

Employee Handbook

2016 ~ 2017 School Year



S A G E
INTERNATIONAL SCHOOL
OF BOISE

Table of Contents

Acknowledgement of Receipt and Understanding	5
Letter From the Board	6
Employee Handbook Purpose	7
Organizational Chart	8
“At Will” Employment	9
Confidentiality	9
Conflicts of Interest	9
Equal Employment Opportunity and Non-Discrimination	10
Reasonable Accommodation for Disabilities	10
Harassment	10
Sexual Harassment/Sexual Intimidation in the Workplace	12
Examples	12
Reporting	12
Investigation	13
Confidentiality	13
Disciplinary Action	13
Insufficient Evidence	13
False Accusation	13
Retaliation:	14
Prevention:	14
Written Record	14
Open Door Policy	15
Formal Grievance/Complaint Procedures	15
Tobacco Free Environment	16
Drug and Alcohol-Free Workplace	16
Workplace Violence	17
Criminal History/Background Checks	17
Length of Work Day	18
Professional Development	18
Tuition Reimbursement	18
Travel and Expense Reimbursement Policy	18
Cell Phone Reimbursement Policy	18
Dress Code	19

Promise of Benefits	20
Health Benefit Eligibility	20
Employee Assistance Program.....	20
Paydays	21
Time Sheet Reporting	21
Compensation for Overtime	21
Non-School Employment by Staff Members	21
Observed Holidays.....	22
Personal Leave	22
Paid Days Off.....	22
Sick Leave	23
Inclement Weather.....	23
Leaves of Absence	24
Family and Medical Leave Act (FMLA).....	24
Serious Health Condition	24
Military Family Leave:	24
Expanding Your Family.....	24
Notice and Medical Certification	25
General Implementation of FMLA.....	25
Jury Duty.....	25
Witness for Court Appearance.....	25
Bereavement Leave:.....	26
Military Leave:.....	26
Returning Once Military Leave is Complete.....	27
Disqualification from Returning to Work.....	27
Board Approved Leave:	28
Solicitation.....	29
Political Activity	29
Employee Electronic Mail and On-Line Services Usage	29
Accident Response and Reporting	30
Job Descriptions	30
Hiring and Promotion Process	30
Annual Performance Evaluations	31
Annual Employee Satisfaction Survey	31
Assignments, Reassignments, Transfers	31

Employee Files	31
Employment of Relatives	31
Relationships in the Work Place	32
Child Safety and Welfare	33
Addendum I: Medical Benefit Premiums.....	36

Acknowledgement of Receipt and Understanding



I acknowledge that I have received the 2016-2017 Sage International School Employee Handbook and that I have read and understand the policies.

I understand that this Employee Handbook represents only current policies and benefits, and that it does not create a contract of employment. Sage International School retains the right to change these policies and benefits at any time as it deems appropriate.

I understand that the information I come into contact with during my employment is proprietary to Sage International School and accordingly, I agree to keep all nonpublic information confidential. I understand that I must comply with all of the provisions of this Employee Handbook and Sage International School Board Policies to have access to and use Sage International School resources. I also understand that if I do not comply with all provisions of this Employee Handbook and Sage International School Board Policies my access to Sage International School resources may be revoked, and I may be subject to disciplinary action up to and including termination of employment.

Signature _____ Date _____

Please Print Your Name _____

Letter from the Board

Welcome to the 2016-2017 school year at Sage International School of Boise! We are delighted that you are a part of our team.

Our educational philosophy is grounded in the belief that an inquiry based international education should be offered to all members of our community so that together, we can create a learning community that fulfills the mission for education set forth by the state of Idaho.

The following information is designed to serve as an introduction to Sage and provide resources that will help you in your role working with students and families.

The Sage team, school leaders and board of directors are here to support you so please know that you can call on any of us to assist you. We are looking forward to our mutual success and to the success of our students.

Sincerely,

Board of Directors
Sage International School of Boise

Vision:

To create global citizens by equipping our students with the ability to think across disciplines and international boundaries, and inspire them to live extraordinary lives.

Mission:

Sage aims to develop students who are citizens of the world. We do this by employing best practices from data collected on school instruction from around the globe. Sage International School of Boise is a community structured around an international inquiry based curriculum that cultivates intellectual rigor, curiosity, cultural understanding, sustainable living and passionate human beings that approach the world with intention, ready to participate and engage in local and global issues.

