

Prior to starting employment with The Romine Group (TRG) or returning from a leave the following form must be signed and returned to TRG or school management. Failure to submit will affect the start/return date of the staff member.



THE ROMINE GROUP, INC.

Employee Handbook Sign Off

I have reviewed and understand the policies, benefits, and guidelines contained in the TRG Employee Handbook and I understand that the written materials, policies, and guidelines are for my information and compliance as an employee of TRG.

I additionally understand that this handbook is not intended to entitle me to be or remain employed by TRG for any particular duration. Employees are free to resign at any time with or without cause, just as the company is free to separate my employment at any time with or without cause.

I attest that I do not use illegal drugs for recreational use, nor am I dependant on illegal drugs or alcohol.

This handbook is effective August 2009 and will remain in effect until further notice. This TRG Employee Handbook supersedes any and all previous handbooks.

Employee Name

Employee Signature

Date

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Section 1

Introduction

1.1 Resource

The information outlined in this handbook is intended to be a resource for you during your employment with TRG. The policies and procedures described are not conditions of employment. The language that appears in this booklet is not intended to create nor is it to be construed to constitute a contract between TRG and any one or all of its employees. If at any time the application of policy differs from information indicated in this handbook, the actual policy will prevail. Where state laws differ, state provisions will govern.

Because there will be several schools managed by TRG, if you are positioned in a school, you will receive a teacher's handbook from the school in which you work. Therefore items that are unique to each school will be covered in that specific handbook. When such is the situation, you will be directed to that handbook.

During August of each year you will receive written changes to your Employee and Teacher Handbooks that contain the benefit plans, programs, policies, and procedures of both the Company and the School. Please keep in mind that it is your responsibility to review and comply with these documents.

1.2 Reservation of Rights

TRG reserves the right to interpret its stated policies on a case-by-case basis. TRG further reserves the right to modify, revoke, suspend, terminate, or change any or all such policies and procedures and employee benefits, in whole or in part, at any time, with or without prior notice. The most recent revision supersedes any prior revisions.

1.3 Your Employment

All employment and compensation with TRG is "AT WILL". Neither TRG, any of its managers, nor any other employee can guarantee a

specific duration of employment. The company recognizes that circumstances change with the passage of time, and that some employees may seek opportunities elsewhere or choose to leave the company for other reasons.

Some employees may not fulfill the operational needs of the company or changed circumstances may reduce available employment opportunities, which may result in involuntary terminations. Employees may leave employment at any time with or without a reason. Likewise, the company reserves the right to terminate any employee at any time within the provisions of Federal and State laws.

1.4 Questions

When questions arise that are not covered in this guide or when clarification of its content is needed, do not hesitate to ask your Principal or contact Will Kneer (Vice President, TRG) at (586) 246-7280.

Section 2

The Romine Group

2.1 Introduction

In June of 1996 upon recognizing the needs that schools have as businesses, John Romine formed JCR & Associates. Within three years time, it grew to manage eighteen schools. Recognizing the benefits of a partnership, JCR & Associates was acquired by Beacon Education Management from Boston. In the fall of 2001 TRG was formed to once again provide management services to charter schools. It is a company that brings to the marketplace a unique blend of business expertise and educational background. It has successfully linked business and education.

2.2 Mission

The mission of TRG is to help students, educators, and educational organizations reach their potential through sound business practices, educational experiences and unwavering standards.

