Leadership Academy may decline an offer for goods if it is deemed not to be in the best interest of Rainier Valley Leadership Academy. Grounds for declining goods may include, but is not limited to:

Technology or other goods that do not meet the Rainier Valley Leadership Academy required minimum standards

An offer that would initiate an additional expense for service or ongoing maintenance • An offer that would create unreasonable inequity in to a specific segment of the scholar population

Any uncertainty as to whether a donated good falls under the acceptable Rainier Valley Leadership Academy policy should be geared towards the applicable Rainier Valley Leadership Academy department head or the Rainier Valley Leadership Academy Finance and Accounting Department.

School Site Fundraising

Schools may fundraise in several different ways. Depending on the purpose of the fundraising, schools can choose the best method to raise funds to match the need. All school fundraisers must be approved by the Principal (or designee) prior to beginning the fundraiser. Furthermore, any fundraising occurring on a digital media platform (i.e. school-based webpages and social media pages, Go Fund Me, Donor's Choose, etc.) will need to be communicated to Rainier Valley Leadership Academy's Development Department.

One way to fundraise is by using Rainier Valley Leadership Academy's tax exempt status. In order to do this, all donor checks must be made payable to the Rainier Valley Leadership Academy regional entity in which the school operates, or the fundraising campaign must be posted using Rainier Valley Leadership Academy's crowdfunding platform or another crowdfunding platform with which Rainier Valley Leadership Academy has registered. In order to fundraise using Rainier Valley Leadership Academy's tax exempt status, the fundraiser must meet the following criteria:

xli. Educational in nature;
xlii. Open to all eligible scholars for which eligibility is determined through an objective and measurable test (e.g. "scholars must have a 3.0 GPA to participate"); and
xliii. Is not a gift to a specific individual who would privately benefit (e.g. fundraising to purchase school supplies for a particular scholar).

Some examples of fundraisers that cannot be held using Rainier Valley Leadership Academy's tax exempt status include:

xliv. Gift certificates for individuals;
xlv. Donations to charities (e.g. – you cannot fundraise to buy blankets that scholars will give out to the homeless); or
xlvi. Political or religious activities.

If there is any uncertainty about using Rainier Valley Leadership Academy's tax exempt status for a fundraiser, schools should contact Rainier Valley Leadership Academy's Development Department. Furthermore, schools planning fundraisers that involve raffles and/or auctions must contact Rainier Valley Leadership Academy's Finance and Accounting Department to ensure compliance with applicable law. Fundraising proceeds will only be disbursed in accordance with Rainier Valley Leadership Academy's standard practices and in accordance with the reason(s) for which the funds were raised.

If a school wishes to raise funds for purposes outside the realm of Rainier Valley Leadership Academy's tax exempt status, schools can choose to create personal campaigns through crowdfunding sites like Go Fund Me. Donations received through Go Fund Me are considered to be personal gifts which, in general, are not taxable income in the United States (however, employees should check with a tax expert if they are unsure). Although personal campaigns through a crowdfunding site can be a great way to raise funds, donors do not receive a tax exemption for their donation.

Regardless of which fundraising method a school chooses, all fundraisers must be approved by the Principal (or designee) and comply with applicable law.

Raffles

Legal requirements must be followed when conducting raffles to avoid any appearance of gambling. scholars shall not be barred from an event or activity because they did not participate in the raffle. Potential donors, including parents/guardians and community stakeholders, should not be unduly pressured to contribute to Rainier Valley Leadership Academy or its schools. Staff is expected to emphasize the fact that donations are always voluntary.

Rainier Valley Leadership Academy may conduct raffles to raise funds for beneficial or charitable purposes in the state subject to the rules outlined in Washington Administrative Code Section 230-11 et seq. Rainier Valley Leadership Academy may offer two unlicensed raffles to the public each year, if the combined gross revenue from the two raffles does not exceed $5,000 in a calendar year. If the limits are exceeded, you will need to apply for a raffle license. If any employee desires to organize a Green-Dot sponsored raffle, please contact Rainier Valley Leadership Academy's Finance and Accounting Department in advance for more information to comply with applicable laws.

V.F–H. Scholarships; Acceptance of Personal Gifts; Expense and Travel Reimbursement

Gifts and scholarships are governed by acceptance rules; travel and expense reimbursements require pre-approval and receipts.

For per-diem tables, expense forms, and approval routing, see Expense and Travel Reimbursement on the staff intranet (link).

