

4 Point 0 School Services, Inc.



Surpassing Your Greatest Expectations

Employee Handbook

APPLICABLE TO ALL EMPLOYEES OF 4 POINT 0 SCHOOL SERVICES OF [REDACTED], INC.

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WELCOME!

Dear Employee:

Welcome to 4 Point 0 School Services of [REDACTED], Inc. We are happy to have you here.

This Handbook sets forth the general administrative policies of 4 Point 0 School Services of [REDACTED], Inc. It applies to all employees. Notice that each page of the Handbook is dated and is current as of that date and supersedes any prior or earlier dated pages of prior handbooks or policies. When there is a change in a policy, we will update this Handbook as soon as we can. Feel free to consult us whenever you have questions.

The material in this Handbook is not exhaustive. Although we have attempted to cover matters of general applicability to employees, we know that it doesn't cover every situation which may arise from day to day. We reserve the right to make changes at any time; with or without notice, and to interpret these policies and procedures at the discretion of the company.

Should any part of this handbook conflict with any district policy as approved by the School Board, the approved district policy will prevail.

NO PROVISION IN THIS HANDBOOK IS INTENDED TO CREATE A CONTRACT BETWEEN 4 POINT 0 SCHOOL SERVICES OF [REDACTED], INC. AND ANY EMPLOYEE, OR TO LIMIT THE RIGHTS OF THE COMPANY AND ITS EMPLOYEES TO TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, WITH OR WITHOUT NOTICE, FOR ANY LAWFUL REASON. THIS HANDBOOK IS A GENERAL STATEMENT OF POLICY, TO BE MODIFIED AND APPLIED BY THE COMPANY AT ITS DISCRETION. THE EMPLOYER'S AT-WILL POLICY CAN BE OVERRIDDEN ONLY BY A WRITTEN CONTRACT SIGNED BY THE PRESIDENT.

We wish you a successful career at 4 Point 0 School Services of [REDACTED], Inc.

Michael M. Hennek, President

EQUAL EMPLOYMENT OPPORTUNITY

4 Point 0 School Services of [REDACTED], Inc. will comply with all applicable laws governing equal employment opportunity. This policy extends to all applicants and employees and to all aspects of the employment relationship including, but not limited to, recruiting, hiring, promotion, and compensation.

Specifically, the company will provide equal employment and advancement opportunity on the basis of merit within the context of its unique business environment, and without regard to race, color, creed, religion, national origin, sex, sexual orientation, marital status, status with regard to public assistance, membership or activity in a local commission, disability or age.

PROBATIONARY PERIOD

All new employees, regardless of classification, of 4 Point 0 School Services of [REDACTED], Inc. are subject to a one hundred and eighty-day (180) probation period from the first date of employment. At the end of the probationary period, the employee is eligible to receive the benefits and privileges accorded to his or her position. During the probationary period, the employee's Manager will have the opportunity to determine the employee's suitability for the position for which he or she was employed. If the employee's performance is not satisfactory, his or her employment may be terminated at any time during the probationary period.

RELATIONS TO PROFESSIONAL STAFF AND THE DISTRICT

The relationship of all employees of 4 Point 0 School Services of [REDACTED], Inc. and the school district should be that of partners working together to provide the best possible learning situation for the students of our school district. All employees of 4 Point 0 School Services of [REDACTED], Inc. are ambassadors to the District we serve. Therefore, it is imperative that employees exhibit "team behavior" – be cooperative, respectful, and professional – always. All employees shall always act in a courteous manner. Further, all employees shall work to resolve issues with coworkers and other departments by discussing problems directly and working toward agreed upon solutions. Employees will be considerate, cooperative and helpful to all staff of 4 Point 0 and the District to assure the quality of our services. To ensure "team behavior," all employees of 4 Point 0 must: *make it our goal to exceed the expectations of the District; *work to anticipate the needs of the District by proactively working to meet their needs; and *be conscious of our communication style (i.e., audible voice, eye contact when speaking to someone, tone of voice) and communicate in a professional manner.

