



# EMPLOYEE HANDBOOK



## TABLE OF CONTENTS

<u>Section</u>	<u>Page</u>
ABOUT THIS EMPLOYEE HANDBOOK .....	1
MISSION/VISION/PROMISE .....	2
ABOUT SAINT STEPHEN’S EPISCOPAL SCHOOL .....	3
GOVERNANCE .....	5
PROFESSIONALISM .....	5
SCHOOL POLICIES .....	7
Equal Employment Opportunity .....	7
Ethics.....	7
Sexual, Racial or Other Harassment .....	7
Drugs and Alcohol .....	8
Child Abuse .....	9
Confidential Information .....	10
Social Media .....	11
GENERAL GUIDELINES .....	13
Inclement Weather/Emergencies .....	13
Emergency Drills .....	13
Parking .....	13
Outside Employment/Conflict of Interest.....	14
Use of Communication and Computer Systems .....	15
Smoking.....	16
Soliciting and Distributing Literature .....	17
Speaking to the Press .....	17
Bulletin Boards .....	17
Gifts and Gratuities .....	17
Campus Visits.....	18
Use of Personal Communication Devices.....	18
Energy Conservation.....	18
Keys and Alarms.....	18
Office Hours.....	18
Parcels .....	18
EMPLOYMENT PRACTICES.....	20
Equal Employment Opportunity .....	20
Employment Process.....	20
Terms of Employment .....	21

## TABLE OF CONTENTS

<u>Section</u>	<u>Page</u>
Notice of Resignation .....	23
Termination of Employment.....	24
Exit Interview.....	24
Re-Employment .....	24
SCHOOL EXPECTATIONS.....	25
Professional Appearance.....	25
Professional Conduct .....	25
Attendance and Punctuality .....	27
Additional Work and Meetings.....	28
School Property.....	28
Inspection Policy.....	28
Purchasing Supplies .....	28
School Transportation .....	29
EMPLOYEE EXPECTATIONS .....	30
Safety and Health Hazards.....	30
Maintaining a Secure Workplace.....	30
Medical Emergency .....	31
Participation in Outside Activities.....	31
Diversity.....	31
Life Threatening Illnesses.....	31
Problems and Complaints .....	32
PAYROLL POLICIES AND PROCEDURES.....	33
Personnel Files and Records .....	33
Confidentiality of Compensation Information.....	34
Payroll Deductions.....	34
Garnishments .....	34
Pay Adjustments .....	34
Pay Periods/Direct Deposit.....	34
EMPLOYEE BENEFITS .....	35
Medical and Dental Healthcare Plans .....	35
Consolidated Omnibus Budget Reconciliation Act (COBRA).....	35
Life Insurance .....	35
Flexible Spending/Health Reimbursement Accounts .....	36
Accidental Death and Dismemberment Insurance.....	36
Disability Insurance .....	36
Retirement Plan.....	37

## TABLE OF CONTENTS

<u>Section</u>	<u>Page</u>
Section 125 Plans .....	38
Tuition Remission .....	38
Professional Development .....	38
Acheiva Credit Union .....	39
Worker's Compensation Insurance .....	39
Social Security Insurance .....	39
Holidays .....	40
Paid Time Off .....	40
Absences covered by Worker's Compensation Insurance .....	42
Leave for Civic Duty .....	42
Bereavement Leave .....	43
Religious Observance Leave .....	43
Maternity Leave .....	43
Family and Medical Leave Act (FMLA) .....	44
Military Leave .....	50



## **ABOUT THIS EMPLOYEE HANDBOOK**

This Employee Handbook is a compilation of the personnel policies, practices and procedures currently followed by Saint Stephen's Episcopal School ("Saint Stephen's" or the "School"). The contents of this Employee Handbook are provided for employees' use as a reference guide and summary of practices, methods and benefits and are NOT to be construed as a legal document nor used for strict interpretation of the policies and/or procedures provided herein. Furthermore, the policies and procedures provided herein in no way or form create any contract or guarantee of employment.

All policies and procedures are subject to change at any time without notice, and Saint Stephen's reserves the right to modify, revoke, suspend, terminate, or change any or all such plans, policies or procedures in compliance with applicable laws, in whole or in part, at any time, with or without notice.

It is your responsibility to become familiar with the contents of this Employee Handbook. If you have questions or require additional information, you should contact the School's Chief Financial Officer.

This Employee Handbook is the sole property of Saint Stephen's Episcopal School and reproduction of this Employee Handbook for use outside the School, in whole or in part, is permitted only upon written permission of the Head of School or Chief Financial Officer.

Saint Stephen's is dedicated to maintaining excellent employee relations, good working conditions, competitive wages and benefits and open communications. Over the years, the School has earned a stellar reputation that is a direct result of the loyalty, commitment and continued efforts of our employees.

## **MISSION STATEMENT**

The Mission of Saint Stephen's Episcopal School is to:

- Provide a superior academic program which prepares each student for a college or university compatible with the individual's academic ability, interest and needs;
- Instill in each student a love of learning, an active respect for all members of the school community, and a fundamental sense of integrity;
- Provide a nurturing environment which values independence and self-worth, physical health, spiritual awareness, and responsible global citizenship.

## **VISION STATEMENT**

Saint Stephen's Episcopal School strives to be one of the premier independent college preparatory schools in the nation, educating tomorrow's leaders to make a positive contribution to the world.

## **PROMISE**

We promise that every child will be known and every child will be valued.



## ABOUT SAINT STEPHEN'S EPISCOPAL SCHOOL

In March 1970, a group of twenty-five founders was granted a Charter for a church-related school to be named **The Episcopal Day Private School of Manatee County, Inc.**, commonly known as **Saint Stephen's Episcopal School**. Operations began in the facilities of Christ Church, Bradenton in September 1970. Our School grew quickly in its early years to include students from Manatee and Sarasota counties.

To accommodate its growth and support its mission, the School has consistently invested in facilities, beginning in 1971 when a Lower School modular facility was added. Further improvements included:

<u>Year</u>	<u>Facility</u>
1972	Core buildings with classrooms for kindergarten through grade 12, including: <ul style="list-style-type: none"><li>• laboratories</li><li>• library</li><li>• art, music and drama</li></ul>
1974	William G. and Marie Selby Gymnasium Donation of athletic fields and development of: <ul style="list-style-type: none"><li>• field house</li><li>• tennis courts</li><li>• soccer and baseball fields</li></ul>
1988	Pre-Kindergarten
1993	Lower School Athletic field enhancements Gymnasium improvements
1995	Campus Center
1996-1997	Gymnasium air conditioning and wood floor added Softball field
2001	Renovation of Upper School to house the new Intermediate School for grades 4-6
2002	Russell and Holmes buildings of Upper School
2003	Turner Upper School building Fledgling Falcon program inaugurated
2010	Sunlight Middle School
2014	Moore Athletic Complex at Turner Fields
2016	Marine Science building

An excellent elementary through secondary college preparatory curriculum was developed during these years, and throughout its history, the School has maintained a strong academic reputation and has consistently surpassed local, state, and national SAT and Advance Placement test score averages. Small class sizes assure each student the close attention of faculty. Classes are designed to build competence in the basic skills and academic disciplines and to establish good study habits, persistent curiosity and the development of sound character.

From its beginnings, the School has grown to include students from Manatee, Sarasota and Hillsborough counties and twenty-two foreign countries.

Saint Stephen's is accredited by the Florida Council of Independent Schools (FCIS), the Southern Association of Independent Schools (SAIS) and the Southern Association of Colleges and Schools (SACS). The Kindergarten and Pre-Kindergarten Programs are accredited by the Florida Kindergarten Council (FKC). In addition, the School belongs, among other memberships, to the National Association of Independent Schools (NAIS); the National Association of Episcopal Schools (NAES); the Cum Laude, National Honor and National Art Honor Societies and Mu Alpha Theta (mathematics honor society); the Florida High School Athletic Association (FHSAA) and the National Business Officers Association (NBOA).

## **GOVERNANCE**

The Charter and Bylaws of Saint Stephen's vest its governance in a self-perpetuating Board of Trustees. These men and women are elected for three-year terms. Candidates for trusteeship are sought among present and past parents, alumni and grandparents of the School, Christ Episcopal Church representatives, as well as community representatives who have indicated a significant interest in the growth and development of the School. The officers of the Board are chosen by its members each spring.

The Board of Trustees hires the Head of School who is responsible for maintaining the academic integrity of the School, assuring the preservation of its philosophy of education and spiritual purposes and providing effective management of the School and its resources.

A professional and experienced faculty is the heart of the academic life of Saint Stephen's. Teachers in all academic areas have earned degrees and teach in their field of study. They maintain their own learning through professional development, summer study and other continuing education programs.

Parent involvement is an important element of the Saint Stephen's community. Open communications among students, parents, faculty and administration is a core strength of the School. The Parents' Association and the Athletic Booster Committee provide support to the School through activities they sponsor throughout the school year. Membership in the Parents' Association is automatic and is one of the principal means of parent involvement.

## **PROFESSIONALISM**

Every employee of Saint Stephen's who comes in contact with students serves as a role model. Therefore, professional educators, support staff and other School employees must be able to evaluate critically and accept the effect of their choices and actions.

- Personal integrity is expected in all relationships with school personnel, students, families, and the community;
- School personnel must model the highest standards for all students. In particular, lesson preparation, delivery, grading and testing must reflect these standards;
- The safety and welfare of the School community is the responsibility of every employee of the School;
- Multiple points of view contribute to the entire learning culture; for this reason, the School community must demonstrate a respect for different positions;
- Each school year professional and personal goals must be set and then implemented;
- Peers and supervisors will offer suggestions and feedback to teachers in an atmosphere of positive interaction to further that person's professional growth;

- Each individual should strive for timeliness, quality and completeness in all endeavors;
- Good teaching and good school programs depend upon responsible use of School resources by School personnel;
- Faculty and School personnel are responsible for coordinating with others in their grade level and Department to ensure cohesive programs;
- Members of the School community perceive dress as an indication of professionalism. All School employees are to dress in a manner consistent with their responsibilities. Please note:
  - Men are to wear a shirt and tie daily. Women are to wear comparable attire.
  - Women may not have cleavage or undergarment straps visible.
  - Athletic staff is to wear Saint Stephen's apparel. On Fridays, faculty and staff may wear a collared, Saint Stephen's shirt.
  - Saint Stephen's spirit T-shirts may be worn by faculty/staff (as the students do) on Fridays.
  - Coaches must wear professional attire when in the classroom.
  - Hair color should be a natural color - no purple, pink, blue, etc.
  - Nose rings are not permitted;
- Finding and maintaining professional associations with individuals and groups interested in furthering education and educational opportunities are important to promote personal growth and the growth of the School; and
- Members of the School community are responsible for upholding the policies of the School and giving their support to the leadership, activities and mission of Saint Stephen's.

## **SCHOOL POLICIES**

### **Equal Employment Opportunity**

Saint Stephen's is committed to providing equal opportunity in all of its employment practices, including selection, hiring, promotion, transfer, and compensation, to all qualified applicants and employees without regard to age, race, color, sex, national origin, citizenship status, marital status, religion, disability/handicap, or any other protected status in accordance with the requirements of all federal, state, and local laws.

### **Ethics**

Saint Stephen's is committed to the establishment of strong controls and reasonable operating procedures while ensuring compliance with federal, state and local laws. All employees have a duty to Saint Stephen's to further its aims and goals and to work on behalf of its best interests. No employee should place him- or herself in a position where that employee's actions or personal interests may be in conflict with those of the School.

Employees are expected to use good judgment, moral character and common sense in the determination of all acts that could violate good ethical conduct or cause harm to the School or fellow employees. Potential ethical conflicts can include receiving expensive gifts from suppliers, misappropriation of work time or School property, biased selection of vendors or vendor contracts, disclosure of confidential information to third parties or use of such information for personal gain.

