



Sample Employee Handbook Policies

For Private-Independent Schools

ism® Publications

EXCERPTS FROM:

Sample Employee Handbook Policies
for
Private-Independent Schools

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Sample 2a: Purpose and Use of Handbook

COMMENTARY: This statement is designed to provide the employee with an overall understanding of the importance of the handbook and how it affects his/her employment.

This handbook is designed to acquaint you with ABC School and provide you with information about working conditions, employee benefits, and policies affecting your employment. It contains general statements of School policy, which the school reserves the right to apply at its sole discretion based on the facts of individual situations (or in consideration of other factors it deems pertinent) and in preservation of the best interests of the school. All employees should be aware that violation of school policies and procedures may subject the employee to corrective action, up to and including termination of employment.

No employee handbook can anticipate every circumstance or question about policy. The School reserves the right to revise, supplement or rescind any policies or portion of the handbook from time to time as it deems appropriate at its discretion.

ABC School continually strives to maintain excellent communications with all faculty and staff members. The Business Office works hard to keep the manual up-to-date and to keep all employees informed as policy changes occur from time to time during the normal course of business. This edition of the handbook replaces and supersedes all prior versions. Please understand, however, that there may be times when policy will change (at the sole discretion of the Head of School or Board of Trustees, as may apply) before the written document can be revised and distributed to all employees.

COMMENTARY: The school should not include language that guarantees that all policy changes will be distributed in writing to all employees before becoming effective (i.e., that all employees will receive written notice regarding all policy changes). While it is good practice to communicate all changes in this way from a “predictability” standpoint, guaranteeing that this will happen decreases the school’s flexibility and ability to act in a timely manner to alter policies in the best interests of the school.

Sample 11a: EEO Policy

EQUAL EMPLOYMENT OPPORTUNITY

The ABC School believes that each individual is entitled to equal employment opportunity without regard to race, color, religion, gender, national origin, age, disability, genetic information, veteran status . . . **(NOTE: Add state-protected characteristics here – see chart below)** or any other characteristic protected under federal, state, or local anti-discrimination laws. The school’s equal employment opportunity practices extend to recruitment, hiring, selection, compensation, benefits, transfer, promotion, training, discipline, and all other terms, conditions, and privileges of employment.

All employees are responsible for complying with the School’s equal employment opportunity policy.

Filing a Discrimination Claim with the School

If you believe you have been subject to any form of unlawful discrimination, please promptly submit a written complaint to the Head of School. (If the object of your complaint is the Head of School, you should submit the complaint to the Chair of the Board of Trustees, who can be contacted at _____).

Your complaint should be specific and should include facts, the names of individuals involved, and the names of any witnesses, if applicable.

The School will promptly undertake a thorough investigation and will attempt to resolve the issue. Those investigating for the School will preserve the confidentiality of facts and identities as much as practical. Those making a complaint or participating in an investigation are expected to maintain appropriate confidentiality as well and to act professionally and discreetly at all times. The School will not retaliate against any employee for filing a complaint or for participating in an investigation in good faith.

| STATE | ADDITIONAL PROTECTED CLASSES* |
|----------------|--------------------------------------|
| Alabama | none |

** Accurate as of 12/7/07. However, these listings are not guaranteed to be comprehensive. Please consult with your employment attorney.*

| | |
|-----------------------------|--|
| Alaska | physical or mental disability, marital status, changes in marital status, pregnancy, or parenthood when the reasonable demands of the position do not require these distinctions |
| Arizona | none |
| Arkansas | ancestry or the presence of any sensory, mental, or physical disability |
| California | ancestry, physical disability (including pregnancy), mental disability, medical condition (including cancer), marital status, sexual orientation, political affiliation, or Worker's Compensation history |
| Colorado | sexual orientation or ancestry |
| Connecticut | marital status, ancestry, present or past history of mental disability, mental retardation, learning disability or physical disability, including, but not limited to, blindness |
| Delaware | marital status |
| District of Columbia | sex (including pregnancy, childbirth, related medical conditions, or breastfeeding), marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, matriculation, or political affiliation of any individual |
| Florida | handicap, marital status, or sickle cell trait |
| Georgia | none |
| Hawaii | sex (including pregnancy, childbirth, or related medical conditions), sexual orientation, ancestry, disability ("being regarded as having an impairment" includes an employer's consideration of an individual's genetic information or an individual's refusal to submit to a genetic test as a condition of initial or continued employment), marital status, or arrest and court record |
| Idaho | none |
| Illinois | ancestry, marital status, handicap, military status, sexual orientation, or unfavorable discharge from military status |
| Indiana | ancestry |
| Iowa | sexual orientation or gender identity |
| Kansas | ancestry |