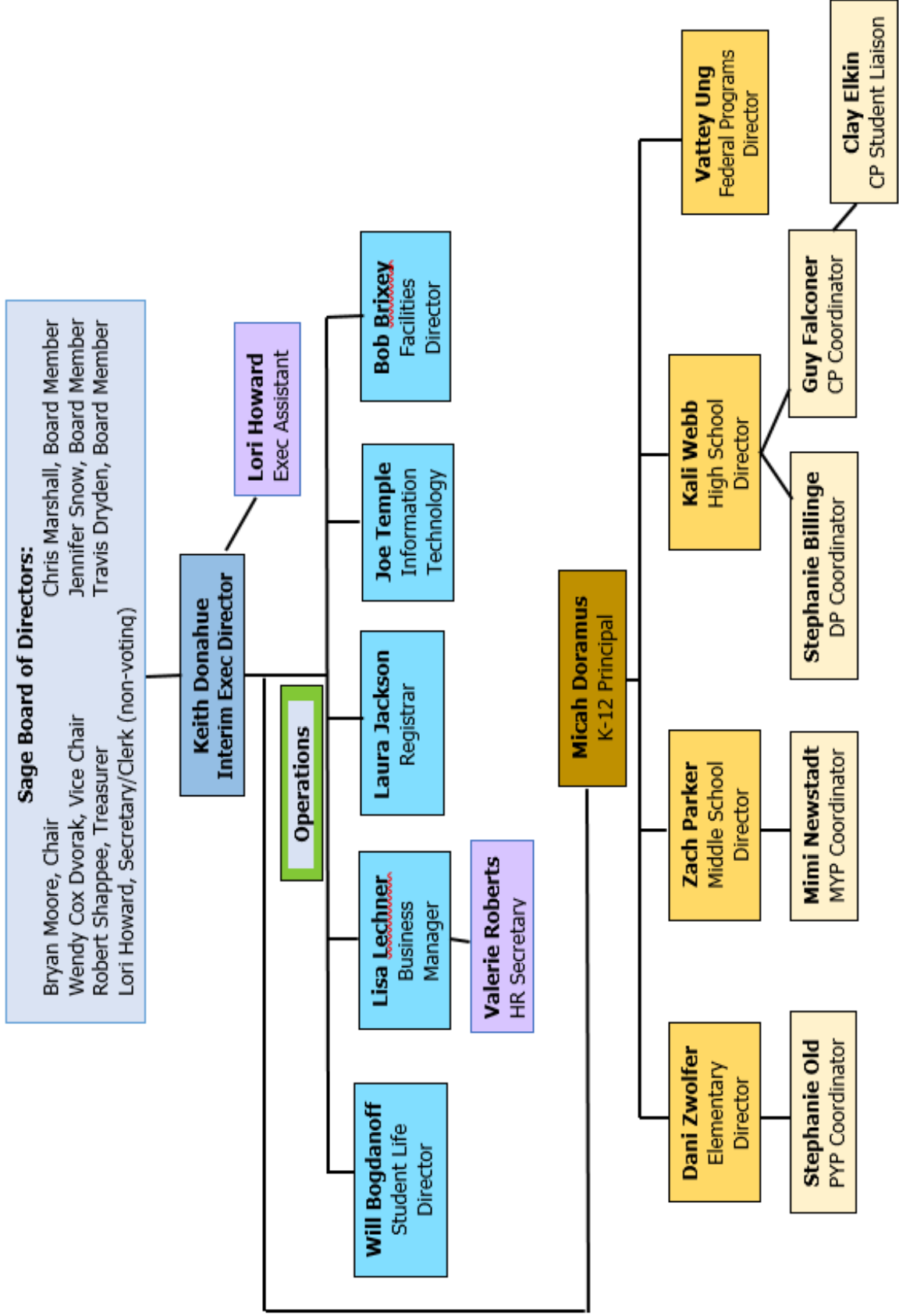
Employee Handbook Purpose

The purpose of this Employee Handbook is to provide each employee with basic information related to employment at Sage International School. This Employee Handbook is not intended to encompass all policies and procedures but rather to address some of the more common questions asked by employees. Please be aware that Sage International School cannot anticipate every situation that may arise in the workplace as it relates to your employment.

Further, much of the information contained in this Employee Handbook has been compiled directly from Sage International School Board Policy. Detailed Board Policies are available for each employee's review.

Sage International School Board Policy can be reviewed at the following address:
<http://sageinternationalschool.org/sage-board-policies/>

Sage International School of Boise Administrative Organizational Chart



“At Will” Employment

Unless otherwise stated all employees of Sage International School shall be regarded as “at-will” employees and may be dismissed at the will of either party and the employment relationship may be terminated at any time for any or no reason (so long as the same does not violate public Sage International School Board Policy or violate any other provision of law). Such at-will designation will be included in all job descriptions as mandated by I.C. § 33-517 and in written contracts, should the same be implemented by Sage International School. An employment period, as well as other terms and conditions of employment set forth in a job description and/or written contract shall not create a property right as such are included for the specific purpose only of providing notice to the employee of the service and expectations of Sage International School so long as the employment relationship continues.

Classified employees shall have no expectation of continued employment, unless expressly specified by Sage International School. Sage International School reserves the right to change employment conditions affecting the employee’s duties, assignment, supervisor or grade.

Confidentiality

Information that pertains to Sage International School’s business, including all nonpublic information concerning employees, students, its vendors and suppliers, etc. is strictly confidential.

Employees are expected to maintain high standards of honesty, integrity and impartiality in the conduct of Sage International School business and required to comply and conform to the Idaho law and the Code of Ethics of the Idaho Teaching Profession.

Further, employees are required to hold confidential all information deemed to be not for public consumption as determined by law and Sage International School Board Policy. Employees shall also respect the confidentiality of people served in the course of the employee’s duties and use information gained in a responsible manner. Discretion should be employed even within Sage International School’s own network of communication.

Conflicts of Interest

Employees of Sage International School must avoid any interest, influence or relationship which may conflict or appear to conflict with the interests of the organization. Employees and representatives of Sage International School are required to promptly disclose any situation where an actual or potential conflict may exist.

Examples of potential conflict situations include:

1. Having a financial interest in any business transaction with Sage International School;
2. Owning or having a significant financial interest in, or other relationship with, a Sage International School competitor, customer or supplier, and;
3. Accepting gifts, entertainment or other benefit of more than a nominal value from a Sage International School competitor, customer or supplier.

Equal Employment Opportunity and Non-Discrimination

Sage International School shall provide equal employment opportunities to all persons, regardless of their race, color, religion, creed, national origin, sex, age, ancestry, marital status, military status, citizenship status, use of lawful products while not at work, physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodations, and other legally protected categories.

Sage International School shall hire highly qualified personnel consistent with budget and staffing requirements and shall comply with Sage International School Board Policy and State law on equal employment opportunities.

Sage International School shall make reasonable accommodation for an individual with a disability known to Sage International School, if the individual is otherwise qualified for the position, unless the accommodation would impose an undue hardship upon Sage International School.

Reasonable Accommodation for Disabilities

Sage International School will not discriminate against any qualified individual with known disabilities with regard to any aspect of their employment. Sage International School is committed to complying with all applicable Federal and State laws.

Sage International School also recognizes that some individuals with disabilities may require accommodations in the workplace. If you are currently disabled or become disabled during your employment, you should contact the Sage International School Director of Operations or other assigned representative to discuss reasonable accommodations that may enable you to perform the essential functions of your job and do not create an undue hardship, as defined by applicable laws, to Sage International School.

Sage International School may request relevant medical information from a licensed healthcare provider to verify the disability and to determine what accommodations (if any) can be made for an employee. All medical information is strictly confidential in accordance with applicable Federal and State laws.

Harassment

Sage International School is committed to creating a working environment free from any form of harassment or discrimination. Every employee has the right to the expectation of a professional work setting that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. As such, Sage International School has a zero tolerance policy related to any type of harassment or discrimination as defined by Federal, State and Local laws. This policy applies to all employees, contractors, vendors, customers, parents and students. This policy is applicable both inside and outside the workplace (i.e. business travel and social gatherings).

Sage International School encourages all employees to report any incident of harassment or discrimination to the Sage International School Director of Operations or Board Chair. Any report of harassing or discriminatory behaviors will be taken seriously and immediately and thoroughly investigated. Employees are required to fully cooperate in any related investigation.

Due to the sensitive nature of these types of complaints, all necessary steps will be taken to maintain the confidentiality of all employees involved. Only those individuals directly involved and those that are in a need to know role will be made aware of the complaint, the investigation and outcome.

Federal and State laws prohibit any form of retaliation against any individual who reports discrimination or harassment or who participates in any investigation related to such behaviors. Any employee that believes that they are a victim of retaliation should report this to the Sage International School Director of Operations or Board Chair.

Conduct deemed to be harassing, discriminatory or retaliatory in nature may result in disciplinary action, up to and including termination of employment.

Intentional false accusations of harassment, discrimination or retaliation may result in disciplinary action, up to and including termination of employment.

Sexual Harassment/Sexual Intimidation in the Workplace

Sage International School is committed to maintaining an educational environment that protects dignity, individual worth, promotes mutual respect for each individual, and is free from sexual harassment.

It shall be a violation of Sage International School Board Policy for any Sage International School employee, student or visitor to sexually harass another individual, while on any school premises or at any school sponsored activity, regardless of location.