### **Sexual, Racial or Other Harassment**

It is the official policy of the School to provide, have and maintain a working environment free of harassment of any kind. In support of this policy, the School expressly prohibits sexual, racial or any other form of harassment. In this regard, Saint Stephen's expects that proper decorum in speech, dress and interpersonal relationships among its employees will be observed at all times. Prohibited conduct includes unwelcome sexual advances, requests for sexual favors, and all other verbal, non-verbal, visual or physical conduct of a sexual, racial or other discriminatory nature that affects or in any way interferes with an individual's work environment, employment or ability to perform his or her duties.

No supervisor, Division Director or other member of our administrative team is authorized to make any employment decision based in any way on an individual's submission to or rejection of sexual conduct or advances. No supervisor, Division Director or other member of our administrative team has the authority to suggest to any employee that the employee's continued employment or future advancement will be affected in any way because the employee enters into or refuses to enter into any form of sexual or other personal relationship with the supervisor, Division Director or member of our administrative team. No supervisor, Division Director or member of our administrative team may coerce an employee into a sexual relationship and then reward the employee. No supervisor, Division Director or member of our

administrative team may take disciplinary action against an employee or deny a promotion, transfer, award, etc. to an employee because he or she has rejected sexual advances.

In addition, no faculty member or other employee is authorized to make any academic or disciplinary decision based in any way on a student's submission to or rejection of sexual conduct or advances. No faculty member or other employee has the authority to suggest to any student that the student's continued attendance or future advancement will be affected in any way because the student enters into or refuses to enter into a form of sexual or other personal relationship with the faculty member or other employee.

Anyone experiencing any such conditions, whether from a supervisor, Division Director, administrator, faculty member or other employee, parent, customer, or vendor, must immediately bring it to the attention of his or her Division Director or Chief Financial Officer. Inappropriate situations must not be allowed to continue because of failure to report them, regardless of who is creating the situation. ***No individual at the School is exempt from this policy.*** All complaints will be investigated promptly, ensuring confidentiality to the maximum extent possible.

Appropriate disciplinary action, up to and including discharge, will be taken against any employee found to be in violation of this policy. Retaliation, in any form, against any employee filing a valid complaint pursuant to this policy or assisting in the investigation of a complaint is strictly prohibited. However, if after investigating any complaint of harassment or unlawful discrimination, the School determines that the complaint is not bona fide or is frivolous or that an employee has provided false information in connection with the complaint, disciplinary action may be taken against the individual who filed the false complaint or who gave the false information.

### **Drugs and Alcohol**

The School is committed to a safe work environment for our employees, students, parents, subcontractors and others doing business with us. The illegal use or abuse of drugs or alcohol constitutes a threat to the safety and health of our employees, students, parents, and the general public. Saint Stephen's will not tolerate the use of mind-altering substances, including illegal drugs or the abuse of alcohol or other intoxicants. Our employees may be required to submit to drug screens, blood alcohol tests, breathalyzer tests and medical examinations under the following circumstances: (a) when an employee is suspected of working or reporting to work with intoxicants or mind-altering substances in his or her system; (b) when an employee suffers an on-the-job injury or is involved in an accident while at work; or (c) in connection with a routine fitness for duty examination. The presence of alcohol, other intoxicants or mind-altering substances in the body is a violation of this policy, regardless of when consumption or ingestion occurred. Refusal of an employee to undergo testing or to cooperate fully with any of these tests is also a violation of our policy.

The use at any time of alcohol on School premises (including rental or School vehicles or personal vehicles used for School business) or the sale, transfer, unlawful manufacture or possession of alcohol, drugs, controlled substances, or any combination thereof, is prohibited regardless of the location and is grounds for discipline, up to and including discharge from

employment. In addition, the School may report use, sale or possession concerns to the civil authorities. Employees who are arrested for off-the-job drug activity may be considered in violation of this policy.

Legally prescribed drugs may be permitted on School premises, provided the drugs are kept in their original prescription container and are prescribed by a medical practitioner for the current use by the person in possession of the drug. Employees who are taking prescription or nonprescription drugs that could affect their ability to perform their job in a safe and efficient manner must notify their immediate supervisors or Division Director of this fact when they report to work.

This policy does not prohibit adults from social drinking on their own time after school hours or on weekends/holidays, provided the employee uses good judgment and no students are present. At social events all School employees are expected to conduct themselves as representatives of the School. While on School-sanctioned domestic or international trips, chaperones and students are prohibited from purchasing or consuming alcoholic beverages.

### **Child Abuse**

As educational professionals, we have a responsibility to provide the children we teach with the opportunity to obtain the best education possible. However, our responsibility does not end there. We also have a legal responsibility to protect the children we educate from child abuse, neglect, and abandonment that, unfortunately, are all too frequent occurrences in today's society.

In our capacities as educators or employees at an educational institution, at some point in our careers we are likely to come into contact with child abuse, neglect or abandonment. This prompts the question, "How do I recognize and deal with such a situation when it occurs?" This policy is designed to provide guidelines for reporting suspected child abuse, neglect, and abandonment.

Florida Statutes require that all School personnel report situations involving potential child abuse, neglect, or abandonment. The statute contains these definitions:

**"Abuse"** is any willful act or threatened act that results in any physical, mental, or sexual injury or harm that causes or is likely to cause the child's physical, mental, or emotional health to be significantly impaired.

**"Neglect"** occurs when a child is deprived of, or is allowed to be deprived of, necessary food, clothing, shelter, or medical treatment or a child is permitted to live in an environment when such deprivation or environment causes the child's physical, mental, or emotional health to be significantly impaired or to be in danger of being significantly impaired.

**"Abandonment"** involves a situation in which the parent or legal custodian of a child, or in the absence of a parent or legal custodian, the caregiver responsible for the child's

welfare, while being able, makes no provision for the child's support and makes no effort to communicate with the child, which situation is sufficient to evince a willful rejection of parental obligations.

If you have any belief, concern, or thought that you have witnessed, heard or become aware of a situation possibly involving abuse, neglect, or abandonment, you must contact the proper authorities. When you suspect any of the above, immediately inform your Division Director and/or Head of School, make the call to the proper authorities (Child Protective Services or the Bradenton Police Department) with your Division Director and/or Head of School, and document the situation and the process you took in calling the authorities. If you suspect abuse, neglect or abandonment, but are unable to immediately inform the Division Director and/or Head of School, you must call the proper authorities on your own and document your process. The Florida penalties for not reporting such a situation could lead a teacher/administrator/staff to be charged with a felony.

If you have any belief, concern, or thought that you have witnessed, heard, or become aware of a situation possibly involving abuse, neglect, or abandonment, you must contact the Head of School or your Division Director as soon as possible and discuss the situation to ensure that the appropriate steps are taken.

### **Confidential Information**

Privacy and trust are implicit in our daily activities. Saint Stephen's personnel have access to highly confidential information about students, parents' financial information, employees' personal information and other sensitive data. Every person employed by the School is obligated to refrain from any discussion or disclosure of private matters to outsiders, including members of one's own family. Under no circumstances is sensitive information to be discussed or revealed to any person not authorized to receive such information.

Confidentiality needs to be preserved as it relates to individual students and their families. Discretion should be used at all times. All written and oral reports about children are confidential. It is acceptable to discuss a child privately with a previous teacher; however, gossip of any kind is destructive and should not take place at our School. All discussions should take place in a private setting.

We frequently have visitors at the School; therefore, all workpapers, employee or School files and correspondence should not be left on top of desks during your absence and should be secured in desk drawers or file cabinets at night. Furthermore, care should be taken not to discuss such information in the presence of visitors or with employees not authorized access to such information.

Dissemination of information pertaining to Saint Stephen's business matters without the express written consent of the School is strictly prohibited and anyone found to be engaging in such conduct is subject to discipline, up to and including termination. It is each individual's responsibility to report any violations of this policy immediately to the Head of School, a Division Director, or an administrative staff member.



## **Social Media**

Saint Stephen's maintains publicly facing pages on various social media sites on the Internet, e.g., Facebook, Twitter, Instagram and YouTube, for viewing content and/or videos and posting comments about the School.

The School recognizes that employees will use social media and other cyber communications as a growing way to connect with others. As an initial point, the same principles and guidelines that apply to your activities as an employee in general, as found throughout the Handbook and your job description, apply to your activities online. This includes forms of online publishing and discussion, including blogs, wikis, file-sharing, user-generated video and audio, virtual worlds, and social networks. The School trusts and expects employees to exercise personal responsibility whenever they participate in social media. This includes not violating the trust of those with whom they are engaging. Saint Stephen's expects that employees utilizing social media will recognize and follow the guidelines included within this policy. Failure to do so will result in disciplinary action, up to and including termination. These expectations include:

- Always consider the power of your comments and contemplate the impact of your post on your reputation and that of the School before you publish it;
- Respect all confidential and proprietary information that you possess as a result of your relationship with the School. Secure written permission to publish or report on conversations that are meant to be private or internal to the School. Examples of confidential information include, but are not limited to, student information, confidential academic information, proprietary data, internal policies and memorandums, and all proposed and executed organizational strategies;
- When disagreeing with others opinions, be appropriate and professional in doing so when posting such disagreement on social media sites;
- When posting about your work at the School, use your real name, identify that you work for the School and the position that you hold. Be aware of your association with the School in online social networks. If you identify yourself as an employee of the School, ensure your profile and related content is consistent with how you wish to present yourself with colleagues and clients;
- Anytime you publish content on an external website regarding anything to do with work you do or any subjects associated with the School, use the following disclaimer: "The postings on this site are my own and don't necessarily represent the School's positions, strategies or opinions;"
- Respect your audience. Don't use slurs, personal insults, obscenity, or engage in any conduct that would not be acceptable in our workplace. You should also show proper consideration for others' privacy and for topics that may be considered objectionable or inflammatory;

- Employees are prohibited from posting any type of photograph of any School employee, student, parent, family member, or volunteer on any and all social networking sites without the express written approval of the School;
- The School respects its employees' interest and willingness to convey group complaints regarding existing working conditions. While it wholly respects employees' right to discuss such concerns utilizing social media, it encourages any such concerns to be brought to the School's administration;
- When the School wishes to communicate publicly as a school - whether to the community or to the general public - it has well established means to do so. Only those officially designated by the School have the authorization to speak on behalf of the School;
- Vulgar, obscene, threatening, intimidating, harassing, or discriminatory behaviors on social media sites may result in an employee's immediate termination; and
- School employees are **strictly** prohibited from entering into any online communication with any currently enrolled student. Faculty may only correspond with students via electronic mail, Twitter, and text message when including the parent or custodian. Moreover, faculty may only communicate with students via social media via School Administration approved open teaching Groups and Fan Pages that are open to all students and parents within the respective educational area. Closed messaging is not permitted within such approved environments. Any violation of this provision may result in immediate termination.
- Employees are encouraged to use privacy settings on their social media accounts.

## **GENERAL GUIDELINES**

### **Inclement Weather/Emergencies**

It is School policy to continue operations despite inclement weather unless the conditions threaten to make employee transportation to or from work impossible or dangerous. The School follows the actions of the Manatee County public schools regarding school closings and early dismissals due to hazardous weather conditions. Administrators and Division Directors will be responsible for notifying (via use of the emergency call list) all employees if the School will be closed or in case of an emergency.

Parents will be notified of School closings for hurricane, tornado or other unplanned School closings via the radio and television station announcements in line with the Manatee County public schools. The Head of School and available administrators, in the exercise of prudent judgment, will arrive at a consensus in deciding to dismiss students in an emergency or to declare a day off because of an emergency.