| | |
|----------------------|---|
| | |
| Kentucky | sex (including pregnancy, childbirth or related medical conditions), or the individual is a smoker or nonsmoker, as long as the person complies with any workplace policy concerning smoking |
| Louisiana | sickle cell trait |
| Maine | sexual orientation, physical or mental disability, ancestry |
| Maryland | marital status, sexual orientation, or disability unrelated in nature and extent so as to reasonably preclude the performance of the employment, or because of the individual's refusal to submit to a genetic test or make available the results of a genetic test |
| Massachusetts | sexual orientation (note, however, that this does not include persons whose sexual orientation involves minor children as the sex object), ancestry, or the handicap of a qualified handicapped person |
| Michigan | sex (including pregnancy, childbirth or related medical conditions), height, weight, or marital status |
| Minnesota | marital status, status with regard to public assistance, membership or activity in a local commission, or sexual orientation |
| Mississippi | none |
| Missouri | ancestry |
| Montana | physical or mental disability, marital status, or sex when the reasonable demands of the position do not require an age, physical or mental disability, marital status, or sex distinction |
| Nebraska | marital status |
| Nevada | sexual orientation |
| New Hampshire | marital status, physical or mental disability, or sexual orientation |
| New Jersey | ancestry, marital status, civil union status, domestic partnership status, affectional or sexual orientation, genetic information, gender identity or expression, disability or atypical hereditary cellular or blood trait, liability for service in the U.S. Armed Forces, or because of the refusal to submit to a genetic test or make available the results of a genetic test to an employer |
| New Mexico | ancestry, physical or mental handicap or serious medical condition, |

| | |
|-----------------------|--|
| | spousal affiliation, sexual orientation or gender identity |
| New York | sexual orientation, military status, predisposing genetic characteristics, or marital status |
| North Carolina | none |
| North Dakota | sex (including pregnancy, childbirth, and disabilities related to pregnancy or childbirth), physical or mental disability, or status with respect to marriage or public assistance |
| Ohio | sex (including pregnancy, childbirth, or related medical conditions), handicap, or ancestry |
| Oklahoma | none |
| Oregon | sexual orientation, marital status, or because of the race, color, religion, sex, sexual orientation, national origin, marital status or age of any other person with whom the individual associates, or because of an individual's juvenile record that has been expunged |
| Pennsylvania | ancestry, non-job related handicap or disability or the use of a guide or support animal because of blindness, deafness or physical handicap |
| Puerto Rico | social condition, political affiliation, political ideology, or for being a victim or being perceived as a victim of domestic violence, sexual aggression or stalking |
| Rhode Island | sex (including pregnancy, childbirth or related medical conditions), sexual orientation, gender identity or expression, country of ancestral origin, or arrest record |
| South Carolina | sex (including pregnancy, childbirth, or related medical conditions) |
| South Dakota | blindness or partial blindness (unless specific vision requirements are necessary) |
| Tennessee | none |

Sample 13a: Unlawful Harassment (General)

UNLAWFUL HARASSMENT (INCLUDING SEXUAL HARASSMENT)

Overview

The ABC School is committed to providing a work environment free of unlawful harassment. The School's policy prohibits sexual harassment and harassment based on race, sex, color, ethnicity, religion, national origin, disability, genetic information, age, military status, or any other basis protected by federal, state, or local law or ordinance or regulation. (See the school's "Equal Employment Opportunity and Non-Discrimination Policy" elsewhere in this handbook). **(NOTE: See Sample 11a or 11b).** All such harassment is unlawful.

Note: As indicated by the above paragraph, we recommend that sexual harassment policies should be expanded to include all forms of unlawful harassment (e.g., racial, ethnic, etc.), rather than limiting the policy exclusively to sexual harassment.