V.I. Reporting of Theft and Other Criminal Activity

Employees must report any known alleged theft or other financially-related criminal activity as soon as possible to their supervisor. All supervisors/managers must report any known alleged theft or other financially-related criminal activity as soon as possible to Rainier Valley Leadership Academy's COO, CEO, or equivalent position. As appropriate and determined by Rainier Valley Leadership Academy's COO, CEO or equivalent position, an internal investigation may be conducted by Rainier Valley Leadership Academy management and law enforcement may be notified.

HEALTH AND RELATED BENEFITS Rainier Valley Leadership Academy provides all regular, full-time employees with a benefits package provided by the State Employees Benefits Board that includes:

xlvii. Medical
xlviii. Dental
xlix. Vision
l. Basic Life and Voluntary Life
li. Disability
lii. Health Care Flexible Spending Account ● Dependent Care Flexible Spending Account
liii. Employee Assistance Program
liv. 457B Deferred Compensation Plan
lv. State Retirement Plans

For more details on Rainier Valley Leadership Academy's benefits package, please visit Rainier Valley Leadership Academy's benefits website at https://myaccount.hca.wa.gov/auth.

VI. EMPLOYEE BENEFITS AND TIME OFF

VI.A–B. Health Benefits; Retirement

Eligibility, enrollment windows, and basic plan summaries are provided by Human Resources; detailed plan documents and vendor portals are on the intranet.

For plan summary documents (SPDs), enrollment links, and vendor contacts, see Benefits and Retirement on the staff intranet (link).

VI.C. Holidays

All regular full-time active employees will be paid for the following holidays (when observed). Regular part- time employees will be paid the average daily hours they have worked during the previous full quarter (first day of each quarter is July 1, October 1, January 1, and April 1) or predicted average daily hours upon hire for each holiday. Temporary employees, seasonal employees, independent contractors, employees on leave, and inactive employees do not qualify for holiday pay. Employees will only receive holiday pay while in active, paid status. Specifically, an employee must either work or be on approved PTO/sick leave the day before or the day after a holiday. If an employee terminates service with Rainier Valley Leadership Academy the day before a holiday, he/she will not be paid for that holiday.

Employer Paid Holidays

Sep 2	No School - Labor Day
Oct 14	No School-Indigenous Peoples Day
Nov 11	No School - Veterans Day

Nov 28-29	No School - November Break
Dec 23-Jan 3	No School - Winter Break**
Jan 1	No School-Holiday
Jan 20	No School - MLK Day
Feb 14	No School - February Break
Feb 17	No School - Presidents Day
Feb 14-18	No School- February Break
Apr 14 - Apr 18	No School - Spring Break
May 26	No School - Memorial Day
Jun 19	No School - Juneteenth Holiday

**Winter break is not paid for hourly employees. Pay is prorated over the course of the year to support staff members receiving reduced pay during non-working unpaid school breaks.

If one of these holidays falls on a Sunday, it will be observed on the following Monday. If the holiday falls on a Saturday, Rainier Valley Leadership Academy will select either the following Monday or the preceding Friday as a substitute holiday.

Floating Holidays

Subject to manager approval, salaried, exempt employees who are required to work on Rainier Valley Leadership Academy recognized holidays and breaks may be eligible to take that time off on a different date within that fiscal year. Unused floating holiday time will not be paid out upon an employee's exit from the organization unless required by law.

Religious Observances

Rainier Valley Leadership Academy supports providing reasonable accommodations for its employees' sincerely held religious beliefs. To that end, an employee may request time off for religious observances that are not listed in Rainier Valley Leadership Academy's regular holiday schedule above. The employee shall make a written request for such leave to his or her immediate supervisor, which shall only be denied when an employee's absence from work would create an undue hardship on Rainier Valley Leadership Academy's operations. Since religious holidays are scheduled events, the employee must provide his or her supervisor with adequate advance notice when requesting leave under this policy. If approved, and should an employee not have sufficient available PTO/sick leave to cover the requested day(s) off, Rainier Valley Leadership Academy shall grant the time off as unpaid.

VI.D. Attendance

Every job is essential to the efficient operation of the organization and employees are expected to be present, and arrive on time, every work day. If, for any reason, an employee is going to be late or absent from work, the employee must notify the appropriate

individual(s) via the steps designated by his/her supervisor. If that supervisor is not available, the employee should leave a message for her/him. Excessive absences and/or lateness are unacceptable and may lead to disciplinary action, up to and including termination.