Principals and Supervisors are expected to take appropriate steps to make all employees aware of the contents of this Sage International School Board Policy.

Definition: Sexual Harassment is defined as: a form of misconduct that includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature including unwanted touching, verbal comments, sexual name calling, gestures, jokes, profanity, and spreading of sexual rumors when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition to an individual's employment, education, or participation in school activities;
2. Submission to or rejection of such conduct by an individual is used as a basis for personnel or academic decisions affecting the individuals; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive work or learning environment including, but not limited to, conduct which has the effect of humiliation, embarrassment, or discomfort.

All sexual harassment of students by employees is illegal regardless of whether it is "consensual".

Examples:

Examples of sexual harassment may include, but are not limited to:

1. Unwanted sexual touching, verbal comments, gestures, and jokes
2. Touching oneself sexually or talking about one's sexual activity in front of others
3. Displaying, wearing or distributing sexually explicit or sexually suggestive drawings, pictures or written materials
4. Unwelcome solicitation or pressure for sexual favors
5. Unnecessary touching of an individual, e.g., patting, pinching, repeated brushing against another person's body
6. Requests for sexual favors accompanied by implied or overt threats concerning an individual's employment, education or business with the School; and
7. Cornering or blocking of normal movements.

Reporting:

All Sage International School employees have a responsibility to eliminate sexual harassment. Any person who has been sexually harassed or believes another person has been sexually harassed should immediately report the activities to the Sage International School Director of Operations or Board Chair. Sage International School employees receiving a report of alleged sexual harassment shall immediately report the matter to the Director of Operations. If the complaint involves any member in a senior leadership role, Sage International School personnel must immediately report the matter to the Board Chair.

Sage International School employees witnessing a violation of this Sage International School Board Policy shall take immediate action to stop the inappropriate behavior and shall report the matter to the Director of Operations or Board Chair (if the violation involves an employee in a leadership position). Sage International School personnel who fail to report or fail to take action to stop violations of this Sage International School Board Policy may face disciplinary action up to and including termination.

Investigation:

When any Sage International School employee receives a report of sexual harassment, or has reason to believe that sexual harassment is occurring, he/she shall take immediate steps to follow the process outlined in the Uniform Grievance Procedures in Sage International School Board Policy 5250.

Confidentiality:

Due to the damage that could result to the career and reputation of any person falsely or in bad faith accused of sexual harassment, all investigations and hearings surrounding such matters will be designed to the maximum extent possible to protect the privacy of, and minimize suspicion towards, the accused as well as the complainant. Only those persons responsible for investigating and enforcing this Sage International School Board Policy will have access to confidential communications. In addition, all persons involved are prohibited from discussing the matter with co-workers and/or other persons not directly involved in resolving the matter. In instances where the sexual harassment allegation involves suspected child abuse, the Principal or Board Chair must report the case to the proper authorities as required by law.

A violation of the above confidentiality provisions by any person(s) may result in discipline, up to and including termination of employment. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action, up to and including termination of employment.

Disciplinary Action:

1. For any employee, may involve actions up to and including termination of employment.
2. For any visitor, may involve actions up to and including future prohibition from entering any school premises or attending any school sponsored activity, regardless of location; and
3. For a student, may involve actions up to and including suspension and/or expulsion.

Discipline shall be appropriate to the offense, age, and status of the individual. The Principal or Designee shall submit the case to the appropriate law enforcement agency when the charges warrant such action.

Insufficient Evidence:

If there is insufficient evidence to support the allegations, no report of the allegation shall be placed in an accused or complaining employee's personnel record or in an accused or complaining student's permanent record.

False Accusation:

If the investigation discloses that the complaining individual knowingly or in a malicious manner falsely accused another of sexual harassment, the complaining individual may be subject to disciplinary action up to and including termination of employment.

Retaliation:

Sage International School employees, students, or visitors shall not retaliate against any individual who in good faith reports, associates with the individual reporting, participates in the investigation, or investigates a report of sexual harassment.

Any person who retaliates against another individual who investigates or in good faith reports an incident may be subject to disciplinary action up to and including termination of employment.

Prevention:

Sage International School shall:

1. Provide mandatory annual training related to sexual and other types of harassment.
2. Thoroughly investigate and resolve all allegations of harassment; and
3. Follow up with victims of violations of this Sage International School Board Policy to ensure preventive actions were effective.

Written Record:

The Board Chair or Designee will keep and maintain a confidential written record, including, but not limited to, witness statements, investigative reports and correspondence, from the date any allegation of harassment is reported. The information in the written record will also include the action taken by the Principal or Board in response to each allegation. The confidential written record will be kept in Sage International School's administrative offices and will be purged according to record retention procedures.

Open Door Policy

Sage International School supports an open door policy for all employees to address workplace issues and concerns. At any time, an employee may approach a member of Sage International School's leadership team without fear of retaliation or retribution.

The intent of this Sage International School Board Policy is to resolve work related issues in a timely and appropriate manner through open and honest communication.

Formal Grievance/Complaint Procedures

As detailed in Sage International School Board Policy 5250, it is the Board's desire that:

(1) administrative procedures for settling staff complaints and grievances be an orderly process within which solutions may be pursued; (2) the grievance procedure provide prompt and equitable resolution at the lowest possible administrative level; and (3) each employee be assured an opportunity for orderly presentation and review of complaints without fear of reprisal.

Any staff member who believes, due to any action by the Board, its employees or agents that he/she has been the recipient of illegal discrimination or harassment, based on race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, or marital or family status may file a grievance in accordance with this policy.

This policy does not deny the right of a grievant to file formal complaints with other State or Federal agencies, or to seek private counsel for complaints alleging discrimination or harassment.

Intimidation, harassment or retaliation against any person filing a grievance or any person participating in the investigation or resolution of a grievance is a violation of law and constitutes the basis for filing a separate grievance.

It is the policy of Sage International School to process all grievances in a fair and expeditious manner. However, in no event will a grievance be accepted or reviewed that is submitted more than 180 days after the alleged civil right violation, or from the date the grievant could reasonably become aware of such occurrence.

Sage International School will maintain confidentiality to the extent required by law.

Tobacco Free Environment

Sage International School maintains a tobacco free environment in all buildings and on all School property. Use of tobacco is strictly prohibited in any Sage International School buildings, School grounds, or School property. Employees are prohibited from using any form of tobacco while on duty.

Drug and Alcohol-Free Workplace

Sage International School is committed to a safe working environment, to making adequate provisions for the safety and health of its employees at their place of employment, and to the safety and health of the students we serve as well as the general public. The use of illegal drugs, the abuse of alcohol, and the misuse of prescription drugs is prohibited. All Sage International School workplaces, grounds and facilities are drug and alcohol-free workplaces.

All employees are prohibited from the unlawful manufacture, dispensing, distribution, consumption, possession, use, or being under the influence of a controlled substance or alcohol while on Sage International School premises or while performing work or representing Sage International School.