The School's Policy Against Unlawful Harassment applies to all persons involved in the operation of the School and prohibits unlawful harassment by or toward any employee of the School, including administration, faculty, and staff as well as supervisors and co-workers. The School will also take all reasonable steps to prevent or eliminate harassment by or toward non-employees -- including students, guests, visitors, vendors, suppliers, donors, volunteers, and anyone else who may have job-related contact with our employees.

Prohibitions

All unlawful harassment is prohibited and includes, but is not limited to, the following behavior:

- ♦ Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations, or comments.
- ♦ Visual conduct such as derogatory and/or sexually oriented posters, photography, cartoons, drawings, or gestures.
- ♦ Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work because of sex, race, or any other protected basis.

- ♦ Threats and demands to submit to sexual requests as a condition of continued employment or to avoid some other loss and offers of employment benefits in return for sexual favors.
- ♦ Retaliation for having reported or threatened to report harassment.

This policy applies to all phases of employment (whether on- or off-campus, and whether it occurs during or after regular business hours), including, but not limited to, recruiting, testing, hiring, upgrading, promotion, demotion, transfer, layoff, termination, rates of pay, benefits, and selection for training.

Filing a Harassment Complaint with the School

If you believe that you have been subjected to or have observed any form of unlawful harassment, provide a complaint, preferably written, to your supervisor or _____

If these individuals are not available, or in the event that you believe that one of these individuals has engaged in inappropriate behavior in violation of this policy or you are uncomfortable reporting the conduct to these individuals for any reason, provide the complaint to the Head of School.

If the Head of School is the object of your complaint, please direct your complaint to the Chair of the Board of Trustees, who may be contacted at:

_____.

You should report your complaint as soon as possible. Your complaint should be specific and should include the names of individuals involved and the names of any witnesses.

In addition, supervisors must report any and all conduct of which they are made aware, which violates, or may violate, this policy to the Business Manager (or HR Director) or the Head of School.

Investigations

The school will undertake an effective, thorough and objective investigation of the harassment allegations promptly upon receiving a complaint or becoming aware of alleged harassment. **The School encourages all employees to report any incidents of harassment prohibited by this policy immediately so that complaints can be quickly and fairly resolved.**

All complaints will be handled as confidentially as possible and information will be disclosed only as it is necessary to complete the investigation and resolve the matter. **(NOTE: The school should avoid promising complainants absolute confidentiality, as such a stance is often not possible when conducting a thorough and fair investigation – e.g., the complainant should be fairly informed of the claims against them, which often requires revealing the identity of the complainant).**

Consequences

If the school determines that unlawful harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined by the school to be responsible for unlawful harassment will be subject to appropriate disciplinary action, up to and including termination. Appropriate action will also be taken to deter future harassment.

Non-Retaliation

There will be no retaliation against any employee who brings a complaint in good faith under the Unlawful Harassment Policy or who honestly assists in investigating such a complaint, even if the investigation produces insufficient evidence that there has been a violation, or if the charges cannot be proven.

Bad Faith Claims

Disciplinary action may be taken against individuals reporting a claim in bad faith. “Bad faith” does not mean a claim that the complainant believes is valid but is later determined to be invalid. Rather, bad faith is meant to include individuals who submit claims that they know to be false or erroneous, for the purpose of hurting someone or damaging their reputation or other similar negative purposes (such as for their own personal gain).

Sample 17: Employment Classifications

EMPLOYMENT CLASSIFICATIONS

All employees will be designated as either full-time or part-time, and their positions will be designated as either exempt or non-exempt.

Full-time and Part-Time

Employees regularly scheduled to work ___ or more hours per week (**Note: usually 25 or 30 hours, or alternatively may be expressed as ___ classes or ___% teaching load, depending on the school's standard definition**) will be considered full-time employees. All other employees will be considered part-time.

Non-Exempt and Exempt

Based on the federal Fair Labor Standards Act (FLSA) and corresponding state regulations, all positions will be designated either “exempt” or “non-exempt.”

Non-exempt positions are eligible for overtime pay and employees in these positions must record their hours worked on a daily basis, using the timesheet (or similar record-keeping process) provided by the school. (**Note: Please note comments regarding timesheets for non-exempt employees**).

