



Endeavor Hall
A School for young writers

Employee Handbook

About This Handbook

The following pages contain information regarding many of the policies and procedures of Endeavor Hall (EH), a public charter school. This is not an employment contract and is not intended to create contractual obligations of any kind.

The policies and procedures outlined in this handbook will be applied at the discretion of EH and EH reserves the right to deviate from the policies and procedures of this handbook, or to withdraw or change them, at any time. We will notify you when an official change in policy or procedure has been made. Notwithstanding the foregoing EH will never change the at-will status of its employees. No policy or procedure in this handbook or in any document or practice of EH shall be construed to limit nature of the at-will employment relationship.

EH values the many talents and abilities of its employees and seeks to foster an open, cooperative and dynamic environment where employees and the school alike can thrive. If you would like further information or have questions about any of the policies and procedures outlined in this handbook, please feel free to bring them to the attention of your supervisor.

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Standard Employment Practices

At Will Employment

EH does not offer tenured or guaranteed employment. Unless EH has otherwise expressly agreed in writing, your employment is at will and may be terminated by you or by EH at any time, including after the evaluation period.

Equal Employment Opportunity

EH is committed to providing equal employment opportunities to all individuals without regard to race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, or any other characteristic protected by law. For further information about the applicability of Federal Equal Opportunity Laws, including the Americans with Disabilities Act, the Equal Pay Act, the Age Discrimination in Employment Act, see Exhibit D in the Appendices.

EH does not discriminate on the basis of gender in compensation or benefits for women and men who perform jobs that require equal skill, effort, and responsibility and which are performed under similar conditions.

EH will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. An employee with a disability for which reasonable accommodation is needed should contact his or her supervisor to discuss possible solutions.

Employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of his or her supervisor. Employees can raise legitimate concerns and make good faith reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

Sexual and Other Unlawful Harassment

EH will strive to maintain a work environment that nourishes respect for the dignity of each individual. This policy is adopted in furtherance of that tradition.

It is against the policies of EH for an employee to harass another person because of the person's sex, race, color, religion, national origin, age, disability, sexual orientation, marital status, or other characteristic protected by law. Actions, words, jokes, or comments based on such characteristics will not be tolerated.

Consequently, it is against the policies of EH for an employee to sexually harass another person. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or environment.

Any employee who believes that he or she is being unlawfully harassed should immediately contact their supervisor or his or her supervisor.

All complaints of harassment will be promptly, thoroughly and confidentially investigated and, where necessary, appropriate corrective action will be taken. Any person found to have unlawfully harassed another employee will be subject to appropriate disciplinary action, up to and including termination of employment.

Immigration Law Compliance

EH does not hire anyone that is not a citizen of the United States, or is not a non-citizen that is authorized to work in the U.S under the Immigration Reform and Control Act of 1986. As a condition of employment, all new and past employees must show valid proof that they are eligible to work in the United States. An overview of the Immigration Reform and Control Act can be found at Exhibit D in the Appendices.

Criminal Convictions

EH reserves the right not to hire or retain anyone that has been convicted of a criminal offense. Conviction of a crime that involves dishonesty may result in immediate termination of employment. Before any decision is made, the nature of the crime and circumstances surrounding the conviction will be considered.

Evaluation Period

During the first three months of your employment with EH, you will be in an “evaluation period.” During this time, your supervisor will continually evaluate your performance and compatibility with EH. Should your performance not meet the standards set forth by EH or your supervisor, your employment will be terminated.

Standards of Conduct

EH expects that all employees conduct themselves in a professional and ethical manner. An employee should not conduct business that is unethical in any way, nor should an employee influence other employees to act unethically. Furthermore, an employee should report any dishonest activities or damaging conduct to an appropriate supervisor.

In the event that you become aware of another employee’s behavior or actions, which you believe are inappropriate, illegal, problematic, or in any way inhibit or affect your job performance or the EH work environment, you should discuss such behavior or actions with the Director, your supervisor or the Board of Directors.

All reasonable concerns will be promptly, thoroughly and confidentially investigated by EH and, where necessary, appropriate corrective action will be taken. You should not discuss such actions or behavior with other EH employees. Your discussing such matters with other employees may – in and of itself – create an unacceptable work environment for which you will be held responsible and for which you may be disciplined in accordance with EH’s disciplinary policy.

Personnel File

EH keeps personnel files on each of its employees. These files are confidential in nature and are managed by the Business Manager. They will not be copied or be removed from the premises unless there is a legitimate business reason to do so.

All employees may view their personnel file by contacting the Business Manager during normal business hours. No employee may alter or remove any document in his or her personnel file.

General Policies and Procedures

Orientation

In accordance with federal law, both new employees and re-hires will be required to provide documentation of identity and eligibility to work in the United States. The I-9 form will be used for this purpose.

New employees will also receive a copy of the Employee Handbook and will be given the time to read it and ask any clarifying questions. The signed copy of the "Acknowledgement & Receipt of Understanding" will be placed in the employee's personnel file.

Reporting Changes

You are responsible for promptly notifying your administration of any change in your name, address, telephone number, marital status, citizenship, tax withholding allowances, emergency contact information, insurance beneficiary, or dependent insurance coverage. Accurate and correct information is vital for benefits and insurance records and other company files.

Each employee is required to notify his or her supervisor, in advance, of the dates of all approved vacation or leave time to be taken. Additionally, employees are to inform their direct supervisor as soon as practical if they will miss work due to illness or if they will be late arriving to work. Failure to provide such notification will result in disciplinary action.

Job Classifications

Employees are classified by two major categories: "Exempt" and "Non-exempt." This handbook applies to both Exempt and Non-Exempt employees.

- (1) Exempt employees are generally salaried and fall into one or more of the following four classifications: executive, professional, administrative, or sales. These employees are exempt from the applicable provisions of state and federal wage and hour laws (FLSA).
- (2) Non-exempt employees are eligible to receive overtime pay in accordance with state and federal wage and hour laws (FLSA). These employees are required to submit a time record for each pay period, approved by the appropriate supervisor, for the purpose of tracking hours worked and calculating compensation.