If a supervisor or Principal observes or is notified of behaviors or events that lead the supervisor to believe that the employee is in violation of the Drug and Alcohol-Free Workplace Substance Abuse Sage International School Board Policy, the employee may be required to submit a breath, saliva, urine and/or blood sample for drug and alcohol testing.

An employee who is required to submit to drug/alcohol testing based upon reasonable suspicion and refuses shall be charged with insubordination, and may result in disciplinary action, up to and including termination of employment in accordance with Sage International School Board Policy and State law.

An employee who tests positive on a reasonable suspicion test will be in violation of this Sage International School Board Policy. Violation of this Sage International School Board Policy may result in disciplinary action, up to and including termination of employment in accordance with Sage International School Board Policy and State law.

An employee who has been given the opportunity to undergo rehabilitation for drugs or alcohol will, as a condition of returning to duty, be required to agree to reasonable follow-up testing established by the Director of Operations. The extent and duration of the follow-up testing will depend upon the safety or security nature of the employee's position and the nature and extent of the employee's substance abuse problem.

Sage International School may conduct searches for illegal drugs or alcohol on school property or worksites without prior notice to employees. Such searches may be conducted at any time. Employees are expected to cooperate fully.

Searches of employees and their personal property may be conducted when there is reasonable suspicion to believe that the employee has violated this Sage International School Board Policy or when circumstances or workplace conditions justify such a search. Personal property may include, but is not limited to, purses, boxes, briefcases, as well as any Sage International School property that is provided for employees' personal use, such as desks, lockers, and files.

An employee's consent to a search is required as a condition of employment and the employee's refusal to consent may result in disciplinary action, up to and including termination of employment.

Workplace Violence

Sage International School Board has a zero-tolerance policy concerning threats, intimidation and violence of any kind in the workplace either committed by or directed to employees.

Employees who engage in such conduct may be disciplined, up to and including termination of employment.

Employees are not permitted to bring weapons of any kind onto school premises or to any school functions. Any employee who is suspected of possessing a weapon will be subject to a search at Sage International School's discretion. Such searches may include, but not be limited to, the employee's personal effects, desk and workspace.

If an employee feels he or she has been subjected to threats or threatening conduct by a coworker, vendor, customer, parent or student, the employee should notify his or her supervisor or another member of Sage International School's leadership team immediately.

Examples may include, but are not limited to the following:

- Physical or aggressive conduct
- Threats
- Destruction of school property
- Harassing or threatening phone calls
- Stalking
- Harassing or threatening emails or any other electronic form of communication including social media

Criminal History/Background Checks

It is Sage International School Board Policy not to employ or to continue the employment of classified, professional or administrative personnel who may be deemed unsuited for service by reason of arrest and/or criminal conviction. While an arrest or conviction of a crime, in and of itself, may not be an automatic bar to employment, if an arrest or conviction relates to suitability of the individual to perform duties in a particular position, such person may be denied employment or in the case of current employees, may face disciplinary action, up to and including termination of employment.

All employees are required to notify Sage International School in writing of any arrest or criminal conviction, with the exception of minor traffic infractions, that occurs subsequent to being hired by Sage International School. He/she is required to report such arrest in writing promptly to the employee's supervisor within one (1) business day unless mitigating circumstances exist. This reporting requirement applies regardless of whether such arrest has occurred on-duty or off-duty.

Failure by any employee to comply with the above arrest or conviction reporting requirement shall be grounds for disciplinary action, up to and including termination of employment.

Length of Work Day

Certified Staff - The work day for a certified employee shall be seven and one-half (7 1/2) hours for a full-time employee. The work day is generally exclusive of lunch and extracurricular assignments but inclusive of preparation time and assigned duties. Arrival time shall generally be one-half (1/2) hour before classes begin or as directed by the Principal.

Classified Staff - The work day for a classified employee is governed by the number of hours for which the employee is assigned. A "full-time" classified employee shall be considered to be an eight (8)-hour per day/forty (40)-hour per week employee. The work day is generally exclusive of lunch but inclusive of breaks. Normal office hours are 8:00 a.m. to 4:00 p.m. An employee's actual work schedule will be determined by his/her supervisor.

Professional Development

Sage International School places a great deal of value on professional development and research. Certified staff contracts require 4 hours of professional development on Fridays and additional professional development requirements in accordance with the Annual Staff Calendar provided at the beginning of each school year. Sage International School Administration provides certain professional development curriculum materials to staff throughout the academic year.

Tuition Reimbursement

Sage International School does not have a tuition reimbursement program.

Travel and Expense Reimbursement Policy

All travel requests must be approved by the Principal. For approved travel, employees are to provide their travel information (dates, location, conference registration, etc.) to the Business Manager. The Business Manager will book the necessary flights, hotels, and conference(s). Sage International School provides a 'per diem' for food while on approved travel (1/2 of per diem amount on travel days). Any/all other travel expenses must be pre-approved and receipts submitted with the Check Request form and the appropriate sign-off signature.

Cell Phone Reimbursement Policy

Sage International School purchases phones and provides service contracts for a very limited number of school programs and administrative employees. Sage International School does not reimburse employees for cell phone use.

Dress Code

As professionals in our schools, Sage International School realizes and values the public's perception of our roles as mentors and models for students. We, therefore, set in Sage International School Board Policy the following outline of "reasonable expectations" for all staff.

Examples of Acceptable Dress:

Males:

- Button-down dress shirts
- Knit shirts (not T-shirts)
- Slacks or khakis/Dockers-type slacks
- Dress shoes, boots, athletic shoes, casual shoes
- Neckties
- Business suit
- Sport coat or sweater
- Holiday, theme, or school sweatshirts
- Blue jeans or sweat suits on activity days (spirit day, special classroom activities, field day)

Females:

- Business suit
- Dresses, skirts (appropriate fit and length) (Denim fabric acceptable)
- Slacks or khaki/Dockers-type slacks
- Dress shoes, casual shoes, boots, athletic shoes
- Blouses, knit shirts, cotton shirts, sweaters (moderate neckline)
- Holiday, theme, or school sweatshirts
- Dress shorts/skorts of appropriate professional fit and length
- Blue jeans or sweat suits on activity days (spirit day, special classroom activities, field day)

Examples of Unacceptable Dress:

- Backless, see-through, tight fitting, or low-cut blouses/tops/dresses
- Cut-off jeans/shorts
- Apparel with offensive logos/language

The Principal may grant exceptions based on job-related needs. Any casual dress or accessories not stated above must at all times meet or exceed standards set for Sage students.

Promise of Benefits

Benefits or any promise of benefits, outside of those specifically outlined in this Employee Handbook, shall not be granted to any employee without the prior approval of the Sage International School Board. This includes any type of “fringe benefit” not typically offered to all employees.