Exempt positions are not eligible for overtime pay. Exempt positions are paid on a salaried basis, and the amount of pay generally does not vary based on the number of hours worked during the week.

Please see _____ (**Note: usually the Business Manager or HR Manager – if one is present at the school**) with any questions regarding the classification of your position.

Sample 18: Immigration Law Compliance

IMMIGRATION LAW COMPLIANCE

ABC School is committed to employing only individuals who are authorized to work in the United States. ABC School does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act (IRCA) of 1986, within 3 days of beginning employment, each new employee must complete the Employment Eligibility Verification Form I-9, and present the proper documentation establishing identity and employment eligibility. Employees who do not comply with these regulations will not be allowed to continue employment, in accordance with federal law.

Employees with questions regarding this policy are encouraged to contact _____ **(Note: Usually the Business Manager or HR Manager – if one is present at the school).**

Sample 19c: Work Week and Overtime Pay (California)

COMMENTARY: California bases overtime on the standard of 8 hours in a day (i.e., if a non-exempt employee works more than 8 hours in a day, even if they end up working less than 40 hours for the week, they still receive overtime for the time worked in excess of 8 hours on that day). In addition, in certain circumstances (as described below), California requires double-time (“two times salary”) pay.

WORK WEEK AND OVERTIME PAY

Non-exempt positions in California are eligible for overtime pay at a rate of 1.5 times regular pay (i.e., “time-and-one-half”):

- for all hours worked in excess of 8 in one day
- for all hours worked in excess of 40 in one week
- for up to the first 8 hours worked on the seventh consecutive day of work.

Non-exempt positions in California are eligible for overtime pay at a rate of 2 times regular pay (i.e., “double time”):

- for all hours worked in excess of 12 in one day
- for all hours worked in excess of 8 on the seventh consecutive day of work

The school’s work week (for purposes of calculating overtime) runs from 12:00 am on Sunday to 11:59 pm on Saturday.

Note: The school can choose any 7-day period that it prefers (e.g., Saturday to Friday, Monday to Sunday, etc.).

Overtime must be approved in advance by the Head of School or _____.

COMMENTARY: Please note that all overtime worked must be paid – regardless of whether it was “approved” in advance or not. Unapproved overtime, while it must be paid, can also subject the employee to corrective action (due to violation of school rules).

Sample 20: Pay Periods

PAY PERIODS

All employees are paid on a _____ basis (**Note: usually monthly or semi-monthly**). Pay is provided on the ___ and ___ of each month. A sample schedule is shown below:

| <u>Period</u> | Non-Exempt Timesheets Due | Pay Date |
|--------------------|--------------------------------------|-----------------|
| Sept. 26 – Oct. 10 | Oct. 11 | October 15 |
| Oct. 11 – Oct. 25 | October 26 | October 31 |

NOTE: It is important for schools to clearly state the pay periods, so that the employee understands the time period for which they are being paid (i.e., are they being paid “current” or up to a certain day in the past?). If your school pays “current” (i.e., being paid on the 15th for time-worked through the 15th), this necessitates having non-exempt employees “estimate” their time in advance, as payroll deadlines are commonly a few days prior to the actual pay date.

Direct Deposit

Your paycheck can be directly deposited into the bank account(s) that you designate. If you decide to take advantage of direct deposit, complete the authorization form in your employee packet; it will be activated ____ (**Note: For most payroll systems, this occurs with a one or two pay period delay known as a “pre-note” period**). Once direct deposit is activated, you will receive a summary pay stub each pay period for your personal records.

Sample 37: Personal Conduct (Positive Expectations)

COMMENTARY: Many schools have “code of conduct” policies that focus on prohibited behavior (see Sample Policy 38). To balance the “negative” tone of these prohibitions, schools are encouraged to consider developing a complementary statement of positive behaviors that that the school expects of all employees (e.g., grace, courtesy, professionalism, etc.). Schools are, encouraged to reflect on the behaviors that are most important to them – flowing from an examination of their mission, culture, and values – and to develop a principles statement accordingly. Below is one sample.