OFFENSIVE BEHAVIOR

Any employee who engages in harassment on the basis of race, color, creed, religion, national origin, sex, sexual orientation, marital status, status with regard to public assistance, membership or activity in a local commission, disability or age; who permits employees under his/her supervision to engage in such harassment; or who retaliates or permits retaliation against an employee who reports such harassment is guilty of misconduct and shall be subject to remedial actions which may include the imposition of discipline or termination of employment.

Sexual Harassment is prohibited and includes any unwelcome sexual advance, request for

sexual favor and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made, either explicitly or implicitly, as a term or condition of employment;
- Submission to or rejections of such conduct is used as a factor in any employment decision affecting any individual; or
- Such conduct has the purpose or effect of unreasonably interfering with any employee's work performance or creating an intimidating, hostile or offensive working environment.

Although the intent of the person engaging in the conduct may be harmless or even friendly, it is the welcome-ness of the conduct by the recipient that is relevant to whether the conduct is harassment. Given the difficulty of judging whether the conduct is welcome or unwelcome in particular situations, the company prohibits all employees from engaging in any conduct of a sexual nature or amounting to harassment based on any protected category in the work setting.

This policy applies to everyone, including managers. No retaliation or intimidation directed towards anyone who makes a complaint will be tolerated.

If you believe you have been a victim of harassment, take the following steps:

1. Discuss the matter with your manager.
2. If you believe your manager to be the source of or a party to the harassment, talk to any other member of management or Mike Hennek.

The company will investigate and attempt to resolve your complaint promptly. If, for any reason, you believe this has not occurred within a reasonable period of time, refer the problem to the President.

SEXUAL ABUSE PREVENTION

All employees, new and current, will submit to and must satisfactorily pass a national abuse registry check. Said check shall be completed through the national sex offender public registry. Further, all employees must complete sexual abuse prevention training on an at least annual basis.

4 Point 0 School Services of [REDACTED], Inc. has a zero-tolerance policy for any sexual abuse perpetrated on children or other vulnerable persons in an employee's care. Such behavior is grounds for immediate termination.

Responding to Allegations of Abuse: 4 Point 0 School Services of [REDACTED], Inc. will respond promptly regarding any allegations of abuse of a child or vulnerable person while in the care of a 4 Point 0 School Services of [REDACTED], Inc. Employee. All accusations of sexual abuse will be taken seriously. When a report is received by 4 Point 0, the Company will notify law enforcement authorities in accordance with state mandatory reporting laws. 4 Point 0 will also conduct its own internal investigation of the allegations. Any 4 Point 0 Employee involved in the allegation may be placed on paid administrative leave pending the confidential investigation.

4 Point 0 School Services of [REDACTED], Inc. will respond promptly regarding any reports of suspicious or inappropriate behaviors by an Employee towards a child or vulnerable person while in the care of a 4 Point 0 Employee. The Employee may be put on administrative leave pending the confidential investigation. 4 Point 0 may notify law enforcement authorities,

if appropriate, in accordance with state mandatory reporting laws.

If you receive a report of an allegation, you must fill out the **“Incident Reporting Form”** and submit the form to a manager or to administration. The form is located on the online forms’ portal.

What are appropriate and inappropriate displays of affection? When working with children and vulnerable persons, it is important to have a positive relationship with that child/person. Positive relationships can have affection that is appropriate and can be conveyed through facial expressions, laughter, positive words and encouragement, a quick pat on the head, or a handshake or a “high five.” Other appropriate displays of affection include the following:

- Side Hugs
- Shoulder to shoulder or “temple” hugs
- Pats on the shoulder or back
- Handshakes
- “High-fives”
- Verbal praise
- Pats on the head, when culturally appropriate
- Touching hands, faces, shoulders or arms
- Arms around the shoulders

Inappropriate displays of affection may be grounds for disciplinary action, and they can include the following:

- Full frontal hugs
- Kisses on the mouth
- Touching bottoms, chests or genital areas
- Showing affection in any isolated area
- Touching knees or legs
- Wrestling with children
- Piggyback rides
- Tickling
- Any type of massage
- Any form of affection that is unwanted by the child
- Complements that relate to physique or body development