2.3 TRG Phone Directory

Staff Member	Phone	Position	E-Mail Address
			-
Bentley, Shawna	313-875-8888	Hanley Office Manager	sbentley@hanleyacademy.org
Carlson, Ruth	810-966-2424	TRG Reporting	ruthcarlsontrg@aol.com
Cohrs, Tracy	586-749-6000	Merritt Asst. Principal	tcohrs@merritt-academy.org
Creutz, Francesca	734-374-8222	Trillium Asst. Principal	fcreutz@trilliumacademy.us
Dunstone, Lauren	586-731-5300	TRG Accounting Director	lauren@therominegroup.com
Glover, Carolyn	313-875-8888	Hanley Principal	cgllover@hanleyacademy.org
Guinyard, Dana	248-351-0000	Bradford Office Manager	dguinyard@bradfordacademy.com
Gurganus, Roger	734-374-8222	Trillium Asst. Principal	rgurganus@trilliumacademy.us
Heflin, Brett	810-655-2949	Madison Principal	bheflin@madison-academy.org
Kleiman, Ira	248-351-0000	Bradford HS Principal	ikleinman@bradfordacademy.com
Kneer, Will	586-246-7280	TRG Vice President	will@therominegroup.com
Lathrop, Mathew	586-749-6000	Merritt Asst. Principal	glathrup@merritt-academy.org
Litke, Carol	586-749-6000	Merritt Office Manager	clitke@merritt-academy.org
Maurey, Kenneth	810-655-2949	Madison Asst. Principal	kmaurey@madison-academy.org
Maurey, Nancy	810-655-2949	Madison Office Manager	nmaurey@madison-academy.org
Maurey, Phillip	810-496-2902	TRG Technology Director	phil@therominegroup.com
Paddock, Steve	313-872-9080	Hanley Asst. Principal	spaddock@hanleyacademy.org
Rankin, Joanne	734-374-8222	Trillium Office Manager	jrankin@trilliumacademy.us
Romanowski, Angela	734-374-8222	Trillium Principal	aromanowski@trilliumacademy.us
Romine, John	586-731-5300	TRG Chairman of the Board	john@therominegroup.com
Romine, Kim	586-731-5300	TRG Director of People Services	kim@therominegroup.com
Romine, Paul	586-731-5300	TRG President	paul@therominegroup.com
Schluckbier, Dan	586-749-6000	TRG Director of Education	dan@therominegroup.com
Seiferlein, Nate	586-749-6000	Merritt Principal	nseiferlein@merritt-academy.org
South, Nicholas	248-351-0000	Bradford Asst. Superintendent	nsouth@bradfordacademy.com
Thomas, Eddie	248-351-0000	Bradford 6-8 Principal	ethomas@bradfordacademy.com
Visger, Tammy	586-731-5300	Activities Director	tammy@therominegroup.com
Wasik, Camille	248-351-0000	Bradford K-5 Principal	cwasik@bradfordacademy.com
Waters, Heather	586-731-5300	TRG Accounting Asst.	heather@therominegroup.com

2.4 TRG Locations

Bradford Academy

24216 Garner St
Southfield, MI 48034
Phone: (248) 351-0000
Fax: (248) 356-4770

TRG Office

7877 Stead St.
Utica, MI 48317
Phone: (586) 731-5300
Fax: (586) 731-5307

Hanley International Academy Academy

2609 Poland St.
Hamtramck, MI 48212
Phone: (313) 875-8888
Fax: (313) 875-8889

Trillium Performing Arts

15740 Racho Rd.
Taylor, MI 48180
Phone: (734) 374-8222
Fax: (734) 374-5025

3056 Hanley St.
Hamtramck, MI 48212
Phone: (313) 872-9080
Fax: (313) 872-9113

Madison Academy

6170 Torrey Rd.
Flint, MI 48507
Phone: (810) 655-2949
Fax: (810) 655-2931

Merritt Academy

59900 Havenridge Road
New Haven, MI 48048
Phone: (586) 749-6000
Fax: (586) 749-8582

Section 3

Policies and Procedures

3.0 Attendance and Tardiness

Employees are expected to be at the work site ready to work at their appointed time.

You must notify your manager or principal prior to your scheduled work time on any day you are unable to report to work.

Continued or persistent absence and/or tardiness are grounds for corrective action, up to and including termination from the Company.

3.0.1 Bereavement

All salaried TRG employees are eligible for a leave of absence with pay when a death occurs in their immediate family. The amount of pay that the employee will receive is based upon the normal scheduled hours that the employee will be absent due to the allotted bereavement.

TRG will provide a leave of absence with pay in the event a death occurs in your immediate family. Leave for funerals of the immediate family will not affect or count against your sick days. Three (3) days will be allowed if the funeral leave is for a member of the immediate family whose funeral will be held within one hundred (100) miles of your primary residence: Five (5) days will be allowed if the funeral will be held in excess of one hundred (100) miles of your primary residence. Unusual circumstances that require additional time in excess of the allotted three or five days should be submitted to your principal. (See *definition of "immediate family"*).