PERSONAL CONDUCT

A key element of ABC School’s approach to student character development is for our faculty and staff to serve as role models for mature, caring behavior. As a visible manifestation of this role, all employees are expected to conduct themselves with grace, dignity, and respect at all times. This includes:

- ♦ Offer to help other staff members and be willing to be helped by others humble servant-educators (sitting down to listen, offering or receiving a teaching idea, etc).
- ♦ To believe that a call to teach is no greater or less than the administrator’s call to lead or maintenance personnel to maintain plant facilities.
- ♦ With forthrightness, to go directly to the person whenever you have an objection or disagreement with his or her words or practices.
- ♦ Support in public, in private, and in practice any decision arrived at by the administration despite your personal objections.
- ♦ Offer differences of opinion by speaking and writing honestly and carefully, by listening fully, and by choosing the appropriate place for doing so.

- ♦ Refrain from criticizing students, colleagues, parents, administrators, or board members; gently stop other teachers' or students' criticism of another person.
- ♦ Work with a spirit of continuous improvement toward their personal professional development, in their specific position, and for the school as a whole.
- ♦ Embrace a sense of ownership of the physical assets and general safety of fellow employees and students entrusted to the school's care.

While modeling order, balance, and accuracy, we are careful to remain warm and nurturing. We model, train, and teach a lifestyle of manners and consideration, one that seeks to honor the feelings, needs, and concerns of others.

Sample 44b : Acceptable Use of Internet, E-mail, and Network Resources **(Detailed)**

COMMENTARY: Given the dangers that electronic communication can present to a school (i.e., e-mail being "discoverable" in court proceedings, downloading of pornography possibly setting up hostile environment sexual harassment claims, etc.), we recommend that all schools establish an "acceptable use" policy of this type.

ACCEPTABLE USE OF INTERNET, E-MAIL, and NETWORK RESOURCES

The school makes e-mail and internet access available to employees, as appropriate for their position. E-mail and internet usage is an important communications and learning tool and should be used primarily for school business and instructional purposes.

However, limited personal use of these resources is authorized so long as such use is occasional, of reasonable duration, does not adversely affect employee performance, and does not violate state or federal laws or compromise intellectual property rights (e.g., briefly checking a weather, travel, or sports website at lunch to get updated reports, scores, etc.). **Note: We find "limited personal usage" to provide better protection to the school than a blanket "no personal usage" policy – because the "no personal usage" approach becomes practically unenforceable in most cases (and can thus lead to claims of selective enforcement).**

Purpose

Email and internet usage, like all computer resources at our school, are tools for educating our students and facilitating the operation of the school. This policy outlines several key principles with regard to personal usage and expectations of privacy when using school-provided e-mail accounts and internet resources. Its key purpose is to maintain the safety and security of the school and all of its employees, students, and community members. Please keep in mind that everything you send using your school email account is a reflection of yourself as a professional and as a representative of the school. Please consider this carefully when reviewing the content of your messages and of the internet sites accessed using the school's equipment.

Guidelines for Business and Personal Use

The school makes e-mail and internet access available to employees, based on the need of their position. Access should be used primarily for school business and instructional purposes. However, limited personal use of these resources is authorized so long as such use is occasional, of reasonable duration, does not adversely affect employee or system performance, and does not violate state or federal laws or compromise intellectual property rights.

Prohibited Activities

The following are examples of activities that are prohibited while using The School's networks, internet and email systems, and which may result in disciplinary action, up to and including termination. These activities include, but are not limited to:

- Accessing the files or communications of others without appropriate authorization
- Use of online chat rooms or instant messenger programs
- Downloading of software or attachments (which have the potential to spread viruses and worms throughout the entire school network) without the prior approval of the IT department
- Advertising or listings for personal benefit
- Communications that are addressed to another user in any manner that could reasonably cause him or her distress, embarrassment, or unwarranted attention, as this may constitute harassment
- Personal attacks, including attacks based on race, color, religion, sex, gender, sexual orientation, national origin, ancestry, age, disability, veteran status or any other categories protected by law
- Browsing, retrieval, display or distribution of vulgar, offensive or inflammatory language, material or images, including sexually explicit materials, language or pictures
- Using school networks or resources to engage in any illegal activity
- Sending messages that adversely affect the reputation of the school or its students, parents, or community members

Privacy and Monitoring

The school retains the right to monitor network usage as well as usage of individual computers and e-mail accounts, and **employees should not have an expectation of privacy when utilizing school networks, systems, or electronic communication resources.** This includes but is not limited to the monitoring/ viewing/accessing of:

Internet activities; e-mail activities and accounts; network activities and accounts; all data and/or software stored on desktop, laptops, and disk.