Employees are also classified within one of the following three statuses:

- (1) Full-time: any employee that is regularly scheduled to work 28 hours a week or more during the school year. Full-time employees are eligible for standard school benefits as specified in the employee's employment agreement.
- (2) Part-time: any employee that is regularly scheduled to work less than 28 hours per week during the school year. Part-time employees are not eligible for standard school benefits.
- (3) Temporary: any temporary work that has a predetermined start and end date of employment. Temporary employees are not eligible for standard school benefits.

Pay Periods

All employees are paid on the 10th and 25th day of each month. When the 10th or 25th day of the month falls on a holiday or weekend, employees will be paid the day before the holiday or weekend.

Hours of Work

Endeavor Hall's standard work week for full-time employees is five regular school days. Schedules may vary based on the school's needs. Employees may not deviate from the school's hours of work, unless a manager or supervisor specifically approves a request.

The school is open from 7:30 a.m. to 3:30 p.m. on school days. Endeavor Hall's preference is for employees to work within this schedule. However, it is understood that exempt employees may be required to work extra hours to accommodate certain deadlines or job requirements. If such extended hours are required, EH will allow some flexibility with the expectation that employees will make every effort to align their hours with school hours, but will arrive for work no later than 7:30 a.m. This is in order to facilitate consistent and reliable availability for conferences, meetings, and other interactions with supervisors, students, and parents, which are elemental to the smooth operation of the school.

Breaks

The School Director determines appropriate breaks per the school's and students' needs. Typically, employees working for more than four consecutive hours are provided with a meal break. Breaks are scheduled consistent with student lunch periods so as not to disrupt the learning and teaching processes of Endeavor Hall.

Time Keeping

Non-exempt employees are required to use and maintain an electronic time sheet, logging time in, time out, and any non-compensated breaks and have it signed by a manager or supervisor. It is strictly forbidden for an employee to sign another employee in or out. Non-exempt employees are staff who are not administrators or teachers.

Overtime

Non-exempt employees are to be paid time and one-half (1.5) for work time that exceeds 40 hours during a scheduled workweek. Employees asked to work overtime are expected to do so. Exempt employees are not eligible for overtime pay.

The calculation of overtime hours will not include holiday, sick leave, or vacation days during a given scheduled workweek. Upon the discretion of management, non-exempt employees may be paid up to two and one half (2.5) their hourly wage for work time completed on a school holiday.

Salary Increases

Salary increases are based on performance or promotion. All salary increases are at the discretion of the Administration and the school board.

Payroll

Both exempt and non-exempt employees will have federal and state taxes withheld from their wages. Payroll checks will not be released prior to the set pay schedule for any reason.

Performance Reviews

Every Endeavor Hall employee will be subject to a performance appraisal at least once a year. The employee's supervisor or School Director will conduct these reviews. The reviews will focus on job-related strengths and weaknesses, as well as the employee's overall fit with the school. Goals and improvement plans will be mapped out for review period and progress will be measured at the next review.

Performance reviews may influence salary increases and promotions. Employees will have the opportunity to thoroughly review all performance appraisals and provide a written response. All performance reviews and responses will become part of an employee's personnel file.

Bonus Structure

Endeavor Hall may institute a bonus structure or incentive plan at any time. Endeavor Hall guarantees no bonus plans. Any bonus structure will be determined by administration and will likely include some level of performance achievement. Employees will receive notice of any additions, subtractions, or changes to any new or existing bonus structure.

Expense Reimbursement

Endeavor Hall will reimburse employees for reasonable pre-approved school expenses. Reasonable expenses while traveling on school business include travel fares, accommodations, meals, tips, telephone, and fax charges, and purchases on behalf of the school. Local expenses may include pre-approved purchases of school supplies, taxi or public transportation fares when on school business. Sales tax is not reimbursable. Please obtain tax exempt form from the Business Manager.

All expenses must be submitted via the required expense form and approved by the employee's supervisor prior to submission for reimbursement. Whenever possible and in situations where the employee may question the reasonableness of an expense, the employee should secure approval in advance of incurring the expense. Unreasonable or excessive expenses will not be reimbursed. All reimbursable purchases must be considerate of pre-defined budgets. Any questions should be directed to the Business Manager.

Attendance & Punctuality

Punctuality and regular attendance are important to the smooth operation of Endeavor Hall. If you are consistently late or excessively absent, Endeavor Hall's ability to teach students is affected and an unfair burden is placed on your co-workers. Therefore, unless your absence is permitted or excused under Endeavor Hall's holiday, vacation, sick or other policies, you are responsible for being at work and arriving on time. If you are going to be absent or late, it is your responsibility to call your supervisor as soon as possible, preferably in advance of lateness and no later than two hours before the start of the workday. If you are absent for several days, you must notify your supervisor each day.

An employee who is absent for reasons other than those permitted or excused by Endeavor Hall's holiday, vacation, or leave policies, or who repeatedly fails to provide notice as required, will be subject to appropriate disciplinary action, up to and including termination of employment.

Availability for Work

Employees must be available for work during normal business hours: 7:30 a.m. to 3:30 p.m. If, for any reason, there is a change in your work availability status, you must notify your supervisor at least one week prior to the change.

Mandatory Meetings

Employees are required to attend mandatory staff meetings. In the event an employee misses a mandatory meeting, the employee will not be compensated, unless approved by School Director.

Drugs and Alcohol

Endeavor Hall will not tolerate the use or possession of alcohol or illegal drugs on the job, or abuse of prescription drugs on school property or during school-sponsored activities.

Employees using or possessing alcohol or illegal drugs on school property or while at work or who report to work under the influence of alcohol or illegal drugs will be subject to disciplinary action, up to and including immediate termination of employment. Employees using illegal drugs at any time are subject to termination.

Violence & Weapons

Endeavor Hall takes threats of violence extremely seriously. Any act or threat of violence by or against any employee, customer, supplier, partner or visitor is strictly prohibited. This policy applies to all school employees, whether on or off school property.

Any use or threatened use of weapons, or the illegal possession of weapons, is prohibited on school property, or while on school business. This includes knives, guns, martial arts weapons, or any other object that is used as a weapon. Any employee caught possessing a weapon will be disciplined, up to and including termination.

Smoking

Smoking is not allowed in Endeavor Hall facilities nor on school grounds or in school-owned vehicles. Smokers must exit school property.