Any employee who fails to report for work for three (3) consecutive work days without giving prior notice may be deemed to have voluntarily resigned from employment.

Where permitted under applicable state law, any employee who is absent due to illness or injury for three (3) consecutive work days or longer shall submit a medical authorization supporting his or her absence and authorizing his/her return to work.

When substitute coverage is needed, absences should be requested in half- or full-day increments. A full-day is defined as eight (8) hours.

lvi. Absence requests must be submitted in Skyward (or UTO, as applicable) no later than one week after the absence.

VI.E. Sick Leave and Paid Time Off ("PTO")

Rainier Valley Leadership Academy recognizes the importance of time off from work related to illness/injury or to relax, spend time with family, and enjoy leisure activities. As such, Rainier Valley Leadership Academy offers sick leave and/or PTO to all of its regular and temporary full-time and part-time active employees. Rainier Valley Leadership Academy does not offer sick leave and/or PTO to seasonal, consultant, or independent contractor status unless required by applicable law. All PTO, or planned sick leave (e.g., scheduled surgery), must be requested through the employee's supervisor as far in advance as possible and submitted via skyward.

Non-exempt (typically hourly) employees who take PTO or sick leave must account for the hours they are absent from work by applying accrued PTO or sick time. In the event a non-exempt employee takes time off that is not considered PTO or sick leave, they will not be paid for that time.

Exempt (typically salaried) employees must report to their supervisor any days they are away from work during the normally scheduled workweek, so Rainier Valley Leadership Academy can track PTO and sick leave usage (as applicable). Rainier Valley Leadership Academy will not make deductions from an exempt employee's salary, except as otherwise expressly permitted by applicable law. Specifically, in any workweek in which an exempt employee performed any work, their salary will not be reduced for any of the following reasons:

lvii. Partial day absences for personal reasons, sickness or disability.

lviii. Absences for jury duty, attendance as a witness, or military leave in any workweek in which the employee has performed any work.

lix. Any other deductions prohibited by applicable law.

However, it is not an improper deduction to reduce an employee's accrued PTO for full or partial day absences for personal reasons, or if the employee has exhausted his/her sick leave. If you have any questions or concerns, or if you believe that an erroneous deduction has been made from your pay, you should immediately report this information to your manager and Human Resources. If it is determined that an improper deduction has been made, you will be promptly reimbursed.

PTO

PTO is only applicable to year-round 12-month employees. 10-month employees utilize a different PTO is time that is accrued and can be used for personal reasons including sick leave and vacation. PTO will begin to accrue on an employee's date of hire or re-hire, and will continue to accrue each pay period the employee is employed. Accrued PTO is noted on each employee's pay stub. It is each employee's responsibility to monitor the amount of his/her accrued PTO. PTO cannot be used unless it has been earned. If an employee chooses to take time off without having enough time earned, the time taken will be unpaid, subject only to the restrictions regarding deductions from exempt employee pay noted above.

The maximum PTO that any employee may accrue at any time shall not exceed two hundred and forty (240) hours. It is not the responsibility of Rainier Valley Leadership Academy to notify employees when they have reached the maximum. If an employee has reached this maximum, the employee will cease to accrue any additional PTO until some PTO is taken. Employees whose accrued PTO reaches the maximum hours are encouraged to make arrangements to use their PTO.

All PTO must be submitted to the employee's supervisor as far in advance as possible. The supervisor will make the final determination regarding the PTO request depending on workload and scheduling needs. Management reserves the right to deny a PTO request based on business demands. Supervisors are responsible for ensuring adequate staffing levels and should attempt, when feasible, to resolve PTO scheduling conflicts.

Employees are responsible for reporting their PTO per the process identified by their supervisor. Failure to report PTO may result in disciplinary action, up to and including termination of employment.

When an employee changes from a position that accumulates PTO to a position that earns a different time-off benefit (e.g., sick time), or changing employment from Rainier Valley Leadership Academy to another entity that owns, or is licensed to use, the "Rainier Valley Leadership Academy" brand, his/her PTO will be paid out based on the employee's salary while in the position that accumulated PTO. This payout will occur at the time the employee transitions to the new position and shall not exceed the maximum balance of two hundred and forty (240) hours.