Definition of the Immediate Family: The immediate family includes: spouse, parent, parent of current spouse, brother, sister, son, daughter, grandparent, grandchild, or any dependant living in the household of the staff member.

3.1 Business Attire

The Company's professional atmosphere and image is maintained, in part, by the image that employees present to customers, parents and students. Please consult your specific staff handbook for attire requirements.

3.1.2 Business Hours

The basic work week may vary. It is established at each school or office location. Consult your specific teacher handbook for business hours.

3.1.3 Change of Employee Personal Information

It is important that employees keep their manager or principal informed of any changes in important information. Current address and phone number records are essential for many purposes. Personal information changes can also affect your benefits. Please let us know immediately of any births, marriage, divorce, adoptions, dependants, and death. It is the employee's responsibility to notify TRG and the school administration when any changes occur.

3.1.4 Classification of Employees

Each employee falls into a certain classification dependant upon several variables. It is important for an employee to understand their particular classification due to its relevance in given benefits. If an employee has a question regarding their classification please contact Will Kneer at (586) 246-7280.

There are 4 separate classifications of employees which are listed and explained as follows:

- **Full Time Salary** This classification includes employees who are positioned in a school as a full time educator, administrator, office staff, or custodian. To qualify as full time salary, an employee must be positioned in a school 5 days a week, and must be present throughout the entire school day. The employee must also be paid on a salary schedule in order to qualify.
- **Para-Professional** In order to qualify for this classification an employee must be a para-professional who is scheduled to be

- present in a classroom during all of the calendared school days, and receives their pay based upon a salary payment schedule.
- **Part Time Salary** These employees are positioned in a school less than 5 days a week, or are not required to work the entire school day. These employees receive their pay based upon a salary payment schedule.
 - **Hourly Employee** A staff member would be considered an hourly employee if their pay is based upon an hourly rate.

3.2 Computer Security

TRG places emphasis on computer security in order to protect its programs and data from damage or sabotage. Do not share your user “ID” or password. TRG considers the unauthorized use of another employee’s password or the unauthorized access of computer files a serious breach of integrity. Employees who have accessed computer files without the proper authorization will be subject to immediate corrective action up to and including termination.

Please note that this policy covers all hardcopy files, “ID’s” needed for any office equipment, and any student records.

3.2.1 Communications and Computers

The communication systems in each school are the property of that school and therefore any communication should be that of the school. Assume the school will read any and all communication made electronically. TRG will defer the specific policy to each school.

TRG employees may not use any system for use that would be considered improper, harassing, offensive, threatening or sexual in nature. Employees may not use any system to access materials that contain the above described improper information.

Please consult your school handbook for more information on the use of information systems.

3.2.3 Company Property

TRG provides a work area and the essential equipment required for your job for use during work. The Company and/or each school own all such equipment and the contents of all cabinets, storage facilities, etc. which are provided, and as such are subject to entry at any time. Employees are not authorized or allowed to affix their own locks to any property provided by the Company or school. The Company or school assumes no liability for personal property lost or stolen on the work site.

3.2.4 Confidentiality

Unless authorized, information regarding your employment should be a private matter and not discussed with parents, vendors, or co-workers.

Student information should be used for the improvement of the student as an individual and should not be used for any other purposes. The information kept by the school office and/or the teacher is private and confidential.

Unauthorized disclosure of confidential information may result in disciplinary action up to and including dismissal.

3.3 Criminal Records Check

Although this is not a requirement for TRG employees outside of school positions, it is a requirement mandated by the State School Code for all employees working in a school. Employees must be fingerprinted at an Identix location, information on locations can be found with your office managers.

3.3.1 Criminal Conduct

As an employee of TRG, you should be aware that TRG strictly prohibits and will not tolerate any form of criminal conduct on the part of its employees. In response to any violation of this policy, the Company will react in the strongest terms possible. TRG as a matter of policy, will cooperate fully with law enforcement authorities conducting criminal investigations which involve TRG employees.

3.3.2 Discrimination and Harassment

TRG believes that all employees have a right to work in an environment free from any type of discrimination or harassment. This includes treatment based on race, color, religion, sex, national origin, age, height, weight, political affiliation, disability, marital status, or veteran status. TRG prohibits discrimination or harassment of its employees in any form. Such conduct will not be tolerated or ignored and may result in corrective action up to and including termination.