Food and Beverages

Endeavor Hall will have visitors in the school. The school's surroundings should always reflect a professional appearance. All employees are personally responsible for keeping the area in and around their classroom or work area clean and presentable. Employees are also responsible for returning meeting areas to a clean and presentable condition after use. Food and beverages should be consumed in areas designed for that purpose and not in classrooms. All staff are permitted to drink beverages in secured-lid containers in classrooms in a manner that does not interfere with work performance. Teachers may determine whether students may have water in closed containers at their desks during school hours. No other food or beverages will be permitted in the classroom by students.

Visitors

Only parents, volunteers, staff, and authorized visitors are permitted at Endeavor Hall's facilities. This includes unauthorized sales persons, or those collecting for charitable causes. Visits from friends and family should be kept to a minimum and should not occur during school hours. Employees are responsible for the conduct of their guests.

All visitors must enter through the reception area and receive a name badge. Any employee that notices an unauthorized visitor should notify their supervisor immediately.

Workplace Attire

Endeavor Hall has a business casual dress environment. However, employees are expected to use good judgment and taste and to show courtesy to their co-workers and associates by dressing in a fashion that is presentable and appropriate. See Employee Dress Code-Exhibit F for details.

Employees are to dress in appropriate business attire for meetings with clients or vendors at Endeavor Hall's campus or other locations.

Telephone Use

Telephones are provided to enable employees to carry out work assignments in an efficient manner. Personal telephone calls should be kept to a minimum, except for emergencies, and where possible be made outside of school hours. Personal toll calls should not be made at Endeavor Hall's expense. Cellphones are to remain put away and not present when with students or in position of supervising students. Personal cellphones may be checked when on prep period or lunch.

Voice Mail and Electronic Mail

All electronic and telephone communication systems and all communications and information transmitted by, received from, or stored in these systems are the property of Endeavor Hall and as such are intended for job-related purposes. Personal use should be kept to a minimum. Electronic or

telephone communication systems may not be used to transmit messages that may be considered inappropriate under Endeavor Hall's policies. Employees are not permitted to use a code, access a file, or retrieve any stored communication unless authorized to do so or unless they have received prior clearance from an authorized school representative. All pass codes are the property of Endeavor Hall and may be used by Endeavor Hall to access electronic and telephone communications at any time. Endeavor Hall reserves the right to monitor any electronic, telephone, or other communications made using Endeavor Hall systems or property.

Use of School Property

All school workspace, including file cabinets and lockers are the property of Endeavor Hall and must be available to management at all times. The use of personal locks on any school property is strictly forbidden. No school property may be used to house personal files or items. No school equipment, including computers, photocopiers or printers may be used for personal business.

Postage, Shipping and Office Supplies

Postage, shipping and office supplies paid for by the school are for business purposes and are not to be used for an employee's personal purposes.

Personal Property

Endeavor Hall does not assume responsibility for any personal property located on its premises. Employees are to use their own discretion when choosing to bring personal property into the school and do so at their own risk. Additionally, employees may not bring or display in the school any property that may be viewed as inappropriate or offensive to others.

Personal Safety

The safety of each employee's health and security is very important to Endeavor Hall. Endeavor Hall is willing to make reasonable efforts to address an employee's safety concerns. Employees should remember to use caution and good judgment in all activities and should notify their supervisor or a human resource representative if they believe there is a safety issue that should be addressed.

School Security

Shortly after an employee's start date, he/she may be given a key or other means to gain access to the School. Personnel will have limited access to areas of the school based on their specific requirements. A designated school representative will be responsible for ensuring all doors and windows are locked and the building's alarm is armed as the building is vacated each day.

Monitoring & Searches

All school property is subject to monitoring and review at all times. This includes, but is not limited to, desks, lockers, school vehicles, computers and email files. Reasons for searches and reviews include, but are not limited to, personal abuse of school property, theft investigation and improper disclosure of confidential information.

Endeavor Hall retains the right to conduct searches at any time. This includes the right to search individual computers or files, even if protected by a password. Any employee that attempts to obtain or alter a password for the purpose of accessing restricted files or preventing management access to School computers, files or systems will be subject to disciplinary action, up to and including termination.

Confidential Information

Endeavor Hall requires that employees do not disclose information held to be confidential by EH, including, but not limited to, any information regarding: student enrollment, student performance, personal information of students or employees, employment matters, or employee earnings or

performance, except as such disclosure is required by law. Any questions about this policy should be addressed to the School Director or board of directors.

Conflicts of Interest

EH requires that employees not compromise the school, its students and their parents, partners or suppliers for personal gain. Examples of conflict of interest include, but are not limited to, accepting gifts worth more than \$10, requesting or granting favors, or conducting business for personal gain. Employees are required to disclose all conflicts of interest to the Business Manager. Failure to do so may result in disciplinary action, up to and including termination.

Non-Solicitation

During the period of your employment and for a period of twelve (12) months after the termination of your employment with EH, you shall not, directly or indirectly, (i) solicit for employment or employ any person who was employed by EH during your employment with EH; or (ii) call on, solicit, or take away for yourself or for any other person or entity any person or entity who or which was a student or family of EH during your employment with EH.

Competing Employment

Subject to EH's prior written approval, you may work for other businesses during the course of your employment with EH; provided, however, you may not (i) accept or perform work of a nature that conflicts or competes in any way with the services of EH; (ii) use any EH resources including, but not limited to, computer hardware and software, telephones, facsimile machines, and copiers, for or in connection with any non-EH work; (iii) perform any non-EH on EH premises; or (iv) perform any non-EH work during normal school hours.

Employment of Relatives

Employment of relatives is not prohibited by EH, provided that the following conditions are met: (i) the applicant is qualified for the position, (ii) the employee and relative will not be in a direct reporting relationship with one another and (iii) the personal relationship will not adversely affect the workflow or processes of the school.

Leave Policies

EH provides Eligible Employees with leave for a variety of reasons. The following discussion summarizes EH's leave policies in a way that EH hopes will be generally helpful. EH abides by the provisions of the Family and Medical Leave Act, as appropriate. An overview of the Act is set out in Exhibit C in the Appendices.

As with all policies, EH reserves the right to revise or rescind these policies at its discretion, subject to legal requirements. This statement of leave policies is not intended to create a contract between EH and its employees.