The School has developed an Emergency/Crisis Management Plan which details procedures to be followed in the case of an emergency. In addition, evacuation procedures for various emergencies are posted in each classroom.

### **Emergency Drills**

Fire, tornado, evacuation and lockdown drills will be conducted on a rotating schedule at least once per interim to acquaint students, faculty and staff with proper procedures in the event of a campus emergency. A record of the date of drills and the amount of time needed to evacuate the building is to be kept in the Chief Financial Officer's office. The Head of School and Division Directors are obliged to comply with the regulations for fire protection and should make frequent checks around the School to ensure the safety of the students.

Faculty members must carry the attendance register for their classes and take attendance at each emergency drill to ensure that they have accounted for all students. They should also familiarize themselves with the location of the nearest fire alarm pull box and the evacuation map posted in each classroom.

### **Parking**

Parking facilities are provided on School property for the convenience of employees. However, the School assumes no responsibility for damages to or losses of automobiles or other personal property. To ensure that the School has sufficient parking for our students and visitors, we request all of our employees to park their vehicles in the area designated for employee parking. If you have any questions as to where you should park your vehicle, please ask the parking coordinator.

The parking spaces in front (to the west) of the Campus Center are reserved strictly for visitors when School is in session. Please do not park there during School hours.

Most parking spaces in front (to the South) of the Upper School have been reserved for senior students when School is in session, but certain parking spaces are reserved for visitors and patrons of the church and the commercial property owned by the School. Please do not park there during school hours.

### **Outside Employment/Conflict of Interest**

It is important that other employment and outside interests do not interfere in any way with your job at this School. In this regard, an employee may hold a job with another organization as long as he or she performs his or her job responsibilities with the School satisfactorily and the position does not conflict with the requirements of employment with Saint Stephen's. Generally speaking, the duties, responsibilities and conditions associated with the contemplated volunteer activity or outside employment must not:

- Jeopardize your objectivity, judgment or conduct relative to your work for the School;
- Place you in a situation that may embarrass or bring discredit upon Saint Stephen's;
- Have a negative impact upon your ability to maintain with the School the expected level of availability for work, efficiency and productivity; or
- Provide, either directly or indirectly, the impression to others that in the course of this outside employment or volunteer activity you represent the School or that the School endorses a particular activity, product, service or organization.

You may not engage in any volunteer activity or outside employment that has been determined to be inconsistent with the guidelines stated in this Employee Handbook.

All employees will be judged by the same performance standards and will be subject to the School's scheduling demands regardless of any existing outside work requirements. If the School determines, in its sole discretion, that an employee's outside work interferes with performance or the ability to meet the requirements of the School as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain employed by the School. Outside employment will present a conflict of interest if it has an adverse impact on the School.

If you are tutoring students, please ensure that this occurs only after your normal school work hours (3:30 pm for faculty and 4:30 pm for administrators and staff). Please see the section entitled "*Tutoring Guidelines*" in the Faculty Handbook for additional information.

Before accepting or continuing a second job during the School year, please notify the Head of School in writing to ensure it will not conflict with your employment with the School. Moreover, employees may not be involved in any other business that competes with the School. If you think that there is a possibility that you may have a conflict in this regard, it is your responsibility to notify the Head of School and obtain prior written approval of your other business interests.

## **Use of Communication and Computer Systems**

Saint Stephen's provides communication services and equipment necessary for the efficient conduct of its operations. All electronic communications to and from the School shall be of a positive or constructive nature. Communication equipment and services include, but are not limited to, postal services, electronic mail ("e-mail"), social media such as Facebook, Twitter, etc.; courier services, facsimile machines, cellular or land-line telephone systems, voice mail, personal computers, computer networks, on-line services, Internet connections, computer files, telex systems, video equipment and tapes, tape recorders and recordings, pagers and bulletin boards ("School Systems"). This policy contains guidelines for the access and use of School Systems.

### **Confidentiality and Acceptable Systems Usage**

The School Systems are intended for School business only. Use of the School Systems for accessing or acquiring information and materials inappropriate to a school environment is against School policy and is prohibited. All information transmitted or stored in the School Systems (e.g., employee lists, student lists, documents relating to policies and procedures) is the sole and exclusive property of the School and should be treated as confidential. Such information may not be disclosed to any person outside of the School nor may any such information be removed from our premises without the express permission in writing of the Head of School. Employees are strictly prohibited from accessing, reading and copying data or information stored in the School's Systems and from accessing, reading and copying communications not directed to them without prior authorization.

### **Management's Right to Access Information**

Our computer, telephone, and communication hardware and software systems have been installed and are used to facilitate School communications. Although each employee may have an individual password to access the School Systems, they belong to the School. Moreover, all messages on the School Systems are School records. The contents of any of the School Systems may be disclosed to the Head of School, Administrators and Division Directors at any time, as they consider appropriate, without your permission. Therefore, you should not assume that your messages and communications are confidential. Even if a message is erased, it is still possible to retrieve and read it. In this regard, the School reserves the right to monitor, and will periodically monitor, School Systems in order to ensure compliance with this Policy.

All system passwords and encryption keys must be available to the School at all times, and employees are strictly prohibited from placing personal passwords on any of the School Systems for the purpose of preventing monitoring. Additionally, you may not use passwords that are unknown to the Director of Technology, nor may you install encryption programs without first turning over encryption keys to the Director of Technology. Further, with the exception of the Head of School, Administrators and Division Directors as set forth above, employees are prohibited from the unauthorized use of passwords and encryption keys belonging to other employees in order to gain access to other employees' messages.

## Personal Use of the School's Communication and Computer Systems

Inasmuch as personal communications may be accessed without prior notice, employees should not use School Systems to transmit any messages, or to access any information, which you would not want a third party to see. Although incidental and occasional personal use of School Systems is permitted, any such personal use will be treated the same as all other communications under this Policy. However, employees are at all times strictly prohibited from downloading information from the Internet for personal use. Please do not use the School's Systems in any way that may be seen as insulting, disruptive, offensive, or harmful to morale.

Employees should ensure that no personal correspondence appears to be an official communication of the School since employees may be perceived as representatives of the School and therefore, may damage or create liability for the School. All outgoing messages, whether by mail, facsimile, e-mail, Internet transmission, or any other means, must be accurate, appropriate, and work-related. Also, all mail that is delivered to the School is presumed to be related to School business. Mail sent to you at the School may be opened by the office personnel and routed to your department.

Computer software, whether purchased, developed, or modified by the School, may not be downloaded, copied, reproduced, altered or appropriated by employees without prior School authorization. Any such computer software is the property of the School and may not be copied or appropriated by employees for personal use during employment with the School or upon separation. Employees should be aware that the illegal duplication of computer software may result in the filing of criminal copyright charges by the owners of the copyrights; copyright infringement is punishable by fines and/or imprisonment.

The School does not condone the use of "pirate" software on its computer systems. The use of such software is grounds for discipline, up to and including immediate termination. Any employee who becomes aware of the presence of any "pirate" software on the School's computer system should notify the Director of Technology immediately.

The use of personal software on the School's Computer System without prior authorization is strictly prohibited. Employees are further prohibited from accessing School systems from remote locations without prior authorization.

Violations of any aspect of this policy may result in discipline, up to and including immediate discharge. The School will also seek civil damages against any employee who appropriates or copies the School's property as described in this policy.

## **Smoking**

The School is a Smoke Free Campus. Smoking is not permitted anywhere on the campus, on School transportation, on School grounds or at any official School event. Further, employees are prohibited from smoking in the presence of students, parents, vendors or others interacting with School personnel during working hours and while conducting business on behalf of the School.

## **Soliciting and Distributing Literature**

Solicitations or distributions of literature by any School employee for any cause or on behalf of any organization (such as Girl Scout cookies or candy bars in support of a local school or youth group) on the premises are permitted only during non-working time of all involved and only in non-working areas. Prior to making such solicitations or distributions, the employee intending to make the solicitation or distribution must obtain approval from the Head of School to ensure that the intended purpose will not interfere with normal working conditions. This prohibition does not include School-related fund-raising projects or events that directly benefit the School.

Any solicitation or distribution of advertising materials, handbills or other literature for any cause or on behalf of any organization which is conducted on School premises by non-employees is strictly prohibited. For the purposes of this section, the School premises include outdoor areas adjacent to buildings owned by the School.

It is important to remember that in all cases, the use of School stationery, supplies and equipment, bulletin boards, photocopy and fax machines and inter-office and electronic mail for soliciting or distributing literature is not permitted.

## **Speaking to the Press**

The Head of School and the Director of Strategic Marketing and Communications are the only official spokespersons for the School. All requests for interviews or information or questions from the press should be referred to the one of these individuals. The Head of School may, on certain occasions, elect to delegate this responsibility.

## **Bulletin Boards**

We maintain bulletin boards at various locations throughout the School as an important information source. These bulletin boards are to be used solely to post information approved by the School regarding School policies, governmental regulations, and other matters of concern to all employees that are related to the employees' employment by the School. Please develop a habit of checking the bulletin boards so that you will be familiar with the information posted there.

## **Gifts and Gratuities**

Employees should never request any personal gift or gratuity from anyone associated with the School, including parents or students. Employees must inform the Director of Development about any gift of money or goods that they receive on behalf of the School to enhance any classroom, course or program.

## **Campus Visitors**

In order to avoid disruptions and possible security or insurance problems, all visitors must identify themselves and register with a receptionist. No visitors, including former employees, are allowed to wander about any of the School's premises without registering. Visits by personal friends or family in work areas can be disturbing to our operations and are discouraged; to the extent that such visits are permitted, access should be limited to reception areas. Employees who have children attending the School should ensure that appropriate child-care arrangements, including after-school care, have been made, especially during after-school meetings.

## **Use of Personal Communication Devices**

Except in the case of a personal emergency, use of personal communication devices, including, but not limited to, cellular telephones or tablets, for voice, text or data communications of a personal nature is prohibited during regular working hours.

## **Energy Conservation**

It is every employee's responsibility to be conscious of energy conservation. Lights and computers should be turned off at the end of the day. In rooms with thermostats, air conditioning should be adjusted to the warmer/cooler setting, depending on the temperature outside.

## **Keys and Alarms**

Every employee should have a key to his/her room; keys will also provide access to the building. In addition, everyone should have a unique code for deactivating and activating the security alarm system throughout the School.

Monday through Friday, the security alarm system deactivates itself at 6:00 am and self-activates at 10:00 pm. If you require access to your building outside these hours or at weekends, you must deactivate the system immediately upon entering and activate it when you leave.

If you inadvertently set off an alarm, do not panic but remain at the entrance to the building until the police or the Director of Facilities and Transportation arrives so that you can explain the false alarm.

## **Office Hours**

The School and the business offices are open from 7:30 am to 4:30 pm, Monday through Friday while School is in session. Office hours are 8:30 am to 4:00 pm during the summer.

## **Parcels**

All parcels delivered to the School by overnight delivery services, the US Post Office and by most all of our suppliers should be delivered to the reception area in the Campus Center.



A few suppliers will deliver supplies to the buildings for which such supplies have been ordered. Normally the parcels will be signed for by the receptionist or assistant in the building to which the parcels have been delivered. **Anyone signing for parcels must follow these procedures:**

- Count the number of parcels you are signing for and ensure they agree.
- Note the recipient for each parcel. Sometimes additional investigations are required as the parcel may not identify the recipient on the outside. If a purchase order (PO) number is shown, the recipient can be traced through the Business Office records. Otherwise, it may be necessary to open the parcel to find a packing list or invoice.
- E-mail the parcel addressee(s) advising that their parcel(s) has arrived.
- Put a copy of the e-mail on the clipboard on the Business Office countertop.
- Neatly stack the parcels in the receiving area.
- Recipients must collect their parcel(s) as soon as possible but within one working day. If there are too many to handle or they are too heavy, the recipient is responsible for contacting the Facilities & Transportation Director to arrange for the maintenance staff to collect and deliver them. Please keep such requests to a minimum and use the School's dollies or carts whenever possible.
- Whoever collects the parcel(s) must sign for them on the e-mail copy on the Business Office clipboard against the named recipient to show which parcel(s) they have collected. Do not take any parcel without signing for it.

