



2022/2023 Employee Handbook

The information outlined in this handbook is intended to be a resource to you during your employment with Solid Rock Management Company. The policies and procedures described are not conditions of employment. The language, which appears in this booklet, is not intended to create nor is it to be construed to constitute a contract between Solid Rock Management Company and any of its employees. If at any time the application of policy differs from information indicated in this handbook, the actual policy will prevail. Where state laws differ, state provisions will govern. Questions regarding this handbook should be directed to Solid Rock Management Company.

Because each school or company handled by Solid Rock Management Company is unique in its policies and practices; employees positioned in schools will receive a school handbook from the school in which you work.

Employees positioned in schools may receive the following:

- Employee Handbook
- Parent/ Student Handbook
- Various school handbooks (regarding various safety policies, etc.)

Compliance to each of the above noted handbooks is mandatory for all employees of Solid Rock.

MISSION

The mission of Solid Rock Management Company is to help individuals as well as organizations reach their potential through sound business practices and educational experience. Solid Rock Management Company has a strong commitment to excellence while maintaining a high level of professionalism.

YOUR EMPLOYMENT

Your employment is AT WILL and both you and Solid Rock Management Company shall have the right to terminate your employment at any time with or without notice. Please note that Solid Rock Management Company does not give up the right to terminate your employment by its distribution of this handbook or any other publication that describes the various benefit programs and policies.

CRIMINAL RECORDS CHECK

Michigan State School Code mandates a criminal records check for all employees positioned in a school. All employees positioned within a school must comply.

EMPLOYEE INFORMATION

It is important that employees inform Solid Rock Management Company as well as their school of any employee information change. Employees are responsible for immediately reporting any changes such as:

- Address/telephone numbers
- Marital status
- Dependant coverage status

WORK HOURS

Basic workweek schedules may vary within schools/companies. It is established at each school's or office location. Consult your specific school/company handbook for business hours.

DRESS CODE POLICY

Each Solid Rock employee has contact with the public and therefore represents Solid Rock in his/her appearance. The properly attired employee helps create and maintain a favorable image. Employees are expected to dress in a manner that is acceptable in business establishments. Jeans, capri pants, shorts, leggings, sweatshirts, gym shoes and similar items of casual attire are not permitted.

Female employees are to wear skirts or dresses at or below the knee. If slacks are worn, they must be dress slacks and stockings must be worn (exception – temperatures of 70+ degrees).

Male employees are to wear blazers, dress shirts and ties. Male employees may not wear earrings.

Please note that Performing Arts teachers placed within schools attire may vary accordingly.

Employees are to take time to ensure personal appearance and hygiene is always at its best. Any employee who reports to work improperly dressed or groomed may be instructed by Solid Rock Management Company personnel, Office Manager or Principal to correct any violations. Repeated violations of the dress code policy will result in disciplinary action and possible termination.

SMOKING POLICY

Smoking is not permitted in the Solid Rock offices. The law prohibits smoking on the grounds or property of any public school. Non-compliance of this law is grounds for corrective action up to & including termination.

DRUG/SUBSTANCE ABUSE POLICY

Drug and alcohol use is highly detrimental to the safety and productivity of staff and students. Solid Rock Management Company supports a drug free work environment for its employees and students. It is the position of the Company that no employee may use, store, possess, distribute, sell, or offer to sell alcohol or any illegal drug while on or in Company or school property, while on duty, or while operating a vehicle that is owned or leased by the Company. In addition, no employee may report for work or remain on duty while under the influence or impaired by any illegal drug or alcohol. Reporting to work under the influence of alcohol or drugs is grounds for immediate discharge without warning.