Employees who have complaints of discrimination or harassment should send them in writing in a sealed, confidential envelope to the following:

TRG
Attn: Paul Romine
7877 Stead St.
Utica, MI 48317

The Romine Group will direct the investigation. All complaints will be investigated in a confidential manner to determine their merit. Where an investigation confirms the allegation, prompt corrective action will be taken.

3.4 Drug Free Workplace

Employees of TRG are our most valuable resource and, for that reason, their health and safety is our number one concern. Any drug use, which imperils the health and well being of our employees or threatens our business will not be tolerated.

The use of illegal drugs and abuse of other controlled substances on or off duty is inconsistent with the law-abiding behavior expected of our employees. Employees who use illegal drugs or abuse other controlled substances on or off duty tend to be less productive, less reliable, and prone to greater absenteeism. Drug use in the workplace puts the health and safety of the abuser and all other workers around them at increased risk. Employees have the right to work in a drug-free environment.

Early recognition and treatment of drug abuse is important for successful rehabilitation. Whenever feasible, TRG will assist employees in overcoming drug abuse by providing information on treatment opportunities and programs. However, the decision to seek

diagnosis and seek treatment for drug abuse is primarily the individual employee's responsibility.

Employees with drug abuse problems should request assistance from management. The Romine Group will treat all requests with confidentiality and will help guide the employee to the appropriate treatment and counseling services. Voluntary requests from employees will not however prevent disciplinary action up to, and including, termination.

The Romine Group is committed to maintaining a safe workplace free from the influence of drugs. All employees are hereby notified that TRG will comply with the requirements of the Drug-Free Workplace Act of 1988, and all applicable regulations issued there under.

The Romine Group reserves the sole right to modify its Drug-Free Workplace policy and program at any time.

3.4.1 Prohibitions

TRG's Drug-Free Workplace prohibits employees from engaging in any of the following activities:

- Use, possession, manufacture, distribution, dispensation or sale of illegal drugs on company premises or company business, in company supplied vehicles, or during working hours.
- Unauthorized use or possession, or any manufacture, distribution, dispensation or sale of a controlled substance on company premises or while on company business or while in company supplied vehicles.
- Storing in a locker, desk, automobile or other repository on company premises any controlled substances whose use is unauthorized.
- Being under the influence of a controlled substance on company premises or while on company business, or while in company supplied vehicles.
- Any possession, use, manufacture, distribution, dispensation or sale of illegal drugs off company premises that adversely affects the individual's work performance, their own or the safety of others at work, or the company's regard or reputation in the community.
- Failure to adhere to the requirements of any drug treatment or counseling program in which the employee is enrolled.

3.5 Holidays & Vacation Days

Each school plans and maintains its own schedule for holidays and working schedule. All educational and administrative staff should refer to its school schedule and administration for a working calendar.

Educational and education support staff will have some duration of summer vacation during which they will not report.

Administrative staff is expected to be in attendance throughout the summer, with the exception of the scheduled 2 week summer shut down.

Facility and maintenance staff is expected to report to the school every week Monday through Friday regardless of the hours of the office being open. During the months that school is in session these staff members should consult their school administration for allowed days off. During Summer Break, the facility and maintenance staff will be given 10 days of vacation that they must schedule with their school administration. These days will not have the option of being banked or bought out.

3.5.1 Injuries and Accidents

Employees must immediately report all injuries, accidents, and illnesses which occur while at work to either the school's office manager or principal. All injuries, accidents, and illnesses must immediately be reported regardless of the appeared severity.

The employee will be provided by office management the appropriate forms to be filled out and filed. Failure to report these occurrences may result in a loss of benefits as well as corrective action up to and including termination.

3.5.2 Jury Duty

TRG recognizes its employees' civic responsibility to serve as jurors. If you are called to serve, give written evidence to your manager or principal as soon as possible so that proper arrangements can be made for your absence. Employees selected to serve must notify their

manager or principal with specific information on the location of Jury Duty and the projected dates of service.

Full-time employees will be compensated at their regular rate for days serving Jury Duty.