The cooperation of all employees will ensure that these all parcels have been received properly and delivered promptly to the intended recipient(s).

## **EMPLOYMENT PRACTICES**

### **Equal Employment Opportunity**

It is Saint Stephen's policy to abide by all laws pertaining to fair employment practices and not to discriminate against any employee or applicant for employment because of race, color, religion, age, sex, national origin, citizenship status, marital status, disability, ancestry, sexual preference or orientation, or membership in any identified, protected class of individuals.

This policy not to discriminate in employment means that the School will not show prejudice in any manner in:

- Employing applicants who possess the necessary skills, education and experience;
- Promoting, upgrading, transferring, demoting, recruiting, advertising, or soliciting for employment;
- Training during employment and selecting for training and apprenticeship programs; or
- Establishing rates of pay and terms, conditions, or privileges of employment.

All employees are expected not to aid, abet, compel, coerce, or conspire to discharge or cause another employee to resign because of discrimination. If you feel you have been subjected to unlawful discrimination or other harassment please see the section titled "*Problems and Complaints*" for additional information.

### **Employment Process**

#### General

Upon receipt of an applicant's resume, it should be sent to the Head of School's assistant who will forward it to the appropriate person or will reply to the applicant's inquiry. The school's Employment Application Form may be sent to the applicant once an appointment has been scheduled, for him/her to review, complete and bring to the interview.

The Employment Application Form must be completed in full by all applicants for employment. Their resumes may be attached to the form in support of their application but all details must be completed on the Employment Application Form, including the Authorization, Consent and Release for Background Check.

After the interview, the Division Director or administrator must complete the School's Use Section of the application with their recommendation (i.e., not suitable, hold for future consideration, recommend for employment) and initial. If a second person (such as a Department Chair or another Division Director) also interviews the applicant, he/she should also put his/her name, recommendation and initials in the School's Use Section.

Employment Application Forms for applicants recommended for employment are then given to the Head of School but the Authorization, Consent and Release for Background Check form must be detached and given to the Chief Financial Officer or his designee.

### Background Checks/Fingerprinting

Once a decision has been made to hire the applicant, the background check will be performed and the results reported to the Head of School. Pursuant to the Fair Credit Reporting Act, the School may request information from various federal, state and other agencies that maintain records concerning the applicant's driving history, consumer credit history, criminal history, professional licensing, education and other experiences. If any adverse comments are identified in the report, the Head of School will provide a copy to the applicant and discuss with him/her the circumstances identified in the report.

In addition to standard background checks, applicants will also be required to be fingerprinted for submission to the Florida Department of Law Enforcement and the Federal Bureau of Investigation to be checked against their files for any record of criminal activity.

### Employment

Once an applicant has been approved by the Head of School and the position offered and accepted, a letter will be prepared and signed by the Head of School offering employment. Once the letter has been executed by the applicant, s/he must visit the Business Office to complete the Form I-9 (Employment Eligibility Verification), Form W-4 (Employee's Withholding Allowance Certificate), Authorization Agreement for Direct Deposits (including a voided check) and, if applicable, the healthcare, retirement plan (Mass Mutual), Flexible Spending Account and life insurance benefit enrollment applications. The new employee must produce certain original documents for identification as required by Form I-9.

### **Terms of Employment**

All employees are "employees at will." However, at the time of employment, full- and part-time personnel are provided with an offer letter that set forth the duties each employee is expected to perform as well as such other reasonable duties assigned by his/her supervisor, Division Director or the Head of School. Being an employee at will means that (a) you can choose to resign at any time by giving one month's written notice, in advance, of such intention to the Head of School or (b) the School can terminate your employment at any time without cause and without prior notice. Any comments or representations in any other respects are not intended to express or imply that any employee will be working either for any particular duration or under a contract of employment.

### Employee Classifications

Employees are generally categorized as either 10-month or 12-month employees. Most faculty are 10-month employees, while non-faculty are either 10- or 12-month employees,

depending upon the job description. Employees can also be further categorized as part-time or full-time, temporary, exempt or non-exempt, and salaried or hourly.

Full-time faculty are employed for a ten-month period and are normally scheduled to work 30 or more hours per week during the academic year but not during the summer months.

Full-time staff (administrators, support staff, maintenance or janitors) are employees who are normally scheduled to work 40 hours per week (30 hours per week for janitors) all year long.

Full-Time bus and van drivers (for full two-way routes) are normally scheduled to work at least 20 hours per week during the ten-month academic year but not during the summer months.

All full-time employees are eligible for all of the benefits set forth in the “EMPLOYEE BENEFITS” section of this Handbook.

Part-time faculty, substitute teachers, coaches or others are employees who are normally scheduled to work fewer than 30 hours per week during the year. Temporary employees are individuals who are hired with the express understanding that their employment will not extend beyond a specified or limited period of time. Part-time and temporary employees are not eligible for any benefits.

Under federal wage and hour law, the Fair Labor Standards Act (“FLSA”), employees are divided into two additional categories, depending on whether they are entitled to overtime pay:

Employees in executive, managerial, administrative, or professional positions that meet certain other criteria are not entitled to overtime pay and are referred to as “exempt” employees. Faculty members, for example, are exempt employees. Exempt employees are paid on a salary basis.

Employees whose positions do not meet any of the specified exemptions, e.g., support staff without budget or supervisory responsibilities, bus and van drivers, maintenance and janitorial employees, are considered “nonexempt.” Non-exempt employees may be paid on either a salaried or hourly basis.

Pursuant to the regulations promulgated under the FLSA and federal and state laws, non-exempt employees are required to report their time by using time sheets, a time clock (whether online or physical device) or such other reporting system as the School may provide from time to time. Altering, falsifying, or tampering with time records may result in disciplinary action, up to and including termination of employment.

Non-exempt employees are entitled to overtime pay at the rate of one and one-half times their regular hourly rate for all time worked in excess of forty (40) hours in any one work week. Overtime work by non-exempt employees must always be approved by the supervisor before it is performed. Overtime pay is based on actual hours worked. Paid time off for sick leave, vacation, or any other leave of absence will not be considered hours worked for purposes of performing overtime calculations.

Pursuant to the FLSA, compensation time **may not** be substituted for overtime pay. However, supervisors may, within the same work week, adjust an employee's schedule to remain within the normal 40 hour work week.

If you have any questions concerning your status or the benefits for which you qualify, please contact the Business Office.

### Working Hours

The normal school day for faculty begins at 7:45 am and ends at 3:30 pm, but reasonable participation in extra-curricular activities and attendance at occasional afternoon and/or evening meetings, events or functions is expected.

During the school year, support and maintenance staff (except janitors and drivers) are expected to work a nine-hour day with one-hour off for lunch. The standard hours are 7:30 am to 4:30 pm with a one hour lunch break. Administrators are expected to be at work from 7:30 am to 4:30 pm with a suitable break for lunch, knowing that in addition there are events, functions and/or meetings that they may need to attend in the evenings and on the weekends. Summer work hours for non-faculty employees (except janitors and bus and van drivers) are from 8:30 am to 4:00 pm with a one-hour break for lunch.

Working hours for janitors and drivers are set by the Director of Facilities and Transportation.

### Background Checks/Fingerprinting

The School may perform background checks and request additional fingerprint reports from current employees from time to time or any time at the School's discretion. These additional background checks and fingerprint requests are processed in the same manner as described previously for new employees.

### Evaluations

There is an evaluation system in place to communicate each year to all administrators, support staff and certain faculty (depending on their position and length of service) their performance review and rating which will describe each employee's strengths and identify any areas that need improvement.

### **Notice of Resignation**

An employee may resign during the year by giving one month's notice should s/he decide to terminate his/her employment. If such notice is not given, the employee shall compensate the School one month's salary as liquidated damages for the early termination. We expect you to take care of all your outstanding accounts with the School, leave your office in an orderly

condition, and return all School property, including keys, documents, and uniforms prior to receiving your final paycheck.

### **Termination of Employment**

Terminations of employment involve difficult business decisions, but from time to time may be necessary. The School can terminate an employee with or without cause. Cause can include, but is not limited to, unethical or illegal conduct, inappropriate behavior, insubordination, willful neglect of an employee's responsibilities or of any other duties reasonably assigned by the employee's supervisor or the Head of School, a demonstrated dependence upon any addictive substance, the inability to perform the employee's job or duties in a competent and professional manner, misuse of School property or conduct not in the best interests of the School.

If employment is terminated by either the employee or the School, all administrative work has been concluded properly and all funds, equipment, keys and the like have been returned or accounted for, the School will pay the employee through the last day worked. Deductions may be made from an employee's final paycheck for any unsettled accounts, damaged or missing equipment or other lost items for which the employee had responsibility.

### **Exit Interview**

Any employee leaving the School is required to attend an exit interview conducted by the employee's Division Head, if applicable, or by the Head of School to determine the reasons for leaving, to return School property and to discuss any outstanding matters. In addition, each staff member should meet with the Chief Financial Officer or his designee before leaving to resolve any questions of compensation, insurance continuation, or other related matters.

### **Re-Employment**

Former employees who resigned without appropriate notice or who were dismissed for cause may not be considered for re-employment. Former employees who left the School in good standing may be considered for re-employment. A former employee who is re-employed will be considered a new employee from the date of re-employment unless the break in service is no more than one (1) year, in which case the employee will retain accumulated seniority. Length of service for the purpose of benefits is governed by the terms of each benefit plan. Employees who retire may be eligible, in certain circumstances, to be considered for re-employment.

## **SCHOOL EXPECTATIONS**

This section of the Handbook discusses your responsibilities to the School as an employee. Please thoroughly familiarize yourself with these policies and apply them in your work. The result of your effort will be a more efficient, productive and pleasant atmosphere for you, your co-workers, our parents and students.

We have certain reasonable policies and rules for the conduct of our employees in this School. Our most important rule is the “rule of reason.” Violation of any of the rules or policies set forth in this Handbook may lead to discipline, up to and including immediate discharge. Obviously, this list is not all inclusive and there may be other circumstances for which employees may be disciplined, up to and including immediate discharge. If you have any questions about School rules or policies, or what is expected of you as one of our employees, please discuss them with your supervisor or Division Director.

### **Professional Appearance**

Saint Stephen’s is proud of the professional image presented by its employees and associates and encourages all employees to consider their personal appearance when working. It is important to remember that your appearance creates an image not only of oneself but also for other employees, parents, students, vendors and the general public.

Appropriate dress, neatness, professionalism, and good grooming are considered essential for all times when you are on School property or at School-related events. In this regard, the School has established a dress code for all of its employees. Employees may not wear jeans of any color, shorts (except for athletic coaches), or warm-up suits during the school year, except on designated days. Collared shirts and ties are mandatory for all male employees, and women should follow the female dress code established by the Head of School. Maintenance staff, janitors and drivers are expected to wear their Saint Stephen’s shirts while on duty. On Spirit Days, faculty and staff may wear their Saint Stephen’s colored polo shirts. All faculty and staff are required to wear a name tag.

Each supervisor is responsible for communicating and enforcing professional appearance standards.