DISCRIMINATION & HARRASSEMENT POLICY

Solid Rock Management Company believes that all employees have a right to work in an environment free from any type of discrimination or harassment. This includes treatment based on race, color, religion, sex, national origin, age, height, weight, political affiliation, disability, marital status, or veteran status. Solid Rock Management Company prohibits discrimination or harassment of its employees in any form. Such conduct will not be tolerated or ignored and may result in corrective action up to and including termination. Employees who have complaints of discrimination or harassment should send them in writing in a sealed, confidential envelope to the following:

Solid Rock Management Company
7616 E. Nevada, Suite #2
Detroit, MI 48234

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

COMPUTER SECURITY

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

COMPANY/SCHOOL PROPERTY

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

SAFETY

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

Employees positioned in schools should consult your handbook for instructions on:

- Accident Reporting
- Emergency Action Fire Plan
- Severe Weather
- Emergency Evacuation
- Communicable Diseases, and First Aid

ATTENDANCE/TARDY POLICY

Solid Rock employees are expected to be at work and on time every day. Employees positioned within schools must notify your principal by the designated time indicated in your school handbook on any day that you are unable to work. Any employee reporting late must contact the supervisor with a valid excuse as soon as it is known that you will be late. Employees with continued tardiness will be subject to corrective action and possible termination.

The following tardy policy will govern staff placed within schools:

3 rd Tardy	-	Verbal warning from principal
6 th Tardy	-	Permanent letter placed in file
9 th Tardy	-	Meeting with principal, employee will be given a plan of action
12 th Tardy	-	Meeting with Solid Rock Management Company
15 th Tardy	-	Employee will be docked for the duration of school year

Docking Schedule:

1-15 Minutes -	15 minutes
16-30 Minutes -	30 minutes
31-45 Minutes -	45 minutes
46-60 Minutes -	1 hour

Employees with continued tardiness and/or absence will be subject to corrective action up to and including termination.

TIME OFF WITH PAY

Personal Days

Solid Rock Management Company employees positioned within a school will be granted personal days per school year (number of days depend on years of service). The employee is responsible for contacting their principal or designee as soon as they are aware that they will be unable to attend work.

**Please note that the number of personal days will be prorated according to the day employment begins for new employees hired after the 1st day of school.*

- ⇒ Employees must use personal time to satisfy any requests for time off.
- ⇒ Personal days must be used in ½ or whole day increments only.
- ⇒ Employees may not submit an absence request for more than one (1) day prior to or following any holidays or school breaks. Any employee taking more than one day off prior to, or after, any holidays or school breaks will not be paid for that holiday or school break. If the absence is the result of an illness, you must submit a valid doctor's excuse in order to be compensated for said holiday or school break.
- ⇒ Employees that have depleted all of their personal days will be docked for any additional time off for the remaining of the school year.
- ⇒ At the end of the school year employees positioned within a school will be reimbursed for each unused personal day (according to Employment Offer). Personal days may not be carried over into the following school year.
- ⇒ Unused Personal Days will not be reimbursed if employee resigns his/her employment or if employee is terminated.

HOLIDAY & VACATION SCHEDULE

All Solid Rock employees working in a school will refer to the school calendar or school handbook for the schedule of holidays.

Due to the nature of work, a staff member positioned within a school is requested to not plan vacations during the school year; rather, employees are encouraged to plan vacations during school breaks.

Comp Time for Parent Teacher Conferences

Attendance at Parent Teacher Conferences (PTC) is mandatory for all staff. Employees will receive comp time for working the PTC (as specified by management). In order to receive the comp time, you must work the full day of the conference and must stay for the full duration. Employees working a half day on the day of a PTC will not receive the comp time.

Jury Duty

Solid Rock Management Company recognizes its employees' civic responsibility to serve as jurors. If you are called to serve, you must show written evidence to your manager or principal as soon as possible so that proper arrangements can be made to cover your absence. Employees selected to service must notify their manager or principal with specific information on the location of Jury Duty and the projected dates of service.

Full-time employees will be compensated at their regular rate for days serving jury duty.

Bereavement Leave

In the case of death in your immediate family, employees may receive up to three (3) days of paid time off. Immediate family applies to your father, mother, brother, sister, wife, husband, son, daughter, grandparents, grandchildren, mother-in-law, or father-in-law only.

FAMILY MEDICAL LEAVE OF ABSENCE (UNPAID)

A Family Medical Leave of Absence (FMLA) is an unpaid Company approved absence for the birth of a child or for a serious health condition that makes you unable to perform the functions of the job. Employees will be expected to return to work in accordance to the physicians' statement.

To be eligible for FMLA, an employee must have worked for Solid Rock Management Company for at least 12 months and must have worked at least 1,250 hours during the 12-month period before the leave begins. For more information regarding FMLA eligibility and guidelines, please contact Solid Rock Management.