Health Benefit Eligibility

Employees that qualify for health benefits will begin receiving benefits the first day of the month following 30 days of employment. PERSI eligible employees qualify for health benefits and include classified employees in an on-going position scheduled to regularly work 20 hours per week or greater, or ongoing certified employees on a .5 FTE or greater contract.

Please reference the Sage International School Benefit Information Packet for specific information related to health benefits.

A table of Medical Premiums is included on “Addendum I” at the end of the Employee Handbook.

Employee Assistance Program

An Employee Assistance Program ("EAP") is an important component of a preventive care package. The EAP provides short-term, confidential counseling at no out-of-pocket expense to employees and their immediate family. This includes family members living in the employee's home (who may or may not be enrolled in this coverage).

Services Provided:

The following services are provided as part of the EAP package:

- 24-Hour Crisis Counseling
- The EAP hotline number is answered by professional counselors 24 hours a day, 7 days per week.
- Short-Term Counseling

If the problem can be resolved within the scope of the EAP, the counselor provides this service to the individual(s). Up to four counseling sessions will be allowed per incident. An "incident" means a discrete event or events occurring in the individual's life. Each

family member affected by an incident is allowed a total of four counseling sessions. If two or more members of the same family are seen together in a conjoint session, the session is counted as one visit for each attending family member.

Referral:

If the counselor and client determine the problem cannot be handled in short-term counseling, the counselor will refer the individual to community resources that are best suited to address the issue.

Paydays

Paydays occur on a monthly basis. Paychecks are disbursed on or before the 25th of each month, except as follows. For July paychecks (first check of 12-month contractual pay), employees working over the Summer are paid by the 25th; returning employees not working over the Summer are paid by August 1st; new employees receive their first paycheck in August on the first actual day of work and these employees receive their second paycheck by August 25th.

Paychecks are issued minus any mandatory withholdings per State and Federal requirements as well as those voluntary deductions requested by the employee (for example, insurance premiums).

Time Sheet Reporting

Employees are required to submit complete and accurate time sheets to his/her supervisor on a monthly basis prior to the close of the current pay period for supervisor approval.

Nonexempt employees are required to record all time worked.

Failure to report accurate time records may result in disciplinary action up to and including termination of employment.

Compensation for Overtime

Nonexempt (hourly) employees, as defined by the Fair Labor Standards Act, who work more than forty (40) hours in any work week are required to receive overtime pay of one and one-half (1 1/2) times their normal hourly rate.

Overtime must be approved in advance by the employee's Supervisor/Principal.

Employees must be compensated for all time worked and may not volunteer time in an assignment similar to his or her regular work without pay.

A non-exempt employee who works overtime without authorization may be subject to disciplinary action up to and including termination of employment.

An employee may flex his/her schedule only within the same work week to avoid overtime and only with the prior approval of the employee's Supervisor/Principal.

Compensatory time off outside of the existing work week is strictly prohibited.

Non-School Employment by Staff Members

The outside work or self-employment by a staff member is of concern to the Board insofar as it may:

- Prevent the employee from performing assigned responsibilities in an effective manner
- Be prejudicial to proper effectiveness in the position or compromise Sage International School.
- Raise a question of conflict of interest – for example, where the employee's position in Sage International School permits access to information or other advantage useful to the outside employer.

Therefore, a regular, full-time employee's position in Sage International School shall take precedence over any type of outside work or self-employment. Employees are free to carry on individual work or self-employment projects as long as no Sage International School facilities, equipment, or school(s) are used, except as provided by policy, and the outside work or self-

employment does not interfere with the employees' performance of Sage International School assigned duties.

In addition, an employee may not perform any duties related to outside work or self-employment during regular Sage International School working hours or during the additional time that is needed to fulfill the responsibilities of the Sage International School position.

Except by prior written authorization from the Sage International School Administrator:

- School buildings are not to be used for private tutoring or classes for which students pay a fee to a staff member unless a rental contract has been entered into with Sage International School.
- A staff member is not permitted to provide tutoring for pay to any student who attends or is registered in any of the staff member's Sage International School classes.

Observed Holidays

Consistent with State law, Sage International School observes, at a minimum, the following holidays:

1. New Year's Day
2. Memorial Day
3. Independence Day
4. Thanksgiving Day
5. Christmas Day

Sage International school observes additional holidays as identified on the board-approved annual academic calendar. (See academic calendar for additional holiday information.)

In those cases where an employee is required to work any of the designated holidays, another day shall be granted in lieu of such holiday unless the employee elects to be paid for the holiday in addition to the employee's regular rate of pay for all time worked on the holiday.

If a holiday occurs during the period in which vacation is being taken by an employee, the holiday shall not be charged against the employee's annual leave.

Personal Leave

Personal leave is without pay and is separate from paid personal days (paid days off) and Family and Medical Leave (FMLA). It is an unusual or exceptional circumstance that is not covered by sick or annual leave. Employees must submit a completed 'Personal Leave Request Form' to their Supervisor/Principal at least five (5) days in advance of the requested leave. The Principal retains discretion whether to allow/deny requests for personal leave. For further information, see Board Personnel Policy 5400.

Paid Personal Days (Paid Days Off)

All full time employees will be given two (2) paid personal days off to be used during the current school year. Paid personal days may be used at the employee's discretion. However, paid personal days must be approved by his/her Supervisor/Principal. No more than 10% of the employees in any building may be gone on personal leave at one time.

Employees will not be able to request paid personal days before a holiday weekend or break, the first two weeks of the school year or the last two weeks of the school year. Paid personal days must be used by the end of the current school year or the days will be forfeited. Paid personal days will not be paid out upon resignation or termination of employment and days off not utilized prior to separation of employment will be forfeited.

Sick Leave

Employees shall be granted sick leave and other leaves in accordance with State law. Each employee shall be granted one (1) day of sick leave for each month of service, equating to nine (9) days per school year.

Sick leave may only be used for a sickness suffered by an employee or his/her family member. Sick leave cannot be used for any other reason except illness.

Sage International School, may in its discretion, require proof of illness when deemed appropriate, including but not limited to abuse of sick leave or false claims of illness.

Sage International School shall not provide compensation for unused sick leave.

Sick leave benefits can be carried over to the following school year as outlined by PERSI regulations. Additional information is available at: www.persi.idaho.gov

Part time Sage International School employees accrue sick leave on a prorated basis based on the following calculation:

Part time percentage x (9) days.

Example: (.25 FTE employee x 9 days = 2.25 sick days)

Inclement Weather

In the event of a school closure due to inclement weather, all employees will be compensated for the closure day at their regular rate of pay. This will only apply to those employees previously scheduled to work on the designated closure day. Individuals already scheduled off for vacation/sick will not be compensated for the closure except through vacation/sick pay.

Only Sage International School Administration has the authority to designate a school closure.

Leaves of Absence

Family and Medical Leave Act (FMLA):

If the employee has worked for Sage International School for a minimum of 12 months and 1,250 hours in the past 12 months, and meets all eligibility requirements of the Family Medical Leave Act, the employee is eligible for family and medical leave pursuant to the Family and Medical Leave Act (P.L. 103-3).