Interactions between 4 Point 0 School Services of [REDACTED], Inc. and Children: Contact between children and other vulnerable persons and any 4 Point 0 School Services of [REDACTED], Inc. Employee must always be nonsexual, appropriate to the circumstances and unambiguous in meaning. Employees must always respect the boundaries of the child/vulnerable person. If an Employee finds himself or herself alone with a child or vulnerable person, the employee should notify another employee of the situation, be visible, and when possible, have a witness present.

STUDENTS BULLYING ON THE BUS

“Bullying” is objectively offense intimidating, threatening, abusive or harmful conduct directed by a student toward one or more students: when either (1) there is a real or perceived imbalance of power between those involved and the conduct reoccurs or forms a pattern; or, (2) the conduct materially and substantially interferes with the student’s educational opportunities, performance, or ability to participate in school functions, activities or programs.

Bullying can be, but need not be, based on an individual's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation, including gender identity and expression, academic status related to student performance, disability, status with regard to public assistance, age, or any additional characteristic defined in Minnesota Statutes, Chapter 363A (commonly referred to as the Minnesota Human Rights Act). Bullying in this policy includes "cyberbullying."

Our Company (and the District) has a strict code of conduct for students to follow while they are on the bus. You – and the students – must be familiar with what is expected of students on the bus and what will be tolerated.

Any incidents of bullying must be responded to immediately. Drivers must report the behavior in accordance with the District policy, or in the absence of a policy, drivers must report the behavior using the Bullying Report Form. This applies to both verbal and physical bullying.

If bullying is suspected, you must intensify observations, emphasize to the students the difference between tattling and reporting, and encourage the students to report any bullying behavior.

Ways to handle bullying on your bus include the following:

- Move the bullying child near you
- Give the bullying child a verbal warning
- Stop the bullying behavior
- Name the bullying behavior
- Impose immediate consequences where appropriate
- Watch for future occurrences
- Follow school reporting procedures, or in absence of any school directives, follow the Company's procedure
- Discuss proper behavior with students
- Encourage bystanders
- Create a climate on your bus where the children know that you care and that they are safe on the bus
- Support the victim

Once you have reported the incident, follow the following protocol:

- Watch involved children more closely
- Prevent retaliation
- Issue more severe consequences if bullying continues
- Report repeat incident
- Pull the video (if possible) to maintain good documentation

CONFIDENTIALITY

As the result of your employment at 4 Point 0 School Services of [REDACTED], Inc., you will have access to confidential information belonging to the company of a special and unique nature and value, relating to such matters as the company's personnel and compensation information; accounts; trade secrets; procedures; manuals; financial information, data, records, reports and resources; contracts; price lists; accounting and bookkeeping practices; office policies and practices; expense information; business opportunities; confidential reports; customer lists and contracts; litigation and other legal matters, as well as information specific to the company's course of business.

As a condition of employment, you must agree that all such information is the exclusive property of the company, and that you will not at any time divulge or disclose to anyone, except in the responsible exercise of your job, any such information, whether or not it has been designated specifically as "confidential."

HOURS OF WORK AND EMPLOYEE BENEFITS

Please see your applicable reference manual

ATTENDANCE AND PUNCTUALITY

All employees are expected to maintain satisfactory attendance and report to work on time every day. Absences, late arrivals and early departures must be kept to a minimum. Absences and tardiness create an unfair burden to co-workers and should be avoided.

Unapproved absences will result in discipline as follows:

A. ABSENCES WITHOUT NOTICE

Employees must notify the manager as soon as possible when forced to be absent through unavoidable circumstances. The manager must be notified before the beginning of the start time of your employment. Failure to follow this procedure may result in discipline up to termination of employment at the discretion of the supervisor, as follows:

1. First offense – written warning
2. Second offense – three (3) day suspension without pay
3. Third offense – termination

Violations will remain in effect for a period of eighteen (18) months from the date they were incurred.