To apply for leave, or to inquire into what leave may be available, an employee should contact his or her supervisor. An employee applying for leave will be asked to state why he/she wants the leave, when he/she wants the leave to begin and when he/she wants the leave to end. His or her supervisor will inform the employee what type and duration of leave, if any, has been approved and will also tell the employee which requirements, such as certification of a health condition, the employee must fulfill.

All leaves are granted for a specific period of time. An employee who foresees being unable or unwilling to return to work at the end of the leave period should apply for any other leave for which the employee is eligible, including an extension of the current leave. EH reserves the right to terminate the employment of an employee who does not return to work at the end of the approved leave period.

Leave / Personal Time Off (PTO)

Endeavor Hall has adopted a "Personal Time Off" (PTO) program. We have combined Sick Leave and Personal Leave into one as Personal Time Off (PTO).

Terms and Definitions

- PTO: personal time off.
- Scheduled PTO: personal time off requested with a minimum of 24 hours notice.
- Unscheduled PTO: personal time off requested less than 24 hours before shift start (example: wake up sick, emergency situations, etc).
- Time off Requests: [Use this link to request time off](#)

PTO Schedule

(All eligible full time Endeavor Hall employees earn paid time off as per the following table.)

Licensed Staff	Days	Hours
.5 FTE	5	40
Full-Time	10	80
Full-Time Staff		
Paraprofessionals	7	56
Lunch	7	56
Maintenance	7	56
Exempt Year Round Employees (Office)	12	96
Administration	20	180
Full-Time Staff employed after the start of the school year will have PTO Days prorated.		

The following guidelines are designed for proper use of PTO:

- (1) If an EH employee cannot report to work, the employee must phone or email admin@endeavorhall.org or have someone call on behalf of the employee no later than 2 hours before your shift is scheduled to begin. This time is needed for your supervisor to re-arrange work schedules in an employee's absence.
- (2) If an employee must leave school before the end of their shift, because of illness or emergency, administration must be informed before the employee leaves.
- (3) Scheduled PTO: If an employee would like to schedule PTO (example: for non-emergency surgery, appointments or for personal reasons) during the school year, **PTO must be submitted for administration approval prior to time off.** Unapproved PTO taken by employees is grounds for disciplinary action up to and including termination of employment.
- (4) Except in the instance of emergency, PTO may not be used during the following times:
 - a. First/last 5 days of school
 - b. Professional development week
 - c. Professional development days during the school year
 - d. Parent Teacher Conferences and the Monday following
 - e. 2 days before and/or after school 4-major holidays (Fall Break, Thanksgiving Break, Winter Break, Spring Break)
 - f. Approval of time-off before or after a long weekend/holiday weekend is based on coverage and at the discretion of administration.
 - g. State testing window.

- (5) Health-related issues including disabilities related to pregnancy or birth of a child will be treated as all other disabilities for purposes of EH's leave policies.
- (6) In case of extended absence, employees should consult other sections of this handbook and insurance plan booklet to see if short-term or long-term disability leave is applicable.
- (7) If you are absent because of sickness or disability, EH may require a doctor 's note. The school shall reserve the right to discuss your availability for work with your physician, or other health care provider directly.
- (8) PTO approval;
 - a. Teachers and full time employees PTO approval comes from Director or Head of Teachers.
 - b. Head of Teachers PTO approval comes from the Director.
 - c. Director PTO approval comes from the Board Chair.

PTO Carryover Policy

- (1) EH teachers may not carry over any remaining PTO days. Returning teachers will be paid out for remaining PTO days at the rate of \$100.00 for each 8-hour block on their August or September paycheck.
- (2) EH full-time school year employees are not eligible for carryover or payout for any remaining PTO days.
- (3) EH exempt year round employees can carry over up to **3 days**. Remaining days will be paid out at the rate of \$100.00 for each 8-hour block.
- (4) EH Administration may carry over up to **5 PTO days**. Remaining days will be paid out at the rate of \$100.00 for each 8-hour block.

Family and Medical Leave

Employees may take unpaid leave per the terms of the Family and Medical Leave Act (FMLA) of 1993. Employers of 50 or more employees are required to provide up to 12 weeks job-protected, unpaid leave to employees who have worked for at least 12 months and for 1,250 hours when seriously ill or to care of a new child or a seriously ill child, spouse, or parent. During the first year of operation and given EH does not currently employ 50 employees, FMLA does not apply; however, EH grants the right to address extended leaves of absence requests at our discretion.

Personal Leave of Absence

Requests for personal leave without pay are individually considered and granted at the discretion of the school administration. The reason for the request, the employee's length of service, the employee's work record and the demands of the individual's job are examples of the type of factors typically considered in evaluating a request for personal leave of absence. A request for personal leave of absence will be granted only if the employee is not eligible for any other type of leave. An employee may not be on personal leave of absence for more than 2 months in a school year. Employees who are granted personal leave are still responsible to pay the employee portion of any benefit programs in which they participate. Arrangements should be made with administration to coordinate the payment of premiums and other costs during leave periods when regular payroll withholding is not possible.

Teacher salaries (and salaries of other employees whose salary is spread over a longer period than their work schedule) who take unpaid leave (including approved leave for FMLA-related reasons) shall be prorated proportionate to the number of days worked out of the scheduled days according to work schedules, and the final, prorated payment will be made on the regular pay day for the pay period that includes the date of the beginning of unpaid leave. When returning from leave, a new salary will be calculated proportionate to the number of work days remaining in the school year out of the total work days scheduled for the school year. The new salary shall be paid in equal installments over the regular paydays remaining in the school year.

Jury Duty

Employees summoned for jury duty will be allowed the necessary time off from work to perform this civic responsibility. Employees must give EH 15-days advance notice. EH will pay such employees the difference between their regular salary and any jury duty fees received for up to five days of jury duty per school year. Employees will be expected to report to work during all regular hours if their presence is not required in a jury room or court. EH may require the employee to supply documentation from the court affirming the employee's jury duty service.

Military Duty

Employees who are absent from work in order to attend an annual encampment in a recognized reserve branch of the armed forces of the United States will receive an unpaid leave of absence of up to a maximum of two weeks per year. Leaves for military service and reinstatement after performing military service will be provided in accordance with the requirements of law.