### **Professional Conduct**

You are expected to perform and dutifully carry out your work assignments at all times to the best of your ability, in a manner that is conducive to the efficient operation of the School and that maintains the safety of all employees. Conduct that interferes with operations, that discredits Saint Stephen’s, or that is offensive to parents or co-workers will not be tolerated. Moreover, the School expects that all employees will act with the highest integrity around the students of the School. Employees should exercise good judgment and remember that even the appearance of impropriety could reflect negatively on the School. To these ends, certain rules and regulations regarding expected employee conduct are necessary, including, but NOT limited to, the following:

1. Reporting to work punctually as scheduled and being at the proper work station, ready for work, at the assigned starting time;
2. Notifying your supervisor in advance when you will be absent from work or unable to report for work on time;
3. Complying with all School safety and security regulations;
4. Wearing clothing appropriate for the work being performed;
5. Using equipment, vehicles or other property of the School, parents, students and other employees of the School appropriately and with proper authorization;
6. Maintaining your work place and work area in a clean and orderly manner;
7. Treating all parents, students, visitors, and fellow employees in a professional and courteous manner;
8. Refraining from behavior or conduct deemed offensive or undesirable, or which is contrary to the School's best interests.
9. Performing assigned tasks efficiently, in accordance with your position description and established quality standards; and
10. Reporting suspicious, unethical, or illegal conduct by fellow employees, students or visitors to supervisory personnel.

You must not work in a manner that willfully obstructs or hinders another employee from completing his or her assigned duties. Personal problems between employees are not to be pursued at work. Employees must not engage in subversive activities against the School or fellow employees, including office politics, malicious gossiping, ridicule, etc. The following conduct is prohibited and will subject the individual involved to disciplinary action, up to and including termination of employment. This list is not all-inclusive and represents examples of specifically prohibited conduct.

1. Reporting to work under the influence of alcoholic beverages or illegal drugs and narcotics; the use of alcohol on School premises during working hours, or the sale, dispensing, or possession of illegal drugs and narcotics on School premises;
2. Conviction for any drug related offense or engaging in other unlawful activities, whether on the job or otherwise;
3. The use of profanity or abusive language;
4. The possession of firearms or other weapons on or within School property, buildings, and grounds;
5. Insubordination or the refusal by an employee to follow his/her supervisor's reasonable and lawful instructions concerning a job-related matter;
6. Fighting, assault, or threat of any physical violence toward a fellow employee, parent, student, or visitor;



7. Theft, destruction, defacement, or misuse of School property or of another employee's or individual's property;

8. Falsifying or altering any School record or report, such as an application, a medical/injury report, a time record, an expense account, an absentee report, shipping and receiving records, or purchase orders (anyone observing such behavior should report the individual to his/her supervisor, an administrator or Division Director immediately);

9. Threatening or intimidating behavior;

10. Smoking in any School building;

11. Horseplay, pranks, or practical jokes;

12. Failure to abide by safety rules and policies;

13. Improper attire or inappropriate personal appearance;

14. Engaging in any form of harassment;

15. Divulging School, parent, student or other confidential information, without authorization;

16. Letting one's duties at Saint Stephen's become adversely affected by outside employment;

17. Operating or becoming involved with a business enterprise in direct competition with the School;

18. Incompetent or inefficient performance of one's job duties and refusing to amend such performance after due notice by a supervisor;

19. Being careless or negligent with the monies or other property of the School or taking such for sale or gift to others;

20. Being proven to have taken a bribe, whether monies or property of value, intended as an inducement to perform or refrain from performing any official act, or engaging in any action for the purposes of obtaining things of value, or a position at the School; and

21. Unauthorized use of School equipment and/or communication systems.

### **Attendance and Punctuality**

Each employee has important responsibilities at the School, so when an individual is late or absent it impacts every member of his or her department. Absenteeism or tardiness, even for good reasons, is disruptive to our operations and interferes with our ability to satisfy our students' needs. We expect every employee to report to work on time each day and to continue work until the end of the work day with minimal breaks in addition to lunch. Repeated abuses can result in discipline up to and including dismissal from employment at the School.

While 100% attendance is expected, we recognize that legitimate reasons do arise occasionally where employees have to be absent. If you are going to be late or absent from work for any reason, you must personally notify your supervisor or Division Director as far in advance as possible so proper arrangements can be made to handle your work during your absence. Of

course, some situations may arise in which prior notice cannot be given. In those cases we expect you to notify your supervisor or Division Director as soon as possible. Leaving a message does not qualify as notification - you must personally contact your supervisor or Division Director.

When absence is due to illness, the School reserves the right to require appropriate medical documentation, particularly if the medical absence is for two or more days.

### **Additional Work and Meetings**

The School may periodically schedule mandatory after-hours or weekend work or meetings in order to meet School needs. We will attempt to give you as much advance notice as possible, and we expect that all employees who are requested to work after hours or weekends will be in attendance, unless excused by the Head of School.

### **School Property**

Saint Stephen's expects its employees to exercise due care in the use of School property and to use such property only for authorized purposes. Unauthorized personal use or removal of School property from our premises is prohibited. School property (cellular telephones, computers, keys, etc.) issued to an employee must be returned to the designated individual at the time of resignation or termination. The value of any property issued and not returned may be deducted from an employee's final paycheck or billed to the employee.

### **Inspection Policy**

Please use good judgment in what you bring onto the School's premises. The School is not responsible for the theft of one's personal property. Therefore, you should take care to ensure that it is properly stored at all times.

In order to protect the safety and property of employees, students, and parents, the School reserves the right to inspect employees' personal property, including tool boxes, desks, purses, briefcases, packages, cabinets and vehicles brought onto school property or to School-sponsored events. Failure to cooperate with such inspections is a violation of this policy.

### **Purchasing Supplies**

Do not order or purchase anything for the School until you have consulted your supervisor, Division Director or Department Chair and obtained his/her written approval (usually on a Purchase Order). Your supervisor, Division Director or Department Chair must ensure that the cost is necessary and within his/her appropriate budget. The School will not reimburse you for expenses that have not been pre-approved.

Purchase orders must be used for all routine purchases in excess of \$100 and must be completed and approved in advance. The white and yellow copies of the purchase order must be given to the Business Office for their records. One of the reasons to use purchase orders is that

the School is a not-for-profit corporation and is exempt from sales taxes. If suppliers request a copy of the School's sales tax exemption certificate, it can be downloaded from SSEOnline. For all major purchases (amounts in excess of \$2,000), quotes must be obtained from a minimum of three (3) vendors. Copies of the quotations must be provided to the Head of School and the Chief Financial Officer for evaluation prior to issuing any purchase orders or committing to use a specific vendor. Once approved, a purchase order may be issued as described above.

The School has a corporate credit card account and cards have been issued to certain employees for use in their Departments or Divisions. These cards may be used for purchases provided they are for the benefit of the School. Under no circumstances are these credit cards to be used for personal expenses. Receipts, together with explanations of the nature of items purchased, must be forwarded to accounts payable for matching with vendor invoices. In addition, the School maintains accounts with certain vendors, e.g., Crowder Brothers, Home Depot, Wright Express and BP (mainly for maintenance and transportation personnel) and Sam's Club. Only certain employees are authorized to purchase items on these accounts. Contact the Business Office for further details, if necessary.

Please note that the School will NOT reimburse any employee for Florida sales tax on items purchased by them as the School is a not-for-profit corporation and is exempt from these levies. If we note that sales tax is charged consistently on School-issued credit cards, the employee's charge privileges will be terminated.

### **School Transportation**

School buses on the morning pick-up and afternoon drop-off routes may be driven only by School employees who have a valid commercial driver license (CDL), Class A or B with endorsements P and S. A copy of the CDL must be on file in the employee's personnel record.

The School vans may be driven by other School employees who do not have a CDL on regular routes or on athletic, field or other trips. However, the School requires that these individuals provide their driver license information to the Chief Financial Officer or his designee who will perform a DMV background check. **Faculty or staff must never drive students in their personal cars.**

The School will reimburse drivers and other employees who require a CDL for the cost of the examination test and subsequent renewals.

## **EMPLOYEE EXPECTATIONS**

### **Safety and Health Hazards**

Safety always comes first! Saint Stephen's values the health, safety, and security of its employees, and our employees should expect that they will have a safe and secure work environment. These values require that each of us refrain from the use of illegal substances or the unauthorized use or abuse of alcohol or other legal substances, that we all follow the School's safety and health standards and that we all assist in the prevention and reporting of hazardous conditions or circumstances which may cause injury and/or illness to yourself, our students, visitors and other employees. Health, safety and security are everyone's job!

Anyone who believes that a safety or health hazard exists should report it immediately to his or her supervisor. The School will maintain reference materials to provide you with necessary workplace health and safety information and medical emergency kits for use in the event of injury. You are responsible for knowing evacuation instructions particular to your work station as posted in the event of fire or other emergency.

If your job requires that you use hazardous or toxic materials, you are expected to comply with all federal, state and local laws and regulations concerning their safe handling and disposal. Please be sure to familiarize yourself with proper handling and safety procedures. If you have any questions, please discuss them with your supervisor or Division Director.

While Saint Stephen's offers its employees, parents, and certain others the opportunity to use the fitness equipment at Club Falcon located in its field house, no one may use the equipment or other parts of the facility without supervision from one of the School's designated personal trainers.

### **Maintaining a Secure Workplace**

In order to ensure the security of our employees and to prevent theft, please make certain that all unattended entrances remain locked at all times and that emergency exits are kept clear to provide swift and safe exit of all occupants in the event of fire or other emergency.

Employees may personalize their work area by displaying photographs or other small mementos pertaining to family or professional achievements; however, the School cannot assume responsibility for these items or other personal belongings which are stolen, lost, damaged or destroyed on School property. You are cautioned against bringing large sums of money or other valuables to work.

The School's policies are intended to minimize our exposure to workplace violence and we will exert every effort to minimize unsafe conditions. In this regard, employees are prohibited from making threats of physical harm ("in jest" comments may be no defense) or inflicting physical harm upon other employees or individuals with whom they come into contact during the course of the school day, whether the intimidation is in person, in writing, via telephone or in another form. Further, an employee's possession of a firearm or other deadly

weapon while on School premises (including parking lots, athletic fields, etc.) as well as an employee's conversion or threatened conversion into a weapon of any object common to our workplace, is also prohibited, and may be grounds for immediate termination.

While the School will attempt to minimize any unsafe conditions, we need each employee to assist us by being alert to potential problems. You are encouraged to speak to your immediate supervisor or a Division Director if you become aware of any issue, individual, situation, occurrence or idea to make our workplace safer and more secure.

### **Medical or Other Emergency**

In the event of a medical or other emergency, the employee should refer to the School's Emergency/Crisis Management Plan

An Accident Report must be completed for each accident or injury, and a copy must be sent to the Business Office and Head of School

### **Participation in Outside Activities**

You are encouraged to participate in volunteer and community service activities, and to the extent that it does not interfere with your job performance at Saint Stephen's, you may engage in outside employment. However, you may not take part in any outside activities that create a conflict of interest, has ethical implications, or has a negative impact upon your ability to perform your job responsibilities. Please check with the Head of School if you have any questions regarding any outside activities.

### **Diversity**

Saint Stephen's envisions a working environment where each employee can contribute, feel satisfied by his or her contributions to the School's success and feel respected for the work performed. The School seeks to foster an environment where there is respect, trust, and honesty among its employees and where employees are sensitive to each other's feelings; show consideration for varying cultures, backgrounds, ideas, experiences, and personal styles; and encourage each other to achieve his or her full potential. It is an environment that makes all employees feel comfortable and where each learns about the other and enjoys working toward the common goals of the School.

### **Life Threatening Illnesses**

Saint Stephen's recognizes that employees with life threatening illnesses, such as cancer, heart disease, HIV/AIDS, hepatitis, or blood borne pathogens, may wish to continue in as many of their normal pursuits as their condition allows, including work. School policy forbids discrimination against such employees (or any other qualified individual with disabilities) as long as they are able to perform the essential functions of their positions with or without reasonable accommodation, and as long as those employees do not pose a direct threat to the health or safety of themselves or others in the workplace.