Sage International School uses the "rolling" 12-month period method to calculate the employee's leave year. That means that the first time the employee takes FMLA leave, the employee's leave year begins. Thereafter, each time the employee requests additional FMLA leave, Sage International School will look backward 12 months and determine how much FMLA leave has been used during that time and how much FMLA leave remains.

Serious Health Condition:

An employee may take FMLA to care for a spouse, child or parent who has a serious health condition or when an employee is unable to work due to their own serious health condition.

FMLA leave is available for the following:

1. Conditions requiring an overnight stay in a hospital or other medical care facility;
2. Conditions that incapacitate you or your family member (for example, unable to work or attend school) for more than 3 consecutive days and have ongoing medical treatment (either multiple appointments with a health care provider, or a single appointment and follow-up care such as prescription medication);
3. Chronic conditions that cause occasional periods when you or your family member are incapacitated and require treatment by a health care provider at least twice a year; and
4. Pregnancy (including prenatal medical appointments, incapacity due to morning sickness, and medically required bed rest).

Military Family Leave:

The FMLA also provides certain military family leave entitlements. Employees may take FMLA leave for specified reasons related to certain military deployments. Additionally, employees may take up to 26 weeks of FMLA leave in a single 12-month period to care for a covered service member with a serious injury or illness.

Expanding Your Family:

FMLA leave can be taken for the birth of a child and to bond with the newborn child, or for the placement of a child for adoption or foster care and to bond with that child. Men and women have the same right to take FMLA leave to bond with a child but it must be taken within one year of the child's birth or placement.

Notice and Medical Certification:

The employee is required to provide:

1. Thirty (30) days advance written notice, when the leave is foreseeable; and
2. Medical certification of a serious health condition and of fitness to return to work, when requested.

Sage International School may require, at the school's expense, second or third opinions for a medical certification or a fitness for duty report.

Accumulated paid leave (such as sick leave, personal leave, etc.) shall be exhausted prior to the employee being placed on unpaid leave status and shall be counted as a part of the 12 weeks of leave

General Implementation of FMLA:

1. The provisions of the Family and Medical Leave Act will control intermittent or reduced leaves.
2. If both spouses are employed by Sage International School, they together may take only 12 weeks for Family and Medical Leave depending on the reason for the leave.
3. During a Family and Medical Leave employees are entitled to continuation of health benefits that would have been provided if they were working.
4. An employee returning to work from a Family and Medical Leave will be given an equivalent position to his/her position before the leave, subject to Sage International School's return-to-work policies and practices.
5. Employees, supervisors and building administrators will forward requests, forms and other material to Administration to facilitate proper record keeping.
6. The period during the summer vacation or other scheduled breaks (i.e. winter break) an employee would not have been required to work, will not count against that employee's FMLA leave entitlement.

Jury Duty:

Serving on a jury is a fundamental responsibility of citizenship, and Sage International School supports this important role in our society. Upon receipt of the initial, official notification, an employee selected for jury duty must submit a copy of such notice to the immediate supervisor and/or to the Principal as soon as possible so that appropriate substitute needs can be met. If the absence would pose a significant hardship for Sage International School, the employee may be asked to request a postponement of jury duty from the court. Upon being excused from jury service during any day, an employee shall return to complete his/her assignment for the remainder of the regular work day. Jury duty leave is paid for up to ten (10) work days. Employees must submit all compensation paid by the Court to be eligible for compensated jury duty leave.

Witness for Court Appearance:

Sage International School employees who are subpoenaed into court as a witness will be allowed leave for required court appearances. Employees are expected to use only the portion of the work day or days required for their appearance as a witness. Employees are required to receive prior approval of the Principal and their immediate supervisor. The employee will be granted leave to be a witness for court appearance with pay providing the person submits a copy of the subpoena to the

Principal as soon as reasonably possible after having received a/the subpoena.

This Sage International School Board Policy does not apply to an employee who is ordered to report to court for a violation or crime the employee is personally accused of.

Bereavement Leave:

All employees are eligible for bereavement leave up to (5) days for the death of an immediate family member. Bereavement leave of greater than five (5) days must be approved by the Board.

“Immediate family members” includes: Spouse, domestic partner, child, parent, sibling, stepparent, grandchild, grandparent, and legal guardian of the employee. The parent, child, or sibling of the employee’s spouse/domestic partner also qualifies as an “immediate family member”.

Military Leave:

Pursuant to the Uniformed Services Employment and Reemployment Rights Act (USERRA), Sage International School prohibits discrimination against persons because of their service in the Armed Forces, the Army National Guard and the Air Force National Guard when engaged in active duty for training, inactive duty training, or full-time National Guard duty, the commissioned corps of the Public Health Service, and any other category of persons designated by the President in time of war or emergency.

All Sage International School employees, other than those who are employed on a temporary basis, are entitled to military leave of absence when ordered to active duty for training as members of the Idaho National Guard or any component of the U.S. Armed Forces. Employees who volunteer, are drafted, or are ordered to extend active duty with any component of the U.S. Armed Forces shall be entitled to reinstatement to their former positions or comparable positions if the right is exercised in a timely manner as noted below.

Employees should provide either written or oral notice of upcoming military training to Sage International School as soon as reasonably practical. The employee or an appropriate officer of the branch of military in which the employee will serve may provide the notice. Employees who are ordered for such duty shall provide one copy of their orders to the Director of Operations. Notice shall include date of departure and date of return for purposes of military training ninety (90) days prior to the date of departure or, if the departure and/or return date are unknown (90) days prior to departure, as soon after the employee is notified of such duty as is reasonably practical.

Employees who are required to attend annual training or special active duty for training shall not suffer any loss of salary, seniority or efficiency rating during the first fifteen (15) days of such absence in any calendar year. Leave will be without loss of benefits.

Employees shall give evidence of the satisfactory completion of such training immediately thereafter. Employees shall be restored to his or her previous or similar position with the same status, pay, vacation leave, sick leave, bonus, advancement, and seniority. Such seniority shall continue to accrue during such period of absence.

Sage International School will not pay an employee’s salary while the employee is on active military duty.

Pension and retirement plans are considered a benefit to which reinstated employees are entitled. Any normal contributions will continue to be made for service members who are absent for military service for 90 days or fewer. If the employee has been absent for military service for 91 days or more, Sage International School may elect to delay making retroactive pension contributions until the employee submits satisfactory reemployment documentation.

Medical Insurance Health benefits will be offered to the extent they are available to other employees on leave. An employee performing military service for 30 days or fewer is not required to pay more than the normal employee share of any health premium. If the employee's military service is for 31 days to 180 days, the health plan will offer continuous coverage. An employee on military leave may elect to continue health care coverage through Sage International School for up to 24 months after the military leave begins or for the period of military service, whichever is shorter. Sage International School's obligation to provide health benefits ends once an employee's military leave exceeds 24 months. When the employee is reinstated, a waiting period or exclusion cannot be imposed if health coverage would have been provided to the employee had he or she not been absent for military service.