Funeral/Bereavement Leave

When a death occurs in an employee's immediate family, an employee may take up to three days with pay in order to attend the funeral or make funeral arrangements. In unusual circumstances, additional time off may be granted, with or without pay, at the discretion of EH. For purposes of the funeral leave policy, "immediate family" means an employee's spouse or child, as well as a parent, grandparent, brother, or sister of the employee or the employee's spouse.

Forced Closings and Severe Weather

Unless notified by your supervisor, you are to report to work on all regularly scheduled days, regardless of weather conditions. If you are unable to report to work due to weather conditions, you must notify your supervisor as soon as possible.

In the event that the school closes due to severe weather conditions or another reason, you will not be required to report to work. It will not be counted as a personal leave day.

Employee Benefits

The following is a list of benefits that EH makes available to Eligible Employees. The descriptions in this handbook are a summary only. For detailed descriptions and benefit amounts, please refer to the benefits guide. The separate plan documents explain each benefit in more detail and the language of the plans' documents controls the various plans. Benefits may be modified, added or terminated at any time by the insurance carrier or benefit provider, per the terms of the plan, or by EH, at its discretion.

Benefits Eligibility

Personnel scheduled to work 28+ hours per week during the school year are eligible to participate in approved benefit plans.

Medical Insurance

Medical insurance is available for Eligible Employees and their qualified dependents. Refer to the plan summary for details regarding coverage, eligibility, waiting periods and cost.

Retirement

Eligible Exempt Employees will be given the option to enroll in the EH Retirement program.

Worker's Compensation

EH requires that all employees report job-related accidents or injuries to a supervisor immediately, whether the accident occurred on or off school premises. Failure to report an injury, regardless of how minor, could result in difficulty with the employee's claim.

All workers' compensation claims will be paid directly to employees and employees are expected to return to work immediately upon release by their doctor.

COBRA

The Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health coverage under the school's health plan, should the employee lose his or her eligibility (e.g., upon termination). Under COBRA, the employee pays the full cost of coverage at the school's group rate, plus an administrative fee. Details of COBRA coverage and how to apply for it will be provided by his or her supervisor at the time eligibility is lost.

Maternity Leave

Endeavor Hall obtains short-term disability policy on each eligible employee. The short-term disability provides limited compensation for maternity leave.

Disciplinary Policies

Problem Resolution

Endeavor Hall seeks to deal openly and directly with its employees and believes that communication between employees and management is critical to solving problems. Co-workers that may have a problem with one another should attempt to resolve the problem themselves. If a resolution cannot be agreed upon, both employees should approach their supervisor(s), who will work with the employees to determine a resolution. In these instances, the decision of the supervisor is final.

Employees that have a problem with a supervisor should first go to the supervisor and state the problem. If a resolution cannot be agreed upon, the employee should present his or her problem, in writing, to the next direct supervisor or the school Director. The decision of the Director is final and not subject to review.

Discipline

EH's policy is to attempt to deal constructively with employee performance problems and employee errors. The disciplinary process will be determined by Endeavor Hall in light of the facts and circumstances of each case. Depending upon the facts and circumstances, the discipline applied may include, among other things, oral or written warnings, probation, suspension without pay, or immediate termination of employment. Each situation will be considered in light of a variety of factors including, but not limited to, the seriousness of the situation, the employee's past conduct and length of service, and the nature of the employee's previous performance or incidents involving the employee.

Separation Policies

Job Abandonment

Employees of EH that are absent for more than two consecutive days without notifying a direct supervisor are considered to have voluntarily abandoned their employment with the school. The effective date of termination will be the last day the employee reported for work. If an employee abandons a job, he or she will not be entitled to accrue vacation days, unless required by law.

Termination

Endeavor Hall is an at will employer. EH does not have tenure or guaranteed employment. You or EH may terminate your employment at any time for any reason.

Termination Process

EH requires that employees return all documents, files, computer equipment, uniforms, school tools, business credit cards, keys and other school-owned property on or before their last day of work.

Employees leaving the school will have the option of having an exit interview with his or her supervisor.

Employment References

Due to confidentiality considerations, Endeavor Hall does not provide employment references for former employees. Endeavor Hall will provide dates of employment and positions held only.

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Appendix

EXHIBIT A

Acknowledgement of Receipt & Understanding

I hereby certify that I have read and fully understand the contents of this Employee Handbook. I also acknowledge that I have been given the opportunity to discuss any policies contained in this handbook with a school official. I agree to abide by the policies set forth in this handbook and understand that compliance with Endeavor Hall's rules and regulations is necessary for continued employment. My signature below certifies my knowledge, acceptance and adherence to the school's policies, rules and regulations.

I acknowledge that the school reserves the right to modify or amend its policies at any time, without prior notice. These policies do not create any promises or contractual obligations between this school and its employees.

(Employee's Signature)

(Date)

(Type/Print Employee's Name)

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EXHIBIT B

Overview of the Family and Medical Leave Act

The U.S. Department of Labor's Employment Standards Administration, Wage and Hour Division, administers and enforces the Family and Medical Leave Act (FMLA) for all private, state and local government employees and some federal employees. Most Federal and certain congressional employees are also covered by the law and are subject to the jurisdiction of the U.S. Office of Personnel Management or the Congress.

FMLA became effective on August 5, 1993, for most employers. If a collective bargaining agreement (CBA) was in effect on that date, FMLA became effective on the expiration date of the CBA or February 5, 1994, whichever was earlier. FMLA entitles eligible employees to take up to 12 weeks of unpaid, job-protected leave in a 12-month period for specified family and medical reasons. The employer may elect to use the calendar year, a fixed 12-month leave or fiscal year, or a 12-month period prior to or after the commencement of leave as the 12-month period.

The law contains provisions on employer coverage; employee eligibility for the law's benefits; entitlement to leave, maintenance of health benefits during leave, and job restoration after leave; notice and certification of the need for FMLA leave; and protection for employees who request or take FMLA leave. The law also requires employers to keep certain records.

EMPLOYER COVERAGE

FMLA applies to all:

- Public agencies, including state, local and federal employers, local education agencies (schools) **and**
- Private-sector employers who employed 50 or more employees in 20 or more workweeks in the current or preceding calendar year **and** who are engaged in commerce or in any industry or activity affecting commerce — including joint employers and successors of covered employers.