In assessing whether a direct threat exists, the School will consider whether a current and significant risk of substantial harm exists, based on objective medical or other factual evidence regarding the particular individual involved, and whether the risk can be eliminated or reduced below the level of a direct threat by reasonable accommodation.

### **Problems and Complaints**

If there is something about your job that is bothering you, let us get it out in the open and discuss it. We cannot answer your question or solve your problem unless you tell us what it is we can do.

Our "Problem Solving Procedure" offers all employees the freedom to discuss anything they wish with their appropriate supervisors. Whenever you have a problem, it can usually be resolved by following these steps:

1. Any concern should first be discussed with your immediate supervisor, who may be your Department Chair or Division Director. Very often, your supervisor is in the best position to handle your problem satisfactorily.
2. If your supervisor cannot solve the problem or if you are not satisfied after having had those discussions, you should speak to your Division Director.
3. If you still feel your problem has not been addressed by your Division Director, we encourage you to speak to the Head of School.

Grievances between fellow employees should not interfere with their work. Employees are expected to try to work out any problems between themselves first. If they are unsuccessful, one or both should then discuss the problem with their supervisor(s) who will mediate an appropriate resolution.

In the event you have a concern and for personal reasons you cannot follow the steps outlined in this procedure, you may request to go directly to the Head of School. The Head of School is available for advice and assistance in solving your problem at any time.

When you inform us of a concern or problem, we will respond to you as soon as possible.

## PAYROLL POLICIES AND PROCEDURES

### Personnel Files and Records

Upon commencement of employment, employees are required to provide certain information and complete certain documents necessary to identify them (Form I-9), deduct taxes (Form W-4) and facilitate the payment of their salary (Direct Deposit Form). If eligible, employees may enroll in the School's healthcare, life insurance, disability insurance and retirement plans. A more complete description of these benefits can be found in the "*EMPLOYEE BENEFITS*" section of this Handbook. Enrollment in the various insurance programs is processed online through the Independent Colleges and Universities Benefits Association ("ICUBA") at [www.icubabenefits.org](http://www.icubabenefits.org).

Administrators, faculty and professional staff must arrange for official college transcripts to be sent directly to the Head of School from each institution attended. In order to comply with accreditation requirements, official transcripts are original documents that have been sent by the university or college in sealed envelopes.

Personnel files are confidential, are maintained by the Payroll and Benefits Coordinator and are stored in locked, fireproof file cabinets. Employees may inspect their own personnel file during normal working hours with reasonable notice. Employees are not allowed access to other employees' files. If subpoenaed, employee information contained in personnel files, including protected health information covered by HIPAA regulations, will be made available to third parties to the extent required by law.

In order to keep personnel records up to date, to ensure that the School has the ability to contact each employee and that the appropriate benefits are provided, we ask that each employee notify the Payroll and Benefits Coordinator as promptly as possible of any change that affects their personnel records, including, but not limited to, changes in the following information:

- a. Name;
- b. Home address;
- c. Home telephone number;
- d. Marital status;
- e. Number of dependents;
- f. Military status;
- g. Educational status;
- h. Social Security;
- i. Income tax withholding;
- j. Visa or Green Card status; or
- k. Additional training, courses or experience acquired outside the School.

In addition, faculty and administrators are responsible for ensuring that the Chief Financial Officer has all up-to-date certifications, including official transcripts of their university/college degrees.

## **Confidentiality of Compensation Information**

The School considers information regarding an employee's earnings and elections under School-sponsored benefit programs to be personal and confidential in nature. Therefore, the School restricts internal disclosure of compensation and benefits information to employees with a need-to-know. The School likewise discourages employees from sharing such information with each other. External release by employees of wage and benefit information is also discouraged. Saint Stephen's may provide compensation information regarding individual employees to third parties (e.g., mortgage companies or banks) only with the employee's written permission or as necessary to meet legal or other business requirements.

## **Payroll Deductions**

By law, the School is required to deduct, where applicable, federal, state and local withholding taxes, Social Security (OASDI) and Medicare taxes and garnishments. Voluntary deductions may include group health and life insurance premiums, 403(b) plan contributions, savings, Saint's Fund, tuition or other deductions authorized specifically in writing by an employee.

## **Garnishments**

By law, the School is required to honor legal garnishments of an employee's wages. The employee will be notified of any garnishment request received by the School.

## **Pay Adjustments**

If an employee notices an error in his or her paycheck, he or she should review the matter with payroll personnel to have the error corrected. An employee who desires to change his or her federal, state or local tax withholdings should submit an appropriately revised tax withholding authorization form (W-4) for the period in which the change is to become effective. Changes to 403(b) contributions or deductions for health and other pre-tax plans may only be made in accordance with the terms of those plans and applicable law. Please check with the Business Office for the allowable periods for such changes.

## **Pay Periods/Direct Deposit**

All employees are paid monthly via direct deposits to their bank account(s) on the last business day of each month, including December. All employees other than faculty are paid for the School's fiscal year (July to June)l faculty are paid over the twelve-month period from September through the following August even though the school year may begin in August. Your pay will consist of one twelfth of your annual salary, plus any additional hours worked above schedule during the pay period (e.g., drivers for field trips or athletic events), provided, however, that such additional pay has been approved in advance by your supervisor.



## **EMPLOYEE BENEFITS**

### **Medical and Dental Healthcare Plans**

The School participated in a multi-employer welfare association (ICUBA) and offers medical, dental and vision insurance coverage for full-time employees who meet the eligibility requirements and who elect such coverage. Coverage normally begins on the first day of the month following your employment provided that you have completed all the necessary paperwork and enrolled online through ICUBA. The School pays a major portion of the insurance premiums for our employees and contributes a like amount toward dependent coverage. Employees must pay the remaining premiums through pre-tax payroll deductions. Dependents may include the employee's spouse and natural, step- or legally adopted children from birth to their twenty-sixth birthday (nineteenth birthday if in the Armed Forces).

All employees are encouraged to use in-network providers and services as well as generic prescription drugs as this reduces the overall costs and minimizes the employee's payment of out-of-pocket expenses, co-pays and deductibles. You may obtain additional information about these plans through the Business Office.

### **Consolidated Omnibus Budget Reconciliation Act (COBRA)**

On April 7, 1986, Public Law 99-272, Title X was enacted requiring that most employers sponsoring group healthcare plans offer employees and their families the opportunity for a temporary extension of medical (but not dental or vision) health coverage (called "continuation coverage") at group rates in certain instances where coverage under the plan would otherwise end. This notice is intended to inform you, in a summary fashion, of your rights and obligations under the continuation coverage provisions of the law.

If you are an employee of the School, covered by the School's medical insurance plan, you have the right to choose continuation of such coverage if you lose your group health coverage because of a reduction in your hours of employment or the termination of your employment for reasons other than gross misconduct on your part. Your eligible dependents may also have the right to elect and pay for continuation coverage for a temporary period in certain circumstances where their coverage under the Plan would otherwise end. If you have any questions concerning your rights under COBRA, please contact either the Payroll and Benefits Coordinator for details.

The coverage may be continued through the School's medical healthcare insurance plan for a maximum of eighteen months. However the school will not pay any of the premium and the employee must pay on a monthly basis in advance the full premium plus an administration fee of 2% to the COBRA Administrator.

### **Life Insurance**

The School provides life insurance coverage for all of our full-time employees who meet the eligibility requirements. The coverage is for an amount equal to your annual salary rounded

to the next higher multiple of \$1,000, if not already a multiple of \$1,000. Coverage normally begins on the first day of the month following your employment provided that you have completed all necessary paperwork. The School currently pays all of the premium cost for this insurance.

Supplemental life insurance for employees and their families is also available at a very low cost through payroll deductions. You may obtain additional information about the Life Insurance Plan and supplemental life insurance through the Payroll Coordinator.

### **Flexible Spending/Health Reimbursement Accounts**

The School provides Flexible Spending Accounts (“FSAs”) for our full-time employees who meet the eligibility requirements and who elect to contribute to either a healthcare FSA or a dependent care FSA. The employee may contribute to these accounts through payroll deduction on a pre-tax basis up to the maximum of \$2,600 per year (April 1 through March 31) for a healthcare FSA and/or \$5,000 per year for a dependent care FSA. Enrollment is during the annual open enrollment in February.

Additionally, the School provides each employee \$50.00 per month tax free money to a Health Reimbursement Account if you enroll in the School’s medical insurance plan.

For more information on these plans, contact the School’s Payroll and Benefits Coordinator.

### **Accidental Death and Dismemberment Insurance**

The School provides Accidental Death and Dismemberment (AD&D) insurance coverage for all of our full-time employees who meet the eligibility requirements. The loss of life coverage is for an amount equal to your annual salary rounded to the next higher multiple of \$1,000, if not already a multiple of \$1,000. The amount payable for the loss of certain limbs and organs is less than the amount of the AD&D loss of life coverage. Coverage normally begins on the first day of the month following your employment provided that you have completed all necessary paperwork. The School currently pays all of the premium cost for this insurance.

### **Disability Insurance**

#### **Long-Term Disability Insurance**

The School provides long-term disability insurance coverage for our full-time employees who meet the eligibility requirements. The long-term disability coverage provides a monthly benefit of up to 60% of your monthly salary (annual salary divided by twelve) up to a maximum benefit of \$3,000 per month. Benefits become payable after ninety (90) consecutive days of full disability and may be paid in full until Social Security benefits start. Coverage normally begins on the first day of the month following your employment provided that you have completed all necessary paperwork. The School currently pays the premium cost of this insurance and you

may obtain additional information about the long-term disability insurance through the Business Office.

### Short-Term Disability Insurance

Short-term disability insurance is offered to employees on a voluntary basis. The short-term disability insurance covers a monthly benefit of up to 60% of your monthly salary up to a maximum benefit of \$1,000 per week. Benefits become payable after fourteen (14) consecutive days of disability and may be paid until coverage under the School's long-term disability coverage begins. Premiums for this coverage are paid fully by the employee.

If you have elected short-term disability coverage, the School offers salary continuation for the full fourteen (14) day waiting period (offset by use of personal paid time off days).

### **Retirement Plan**

The School provides an excellent retirement plan through Mass Mutual ([www.retiresmart.com](http://www.retiresmart.com)) for our full-time employees who meet the eligibility requirements and who elect to enroll. The employee must contribute to the Plan through payroll deduction. Coverage normally begins on the first day of the month following your employment provided that you have completed all necessary paperwork, including establishing your account with Mass Mutual. It is your responsibility to notify the Business Office in writing if you want to enroll in the retirement plan and how much you wish to contribute.

Subject to approval by the Board of Trustees, employee contributions to the retirement plan are matched up to certain limits depending on your length of service. The School may match one-half of your contributions of up to 1% of your annual salary for the first year of employment, 2% for the second year, 3% for the third year, 4% for the fourth year, 5% for the fifth year, 6% for the sixth year, 7% for the seventh year, 8% for the eighth year, 9% for the ninth year and 10% for more than nine years of service. For example, if you have been employed by the School for two years and contribute 2% of your salary to the retirement plan, the School will contribute 1% of your salary to your account. If you only contribute 1% of your salary to the plan, the School will contribute 0.5% of your salary to your account.

All money contributed to the Retirement Plan is immediately vested. However, it is intended strictly for retirement and cannot be withdrawn until death, retirement or termination of employment with the School. Loans are highly discouraged and are subject to a 10% tax penalty from the Retirement Plan.

All employees are provided Summary Plan Description booklets and other materials as required by law. You may obtain additional information regarding the Plan through the Business Office.