RETURN TO WORK

You must return to work on the day your Family Medical Leave ends (in accordance to the physician's statement). If you fail to return to work on the date scheduled, you may be subject to

termination. A request to extend the leave must be made two weeks prior to your scheduled return to work date and must be accompanied by a statement from your physician.

PAYROLL

The payroll week begins on Monday and ends on Friday; paydays are every other Wednesday. All payouts are made via direct deposit and pay statements are available online. Those that do not have direct deposit will receive their pay on a company issued Wisely Pay Debit Card. Employees positioned within a school will receive a payroll schedule for the school year.

PAYROLL DEDUCTIONS

Federal taxes, FICA, Medicare, state and city taxes, and 401(k) employee contributions are withheld from employee paychecks. Solid Rock Management Company is required by law to accept legal assignments or garnishments against employees' wages. Employees will be notified of any attachments received.

OUTSIDE EMPLOYMENT

Solid Rock Management Company will always provide a challenging and demanding environment in which employees can develop to their fullest potential.

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

EMPLOYEE BENEFITS

Employee Savings Plan 401(K)/ROTH IRA

All eligible employees positioned within schools are entitled to the 401(k) employer contribution amount elected by the school's Board of Directors, and are immediately eligible for this contribution.

Eligible employees can also contribute to the 401(k) savings plan and/or the ROTH IRA plan by deferring from 1% to 90% of their pay, and can enroll at anytime. Employees may choose to invest their contributions and the employer contribution in an array of investment portfolios that have been designed specifically for the employees at Solid Rock Management Company.

Rollover Contributions from other qualified retirement plans are accepted. The employee contribution, its investment earnings, and the earnings on any rollover contribution are all tax deferred. Further information regarding the 401(k) benefit and the plan document can be obtained by going to the benefit website at www.mykplan.com.

Life Insurance

All eligible employees will receive term life insurance in the amount of one times the employee's annual salary, rounded to the nearest \$1,000.00. (For example if you make \$26,700.00 per year, your benefit would be \$27,000.00.) The plan pays the benefit to your surviving beneficiaries in the event of your death.

Health/Vision/Dental Insurance

All eligible employees, spouses and their dependents of the Solid Rock Management Company can receive Health, Vision & Dental insurance. The Company will conduct staff meetings to explain & enroll eligible employees for insurances.

Short-Term Disability Insurance

All eligible employees will receive Short Term Disability Insurance. If you are disabled due to injury or sickness, you will be eligible to receive a weekly benefit equal to 60% of your basic weekly earnings (excluding bonuses and extra compensation) to a weekly maximum of \$850.00. The duration of this benefit is 12 weeks and begins after 7 continuous days of hospitalization, sickness, or injury.

INSURANCE COVERAGES DURING FAMILY MEDICAL LEAVE

The Company will continue Health, Dental, & Short-Term Disability insurance for eligible employees that are using FMLA. Employees that have elected voluntary deductions will still be responsible for payment of these benefits during FMLA leave; otherwise, these benefits will be **cancelled**. If the employee does not return to work after the scheduled FMLA dates, all insurance benefits will be cancelled on the last day of your leave and he/she will be charged for all insurance premiums paid during the leave.

Any employee electing to discontinue their dependent(s)/spouse benefit coverage during FMLA will not be eligible to re-enroll dependents until open enrollment, July 1st.

COBRA CONTINUATION OF COVERAGE

If you leave or are separated from the Company, you and your dependents may be entitled to continue your health care coverage at your own expense under the provisions of the Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1985. COBRA is a federal law that gives employees and their families certain protection against the sudden loss of their group health insurance coverage. If you or a covered family member should become ineligible for coverage because of what COBRA calls a “Qualifying Event,” you may be able to continue your coverage by purchasing benefits at 102% of group rates for a limited period of time. Please contact the Solid Rock Management Company offices for additional and exact information regarding premium amount, payments and a list of “Qualifying Events”.