EMPLOYEE ELIGIBILITY

To be eligible for FMLA benefits, an employee **must**:

- Work for a covered employer;
- Have worked for the employer for a total of 12 months;
- Have worked at least 1,250 hours over the previous 12 months; and
- Work at a location in the United States or in any territory or possession of the United States where at least 50 employees are employed by the employer within 75 miles.

LEAVE ENTITLEMENT

A covered employer must grant an eligible employee up to a total of 12 workweeks of **unpaid** leave during any 12-month period for one or more of the following reasons:

- For the birth and care of the newborn child of the employee;
- For placement with the employee of a son or daughter for adoption or foster care;
- To care for an immediate family member (spouse, child, or parent) with a serious health condition; **or**
- To take medical leave when the employee is unable to work because of a serious health condition.

Spouses employed by the same employer are jointly entitled to a **combined** total of 12 workweeks of family leave for the birth and care of the newborn child, for placement of a child for adoption or foster care and to care for a parent who has a serious health condition. Leave for birth and care, or placement for adoption or foster care must conclude within 12 months of the birth or placement.

Under some circumstances, employees may take FMLA leave intermittently — which means taking leave in blocks of time, or by reducing their normal weekly or daily work schedule.

If FMLA leave is for birth and care or placement for adoption or foster care, use of intermittent leave is subject to the employer's approval. FMLA leave may be taken intermittently whenever **medically necessary** to care for a seriously ill family member, or because the employee is seriously ill and unable to work.

Also, subject to certain conditions, employees **or** employers may choose to use accrued **paid** leave (such as sick or vacation leave) to cover some or all of the FMLA leave. The employer is responsible for designating if an employee's use of paid leave counts as FMLA leave, based on information from the employee. "**Serious health condition**" means an illness, injury, impairment, or physical or mental condition that involves either:

- (1) Any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical-care facility and any period of incapacity or subsequent treatment in connection with such inpatient care; **or**
- (2) Continuing treatment by a health care provider which includes any period of incapacity (i.e., inability to work, attend school or perform other regular daily activities) due to:

2.01 A health condition (including treatment therefore, or recovery therefrom) lasting more than three consecutive days and any subsequent treatment or period of incapacity relating to the same condition, that **also** includes:

- Treatment two or more times by or under the supervision of a health care provider; **or**
- One treatment by a health care provider with a continuing regimen of treatment; **or**
- Pregnancy or prenatal care. A visit to the health care provider is not necessary for each absence; **or**
- A chronic serious health condition, which continues over an extended period of time, requires periodic visits to a health care provider and may involve occasional episodes of incapacity (e.g., asthma, diabetes). A visit to a health care provider is not necessary for each absence; **or**

- A permanent or long-term condition for which treatment may not be effective (e.g., Alzheimer's, a severe stroke, terminal cancer). Only supervision by a health care provider is required, rather than active treatment; **or**
- Any absences to receive multiple treatments for restorative surgery or for a condition which would likely result in a period of incapacity of more than three days if not treated (e.g., chemotherapy or radiation treatments for cancer).

"Health care provider" means:

- (1) Doctors of medicine or osteopathy authorized to practice medicine or surgery by the state in which the doctors practice; **or**
- (2) Podiatrists, dentists, clinical psychologists, optometrists and chiropractors (limited to manual manipulation of the spine to correct a subluxation as demonstrated by X-ray to exist) authorized to practice and performing within the scope of their practice, under state law; **or**
- (3) Nurse practitioners, nurse-midwives and clinical social workers authorized to practice and performing within the scope of their practice, as defined under state law; **or**
- (4) Christian Science practitioners listed with the First Church of Christ, Scientist in Boston, Massachusetts; **or**
- (5) Any health care provider recognized by the employer or the employer's group health plan benefits manager.

MAINTENANCE OF HEALTH BENEFITS

A covered employer is required to maintain group health insurance coverage for an employee on FMLA leave whenever such insurance was provided before the leave was taken and on the same terms as if the employee had continued to work. If applicable, arrangements will need to be made for employees to pay their share of health insurance premiums while on leave.

In some instances, the employer may recover premiums it has paid to maintain health coverage for an employee who fails to return to work from FMLA leave.

JOB RESTORATION

Upon return from FMLA leave, an employee must be restored to the employee's original job, or to an equivalent job with equivalent pay, benefits and other terms and conditions of employment.

In addition, an employee's use of FMLA leave cannot result in the loss of any employment benefit that the employee earned or was entitled to **before** using FMLA leave, nor be counted against the employee under a "no fault" attendance policy.

Under specified and limited circumstances where restoration to employment will cause substantial and grievous economic injury to its operations, an employer may refuse to reinstate certain highly-paid "**key**" employees after using FMLA leave during which health coverage was maintained. In order to do so, the employer must:

- Notify the employee of his/her status as a "key" employee in response to the employee's notice of intent to take FMLA leave;
 - Notify the employee as soon as the employer decides it will deny job restoration and explain the reasons for this decision;
 - Offer the employee a reasonable opportunity to return to work from FMLA leave after giving this notice;
- and**
- Make a final determination as to whether reinstatement will be denied at the end of the leave period if the employee then requests restoration.

A "**key**" employee is a salaried "eligible" employee who is among the highest paid ten percent of employees within 75 miles of the work site.

NOTICE AND CERTIFICATION

Employees seeking to use FMLA leave are required to provide 30-day advance notice of the need to take FMLA leave when the need is foreseeable and such notice is practicable. Employers may also require employees to provide:

- Medical certification supporting the need for leave due to a serious health condition affecting the employee or an immediate family member;
- Second or third medical opinions (at the employer's expense) and periodic recertification; **and**
- Periodic reports during FMLA leave regarding the employee's status and intent to return to work.

When intermittent leave is needed to care for an immediate family member or the employee's own illness and is for planned medical treatment, the employee must try to schedule treatment so as not to unduly disrupt the employer's operation.

Covered employers must post a notice approved by the Secretary of Labor explaining rights and responsibilities under FMLA. An employer that willfully violates this posting requirement may be subject to a fine of up to \$100 for each separate offense.

Also, covered employers must inform employees of their rights and responsibilities under FMLA, including giving specific written information on what is required of the employee and what might happen in certain circumstances, such as if the employee fails to return to work after FMLA leave.

UNLAWFUL ACTS

It is unlawful for any employer to interfere with, restrain, or deny the exercise of any right provided by FMLA. It is also unlawful for an employer to termination of employment or discriminate against any individual for opposing any practice, or because of involvement in any proceeding, related to FMLA.