Returning once Military Leave is Complete:

The standard military service length and reporting times are as follows:

- 1 to 30 days of military service: employee reports to Sage International School by the beginning of the first scheduled work day that falls eight hours after the end of the last calendar day of military service.
- 31 to 180 days of military service: employee must submit an application for reemployment no later than 14 days after completion of service in the armed forces. If the 14th day falls on a day when Sage International School's offices are not open or available to accept a reemployment application, the time extends to the next business day.
- 181 days or more of military service: employee must submit an application for reemployment no later than 90 days after completion of military service. If the 90th day falls on a day when the employee's offices are not open or available to accept a reemployment application, the time extends to the next business day.
- Cases of disability: employees who are hospitalized or recovering from a disability that was incurred or aggravated during the period of military service leave have up to two years to submit an application for reemployment.

There is an exception to these guidelines for those employees who, through no fault of their own, find themselves in a situation that makes it impossible or unreasonable to meet the required timetables. In those cases the employee must return to work as soon as possible.

Disqualification from Returning to Work:

There are four conditions that disqualify an employee from exercising his or her right to reemployment after military service:

- A dishonorable or bad conduct discharge
- Separation from the service under "other than honorable conditions"
- A commissioned officer's dismissal via court martial or by order of the President
- When a service member has been dropped from the rolls for being absent without authority or for civilian imprisonment

After an employee has been absent for 31 days or more of military service, they may be asked for documentation showing that:

- The employee submitted a timely application for reemployment;
- The employee's length of military service has not exceeded the five-year limitation; and

- The employee's separation from the military service meets the requirement for reemployment.

As a general rule, employees returning from military service must be reemployed in the job that they previously held, or would have attained had they not been absent for military service. If the employee was disabled while on military duty, or a disability is aggravated by military service, Sage International School will make reasonable efforts to accommodate the disability.

Board Approved Leave

The Sage International School Board, at its sole discretion, may approve additional unpaid leave as it deems appropriate in accordance with Idaho Code and State law.

Solicitation

All employees of Sage International School will not sell, solicit for sale, or advertise for sale for personal gain any merchandise or service; nor will teachers or other employees organize students for such purposes without the prior approval of Sage International School Administration.

Solicitation of funds from any Sage International School employee or distribution of flyers related to fund drives through the schools is strictly prohibited without the prior approval of Sage International School Administration.

Political Activity

Sage International School recognizes its individual employees' rights of citizenship, including, but not limited to, engaging in political activities. An employee of Sage International School may seek an elective office, provided that the staff member does not campaign on school property during working hours, and provided all other legal requirements are met. Sage International School assumes no obligation beyond making such opportunities available.

No person may attempt to coerce, command or require a public employee to support or oppose any political committee, the nomination or election of any person to public office, or the passage of a Sage International School ballot issue.

No Sage International School employee may solicit support for, or opposition to, any political committee, the nomination or election of any person to public office, or Sage International School of a ballot issue while on the job or at his place of employment. However, nothing in this section is intended to restrict the right of a Sage International School employee from expressing his/her personal political views.

No Sage International School employee may use public facilities or equipment, including, but not limited to, telephones, fax machines, copy machines, computers, e-mail, etc., or supplies, including, but not limited to, paper clips, staples, pens, pencils, paper, envelopes, tape, etc., that are purchased with public funds for election or political campaigns, private or charitable organizations or foundations or ballot issues.

No Sage International School employee may work on election, political campaigns, ballot issues or issues dealing with private or charitable organizations or foundations during school hours or on school property.

Employee Electronic Mail and On-Line Services Usage

Sage International School e-mail, Internet, and Intranet systems are intended to be used for educational and business purposes only. No employee may use Sage International School's e-mail or Internet systems for the promotion of election or political campaigns, issues dealing with private or charitable organizations or foundations or ballot issues.

Additionally, Sage International School records, e-mail/Internet records are subject to disclosure to law enforcement or government officials or to other third parties through subpoena or other process. Consequently, employees should always ensure that the educational information contained in e-mail/Internet messages is accurate, appropriate and lawful.

Employees have no right or expectation of privacy in e-mail or the Internet. All computer and software including e-mail and Internet systems are the property of Sage International School. Employees are only permitted to use these resources in the performance of their duties for Sage International School.

Employees in receipt of school-issued equipment shall be held responsible for the safekeeping of the equipment and exercise reasonable efforts to see that the equipment is not lost, stolen, or

damaged. Reckless or irresponsible use of Sage International School equipment, resulting in loss or damage may result in the employee having to reimburse Sage International School for any associated costs of replacement or repair.

Any such devices issued shall be with the expectation that they are to be used, almost exclusively, for Sage International School-related business purposes and are not intended for personal use except in emergencies involving employee health or safety.

Any Sage International School-issued equipment is to be surrendered back to Sage International School immediately upon request.

Abuse of the e-mail or Internet systems, through excessive personal use, viewing of inappropriate materials, or use in violation of the law or Sage International School Board policies, will result in disciplinary action, up to and including termination of employment.

Accident Response and Reporting

In the event of a workplace accident, an employee should:

1. Attend to first aid and/or medical treatment if emergency prevails
2. Correct, or report as needing correction, the hazardous situation as soon as possible after the emergency is stabilized
3. Report the injury or disabling condition (whether actual or possible) to the immediate supervisor within forty-eight (48) hours; and
4. Call or visit the administrative office after medical treatment if needed to complete the necessary report of accident and injury.

Job Descriptions

All Sage International School positions and employees will have a written job description. The job description describes the essential characteristics, requirements, and general duties of the job or position. All personnel shall be subject to the requirements delineated in the job descriptions so that they may effectively contribute to the goals and purposes for Sage International School.

Hiring and Promotion Process

Sage International School shall hire and promote highly qualified personnel consistent with budget and staffing requirements and shall comply with Board policy and State and Federal law on equal employment opportunities.

The Principal is responsible for recruiting personnel and making hiring recommendations to the Board, in compliance with Board policy. The Principal, in consultation with administrative leaders, will determine when a position will be publicly posted and when a position will be offered internally. For publicly posted positions, Sage International School posts those positions on the Idaho Department of Education's 'Employment Web Portal' at the following link: <http://idaho.schoolspring.com>.

Annual Performance Evaluations

Every employee of Sage International School will receive at least one annual evaluation related to his/her performance or as required by Idaho Code. Supervisors/Principals of all employees shall confer with each employee under his/her supervision to review the individual's performance. All employees should review his/her evaluation and sign the evaluation to acknowledge receipt.

Annual Employee Satisfaction Survey

Employees of Sage International School will be asked to participate in an annual Employee Satisfaction Survey. All responses will be given directly to the Sage International School Board and the confidentiality of each participating employee shall be maintained at all times.