All employees explicitly agree to this condition in consideration for the ability to utilize the school's computer networks and resources.

Cell Phones and Text Messaging

While the school does not provide cell phones for employees nor does it monitor cell phone communications, employees must abide by all pertinent privacy, confidentiality, and discretion standards of the school when using cell phones, text messaging or any other services or devices when communicating about school-related matters.

Note: The school may choose to establish additional guidelines regarding cell phone usage by employees (e.g., “no cell phone usage during class periods for faculty members”) for security and academic purposes. In addition, some states may have “no cell phones while driving” statutes that should be reflected in the Health, Safety, and Security section of the handbook.

Data Security

E-mail should never be considered a totally secure or confidential medium. Any network administrator between here and its destination may view email that is sent over the Internet. Personal information, like personal addresses, credit card numbers, etc., should not be transmitted through email and non-secure websites. Notify the network administrator immediately, if, by accident, you encounter materials that violate rules of appropriate use, or if you suspect any inadvertent lapses in data security.

Message Content

Don't write anything (even in a text message) that you wouldn't want repeated. Email can be forwarded to hundreds of people, in and out of our school – and text messages can be revealed in court. Once you have sent the message, it is out of your control. Be especially careful about material that would violate a student's, parent's or other employee's privacy. Please be aware that even messages or documents that you consider “informal,” “casual,” or “personal” may need to be retained by the school and shared in any litigation matters, as required by federal regulations.

Viruses and Attachments

There are many dangerous viruses that circulate on the Internet and through unsafe computing practices. To avoid getting a virus spread through your email, never open an

email attachment unless you know what it is—even if it comes from someone you know and trust. Always make sure you are running an up-to-date virus scanner, both here and at home. Please see the IT department with any questions regarding viruses, attachments or related issues.

Intellectual Property Rights

All employees are required to abide by applicable copyright laws and their coverage of text, program code, music, or video; you must use only legal software, shareware, or freeware on the school computer systems.

Policy Violations

Access to the computers/laptops owned by the school is a privilege not a right. This privilege may be restricted and/or revoked at any time for use not consistent with the educational goals of the school. (This includes employees remotely logging onto the school network or using their school e-mail account from home or when traveling).

Consequences for violations of this policy, include but are not limited to:

- Loss of network access privileges, including Internet and/or e-mail access
- Loss of computer access privileges;
- Disciplinary action by administration, including but not limited to, immediate termination from employment; and/or
- Legal action and prosecution by the authorities, if appropriate.

Sample 49a: Corrective Action (Brief)

CORRECTIVE ACTION

NOTE: An alternative title for this policy is “Performance Improvement.” We recommend avoiding use of term “disciplinary process,” as discipline implies a punitive orientation while performance improvement or corrective action implies a forward-looking orientation in which the school is supportive and the employee is accountable for returning to satisfactory (or better) performance levels.

Any employee who violates the School’s policies, guidelines, rules, and/or standards of conduct or performance may be subject to corrective action up to and including termination. Depending upon the severity or frequency of the violation, corrective action may involve a verbal warning, a written warning, suspension, or termination. The School expressly reserves the right to determine the severity of the problem and the preferred method of proceeding in each individual case based on the facts and circumstances involved.

Sample 52: Benefits Disclaimer

COMMENTARY: While we recommend that all schools provide a brief summary of their benefits program in the handbook, it is very important to insert a “disclaimer” at the beginning of the employee benefits section. This statement indicates that only the “official” plan documents govern the administration of the plan, rather than the necessarily brief and cursory descriptions shown in the employee handbook. This is important to protect against the school inadvertently contradicting one or several of the plan’s provisions in the handbook.

ABC School is proud to make a program of health, welfare, and retirement benefits available to eligible employees. Brief descriptions of each benefits program are provided below. However, please note that these descriptions are overviews only, and that the plans themselves (including eligibility requirements) are governed by the Summary Plan Descriptions (SPD’s) and related plan documents, maintained in the Business Office. In the event of any conflict between the descriptions below and the plan documents, the plan documents will govern.