Any absence of three consecutive shifts without notice constitutes job abandonment and will result in immediate termination.

B. ALL OTHER UNAPPROVED ABSENCES

All other unapproved absences will accumulate, resulting in the following discipline:

1. 3 occurrences in 12-month period – verbal warning
2. 4 occurrences in 12-month period – written warning
3. 5 occurrences in 12-month period – termination

Absences of 3 consecutive days or more for illness or injury will be counted as one occurrence and will require a doctor's statement to return to work.

SAFETY AND WORKPLACE INJURIES

Safety: Safety is of primary concern in all situations. Employees are obligated to comply with all OSHA standards and regulations. Any work-related accident, injury, or illness must be immediately reported to your manager, and a *First Report of Injury Report* must be made. **All employees must follow the following guidelines:** (1) Work in a safe manner and follow safe working procedures; (2) Correct hazardous conditions or immediately inform your Manager of these conditions. All hazardous conditions must be reported to your Manager; (3) Share ideas for accident prevention with your Manager.

All employees must also operate in their employment in a safe and legal manner. All local and state laws must be followed within the scope of employment. Operation of Company

equipment must be done in the safest manner possible. Any violation of a local or state law, or the unsafe operation of Company equipment may be grounds for suspension or termination.

Employee Injuries: In the event an employee suffers an injury, no matter how minor, the following procedures must be followed:

- All injuries, no matter how slight, are to be reported to your Manager immediately.
- If the injury is a nonemergency, call the injury hotline to discuss the injury with a nurse and for completion of the Injury Report.
- In the event nonemergency care is required, the Manager will direct the employee to the appropriate facility for medical attention. A Manager's direction is not required for emergency care.
- If follow-up treatment is needed, the employee should consult with the Manager prior to receiving treatment.
- A First Report of Injury must be completed as required by applicable law and kept on file.

RETURN TO WORK PROGRAM

4 Point 0 School Services of [REDACTED], Inc. supports the practice of bringing injured employees back to work, as soon as they are medically able, to a position in our organization compatible with any physical restrictions they may have. We believe this practice serves the best interests of our employees and organization.

The prompt return of injured employees to positions within their medical restrictions will minimize the impact of work-related injuries. Coming back to work early helps employees remain functional as they recover while providing our organization with the valuable use of employees' talents. It also helps control workers' compensation costs.

If you are injured at work, report the injury to your manager immediately – no matter how minor the injury is. You and your manager will then call the SFM Work Injury Hotline to report the injury and get a treatment recommendation. Any questions concerning workers' compensation should be directed towards your manager or the company's Claims Coordinator, Aaron Smith.

PHYSICALS AND LICENSING

All employees must submit to a physical examination. 4 Point 0 School Services of [REDACTED], Inc. will reimburse the employee up to one hundred dollars (\$100.00) towards physicals taken for licensing purposes.

4 Point 0 School Services of [REDACTED], Inc. will reimburse employees for license fees paid by the employee for general knowledge, school bus and passenger licenses.

USE OF ELECTRONIC DEVICES AND SOCIAL MEDIA

All employee use of company-provided computer resources and other electronic devices must be appropriate and in accordance with policy. Inappropriate use, which may be defined from time to time in the discretion of management, may subject you to discipline, up to and including termination. Inappropriate use includes, for example:

- Use of the systems/devices in violation of any company policy, including, but not limited to the Offensive Behavior Policy.

- Use of the systems/devices to create, send, or receive messages, pictures, or computer files which are fraudulent, illegal, pornographic, obscene, sexually suggestive, insulting, sexist, racist discriminatory, or harassing. If you receive such material, you must notify your Manager.
- Use of the resources to conduct illegal activities.
- Loading software which is not approved in advance by management.
- Making illegal copies of license software.
- Using software that is designated to destroy data, provide unauthorized access to the company's computer or communication equipment, or which would disrupt our computer or communication equipment in any way.
- Using the company e-mail and other systems/devices for personal business, unless otherwise approved by management.
- Posting of children without prior written consent of 4 Point 0 and the child's parent.