PTO benefits will not be cashed out except when an employee separates from employment,

or in a special circumstance approved on an individual basis by the Head of School (or designee). Special circumstances can include financial hardship or an unforeseen emergency arising as a result of events beyond the control of the employee. Payment of PTO hours will not be allowed in excess of hours accrued, or the maximum as noted above.

Sick Leave

Sick leave is tracked in hours. The annual amount and availability for eligible 10-month staff are described below. Other employees receive sick leave under the applicable schedule and at no less than one hour for every 40 hours worked, as required by Washington law.

Sick leave may be taken to receive preventive care (including annual physicals or flu shots) or to diagnose, treat, or care for an existing health condition. Employees may also use sick leave to assist a family member (i.e., children, parents, spouses/domestic partners/designated person, grandparents, grandchildren, or siblings), or any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship, who must receive preventative care or a diagnosis, treatment, or care for an existing health condition. Employees may also take paid sick leave to receive medical care or other assistance to address instances of domestic violence, sexual assault, or stalking. Paid sick leave is also available for bone marrow or organ donation by an employee or their family member, to provide care for a guide, signal or service dog of an employee of their family member, or if Rainier Valley Leadership Academy or an employee's child care provider's business is closed due to a public health emergency.

Sick leave cannot be used as a means to supplement holiday and/or PTO. Sick leave can be accumulated without limit, and is not paid out upon separating from employment. Pay stubs shall display the total balance of an employee's accumulated sick leave hours. Requests for the use of sick leave for any purpose not outlined in this handbook may not receive manager approval and may be considered unpaid time off.

Personal Necessity Leave ("PNL") is provided to eligible regular full-time employees who do not accrue PTO. PNL may be used for personal reasons, including illness and vacation. Eligible 10-month staff receive five (5) PNL days (40 hours) per work year, based on an eight-hour day. Two (2) PNL days (16 hours) are available immediately at the start of the work year; the remaining three (3) days (24 hours) accrue over the 10 months worked, at 2.4 hours per month. Planned PNL must be requested through the employee's supervisor as far in advance as possible.

Unused PNL at the end of the annual accrual cycle does not roll over as PNL and converts to sick leave hours.

Employees who are eligible to participate in a state-sponsored pension with Rainier Valley Leadership Academy shall be entitled to transfer sick leave accrued from previous

employment in a school district, charter school or public school within the same state while participating in a state pension so long as the sick leave is verified appropriately by the prior employer. Please see Rainier Valley Leadership Academy's Human Resources Department for the "Transfer of Accumulated Sick Leave" form.

An employee is required to call his or her supervisor as soon as the need to be absent is known, but in no event less than ninety (90) minutes (i.e., 1 1⁄2 hours) prior to the start of the work day, unless in the case of an emergency, to permit the employee's supervisor to plan adequately for the absence.

Eligible 10-month staff receive ten (10) sick days (80 hours) per work year, based on an eight-hour day. Three (3) sick days (24 hours) are available immediately at the start of the work year; the remaining seven (7) days (56 hours) accrue over the 10 months worked, at 5.6 hours per month. Sick leave accrues at no less than one hour for every 40 hours worked, as required by Washington law.

PTO and Sick-Leave for Part-Time and Temporary Employees

Regular part-time employees will receive a proportional amount of PTO relative to the number of hours for a full-time employee in a comparable position. Regular part-time employees will receive PTO hours based on the total monthly hours they have worked during the month.

Part time temporary and Seasonal employees will accrue one hour of Sick Leave for every 30 hours worked as of their first day of employment.

10-Month Staff PNL and Sick Leave Chart

For eligible 10-month staff, the immediately available hours and the hours accrued during the 10-month work year add up to the following annual totals.

Leave type	Annual total	Available immediately	Accrues over 10 work months
PNL	5 days (40 hours)	2 days (16 hours)	3 days (24 hours), at 2.4 hours per month
Sick leave	10 days (80 hours)	3 days (24 hours)	7 days (56 hours), at 5.6 hours per month

Donation of Sick Leave

At-will employees are prohibited from donating or requesting donation of sick leave from any other Rainier Valley Leadership Academy employee.

VII.F. Time Off for Voting

If an employee does not have sufficient time outside of working hours to vote in an official state-sanctioned election, the employee may take off enough working time to vote. Such time off shall be taken at the beginning or the end of the regular working shift, whichever allows for more free time, and the time taken off shall be combined with the voting time available outside of working hours to a maximum of two (2) hours combined. Under these

circumstances, an employee will be allowed a maximum of two (2) hours of time off during an election day without loss of pay. When possible, an employee requesting time off to vote shall give his or her manager at least two (2) days' prior notice.