Sample 61: Paid Time-Off (PTO)

COMMENTARY: Some schools have followed the trend of corporations and non-profits toward providing a combined Paid Time-Off (PTO) balance, rather than separating time-off for sick, personal, and vacation days into separate “buckets” or categories. One advantage of PTO is that it provides a “no-fault” approach to time-off – that is, an employee does not need to disclose the reason for his or her absence and thus is not inadvertently “forced” into lying (such as if they need time-off for personal business but only have “sick” time available under the traditional policy).

PAID TIME-OFF

ABC School believes that employees should have opportunities to enjoy time away from work to help balance their lives. The school recognizes that employees have diverse needs for time off from work and has established this paid time off (PTO) policy to meet those needs. The benefits of PTO are that it promotes a flexible approach to time off – combining all in one place what were previously separate “buckets” of time-off for sick time, vacation, and personal days. With this flexibility comes employee accountability for managing their own PTO hours to allow for adequate reserves if there is a need to cover vacation, illness or disability, appointments, emergencies or other needs that require time off from work.

Eligibility

All regular full-time employees are eligible to accrue and use PTO. Part-time employees working 20 or more regularly scheduled hours per week are eligible to accrue and use PTO on a pro-rated basis. Employees working less than 20 hours per week on a regular basis and temporary employees are not eligible to accrue or use PTO.

Accrual Rate

Eligible employees accrue PTO based on their job status (i.e., 10-month or 12-month employee) and length of service with the school, according to the following tables. (Part-time employees working 20 or more regularly scheduled hours per week are eligible to accrue and use PTO on a pro-rated basis).

Regular Full-Time Staff and Administrators

| Years of Service | Monthly Accrual | Annual PTO Accrual | Maximum Accrual |
|-------------------------|------------------------|---------------------------|------------------------|
| <i>Less than 1 Year</i> | 1 day | 12 days | 12 days |
| <i>1 – 4 Years</i> | 1.5 days | 18 days | 36 days |
| <i>5 – 14 Years</i> | 2 days | 24 days | 48 days |
| <i>15 or more years</i> | 2.5 days | 30 days | 60 days |

NOTE: The accrual figures shown above are for example purposes only. Figures do not represent benchmarks or recommendations and should be reviewed and modified by the school to meet its needs.

Monthly and Maximum Accruals and Carry-Overs

Note: It is important for the school to specify when employees begin accruing PTO (which is usually from the first day of employment) as well as when they may begin using this time (e.g., often after a 3-month or 6-month waiting period).

Employees are credited with their monthly PTO accrual on the first day of each month, beginning with the first day of the month following their date of hire. Faculty members do not receive accruals during July and August.

Use and Scheduling of PTO

Whenever possible, PTO must be scheduled in advance for time off for vacations, personal leave appointments or other reasons. It is subject to supervisory approval, division/department staffing needs and established departmental procedures.

While one of the main purposes of this policy is flexibility for the employee, the operational needs of the school must always be primary. Therefore, all employees are asked to keep last-minute, no-advance-notice absences to a minimum. An employee may be counseled when the frequency of unscheduled absences adversely affect the operations of the division/department.

An employee may be required or permitted to use some or all of their accrued PTO time when going on an approved leave of absence (such as a Family Medical Leave). Please reference the appropriate leave policy for further details. **(Note: See Sample Policies 62 – 70).**

Sample 74: Health and Safety (General)

HEALTH AND SAFETY

ABC school is committed to providing a safe working environment for all employees and one that is free of physical hazards – and you are an important participant in helping us achieve this objective.

All employees are expected to:

- exhibit safe work behaviors at all times (serving as a role models to students and fellow employees in doing so)
- exercise active concern in the course of their work to prevent injuries to themselves, colleagues, and students
- take immediate steps to the extent prudent to report and/or remedy any unsafe condition (while not placing themselves or others in harm's way in doing so).

All potentially hazardous or unsafe circumstances should be reported immediately to the Head of School or _____. All workplace injuries should be reported immediately to _____ (See Workers' Compensation Leave and Injury Reporting policy for further details).