## Section 125 Plans

Employee contributions to School-sponsored health insurance, FSA and retirement plans are deducted on a pre-tax basis as allowed under Internal Revenue Code (IRC) Section 125. The Section 125 Plan provides tax savings by reducing employee contributions from gross salary prior to calculation of federal income and Social Security taxes. The Section 125 Plan reduction lowers the salary on which both Social Security and unemployment benefits are calculated.

## Tuition Remission

The School provides tuition remission for the natural, step- or legally adopted children of full-time employees for half their tuition cost (adjusted for certain fees) as long as the children qualify for admission to the School and there is space available for them in the appropriate grade. If both parents are full time employees, then each parent is entitled to remission totaling the full tuition cost (adjusted for fees). Employees are responsible for all School fees, textbooks and other charges for their children.

Natural, step- or legally adopted children of full time employees who were employed before June 30, 1994 and have been in continual service at the School thereafter will be provided with full tuition remission (adjusted for certain fees), provided they meet all other admission requirements as set forth in the preceding paragraph. Employees are responsible for all School fees, textbooks and other charges for their children.

Employees may apply for additional help with the cost of tuition for their children and custodial dependents through the regular tuition assistance process for up to the remaining cost of the adjusted tuition only.

## Professional Development

Proposals for full-time employees to attend and be reimbursed for the costs (including transportation, lodging and meals, if appropriate) of professional development, which includes conferences, seminars, workshops, training courses, professional memberships and studies for university degrees, must be submitted to the Professional Development Committee for consideration.

Budgets are established each year for professional development, and applications should be submitted as early as possible to ensure they receive careful consideration before the budget is fully committed.

The Professional Development Committee will review the applications received for attendance at seminars, workshops, training courses and conferences. If the professional development is approved by the Committee, the applicant will be notified of the approval and advised how much of the expenses will be paid or reimbursed by the School. **No professional development should be booked or paid for until the approval has been received from the Committee. Once approved, all charges related to professional development must be paid**

**for with the professional development credit card held by the Head of School's Administrative Coordinator.**

The same procedure should be followed for applications for course work for a university degree that is directly related to your duties at the School. The School may reimburse you up to one-half of the cost of tuition and books only provided that you maintain at least a 3.0 grade point average for such course work. By accepting reimbursements for course work in pursuit of an advanced degree, you agree that you will continue to be employed by the School for a period of three (3) years following the last such reimbursement unless the your employment is terminated sooner by the School. In the event that you resign prior to the expiration of the three-year period, you will be required to reimburse the School for the total amount of the university degree course work paid by the School on your behalf.

Full-time faculty interested in financial support for special summer projects may apply for one of two Father Kyle Grant of \$2,500 given annually by the Parents' Association. Applications must be typed and submitted to the Professional Development Committee with five copies during February each year; the recipients will be informed of a decision soon thereafter. Further details of the application process may be obtained from the Head of School's office.

### **Acheiva Credit Union**

Membership in the Acheiva Credit Union is available to all employees of the School, both full- and part-time. Membership in the credit union usually offers better deposit and borrowing interest rates, while providing the same services as local banks. Employees can make direct deposits to their accounts through payroll deductions.

### **Worker's Compensation Insurance**

The School carries worker's compensation insurance for the protection of its employees who are injured while at work. This coverage provides for medical expenses and lost income from these injuries. Individuals who are hurt on the job, no matter how small or apparently insignificant their injury, should report the situation to their supervisor, Division Director or Chief Financial Officer immediately and complete an Injury Report Form, as there is a time limit within which claims for worker's compensation must be filed.

### **Social Security Insurance**

Each pay period, the School deducts a percentage of your pay, matches it with an equal amount of the School's money, and sends it to the government to be deposited in your Social Security account. If you are not familiar with the retirement and disability benefits provided under Social Security, check with your local Social Security Office for more information.

## **Holidays**

Employees should refer to the School calendar to determine which official holidays are observed each year. All full-time employees will receive recognized official holidays off with pay any time they fall on a regular workday. The following days are official paid holidays:

New Year's Day  
Martin Luther King, Jr. Day  
Presidents' Day  
Good Friday  
Memorial Day  
Independence Day

Labor Day  
Thanksgiving week  
Christmas Eve Day  
Christmas Day  
New Year's Eve Day

## **Paid Time Off**

### **(ALL EMPLOYEES)**

Paid time off includes both vacation days and for those times when an employee simply cannot be at work because of personal illness or caring for family members. To help ensure that illness or personal needs do not affect an employee's financial well-being, the School provides a paid time off leave policy as a form of income security for the welfare and protection of full-time employees.

Employees are responsible for the proper use and reporting of paid time off leave. All requests for paid time leave must be documented and submitted to your supervisor or Division Director in writing and in advance, if possible, but otherwise as soon as possible after the fact. Once approved, the written request must be submitted to the Administrative Coordinator in the Head of School's office with a copy of faculty requests to the Campus Center Receptionist if a substitute teacher will be required.

The School requires a doctor's statement if an employee is absent because of illness for more than two (2) consecutive days, whether the absence is pre-arranged or unforeseeable. For unforeseen absences, you must notify your supervisor or Division Director by telephone and/or e-mail either the night before or at least by 7:30 a.m. that sick/personal leave will be taken on any day that you will not be at work.

If an employee is or expects to be absent from work for ten (10) or more consecutive days, arrangements must be made through the Business Office for unpaid leave pursuant to provisions of the Family Medical Leave Act ("FMLA"). Specific requirements to qualify for protection under the FMLA are described elsewhere in this Employee Handbook.

### **(ADMINISTRATORS/STAFF ONLY)**

All full-time staff (not faculty) are eligible for paid time off during each full year of continuous employment. The number of paid time off days depends on your position, the number of hours worked per week and years of service with the School unless specified otherwise in your offer letter.

Full-time staff earn paid time off according to the following schedule (pro-rated based on the number of hours worked):

Administration and Maintenance	Twenty-four (24) days during each year.
Support Staff and Janitors	Fourteen (14) days during the first through third years; Nineteen (19) days during the fourth through sixth years; Twenty (20) days during each year thereafter.
Bus Drivers	None. Drivers are employed for the ten months from mid-August to mid-June. The interim period is considered the summer holiday for all drivers.

Paid time off is given to employees so that they are better able to perform their jobs when they return. For this reason, we require employees to use their paid time off and we do not permit employees to take pay in lieu of such time off. No payments will be made to employees who do not take time off within the year they are eligible. However, we will pay the pro-rata share of unused paid time off days for the current year when an employee leaves the School.

All paid time off must be taken by the end of summer hours and, if not taken, the remaining days may NOT be carried forward to future years. See the Faculty/Staff calendar for the specific date of the end of summer hours.

All requests for paid must be submitted to your supervisor or Division Director in writing at least two weeks in advance of the period requested. Once scheduled and approved by the Division Director, the written request must be submitted to the Administrative Coordinator in the Head of School's office for record keeping and filing in the employee's personnel file.

### **(FACULTY ONLY)**

Every faculty member is expected to be available for duty at School prior to student registration in the second half of August through the period following the seniors'

graduation. The period following graduation through mid-August is considered the summer holiday for all faculty.

Provided that all of your duties are up to date, faculty are not expected to attend School during the holiday and spring breaks. However, faculty should not leave early or return late and are expected to attend all faculty in-service days and professional development days.

Full-time faculty are eligible for two (2) paid time off days which should be used for planned absences such as doctor's appointments or family events. If sickness occurs contact your Division Director. Otherwise, faculty are expected to be at School every day during the school year.

#### Break Periods

On the days during the school year that School is not in session (holiday and spring breaks), provided that all your necessary and regular work has been completed, administration, support staff, maintenance, janitors and drivers do not need to report for duty, unless advised otherwise by the Head of School or your Division Director. However, there will be a duty roster for one of the support staff each day to answer the telephones and receive mail and deliveries in the Campus Center during these breaks. This time off is not to be expected as an entitlement and may be rescinded without notice.

#### **Absences Covered by Worker's Compensation Insurance**

Absences due to on-the-job injury or illness as defined by the Worker's Compensation Act shall not be charged against an employee's accrued sick/personal leave and the employee will be entitled to the benefits provided by the Act. However, at the incapacitated employee's request, and with the approval of the Head of School, the employee may be granted accumulated hours of paid time off leave to supplement Worker's Compensation payments being received by the employee to prevent a loss of income. The combined total of Worker's Compensation payments and payments for paid time off leave granted shall not exceed the employee's salary at the regular rate.

#### **Leave for Civic Duty**

We encourage each of our employees to accept his or her civic responsibilities. As a good citizen, we are pleased to assist you in the performance of your civic duties.

#### Jury Duty

If you are a full-time employee and are called to jury duty by official order during regular school days, please notify your supervisor or Division Director immediately so we can plan the department's work with as little disruption as possible. You must also furnish the Administrative Coordinator in the Head of School's Office with a copy of the



official notification to service. You should try, if possible, to reschedule your duty for the summer period, but if not possible, you should serve.

If you are released from jury service before the end of your regularly scheduled shift or you are not asked to serve on a jury panel, you are expected to report to work if a reasonable period of time remains in the work day. You must present papers from the court clerk reflecting the dates you spent on jury duty.

### Voting

We want every full-time employee to have the opportunity to vote in every election. Generally, there will be sufficient time to vote either before or after your scheduled shift. However, if you foresee a problem getting to the polls, please notify your supervisor or Division Director so that arrangements can be made.

### **Bereavement Leave**

Employees are eligible to receive up to three (3) days paid bereavement leave in the event they miss regularly scheduled workdays due to the death or funeral of a member of the employee's immediate family. Your immediate family includes your spouse, children, stepchildren, parents, grandparents, grandchildren, siblings, and your spouse's parents. The Head of School may also approve bereavement leave in the event of a death of other persons with whom you have a close relationship.

All requests for bereavement leave must be submitted to your supervisor or Division Director in writing in advance if possible. In the event that the leave cannot be planned, you must notify your supervisor or Division Director by telephone either the night before or at least by 7:30 a.m. on the day of absence that bereavement leave will be taken on that day and provide the leave request after the fact. Once approved the written request for faculty must be submitted to the Campus Center Receptionist and to the Administrative Coordinator in the Head of School's Office for all staff requests.

### **Religious Observance Leave**

The School will allow employees who are practicing members of certain religions days off for religious observance in addition to official holidays. Any request for days off for religious observance must be submitted in writing at least one month in advance to the Head of School for consideration.

### **Maternity Leave**

The School will support all female employees when they are having a baby by providing paid maternity leave for six weeks. The six-week period will start on the first day that the employee can no longer work, which may be at or prior to birth. This six-week period for maternity leave is considered part of the Family and Medical Leave Act entitlement if applicable.

## Family and Medical Leave Act

Eligible employees may take up to twelve (12) weeks of unpaid, job-protected leave each year for specified family and medical reasons under the Family and Medical Leave Act. However, if the six weeks of paid maternity leave are taken they are considered part of the FMLA leave entitlement and not in addition to it. In lieu of unpaid leave, an employee may elect to use available paid time off concurrently with FMLA leave time.

### Definitions

For purposes of this policy, the following terms shall have their respective meanings set forth below:

**“Instructional Employees”** are those whose principal function is to teach and instruct students in a class, a small group, or an individual setting. This term includes not only teachers, but also athletic coaches and special education assistants. It does not include, and the special rules do not apply to, teacher assistants or aides who do not have as their principal job actual teaching or instructing, nor does it include auxiliary personnel such as counselors, psychologists, or curriculum specialists. It also does not include maintenance workers or bus drivers.