Any message or file created, stored, and/or set using the company's computer or communications equipment/devices is the property of the company. Therefore, employees should have no expectation of privacy in any message that you store or send using any company equipment.

Social Media: Employees shall not access Social Media during their hours of work. Employees can associate themselves with our Company when posting matters to social media, however, when the Employees must clearly brand the online posts as personal and purely their own. 4 Point 0 School Services of [REDACTED], Inc. shall not be held liable for any repercussions the Employee's content may generate.

Employee's postings to social media shall not include any sensitive company information. Divulging any sensitive information (including, but not limited to, financial, operational and legal matters of the Company) is prohibited. Our Company core principles of integrity and professionalism should be observed when making any online posts.

Dishonorable content, such as racial, ethnic, sexual, religious, and physical disability slurs are not tolerated by 4 Point 0 School Services of [REDACTED], Inc. and such postings by any Employee may be grounds for discipline, up to and including termination.

PERFORMANCE EVALUATIONS

The primary objective of performance evaluations is to provide information to employees concerning their success in accomplishing the responsibilities of their jobs. To meet this objective, we need open and ongoing communication between Managers and employees. In general, our goals are to conduct a performance review of each full-time employee two times per year – a review in October/November and in March/April. Reviews of other employees can be conducted at the discretion of management. The scheduling of any performance evaluation/review of any employee is subject to scheduling by the management.

EMPLOYEE DISCIPLINE

Every employee at 4 Point 0 School Services of [REDACTED], Inc. is employed "at will." This means that we are free to terminate the employment relationship at any time for any reason. Disciplinary action may be taken by management in cases of violations of the policies set forth in this manual, or for any instance of conduct deemed inappropriate by management. Depending upon the circumstances, disciplinary action may take any or all the following forms, even on a first infraction:

- Oral or written reprimand or warning

- Suspension with pay
- Suspension with or without pay, pending investigation
- Termination of employment

Good common sense and judgment on your part will make disciplinary action unnecessary. Should you be in doubt, consult this manual or your Manager.

TERMINATION OF EMPLOYMENT

Voluntary Termination: We recognize that you may choose to terminate your employment with 4 Point 0 School Services of [REDACTED], Inc. If you elect to terminate your employment, please make every effort to give the company two (2) weeks' notice. At the discretion of the company, we may ask you to leave before the expiration of the notice. In this event, you will be paid as if you had worked during the entire notice period, and the effective date of termination will be the last paid day.

Involuntary Termination: In accordance with the "at-will" status of all 4 Point 0 School Services of [REDACTED], Inc. employees, the company retains the right to discharge any employee at any time with or without notice.

NOTICE CONCERNING UNEMPLOYMENT COMPENSATION CLAIMS

Pursuant to Minnesota Statute §268.085, Subd. 7 and §268.085, Subd. 8, unemployment compensation benefits are not payable to employees of contractors that service educational institutions if the employee worked during the prior academic year or term and has reasonable assurance that the employee will return in the following academic year or term.

If you are given the reasonable assurance by the employer to return the next academic year or term, then you are NOT eligible for unemployment benefits. It is our intention to have all employees return the next academic year or term, absent any employment issues and given the need for the employment.

THIS NOTICE DOES NOT CONSTITUTE A PROMISE OF CONTINUED EMPLOYMENT NOR DOES IT CONSTITUTE A CONTRACT OF EMPLOYMENT.

EMPLOYEE CONCERNS AND SUGGESTIONS

At 4 Point 0 School Services of [REDACTED], Inc., we realize that effective communication between employees and management is essential to maintain a productive working relationship. This is especially true with employee complaints or grievances. If there is a misunderstanding about your job or the company's policies, we ask that you talk it over with your Manager so that we may effectively address your concerns.

In addition, recognizing that on-the-job work experience is the best source of suggestions for improvement in the workplace, management welcomes and solicits ideas from all employees.