VII.G. Time Off for Jury Duty

An employee's manager and Rainier Valley Leadership Academy's Human Resources Department should be promptly notified when an employee receives a summons for jury duty. Rainier Valley Leadership Academy will continue a non-exempt employee's full salary and benefits for up to five (5) working days for jury duty. For exempt unrepresented employees, Rainier Valley Leadership Academy will pay for time off if an employee is called to serve on a jury provided the employee continues to perform work duties as assigned. If the employee is called to jury duty, he/she must give his/her manager reasonable notice so that accommodations can be made to manage the workload. If an employee seeks to be excused from jury duty, it is his/her responsibility to request to be excused in accordance with those exemptions provided for in applicable law. It will be the responsibility of the employee, when possible, to request a call-in program for performing his/her jury duty and to submit the required information reflecting his/her jury duty service in Skyward.

Any compensation, less any mileage expenses, received for serving as a juror shall be endorsed over to the school site or Home Office so that the employee's compensation for any days of absence for the above purposes shall not be in excess of nor less than, his/her regular pay, unless required by applicable law.

VII.H. Bereavement Leave

Subject to manager approval, an employee desiring additional time off to attend services may use accrued PTO or sick time.

Rainier Valley Leadership Academy may require employees to submit a death certificate that justifies

the use of any bereavement leave.

VII.I. School Appearance and Activities Leave

As required by law, Rainier Valley Leadership Academy will permit an employee who is a parent or guardian (including a stepparent, foster parent, or grandparent) of school children, from kindergarten through grade twelve (12), or a child enrolled with a licensed child care provider, up to forty (40) hours of unpaid time off per child per school year (up to eight (8) hours in any calendar month of the school year) to participate in activities of a child's school or child care. If more than one (1) parent or guardian is an employee of Rainier Valley Leadership Academy, the employee that first provides the leave request will be given the requested time off. Where necessary, additional time off will also be permitted where the school requires the employee(s) appearance.

The employee requesting school leave must provide reasonable advanced notice of the

planned absence. The employee must use accrued but unused paid leave (e.g., vacation or sick leave) to be paid during the absence.

When requesting time off for school activities, the employee must provide verification to their supervisor or Rainier Valley Leadership Academy's Human Resources Department of participation in an activity as soon as practicable. When requesting time off for a required appearance, the employee(s) must provide a copy of the notice from the child's school requesting the presence of the employee.

VII.J. Emergency or Weather Shutdown

In the event of severe weather conditions, natural disasters or other emergencies, Rainier Valley Leadership Academy may be closed. The decision to close Rainier Valley Leadership Academy may be made by the Chief Executive Officer (or designee) of Rainier Valley Leadership Academy. Employees should expect to be contacted directly to know Rainier Valley Leadership Academy's decision for the particular day. Any compensation for employees throughout the duration of such closures will be subject to the decision of Rainier Valley Leadership Academy's CEO or designee to the extent allowable under applicable law. RVLA reserves the right to require staff members to work remotely during emergency situations or weather shutdown if conditions and circumstances are reasonable to allow for safe remote work. All staff members should keep their electronic devices with them to and from school during inclement weather possible times.

For exempt employees, no loss of pay will occur as a result of missed or truncated days for these reasons as long as they are on active duty at the time of the event (i.e., not on a leave of absence, taking PTO, etc.).

Additionally, if exempt employees report to work and find that Rainier Valley Leadership Academy is unexpectedly closed due to an emergency, no loss of pay will occur for that day.

Non-Exempt full-time employees may receive up to five (5) paid days during an emergency or weather shut down each year, if applicable.

LEAVES OF ABSENCE

It is Rainier Valley Leadership Academy's policy to grant leaves of absence to all eligible employees on a non-discriminatory basis. A leave of absence ("LOA") will be granted for all legally mandated leaves including, but not limited to:

lx. Family/Medical Leave
lxi. Pregnancy Disability Leave
lxii. Military/Reserve Duty

Personal unpaid leaves may also be granted. Please contact Human Resources for information on available leaves.

Unless specified in the individual policies outlined below, the following addresses various issues related to leaves of absence:

Request for Leave

Requests for a LOA should be provided thirty (30) days in advance, or as far in advance as practically possible. All leave requests must be submitted, in writing, to Rainier Valley Leadership Academy's Human Resources Department using the appropriate Request for Leave of Absence form available on Connect.