WORKERS COMPENSATION

Employees are covered for job related occupational injuries through provisions of the Michigan Workers Compensation Act. Job related injuries must be reported immediately to your principal/office manager located at each school. The office manager will then refer the employee to a designated clinic or hospital emergency room for treatment. Employee is responsible to report to one of the approve clinics or the emergency room for treatment within 48 hours:

Concentra

2630 E. Jefferson Ave.
Detroit, MI 45207
(313) 259-7980

Concentra

17500 Federal Dr. Ste. 750
Allen Park, MI 48101
(313) 982-1370

Employee is required to submit the Work-Related Injury/Illness Report or discharge form from Concentra or the hospital emergency room to Solid Rock upon completion of the visit.

The Worker’s Compensation policy requires an employee to be off work for 7 consecutive days before benefits will begin. If your claim requires you to be off of work for recovery, you will not be required to utilize your personal days. Solid Rock will pay the employee for the first consecutive 7 days of time off due to injury/illness based upon the physician’s report. If employee is required by the physician for follow up medical treatment and scheduled for a doctor’s appointment or physical therapy session during work hours, Solid Rock will pay the up to 8 hours of time off for this purpose.

For further information regarding any benefits, please contact Solid Rock Management office.

PERFORMANCE & DISCIPLINARY ACTION

All employees are expected to meet Solid Rock Management Company standards for work performance and business conduct. Employees are also expected to follow the policies and procedures covered in this handbook. In addition, employees positioned in a school will also be expected to follow the policies and procedures covered in the handbook provided by each individual school.

Failure to meet these expectations may result in one or more of the following corrective actions: verbal counseling, written reprimand, suspension or discharge. Generally, the severity of the performance or behavior problem will determine the level of corrective action and whether the employee will be given the opportunity to correct the problem.

TERMINATION OF EMPLOYMENT

All employees who terminate their employment must submit a written resignation letter. Upon notification, Solid Rock will begin termination proceedings, including termination of all benefits. In addition, if an employee signs a contract for the upcoming school year and terminates employment during the summer or during the first two weeks of the new school year, your insurance coverage will be terminated as of June 30th, which coincides with the end of the fiscal year. From that day forward employees will be responsible for any medical expenses that are incurred after the termination date.

All terminated employees will be scheduled for an Exit Interview for the purposes of:

- ⇒ Obtaining company/school property and or materials.
- ⇒ Explanation of insurance options available, i.e. COBRA
- ⇒ Explanation of monies due the employee or employer.
- ⇒ Obtaining a forwarding address for future correspondence.

Please note that Solid Rock Management Company will not issue a final check until an Exit Interview has been conducted.

In addition to the above noted Exit Interview, employees placed in a school must observe the following rules regarding termination:

- ⇒ Employee must meet with Principal to turn in any lesson plans, grade books, keys, etc.
- ⇒ Employee must return any school supplies or equipment that he/she did not personally purchase or provide.
- ⇒ Employee may not make any announcement to students regarding their employment status without prior approval from Principal.
- ⇒ The Principal, designee or representative from Solid Rock must be present when any such announcement is made.

CORPORAL PUNISHMENT

Corporal punishment against a pupil by an employee, volunteer or contractor of a local or intermediate school district, or public school academy is prohibited by section 380.1312 of the Revised School Code. Corporal punishment is “the deliberate infliction of paddling, spanking, slapping, or any other physical discipline.” It does not include physical pain caused by activities associated with athletic training. Corporal Punishment is not allowed in the State of Michigan.

ACKNOWLEDGEMENT STATEMENT

This is to acknowledge that I have received and thoroughly read the Solid Rock Management Company employee handbook from which this form was obtained. I will retain a copy of the handbook for my own reference.

I understand that this handbook is a guide and not an employee contract and that Solid Rock Management Company reserves the rights to interpret its stated policies on a case-by-case basis. Solid Rock Management Company further reserves the right to modify, revoke, suspend, terminate, or change any or all such policies and procedures and employee benefits, in whole or in part, at any time, with or without prior notice. The most recent revision supersedes any prior revisions.

I understand and agree that my employment is at will so that both Solid Rock Management Company and I may end our work relationship at any time.

I further understand that any unearned, vacation/sick time, or any other monies owed to Solid Rock Management Company will be deducted from my final pay.

Employee name (printed): _____

Employee signature: _____

Date: _____