ENFORCEMENT

The Wage and Hour Division investigates complaints. If violations cannot be satisfactorily resolved, the U.S. Department of Labor may bring action in court to compel compliance. Individuals may also bring a private civil action against an employer for violations.

OTHER PROVISIONS

Special rules apply to **employees of local education agencies**. Generally, these rules provide for FMLA leave to be taken in blocks of time when intermittent leave is needed or the leave is required near the end of a school term.

Salaried executive, administrative and professional employees of covered employers who meet the Fair Labor Standards Act (FLSA) criteria for exemption from minimum wage and overtime under Regulations, 29 CFR Part 541, do not lose their FLSA-exempt status by using any unpaid FMLA leave. This special exception to the "salary basis" requirements for FLSA's exemption extends only to "eligible" employees' use of leave required by FMLA.

The FMLA does not affect any other federal or state law, which prohibits discrimination, nor supersede any state or local law which provides greater family or medical leave protection. Nor does it affect an employer's obligation to provide greater leave rights under a collective bargaining agreement or employment benefit plan. The FMLA also encourages employers to provide more generous leave rights.

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EXHIBIT C

Overview of Federal Equal Opportunity Laws, including the Americans with Disabilities Act, the Equal Pay Act, the Age Discrimination in Employment Act

The EEOC enforces the following laws:

- **Title VII of the Civil Rights Act of 1964 (Title VII)** - prohibits race, color, religion, sex and national origin discrimination. Title VII applies to employers with fifteen (15) or more employees.
- **Age Discrimination in Employment Act of 1967 (ADEA)** - prohibits age discrimination against individuals who are forty (40) years of age or older. The ADEA applies to employers with twenty (20) or more employees.
- **Title I of the Americans with Disabilities Act of 1990 (ADA)** - prohibits employment discrimination against qualified individuals with disabilities. The ADA applies to employers with fifteen (15) or more employees.
- **Equal Pay Act of 1963 (EPA)** - prohibits wage discrimination between men and women in substantially equal jobs within the same establishment. The EPA applies to most employers with one or more employees.

These laws prohibit employment discrimination based on race, color, sex, religion, national origin, age, disability and prohibit retaliation for opposing job discrimination, filing a charge, or participating in proceedings under these laws.

A business is covered by the EEOC laws if:

- All employees, including part-time and temporary workers, are counted for purposes of determining whether an employer has a sufficient number of employees.
- An employee is someone with whom the employer has an employment relationship. The existence of an employment relationship is most easily shown by a person's appearance on the employer's payroll, but this alone does not necessarily answer the question. Determining whether an employer has enough employees to be covered by these laws is, ultimately, a legal question.

Independent contractors are not counted as employees. Determining whether an individual is, under the law, an independent contractor, also is a legal question that may not be as easy to answer as you might think. If you are unsure whether a business or individual is covered, you may wish to consult with an attorney.

The following may file a charge of discrimination with the EEOC:

- Anyone who believes that his or her employment rights have been violated because of race, color, sex, religion, national origin, age, disability or because of retaliation may file a charge of discrimination with EEOC. By law, EEOC must accept the filing of a charge.

In most geographic areas, a charge must be filed with EEOC within 300 days from the date of the alleged discrimination. In a very small number of areas where a state or local employment discrimination law does not apply, a charge must be filed within 180 days.

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EXHIBIT D

Overview of the Immigration Reform and Control Act

The Immigration Reform and Control Act of 1986 (IRCA) makes it unlawful for an employer to hire any person who is not legally authorized to work in the United States and it requires employers to verify the employment eligibility of all new employees.

IRCA also prohibits discrimination in hiring and termination of employment based on national origin (as does Title VII) and on citizenship status. IRCA's anti-discrimination provisions are intended to prevent employers from attempting to comply with the Act's work authorization requirements by discriminating against foreign-looking or foreign-sounding job applicants.

- IRCA's anti-discrimination provisions apply to smaller employers than those covered by EEOC-enforced laws.
- IRCA's national origin discrimination provisions apply to employers with between 4 and 14 employees (who would not be covered by Title VII).
- IRCA's citizenship discrimination provisions apply to all employers with at least 4 employees.
- IRCA is enforced by the U.S. Department of Justice. For information on IRCA's anti-discrimination provisions, contact:

**United States Department of Justice
Office of Special Counsel for Immigration-Related
Unfair Employment Practices
(800) 255-8155 (employer hotline/voice)
(800) 237-2515 (TDD)**

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EXHIBIT E

Endeavor Hall Travel & Expense Policy

This guide is to help you manage internal and client-related expenses. As with everything, we expect you to act responsibly and professionally when incurring and submitting costs.

Please use the following guidelines to learn about reimbursable expenses. If you have any questions, please see the business manager.

General Guidelines

- Original receipts are required for reimbursement of all expenses (except for tips).
- All expenses must be submitted on an EH Expense Report form. Original receipts should be taped or stapled to the back of the report or onto additional pages and should be easily copied.
- Expenses must be submitted within thirty days to be reimbursed by EH.
- Expense reports submitted by the 1st of the month will be paid by the 15th; reports submitted by the 15th will be paid by the last day of the month. Additional reimbursement may be made at the discretion of the finance department based on individual circumstances.
- Lunch with other employees is not reimbursable unless approved by your direct supervisor.
- All gifts, tickets to events and other entertainment expenses are reimbursable only if they are necessary to conduct EH business and require pre-approval of an executive-level member of administration.

Ground Travel

Endeavor Hall does not pay for "normal travel" to and from the School. Travel outside of normal business hours (between 8:00 p.m. and 6:00 a.m. weekdays) will be reimbursed if you work more than 10 hours that day. Holiday and weekend travel to and from the School will be reimbursed if you work more than four hours.

You are strongly encouraged to use public transportation when available and practical. If not, use a taxi. Car services should be limited to airports and hard to reach places, or when other transportation is not practical.

If you use your car for business travel, you will be reimbursed 55 cents per mile and for any appropriate parking fees. You will not be reimbursed for fuel, maintenance, traffic or parking violations.