Compensation

Compensation during a LOA is not provided by Rainier Valley Leadership Academy unless required by applicable law. An employee may be eligible for wage replacement through Rainier Valley Leadership Academy's Supplemental Disability Insurance Administrator and/or state programs. Employees may also elect to replace lost wages with accrued sick leave or PTO while on leave. Payout of any sick leave or PTO will be pro-rated and coordinated with disability payments and/or state provided payments so not to exceed an employee's base rate of pay.

Employment Status

While an employee is on an approved LOA, the employee will be placed on inactive status. During inactive status, employees do not continue to accrue benefits based on hours worked including paid holidays, PTO, sick, and retirement benefits.

Health Benefits

Rainier Valley Leadership Academy will continue an employee's health insurance policies while on an approved leave in accordance with applicable law or up to 30 days while on a non-job protected leave of absence not to exceed the applicable law maximum If an employee has exhausted a job protected leave but qualifies for another job protected leave within 30 days, Rainier Valley Leadership Academy will continue benefits coverage. Employees on leave are responsible for paying their employee benefit contributions that they would otherwise be deducted from their paycheck. Please refer to the arrears policy in the payroll section of the employee handbook. Rainier Valley Leadership Academy will offer employees COBRA benefits at their own cost (full premium plus administrative fee) who no longer qualify for continued benefits coverage as stated above. Employees who waive medical benefits during this period will continue to receive a waiver benefit reimbursement to be paid upon return from a LOA. It is the employee's responsibility to make this request for reimbursement.

VII.A–B. Family and Medical Leave; Pregnancy and Parent Leave (Acknowledgement required)

Purpose: To summarize employee rights and the process for federal FMLA and Washington

Paid Family & Medical Leave, including pregnancy and parent leave. Scope: Employees who meet eligibility criteria under federal or state law.

lxiii. Eligible employees may take job-protected leave for qualifying medical and family reasons under FMLA and may apply for Washington Paid Family & Medical Leave benefits.

lxiv. Leave may be unpaid, paid, or a combination depending on accrued leave and state benefits.

lxv. Timely notice and medical certification may be required.

lxvi. Submit a leave request to HR as soon as practicable and provide required documentation.

lxvii. Coordinate use of accrued leave and state paid leave with HR.

lxviii. Follow return-to-work procedures and provide fitness-for-duty documentation if requested.

See online policy: Family and Medical Leave — includes DOL FMLA guidance and WA Paid Leave links, on the staff intranet (link).

VII.C. Military/Reserve Leave

Purpose: To summarize job-protected leave and reinstatement rights for employees in the uniformed services and their spouses. Scope: Employees serving in the uniformed services, and spouses of deployed service members.

lxix. Military leave is granted in accordance with USERRA; health benefits continue for leave of 30 days or fewer.

lxx. Returning employees are reinstated to the same or a comparable position if they apply within the required timeframe.

lxxi. Spouses of deployed service members working 20+ hours/week may take 15 days of unpaid leave per deployment.

lxxii. Give advance written notice of leave when possible.

lxxiii. Apply for reinstatement within the required timeframe after release from active duty.

lxxiv. Complete the Request for Leave form for Military Family Leave Act leave.

See online policy: Military/Reserve Leave — includes USERRA and RCW 49.77 citations, on the staff intranet (link).

VII.E. Domestic Violence Leave

Purpose: To summarize the right to reasonable unpaid leave for employees and immediate family members affected by domestic violence, sexual assault, or stalking. Scope: Employees who are victims, or whose immediate family member is a victim, of domestic violence, sexual assault, or stalking.

lxxv. Reasonable leave is available for legal, medical, counseling, shelter, or

safety/relocation needs related to domestic violence, sexual assault, or stalking.

lxxvi. RVLA maintains confidentiality of leave requests under this policy to the extent allowed by law.

lxxvii. Give advance notice when possible; for emergencies, notify by the end of the first day of leave.

lxxviii. Provide written notice or certification verifying the need for leave, as requested.

See online policy: Domestic Violence, Sexual Assault, and Stalking Leave — includes RCW 49.76 and confidential support contacts, on the staff intranet (link).