**“Qualifying Exigency Leave”** means leave required when an employee’s spouse, child (of any age) or parent is a member of the Armed Forces ordered to deploy to a foreign country or is a member of the National Guard, Reserves or re-activated retired military member on active duty or who has been notified of an impending call to federal active duty in support of a contingency operation. Qualifying Exigency Leave includes time off for issues which arise out of short-notice deployment (less than seven calendar days’ notice), military events and related activities, child care and school activities, financial and legal arrangements, counseling, rest and recuperation, post-deployment activities, and any other events that the School and the employee agree qualify as an exigency.

**“Serious Health Condition”** means as an illness, injury, impairment, or physical or mental condition that involves (a) inpatient care (involving an overnight stay) in a medical care facility, including any period of incapacity (regardless of length) or subsequent Treatment (as defined below) in connection with or consequent to such inpatient care; or (b) continuing Treatment, including any one of the following:

- (i) a period of incapacity of more than three (3) consecutive calendar days and any subsequent treatment or period of incapacity relating to the same condition, that also involves Treatment two or more times within thirty (30) days of the first day of incapacity (unless there are extenuating circumstances), or Treatment on at least one occasion by a health care provider which results in a regimen of continuing Treatment under the supervision of the health care provider;

- (ii) Any period of incapacity (regardless of duration) due to pregnancy or for prenatal care;
- (iii) Any period of incapacity or Treatment for such incapacity (regardless of duration) due to a chronic health condition;
- (iv) A period of incapacity (regardless of length) which is permanent or long-term due to a condition for which Treatment may not be effective (e.g., Alzheimer's, severe stroke, terminal stages of a disease); or
- (v) Any period of absence from work (regardless of duration) to receive multiple Treatments (including any period of recovery from the Treatment) either for restorative surgery after an accident or other injury or for a condition that would likely result in a period of incapacity of more than three (3) consecutive calendar days in the absence of medical intervention (e.g., chemotherapy or radiation treatments for cancer, physical therapy for severe arthritis, dialysis for kidney disease)..

**“Servicemember Family Leave”** means leave required to care for a spouse, son, daughter, child, parent or next of kin who is a member of the Armed Forces undergoing medical treatment, recuperation or therapy for a serious injury or illness incurred while on active duty

**“Treatment”** means an in-person visit to a health care provider or to a provider of health care services under orders of or on referral from a health care provider, the first in-person visit of which must occur within seven days of the first day of incapacity.

### Qualifying Events

To be eligible for the Family or Medical Leave under FMLA, you must have worked for the School for at least twelve (12) months and have worked at least 1,250 hours for the School during the previous twelve (12) months. In addition, one or more of the following events must have occurred:

1. You or your spouse gives birth, you need to care for a new-born child, or a child is placed with you for adoption or foster care;
2. You are required to care for an immediate family member (spouse, child, or employee's parent) with a serious health condition;
3. Your own Serious Health Condition makes you unable to perform the functions of your job; or
4. You require a leave related to the active duty or call to active duty of a family member for a Qualifying Exigency Leave.

### Eligibility

Generally, eligible employees may receive up to twelve (12) work weeks of unpaid leave during any "rolling" 12-month period, measured backward from the date of any family or medical leave. Family and medical leave involving the birth or placement of a child for adoption or foster care must be concluded within 12 months of the birth or placement.

Servicemember Family Leave is available under FMLA for up to twenty-six (26) weeks in any 12-month period. The 12-month period for determining eligibility for Servicemember Family Leave shall be calculated using a 12-month rolling period that is measured forward from the date an employee begins using Servicemember Family Leave. However, the maximum total of all FMLA leaves in any 12-month period for employees who use Servicemember Family Leave is 26 weeks.

When a husband and wife both work for the School, they are limited to a combined total of twelve (12) weeks of leave during any rolling 12-month period if leave is taken for either the birth of a child, to care for a newborn child or placement of a child with the employee for adoption or foster care; or to care for the employee's immediate family member with a serious health condition. Spouses who are both employed by the School may each be granted twelve (12) weeks of leave time to care for a child with a Serious Health Condition.

### Timing of Leave

Leave for the birth or placement of a child may be taken only during the twelve (12) months immediately after birth or placement. Any unused, accrued paid time off will run at the same time as leave under the FMLA. Any unused, accrued maternity leave will be used within the 12-week period of FMLA leave for the birth of a child of the employee, or the placement of a child with the employee for adoption or foster care. The employee must notify his/her supervisor or Division Director at least thirty (30) days before leave is to begin where practicable, except in emergency situations, in which case the employee shall give notice as soon as practicable.

An employee who wishes to take leave for the birth or adoption of a son or daughter may do so during one continuous period or, only with the prior approval of the Head of School, on an intermittent or reduced schedule. In the case of leave for the Serious Health Condition of either the employee or a family member, leave may be taken on an intermittent or reduced schedule when that schedule is medically necessary.

Certain special rules apply to employees of private elementary and secondary schools. These special rules affect the taking of intermittent leave or leave on a reduced leave schedule, or leave near the end of an academic term (semester), by Instructional Employees as described in the following sections.

### Limitations on Intermittent Leave

Leave taken for a period that ends with the school year and begins the next semester is leave taken consecutively rather than intermittently. The period during the summer vacation when the employee would not have been required to report for duty is not counted against the employee's FMLA leave entitlement. An Instructional Employee who is on FMLA leave at the end of the school year must be provided with any benefits over the summer vacation that employees would normally receive if they had been working at the end of the school year.

If an eligible Instructional Employee needs intermittent leave or leave on a reduced leave schedule to care for a family member with a serious health condition, to care for a covered service member, or for the employee's own Serious Health Condition, which is foreseeable based on planned Treatment, and the employee would be on leave for more than twenty percent (20%) of the total number of working days over the period the leave would extend, the employer may require the employee to choose either to:

- (a) Take leave for a period or periods of a particular duration, not greater than the duration of the planned Treatment; or
- (b) Transfer temporarily to an available alternative position for which the employee is qualified, which has equivalent pay and benefits and which better accommodates recurring periods of leave than does the employee's regular position.

These rules apply only to a leave involving more than twenty percent (20%) of the working days during the period over which the leave extends. For example, if an Instructional Employee who normally works five days each week needs to take two days of FMLA leave per week over a period of several weeks, the special rules would apply. Employees taking leave which constitutes twenty percent (20%) or less of the working days during the leave period would not be subject to transfer to an alternative position. "Period of a Particular Duration" means a block, or blocks, of time beginning no earlier than the first day for which leave is needed and ending no later than the last day on which leave is needed, and may include one uninterrupted period of leave.

If an employee chooses to take leave for a "Period of a Particular Duration" in the case of intermittent or reduced schedule leave, the entire period of leave taken will count as FMLA leave.

If an Instructional Employee does not give required notice of foreseeable FMLA leave to be taken intermittently or on a reduced leave schedule, the School may require the employee to take leave for a Period of a Particular Duration or to transfer temporarily to an alternative position. Alternatively, the School may require the employee to delay the taking of leave until the notice provision is met.

### Limitations on Leave Near the End of an Academic Term

There are also different rules for Instructional Employees who begin leave more than five (5) weeks before the end of a term, less than five weeks (5) before the end of a

term, and less than three (3) weeks before the end of a term. Regular rules apply except in circumstances when:

- (a) An Instructional Employee begins leave more than five weeks before the end of a term. The School may require the employee to continue taking leave until the end of the term if:
  - (i) The leave will last at least three weeks, and
  - (ii) The employee would return to work during the three-week period before the end of the term.
- (b) The employee begins leave during the five-week period before the end of a term because of the birth of a son or daughter; the placement of a son or daughter for adoption or foster care; to care for a spouse, son, daughter, or parent with a serious health condition; or to care for a covered service member. The employer may require the employee to continue taking leave until the end of the term if;
  - (i) The leave will last more than two (2) weeks, and
  - (ii) The employee would return to work during the two-week period before the end of the term.
- (c) The employee begins leave during the three-week period before the end of a term because of the birth of a son or daughter; the placement of a son or daughter for adoption or foster care; to care for a spouse, son, daughter, or parent with a serious health condition; or to care for a covered service member. Durham Academy may require the employee to continue taking leave until the end of the term if the leave will last more than five working days.
- (d) For purposes of these provisions, “Academic Term” means the school semester, which typically ends near the end of the calendar year and the end of spring each school year. In no case may a school have more than two academic terms or semesters each year for purposes of FMLA. An example of leave falling within these provisions would be where an employee plans two weeks of leave to care for a family member which will begin three weeks before the end of the term. In that situation, the School could require the employee to stay out on leave until the end of the term.

An employee who is required to take leave until the end of an academic term, only the period of leave until the employee is ready and able to return to work shall be charged against the employee's FMLA leave entitlement. The School has the option not to require the employee to stay on leave until the end of the school term. Therefore, any additional leave required by the School to the end of the school term is not counted as FMLA leave; however, the School shall be required to maintain the employee's group health insurance

and restore the employee to the same or equivalent job including other benefits at the conclusion of the leave.

#### Restoration to “an equivalent position”

The determination of how an employee is to be restored to “an equivalent position” upon return from FMLA leave is made on the basis of established private school policies and practices. Upon returning from a family and medical leave, you will normally be restored to your original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions. An employee may not be restored to a position requiring additional licensure or certification. In addition, your use of family and medical leave will not result in the loss of any employment benefit that you earned or were entitled to before using the family and medical leave.

#### Application Process

When requesting family and medical leave, you must provide certification appropriate to the type of FMLA leave to be taken (employee’s Serious Health Condition; family member’s Serious Health Condition; Qualifying Exigency Leave; or Family Servicemember Leave) within fifteen (15) days of receipt of the School’s request for the certification. Failure to submit a completed form may result in delay or denial of FMLA leave. The certification must be in compliance and accordance with the appropriate Department of Labor forms and any accompanying instructions. Specific requirements, include, but are not limited to, the following:

1. Thirty (30) days’ advance notice of the need to take family and medical leave, if the need is foreseeable;
2. Medical certifications supporting the need for leave due to a Serious Health Condition affecting you or an immediate family member. Second or third medical opinions and periodic recertifications at the School's expense may also be required;
3. For Qualifying Exigency Leave, documentation supporting the necessity of such leave, e.g., deployment orders, re-activation notices, notification of impending call to active duty or such other information that the School and the employee agree demonstrates that the leave request qualifies as an exigency;
4. Such periodic reports as deemed appropriate during the leave regarding your status and intent to return to work; and
5. Medical certification of fitness for duty before returning to work, if the leave was due to your own Serious Health Condition.

When leave is needed for a planned medical treatment for your own Serious Health Condition or that of an immediate family member, you must try to schedule

Treatment so that it will not unduly disrupt the School's operation. Failure to comply with these requirements may result in delay or denial of leave.

FMLA forms and related information may be obtained through the Business Office.

#### Other Conditions

If you (and your family) participate in a School's group healthcare plan, the School will maintain coverage under the plan during your family and medical leave. This coverage will be provided if you or your family were covered under the plan before the leave was taken and on the same terms as if you had continued to work. In order for this coverage to continue, you must make arrangements to pay your share of healthcare plan premiums while on leave.

During a period when you are on the family or medical leave, we prohibit any outside or supplemental employment without the written consent of the Head of School. Any employees who exceeds their twelve (12) week FMLA leave entitlement may be subject to termination of employment.

The duration of leave, availability of benefits, opportunity for job restoration, and other rights and privileges associated with FMLA leave are limited by the requirements of applicable state and federal law. No express or implied contractual rights should be inferred from this policy. The School reserves the right to modify this or any other policy as necessary, at its sole discretion.

#### **Military Leave**

Employees who require time off from work to fulfill military duties will be treated in accordance with applicable requirements of state and federal laws. You are expected to notify your Division Director and the Head of School of upcoming military duty by providing us with a copy of your orders as soon as possible.