3.5.3 Family Leave of Absence (Unpaid)

A Family Leave of Absence (FMLA) is an unpaid Company approved absence for the birth of a child, the placement of a child for adoption or foster care, a serious health condition that places you unable to perform the essential functions of your job, or a serious health condition affecting your spouse, child, or parent, for which you are needed to provide care. Please refer to section 4 for more information pertaining to FMLA.

3.5.4 Leave of Absence (Unpaid)

TRG understands that due to certain circumstances an employee may need to request a leave of absence that does not qualify under the FMLA. If an employee desires to take an unpaid leave of absence from their position they should discuss the situation with the building principal as soon as they become aware of the need to go on leave. TRG reserves the right to handle each leave of absence request on a case by case basis. If a leave of absence is granted all necessary information and arrangements will be clearly documented in written form and must be signed by the employee and TRG representative before the employee goes on leave.

If an employee takes an unapproved leave of absence their position may not be held for their return. If at any point an employee fails to report to work for 2 consecutive days and has not followed the necessary procedures or was granted permission by their principal they will be considered on an unapproved leave of absence and may be terminated.

3.5.5 Working While on Leave

Working another job while on family or medical leave is prohibited and may result in corrective action up to and including termination. Such work will be reported to the insurance company.

3.5.6 Outside Employment

It is the intent of TRG to provide a challenging and demanding environment in which employees can develop to their fullest potential.

Any outside employment that you engage in, including a self-owned business, should in no way conflict with your performance in your job at TRG. It should not in any way be detrimental to TRG's business or reputation or to other employees.

3.6 Paydays

Company paydays are on the 15th and 30th of each month. If TRG facilities or your specific school is closed on a scheduled payday, then paychecks will be issued on the last workday preceding the closed day.

For employees who receive their pay on a salary schedule, the pay on the 15th of each month is for services rendered from the 1st through the 15th of that month. The pay on the 30th of each month is for services rendered from the 16th until the last day of that month.

Employees who are paid through an hourly rate will also receive pay on the 15th and 30th of each month. The pay that they receive is based upon hours worked during that designated pay period. For a schedule of hourly pay periods, please consult your school's office manager.

TRG highly recommends direct deposit of its employees. Employees must sign up for this feature by filling out the appropriate paperwork. Once the TRG Human Resource department has received all the appropriate paperwork, it will take 2 pay periods to take effect.

Employees' paycheck stubs will be sent to each TRG site's Payroll Custodian. On payday, Payroll Custodians will distribute paycheck stubs. If employees are absent on payday, the Payroll Custodian will hold the stub for one (1) working day and then send it through U.S. Mail to the employee's current address.

If an employee chooses not to participate in the direct deposit plan TRG will make every reasonable effort to deliver live checks by the pay date. Due to scheduling, weather, holidays, and unforeseen events TRG again highly recommends the direct deposit plan to ensure receiving pay on time.

3.6.1 Payroll Deductions

Federal taxes, FICA, Medicare, state and city taxes, and 401(k) employee contributions are withheld from employee paychecks.

TRG is required by law to accept legal assignments or garnishments against employees' wages. Employees will be notified of any attachment received.

3.6.2 Pay at Time of Separation

Employees separated from employment will be paid for time worked (less deductions) on the next regular pay day according to the applicable federal and state laws. Any accrued vacation time will also be paid at this time.

The company will determine if the terminating employee has any outstanding debt owed to the company and whether the individual has in their possession any company property.

After a full accounting of the employee's and the company's accounts (as determined by TRG) is completed, the final paycheck will be issued to the employee in accordance with state law.

The company will issue a check, which is designated as the final payment for all services rendered. The check will not reflect any time not actually worked by the employee.

The check designated as the final payment will be mailed to the address given by the employee as their address of residence. The employee should not attempt at any time to receive this check at their previous location of employment.

3.6.3 Pay and Benefits When Contract not Renewed

Educators who complete employment through the current school year, but are not extended, or do not accept an offer for the following school year, will remain employees of TRG through August 15th. Eligible employees will continue to receive regular paychecks through August 15th, and will remain enrolled in the health insurance program through

August 30th. If a non returning employee opts to file for unemployment prior to the termination date of August 15th TRG will interpret the filing as formal notice of the employee's immediate resignation, which will result in a loss of benefit coverage.