We encourage all employees to bring their concerns directly to the company. Concerns that are expressed only to co-workers or to persons outside the company are not likely to be given the attention that they deserve and may violate confidentiality considerations.

EMPLOYEE STATUS

REGULAR FULL TIME; REGULAR PART TIME; TEMPORARY

Please see your reference guide

PAID TIME OFF

Please see your reference guide

4 POINT 0 SCHOOL SERVICES OF _____, INC. CLOTHING

4 Point 0 will pay for ½, up to \$40.00 total in one (1) year, of each item of 4 Point 0 clothing purchased by Employees. The year period shall run from November 1st to November 1st. 4 Point 0 mechanics are provided five (5) shirts total when first hired. Two (2) of these shirts are Redkap mechanic shirts and three (3) are cotton tees. After the first year of employment, each year thereafter, mechanics are provided either three (3) cotton tees or two (2) Redkap shirts. Mechanics may purchase additional 4 Point 0 clothing at the same rate as provided above.

For Example:

Employee wishes to purchase a 4 Point 0 logo jacket; full cost is \$40.00. 4 Point 0 will pay for ½ of the jacket, or \$20.00. Same Employee also wishes to purchase a 4 Point 0 logo hat, full cost is \$10.00. 4 Point 0 will pay for ½ of the hat, or \$5.00. Same Employee wants to purchase a 4 Point 0 sweatshirt 6 months later, full cost is \$40.00. 4 Point 0 will pay for ½ of the sweatshirt, up to the Employee's \$40.00 allotment, or \$15.00 in this case. Therefore, Employee will have to pay \$25.00 for the sweatshirt.

DRUG AND ALCOHOL TESTING

As part of its continuing effort to protect the health, safety and security of its employees, 4 Point 0 School Services of _____, Inc. has adopted a drug and alcohol testing policy in accordance with Federal law and Minnesota law. A copy of this policy is in the Appendix to this Handbook. Further, information regarding alcohol and controlled substances is also located in the Appendix.

As part of its continuing effort to protect the health, safety and security of its employees, 4 Point 0 School Services of _____, Inc. has adopted a drug and alcohol testing policy in accordance with Minnesota law, as follows: *(Please note that if any of the following conflicts with Federal law, and the Federal law applies to the employment position, then the Federal law will be followed and is the controlling policy. In the absence of the Federal law applying to the employment position, the following Minnesota law and policy will be followed and will be the controlling policy).*

- 1) The use, sale, possession, or transfer of drugs or alcohol are strictly prohibited by all employees and job applicants on Company premises, and at all times while Company property is in use.
- 2) All employees and job applicants are subject to urinalysis testing for the presence of drugs and alcohol, in accordance with the Policy.
- 3) Job applicants will be tested after an offer of employment has been made in each case, contingent upon the applicant's successful completion of the testing, and after the applicant has reviewed and completed the Pre-Testing Acknowledgment form, which will be supplied by the Company.

- 4) Any Company employee occupying a position in which, in the opinion of management, an impairment caused by drug or alcohol usage would threaten the health and safety of any other person, will be subject to testing on a random selection basis, at the discretion of management.
- 5) All other Company employees will be subject to testing when there is reasonable suspicion that:
 - They are under influence of drugs or alcohol; or
 - They have violated the policy set forth in Paragraph 1 above; or
 - They have sustained a personal injury, or they have caused another employee to sustain a personal injury; or
 - They have caused a work-related accident, or were operating or helping to operate any machinery, equipment, or vehicle involved in a work-related accident.
- 6) With two (2) weeks prior notice, Company employees may be required to submit to testing once annually, as part of a routine physical examination.
- 7) Any employee who has been referred for chemical dependency treatment or evaluation, or is participating in treatment under an employee benefit plan may be required to submit to testing during the course of participation in the evaluation or treatment, and for a period of two years following the completion of any prescribed chemical dependency treatment program.
- 8) Any employee or job applicant may refuse to submit to testing to be conducted pursuant to this Policy, but refusal will result in the following consequences:
 - As to any job applicant: an immediate withdrawal of the pending job offers;
 - As to any employee: discipline or termination of employment, at the sole discretion of management.
- 9) All testing will be conducted in accordance with the following procedures:
 - Each person to be tested will complete, sign and date a Pre-Testing Acknowledgment for supplied by the Company.
 - Each test will be conducted by a laboratory which is authorized by law to conduct such tests, and which confirms to the Company that its procedures are in accordance with Minnesota law.
 - All samples which test "positive" on an initial screening test will be subjected to a confirmatory retest by the laboratory before the results are reported to the employee or job applicant;
 - Results will be reported to each employee and job applicant in writing within three (3) working days of the receipt of the results by the Company.