If you are on a school trip, you should only rent cars when public transportation is not convenient or readily available and where the use of taxis would be more expensive. We always rent mid-size or compact. If you use your American Express Corporate Card, you will be covered for all insurance and liability, so you do not need to accept the rental school's plans.

Traveling on EH Business

Travel and related expenses must be pre-approved by your direct supervisor or School Director. We always fly coach class with the lowest available airfare for non-stop travel. To get the best fare, plan your trip as far in advance as possible. If you fly business class, you will personally be responsible for the difference between business and coach class travel.

There are maximum approved nightly rates for hotels depending on location. These rates (including local taxes) are as follows:

- Los Angeles.....\$200.00 / Night
- New York.....\$225.00 / Night

- San Francisco\$200.00 / Night
- Chicago\$200.00 / Night

A \$200.00 a night limit exists for all other cities not listed separately. Expenses that exceed the amounts in these guidelines (i.e. upgrades to first, extended travel, car upgrades, and a luxury hotel) are your responsibility.

Travel plans frequently change, so make sure you cancel any reservations you have made— you will be held responsible for any costs incurred if you don't. Due to insurance and liability regulations, you are not allowed to pilot a charter or private plane, or to be a passenger in a private plane while traveling on school business.

Travel Related Expenses

(1) Food

- a. When traveling, breakfast should not exceed \$7 per person, lunch \$10 per person and dinner \$15 per person. Room service, drinks and snacks from the mini bar are not reimbursed by EH.
- b. The amount(s) may change based on the location. If the rate of reimbursement is different than the above listed, the travelers will be informed by administration.

(2) Gratuities/tips

- a. Gratuities and tips are reimbursable at the following rates:
 - i. Meals/taxes - 15%
 - ii. Food delivery services - 10%
 - iii. Bellhops - \$2 for first bag, \$1 for each additional
 - iv. Doorman - \$2 for hailing taxi or other help
 - v. Maid service - \$2 per night

(3) Non-reimbursable travel expenses

- a. The following expenses are not reimbursable:
 - i. Personal travel insurance
 - ii. Personal reading materials
 - iii. Luggage
 - iv. Baby-sitting or day care services
 - v. Personal grooming services (shoe shines, haircuts, manicures...)
 - vi. Toiletries, cosmetics, or other grooming products
 - vii. Expenses incurred by spouses, children, or relatives
 - viii. In-room movies or video games

(Employee's Signature)

(Date)

(Type/Print Employee's Name)

EXHIBIT F

ENDEAVOR HALL DRESS CODE

Endeavor Hall has an everyday business casual policy. When working, meeting with parents, students or other school associates, whether at school or off campus, employees should dress appropriately according to this policy.

All work attire, whether traditional or casual, should be reflective of a professional, dignified appearance. Our students have a dress code to teach them that school is a special place with high standards. Employees should also reflect the special nature of our charter school.

Endeavor Hall's vision of business casual is as follows:

WORK ATTIRE GUIDELINES

- (1) Aim for a classic and understated look when selecting your work attire for the day. Pick clothing that is comfortable yet communicates a professional attitude.
- (2) Men may wear slacks or khakis/Dockers and shirts with sleeves and collars. Shorts, cargo pants, and denim jeans are not permitted.
- (3) Women may wear blouses, dresses, skirts, slacks, khakis/Dockers, and crop pants. Shorts, cargo pants, and denim jeans are not permitted. Leggings may be worn, but as tights or stockings. Skirts & tops worn with leggings must extend past the hips and be modest in appearance. Attire should be modest to accommodate movement and interaction with students.
- (4) Clothing should be clean, pressed or wrinkle free, and without holes or frayed areas. Shirts need to be tucked in (certain women's blouses are made to be worn out, however, and this is permitted).
- (5) Body piercing which can be seen by the client (with the exception of earrings) is not permitted.
- (6) Hairstyle should project a professional appearance: clean, neatly trimmed, and well-groomed. For men, this also includes sideburns, mustaches and beards.
- (7) Clothing should fit appropriately. Clothes that are excessively baggy or tight are not permitted.
- (8) Shoes should match the professional nature of this policy. Tennis shoes may be worn by employees (like P.E. and maintenance staff) who actively participate in physical activity as part of their job. All other employees should wear professional-looking shoes. Flip flops are not acceptable as work attire.
- (9) Work attire should be comfortable while projecting a professional image.

(Employee's Signature)

(Date)

(Type/Print Employee's Name)

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EXHIBIT G

ENDEAVOR HALL TERMINATION CERTIFICATION

This is to certify that I do not have in my possession, nor have I failed to return, any software, devices, records, data, notes, reports, proposals, lists, correspondence, specifications, drawings, blueprints, sketches, materials, equipment, other documents or property, or reproductions of any aforementioned items belonging to QRPS Incorporated, its subsidiaries, affiliates, successors or assigns (together the "School").

I further certify that I have complied with all the terms of the School's Employment, Confidential Information and Invention Assignment Agreement signed by me, including the reporting of any inventions and original works of authorship (as defined therein), conceived or made by me (solely or jointly with others) covered by that agreement.

I further agree that, in compliance with the Employment, Confidential Information and Invention Assignment Agreement, I will preserve as confidential all trade secrets, confidential knowledge, data or other proprietary information relating to products, processes, know-how, designs, formulas, developmental or experimental work, computer programs, data bases, other original works of authorship, customer lists, business plans, financial information or other subject matter pertaining to any business of the School or any of its employees, clients, consultants or licensees.

I further agree that for twelve (12) months from this date, to the extent permitted by law, I will not hire any employees of the School and I will not solicit, induce, recruit or encourage any of the School's employees to leave their employment.

I further agree that for twelve (12) months from this date, to the extent permitted by law, I will not either directly or indirectly engage in (whether as an employee, consultant, proprietor, partner, director or otherwise), or have any ownership interest in, or participate in the financing, operation, management or control of, any person, firm, corporation or business that engages or proposes to engage in a business competitive with any business in which the School was engaged during the term of my employment or in which, during the term of my employment, the School proposed to later become engaged. The scope of this covenant shall be worldwide. I acknowledge that the School's technology and products have worldwide application, including without limitation over the Internet and that such scope is reasonable. Ownership of no more than 2% of the outstanding voting stock of a publicly traded corporation shall not constitute a violation of this covenant.

(Employee's Signature)

(Date)

(Type/Print Employee's Name)

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