Administrators, administrative assistants, and facility staff who are not extended or do not accept an offer for the following school year will receive their last pay on June 30th of the completed school year. These employees will maintain benefit coverage through June 30th of the completed school year as well.

3.6.4 Sick Leave

Employees who are paid on a salary schedule are granted two (2) sick or personal days per year for every full day that they work per week. For example a full time employee that works five full days a week will be granted ten (10) days of paid sick leave per year. As soon as you are aware that you will be unable to attend work due to personal illness it is the employee's responsibility to contact their manager or principal.

Sick/Personal days are to be used in the event that you cannot attend work due to an illness or matter that must be attended to during the working hours. Sick/Personal days are not intended to be used as vacation days or days to extend holiday breaks. Any deviation of the intended purpose for a sick day must be cleared with your school principal before being recognized by TRG. Employee absenteeism that exceeds the granted number of days is a serious issue and can lead to employee termination.

At the end of the working year employees will have the option to be reimbursed for unused sick days, or bank these days (up to ten) into the following year. The amount of reimbursement per day is listed in the school staff handbook. If an employee opts for reimbursement, they can expect to receive their buyout checks in the July 30th pay.

Please reference section 5.9 for further clarification.

3.7 Performance and Corrective Action

All employees are expected to meet TRG standards for work performance and business conduct. Employees are also expected to follow the policies and procedures covered in this handbook. In addition, employees will also be expected to follow the policies and procedures covered in the handbook provided by each individual school. Failure to meet these expectations may result in one or more of the following corrective actions: verbal counseling, written reprimand, suspension or discharge. Generally the severity of the performance or behavior problem will determine the level of corrective action and whether the employee will be given the opportunity to correct the problem. TRG utilization of corrective action to improve performance of its employees does not alter the fact that both the company and its employees may terminate the employment relationship at any time, with or without cause.

3.7.1 Personal Expenditure Reimbursement

In order to receive reimbursement for any academy function or materials, TRG employees must obtain prior consent from the active administrator on site. Company employees must complete the appropriate reimbursement form and provide a receipt or proof of purchase in order to be reimbursed. It is therefore understood that reimbursement will not be granted unless prior approval has been granted and a receipt attached to the proper form.

3.7.2 Safety

Safety is considered to be an important part of your job, and the Company will do everything possible to make work areas safe for you. It is the responsibility of all employees to develop safe working habits and observe the rules and practices that protect the individual employee and fellow employees.

Please consult your school handbook for instructions on safety programs including: Accident Reporting, Emergency Action Fire Plan, Severe Weather, Emergency Evacuation, Blood Borne Pathogens, Communicable Diseases, and First Aid.

3.7.3 Smoking

The law prohibits smoking on the grounds or property of any public school. Non-compliance of this law is grounds for corrective action up to and including termination.

3.7.4 Tuition Reimbursement

Individual schools may or may not have funds available to support this benefit. Therefore, TRG will not make it a benefit mandatory to all schools and their staffs.

Reimbursement for tuition will be a decision that will be left to the individual school boards as a possible benefit. Please consult your school staff handbook for further information.

Section 4 While on a Family or Medical Leave of Absence

4.1 Health Care Benefits

You have the right under FMLA to take up to 90 days of unpaid leave in a rolling 12 month period. Your health benefits will be maintained during any period that qualifies under FMLA under the same conditions as if you continued to work. If you wish to file for FMLA, forms can be obtained by contacting Kim Romine (Payroll Director, TRG) 586-731-5300.

4.2 Dependant Coverage

You may elect to discontinue coverage for your dependant(s)/spouse while you are on a leave of absence (LOA). Please refer to the Reinstatement section below.

4.3 Status Change

If a status change occurs during a LOA, contact the TRG offices within thirty (30) days of the qualifying event.

4.4 Reinstatement

When you elect to discontinue your dependent(s)/spouse benefit coverage during a LOA, reinstatement into the plan can be made by completing a new application for enrollment in the Plan upon return to work.

4.5 Return to Work

You must return to work on the day your LOA ends. If you fail to return to work on the date scheduled, you may be subject to termination.