VII.G. Emergency Services Leave

Purpose: To summarize unpaid leave available to employees who volunteer as firefighters, reserve officers, emergency rescue personnel, or Civil Air Patrol members. Scope: Employees serving in these volunteer emergency-services roles.

lxxix. Unpaid leave is available for training or emergency duty, subject to annual day limits that vary by role (up to 10 days/year for Civil Air Patrol duty; up to 14 days/year for fire or law enforcement training).

lxxx. Notify your supervisor as soon as possible that leave may be needed.

lxxxi. Provide advance notice when possible; notify by the end of the first day of leave for emergencies.

See online policy: Emergency Services Leave — includes RCW citations and day limits by role, on the staff intranet (link).

VII.H. Personal Leave

Purpose: To summarize the process and limits for discretionary, unpaid personal leave. Scope: All employees.

lxxxii. Personal leave is discretionary, evaluated case-by-case, and capped at 30 days absent an exception.

lxxxiii. PTO does not accrue during personal leave; reinstatement to the same position is not guaranteed.

lxxxiv. Submit a written request to your supervisor and HR as far in advance as possible.

lxxxv. Use available PTO/sick leave first; understand leave is unpaid once that balance is exhausted.

See online policy: Personal Leave — includes benefits-continuation and approval details, on the staff intranet (link).

VII.I. Short-Term and Long-Term Disability Plans

Purpose: To summarize the two tiers of employer-provided disability coverage. Scope: Full-

time regular employees.

lxxxvi. Short-Term Disability covers day 1 through day 90 of a certified disability; Long-Term Disability begins on day 91. Both pay roughly 60% of pre-disability earnings up to a plan-defined cap.

lxxxvii. Disability benefits run concurrently with FMLA and other protected leave, not in place of it.

lxxxviii. Notify HR of the need for medical leave and provide health care provider certification.

lxxxix. Provide periodic status updates and a written return-to-work release before returning.

See online policy: Short-Term and Long-Term Disability Plans — includes current benefit caps and carrier contact, on the staff intranet (link).

VIII. OTHER EMPLOYMENT POLICIES AND PRACTICES

VIII.A. Safety and Emergency Preparedness (Acknowledgement required)

Purpose: To summarize workplace security, facilities safety, bloodborne pathogens response, emergency preparedness, and workers' compensation procedures. Scope: All employees and contractors.

xc. RVLA maintains emergency plans, safety drills, and required bloodborne pathogens training.

xci. Work-related injuries are covered by Workers' Compensation; report immediately.

xcii. Follow site security and facilities safety procedures; report hazards immediately.

xciii. Complete required bloodborne pathogens and emergency-preparedness training on schedule.

xciv. Report work-related injuries to your supervisor and HR within 24 hours.

See online policy: Workplace Safety and Emergency Preparedness — includes WISHA, Workers' Compensation, and bloodborne pathogens procedures, on the staff intranet (link).

VIII.B. Technology Policies

Purpose: To summarize acceptable use of RVLA technology, password and data-security requirements, and electronic communication and social media rules. Scope: All employees, contractors, and volunteers using RVLA technology, accounts, or networks.

xcv. RVLA-issued devices, accounts, and network access are provided for business/educational purposes and may be monitored; there is no expectation of privacy.

xcvi. Password, device, and data-handling security requirements apply to all users.

xcvii. RVLA-affiliated social media accounts require written approval from Communications before creation.

xcviii. Follow password rules; never share credentials.

xcix. Use RVLA accounts/devices — not personal ones — for RVLA-related communication with scholars and families.

c. Report lost/stolen devices or suspected security incidents to IT and your supervisor promptly.

See online policy: Technology Policies — includes password rules, device policies, and incident report procedures, on the staff intranet (link).

Legal Policies Online Index

The following policies are maintained on the staff intranet with current statutory citations, forms, and reporting portals: Mandated Child Abuse Reporting; Criminal Background Checks; Family and Medical Leave; Anti-Discrimination and Harassment; Wage & Hour and Overtime; Whistleblower and Internal Complaint Procedures; Workplace Safety and Emergency Preparedness; Volunteer and Contractor Screening; Military/Reserve Leave; Domestic Violence, Sexual Assault, and Stalking Leave; Emergency Services Leave; Personal Leave; Short-Term and Long-Term Disability Plans; Technology Policies. See the staff intranet for full details and required forms (link).

CHANGE LOG

Major statutory policies moved online on 2026-07-27; see Legal Policies Online Index for links and acknowledgement requirements.