The survey will be completed and results summarized by the Sage International School Board, or its third-party designee, to ensure employee confidentiality. A summary of all results will be provided to all employees in a way that individual responses cannot be specifically identified as having been provided by any particular employee.

Assignments, Reassignments, Transfers

All Sage International School employees shall be subject to assignment, reassignment and/or transfer of position and duties as deemed necessary by school Administration. The Principal shall assign teachers at the levels and in the subjects for which their certificates are endorsed. The Administration shall provide for a system of assignment, reassignment and transfer.

The right of assignment, reassignment and transfer shall remain that of Sage International School in accordance with Idaho Code and State law.

Employee Files

Sage International School maintains a complete personnel record for every employee (certificated and classified). Much of the information contained in employee personnel files is confidential and access to such files should be limited to the Principal, the employee, the employee's designee or representative.

Sage International School shall keep a log of those persons, other than the Principal or other administrative staff, indicating the date and time of inspection, name of person requesting access, description of the records copies, if any, and the initials of the person providing the access and/or copies of requested records.

Upon written request, an employee or the employee's designee or representative will have access to the employee's personnel file and will be provided copies within a reasonable period of time.

Employment of Relatives

Sage International School may hire relatives of employees where there is no supervisor/subordinate relationship and there are no potential problems of supervision, safety, security, morale or potential conflict of interest.

Employees who marry or become related will be permitted to continue to work at Sage International School as long as there are no substantial conflicts and a supervisor/ subordinate relationship does not exist.

Relationships in the Work Place

Sage International School recognizes that employees may from time to time become romantically involved. Please be aware of the following:

1. Supervisors/Principals are prohibited from engaging in any type of romantic relationship with a subordinate employee.
2. If you are pressured to become involved in a relationship in a way that makes you feel uncomfortable and is unwelcome, you should immediately notify your Supervisor/Principal or another member of Sage International School's leadership team.
3. You should also be aware of, and are expected to comply with Sage International School Board Policy against sexual and other forms of illegal harassment in the workplace.
4. If you are unsure of the appropriateness of an interaction with another employee of Sage International School, contact your Supervisor/Principal or another member of Sage International School's leadership team for guidance.

Child Safety and Welfare

The personal safety and welfare of each child is of paramount concern to the Board, employees and patrons of Sage International School. It is of particular importance that employees within Sage International School become knowledgeable and thoroughly educated as to their legal and ethical responsibilities on observation and reporting of suspected child abuse, child abandonment or child neglect. The Principal or the employee's supervisor shall review with staff the legal requirements concerning suspected child abuse at the commencement of each year.

Definitions:

Abuse: any case in which a child has been the victim of conduct or omissions resulting in skin bruising, bleeding, malnutrition, burns, fracture of any bone, subdural hematoma, soft tissue swelling; sexual conduct including rape, molestation, incest, prostitution; obscene or pornographic photographing, filming or depiction for commercial purposes or other similar forms of sexual exploitation harming or threatening the child's health or welfare or mental injury to the child due to abandonment or neglect.

Abandoned: is the failure of the parent to maintain a normal parental relationship with his/her child including, but not limited to, reasonable support or regular personal contact. Failure to maintain this relationship without just cause for a period of one (1) year shall constitute prima facie evidence of abandonment.

Neglected: is a child who is without proper parental care and control, or subsistence, education, medical or other care or control necessary for his well-being because of the conduct or omission of his parents, guardian or other custodian or their neglect or refusal to provide them.

Reporting: A Sage International School employee who has reasonable cause to suspect that a student may be an abused, abandoned or neglected child or who observes a child being subjected to conditions which would reasonably result in abuse, abandonment or neglect shall: (1) report or caused to be reported such a case to local law enforcement or the Department of Health and Welfare within twenty-four (24) hours; and (2) immediately report the case to their supervisor.

The supervisor shall immediately notify the Principal or the Principal's Title IX Designee, who shall in turn report or caused to be, reported the case to local law enforcement or the Department of Health and Welfare within twenty-four (24) hours.

Immunity:

Any person who has reason to believe that a child has been abused, abandoned or neglected and, acting upon that belief, makes a report of abuse, abandonment or neglect as required in Idaho Code §16-1605 shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed. Any person who reports in bad faith or with malice is not entitled to immunity from any civil or criminal liability that might otherwise be incurred or imposed.

False Reporting: In addition, pursuant to Idaho Code Section §16-1607, any person who makes a report or allegation of child abuse, abandonment or neglect knowing the same to be false or who reports or alleges the same in bad faith or with malice shall be liable to the party or parties against whom the report was made for the amount of actual damages sustained or statutory damages of five hundred dollars (\$500), whichever is greater, plus attorney's fees and costs of suit. If the court finds that the defendant acted with malice or oppression, the court may award treble actual damages or treble statutory damages, whichever is greater.

Failure to Report: Any Sage International School employee who fails to report a suspected case of abuse, abandonment or neglect to the Department of Health and Welfare or local law enforcement as outlined above, or who prevents another person from doing so, may be civilly liable for the damages proximately caused by such failure or prevention, and may be charged with a misdemeanor or face other criminal or civil charges. The employee will also be subject to disciplinary action up to and including termination.

Please see Sage International School's Personnel Policy 5260F "Report of Suspected Child Abuse, Abandonment or Neglect Form".

Addendums

Addendum I: Medical Benefit Premiums

MEDICAL (Regence Blue Shield)

RATES

	Benefit (paid by SAGE)	Deduction (taken out of paycheck)
Employee	\$340.17	\$60.03
Employee/sp	\$340.17	\$620.73
Employee/ch	\$340.17	\$231.63
Employee/ch/ch	\$340.17	\$420.43
Family	\$340.17	\$854.43

COVERAGE SUMMARY – REGENCE BLUE SHIELD OF ID

NETWORK	Regence PPO
Benefit Category	Regence Innova
Base Medical	Innova Unlimited \$20 in network/\$35 out of network co-pay. \$2000 Ded Individual/\$4000 family, 80/60/60 Coins, \$3000 Coins Maximum, Maternity
Pharmacy	\$5 Generic/\$0 ded for Brand RX/\$25 Formulary/\$50 Non Formulary
Complementary Care	Chiro 20% deductible waived up to 18 visits
EAP	1-4 visits
Mental Health & Chemical Dependency (EAP)	\$20 1-4 visits
Maternity	Innova

DENTAL (Delta)

RATES – Delta Dental

	Benefit (paid by SAGE)	Deduction (taken out of paycheck)
Employee		\$33.28
Employee/sp		\$66.56
Employee/ch		\$66.16
Employee/ch/ch		\$96.91
Family		\$128.23

VISION (Ameritas)

RATES – VSP through Ameritas

	Benefit (paid by SAGE)	Deduction (taken out of paycheck)
Employee		\$10.36
Employee/sp		\$22.36
Employee/ch		\$18.08
Employee/ch/ch		\$18.08
Family		\$30.08