A request to extend a LOA must be made two weeks prior to your scheduled return to work date and must be accompanied by a certification from a health care provider.

Your health and life insurance benefits and the health benefits for your dependent(s)/spouse end at midnight on the last day of your LOA if you fail to return to work as scheduled.

4.6 Life Insurance Coverage

Your Life Insurance Coverage benefits will be maintained during any period that qualifies under FMLA under the same conditions as if you continued to work. If you remain on a LOA longer than the 90 days that FMLA provides, your life insurance coverage will cease. When your coverage stops, you may convert your Supplemental Life coverage to an individual whole life policy.

Accidental Death and Dismemberment insurance cannot be converted.

4.7 Short & Long Term Disability

Your Short and Long Term Disability Benefits will be maintained during any period that qualifies under FMLA under the same conditions as if you continued to work.

4.8 Job Availability

The Company understands that you may require time away from work for family reasons. While on an unpaid LOA the Company will make all reasonable attempts to hold your job, or a comparable job for which you are qualified. The business necessities of the Company may, force the Company to fill the position which will result in finding you an equivalent position, if available, which you are qualified for.

Section 5 Benefits

5.1 Benefit Instatement

Employees that are hired prior to or at the start of the school year will be eligible to receive benefits on September 1st of the current school year. Employees that are hired mid year will be eligible for benefits on the first day of the month following their date of hire.

5.2 Employee Savings Plan – 401(k)

All full-time employees of TRG are eligible to contribute to the 401(k) plan. The Company, at its discretion, has elected to contribute the amount of 4% of the employee's salary, and match up to the next 4%. All employees are immediately eligible for this contribution.

Rollover Contributions from other qualified retirement plans are accepted at any time.

Employees may choose to invest their contributions and the employer contribution in an array of investment portfolios that have been designed specifically for the employees at TRG.

There is a 5 year vesting period in place for all funds that are contributed through the employer match or employer contribution.

5.3 Life Insurance

All eligible employees of TRG will receive term life insurance in the amount of one times the employee's annual salary, rounded to the nearest \$1000.00. (For example if you make \$26,700.00 per year, your benefit would be \$27,000.00.) The Plan pays the benefit to your surviving beneficiaries in the event of your death. There is a maximum payout of \$125,000 for each employee.

5.4 Health Insurance

Eligible TRG employees will maintain health coverage through Blue Cross Blue Shield Option 1. Dental coverage will be provided through Blue Cross Blue Shield Tradition Dental Plan. Vision coverage is through VSP.

Health insurance can be waived if an employee is insured through another source. TRG offers a health insurance buyout to those employees who opt to waive their insurance. Refer to section 5.9.1 for specific buyout rates.

*If an employee is covered through another TRG employee's insurance, they are not eligible for the buyout benefit.

5.4.1 Family Continuation

If an employee maintains their child's health coverage through TRG's benefit package the child will only remain eligible for coverage until they turn 18, or graduate from high school, whichever is the later of the two. If the employee wishes to maintain coverage through the family continuation plan they would be responsible for the cost of that coverage.

5.5 Short Term Disability

All eligible employees of TRG will be given Short Term Disability Insurance. If you are disabled due to injury or sickness, you will be eligible to receive a weekly benefit equal to 60% of your basic weekly earnings (excluding bonuses and extra compensation) to a weekly maximum of \$1,250. The duration of this benefit is 26 weeks and begins after 14 continuous days of hospitalization, sickness, or injury. In order to be eligible for short term disability you must present documentation from your physician.

5.6 Long Term Disability

All eligible employees of TRG will be given Long Term Disability Insurance. For an injury or sickness that exceeds the STD benefit of 26 weeks, Long Term Disability will provide 60% of your basic weekly earnings (to a pre-determined amount) until you are of the Social Security retirement age. In order to be eligible for long term disability you must present documentation from your physician.

5.7 COBRA Continuation of Coverage

If you leave or are separated from the Company, you and your dependents may be entitled to continue your health care coverage at your own expense under the provisions of the Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1985. COBRA is a federal law that gives employees and their families certain protection against the sudden loss of their group health insurance coverage. If you or a covered family member should become ineligible for coverage because of what COBRA calls a "Qualifying Event", you may be able to continue your coverage by purchasing benefits at 102% of group rates for a

limited period of time. Please contact the TRG offices for additional and exact information regarding premium amounts, payments and a list of “Qualifying Events”.