- Any employee or job applicant may submit additional information for the purposed of explaining such tests results or may request a confirmatory retest at his or her own expense. Any such additional information or request for a retest must be submitted in writing to the Director of Human Resources of the Company within five (5) working days after notice of the results of the test.
- Any employee in a safety sensitive position, who tests positive and requests a retest may be suspended from employment or transferred as the same rate of pay, at the sole discretion of the Company, pending the retest results.
- A positive result on the final confirmatory retest pursuant to this Policy will result in the following consequences:
 - As to an employee, when it is the first such occasion: the requirement, as a condition of employment, that the employee successfully complete the drug or alcohol counseling or rehabilitation program selected by the Company, at the employee's expense or under an employee benefit coverage program.
 - As to an employee when it is the second or subsequent such occasion: discipline or termination from employment, at the sole discretion of the Company.
 - All tested employees will be entitled to receive a copy of the laboratory document which certifies the test results.

ACKNOWLEDGMENT

By signing below, I acknowledge that it is my responsibility to have read and understood the policies outlined in this employee Handbook. I understand that the Handbook is intended only as a general reference, and not as a full statement of company procedure or a legal contract. Further, I understand and agree that my employment with 4 Point 0 School Services of [REDACTED], Inc. is "at-will." I agree to keep this book in my possession during my employment and to update it whenever provided with materials to do so. I further understand that each Handbook is the property of 4 Point 0 School Services of [REDACTED], Inc. and that copying any section of the book is against company regulations. I agree to return the book upon terminating my employment with the company.

Date: _____

Employee

PRE-TESTING ACKNOWLEDGMENT

In accordance with the requirements of 4 Point 0 School Services of [REDACTED], Inc., and in anticipation of the drug and alcohol test to which I am about to submit, I hereby acknowledge that I have read and understand the Drug and Alcohol Testing Policy of the Company and am aware that it applies to any employee or applicant, including myself.

Date: _____

Employee

Notice and Summary of Right to Review Personnel Records Minn. Stat. §181.960-§181.967

You have a right under Minnesota law to review your personnel file once every six months while you are employed with us. If you choose to exercise this right, you must give us your request in writing. Within seven working days of receiving your request (or within 14 working days if your personnel records are stored out of state), We will make available for your review either your original file or an accurate copy of your file. You will have access to your file during normal operating hours either at your job site or at a nearby location. We may require that this review take place in the presence of a company representative. After you have had an opportunity to review your file, you may make a written request for a copy of the record. If you make such a request, we will provide you with a copy of your file at no charge to you.

After your separation from employment (for whatever reason), you may review your file once annually for as long as we maintain the record. If you make a good faith, written request to review your file after your employment with us has ended, we will provide a copy of your file at no cost to you. If, after reviewing your file, you dispute specific information contained in the record, we may agree to remove or revise the disputed information. If no such agreement is reached, you are entitled to submit a written statement of no more than five pages explaining your position. This position statement will be included in your file, along with the disputed information, for as long as we maintain the record. We will not retaliate against you for asserting your rights under the Minnesota Personnel Records Statute. The full text of this statute, which sets forth all of your available rights and remedies, can be found online at: <https://www.revisor.mn.gov/statutes/?id=181.960>

I acknowledge that 4 Point 0 School Services of [REDACTED], Inc. has provided me with notice of my rights under the Minnesota Personnel Records Statute.

Date: _____

Signature: _____