5.8 Workers’ Compensation

Employees are covered for job related occupational injuries through provisions of the Michigan Workers’ Compensation Act. Job related injuries should be reported immediately to your principal. The employee will be eligible for continuation of health coverage, at his or her own expense, under COBRA.

5.9 Sick/Personal Days

*All fulltime employees are given 10 sick/personal days per year, and may bank a total of 10 days. Any unused days may either be banked for future use (up to 10 total), or be bought out for \$50 per day.

*(The above does not apply to Principals, Assistant Principals, or Office Managers.)

5.10 Benefit Summary

If you are unsure of your job classification and ensuing benefits please refer to section 3.1.4 Classification of Employee.

5.10.1 Full Time Salary Employed Prior to 8/15/2009

Health

- Blue Cross Blue Shield Option 1
- Blue Cross Blue Shield Traditional Dental
- Vision VSP 12/12/12
- 10/40 Prescription card
- 100% Family Coverage
- \$2000 Buyout Option

401(k) Retirement

- Manulife Financial
- 4% Employer Contribution
- Additional 4% Match
- 5 Year Vesting Period

Life Insurance

- Term Life – One times annual salary
- Accidental Death and Dismemberment doubles the amount

Short Term Disability

- Pays approximately 60% of gross wages from 9 days up to 180 days
- Maternity Included

Long Term Disability

- Pays up to 60% of gross wages from 6 months until up to age 65

Sick/Personal Days for Educational Staff

- 10 personal/sick days
- pay \$50 for any unused days or bank up to 10 days
- 3 days bereavement (5 if outside 100 mile radius of home address)

5.10.2 Full Time Salary Not Employed Prior to 8/15/2009

Health

- Blue Cross Blue Shield Option 1
- Blue Cross Blue Shield Traditional Dental
- Vision VSP 12/12/12
- 10/40 Prescription card
- 100% Employee and Dependand Coverage
- Spouse can be added for \$187.91 per month
- \$2000 Buyout Option

401(k) Retirement

- Manulife Financial
- 4% Employer Contribution
- Additional 4% Match

- 5 Year Vesting Period

Life Insurance

- Term Life – One times annual salary
- Accidental Death and Dismemberment doubles the amount

Short Term Disability

- Pays approximately 60% of gross wages from 9 days up to 180 days
- Maternity Included

Long Term Disability

- Pays up to 60% of gross wages from 6 months until up to age 65

Sick/Personal Days for Educational Staff

- 10 personal/sick days
- pay \$50 for any unused days or bank up to 10 days
- 3 days bereavement (5 if outside 100 mile radius of home address)

5.10.3 Para-Professional

Health

- Blue Care Network HMO Option E
- Blue Cross Blue Shield Traditional Dental
- Vision VSP 12/12/12
- 10/40 Prescription card
- 100% Employee Coverage, Additional Members 50% Coverage
- \$1500 Buyout Option

401(k) Retirement

- Manulife Financial
- 4% Employer Contribution
- Additional 4% Match
- 5 Year Vesting Period

Life Insurance

- Term Life – One times annual salary
- Accidental Death and Dismemberment doubles the amount

Short Term Disability

- Pays approximately 60% of gross wages from 9 days up to 180 days
- Maternity Included

Long Term Disability

- Pays up to 60% of gross wages from 6 months until up to age 65

Sick/Personal Days

- 10 personal/sick days
- pay \$50 for any unused days or bank up to 10 days
- 3 days bereavement (5 if outside 100 mile radius of home address)

5.10.4 Part Time Salary

Sick/Personal Days

- 2 Sick/Personal days per year for every 8 hours that the employee works per week.
- Bereavement- If a part time salary employee must be absent from work for bereavement that employee will receive pay for their normally scheduled work day. The limit for bereavement is 3 consecutive days if inside 100 miles of their home address, and 5 consecutive if outside their home address.

5.10.5 Hourly Employees

Hourly employees are not eligible to receive benefits.

For any additional information or forms for any of the benefits listed above please contact Will Kneer (586) 246-7280.

