



**STAFF MEMBER HANDBOOK  
2019-2020**

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Last updated: May 2019**

# RENAISSANCE ACADEMY

## Staff Member Handbook

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Appendix B. Complaint Form to Report Non-Sexual Harassment, Discrimination or Retaliation

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## **SECTION ONE**

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# **ABOUT RENAISSANCE ACADEMY**

# WELCOME

Welcome to the Renaissance Academy Charter School of the Arts. We believe that you are an integral part of our team and you will work with us to make our team stellar for those we serve. This handbook describes many of our policies and outlines the programs and benefits available to eligible staff members. The handbook will answer many questions you may have about your employment at Renaissance Academy Charter School of the Arts. We suggest that you become familiar with the handbook as soon as possible. We hope and believe that your experience here will be challenging, enjoyable, and rewarding.

Again, welcome!

## INTRODUCTORY STATEMENT

This handbook has been prepared to provide our staff members with a general understanding of our personnel policies, work rules and benefits. All staff members are responsible for becoming familiar with our policies and procedures. If you have any questions regarding the material in the handbook, contact your supervisor for clarification. The handbook should not be construed as an employment contract or agreement for employment for any specified period of time. We reserve the right to make changes to these policies at any time. When changes are necessary, we will provide you with amended pages for your handbook.

## MISSION

Renaissance Academy is committed to improving the quality of education to nurture children into an enlightened adolescence. Renaissance Academy provides children an enriched and rigorous educational experience through the infusion of the humanities and the arts leading to a strong sense of possibility and aspiration.

## VISION

Renaissance Academy believes the cultivation of civility and character are essential components to achieving our mission. A humanistic culture will be fostered through a three-pronged approach: values education, meta-cognitive realization, and participation in the arts. The arts will serve as the genesis in establishing requisite habits of the mind and other cognitive aspects essential for critical social and educational development. Given this foundation of support, our students will excel academically, have positive self-concepts, and will appreciate the arts.

The mission and vision of the Renaissance Academy reflect the belief that our students need more than just the cognitive and pedagogic spheres of influence upon which one

can find traditional schools' focus. For a child to be fully nurtured, their caregivers cannot divide the universe into spheres of play, learning, fun, responsibility, ethical concerns, compassion, etc. Each of these is woven into the fabric of who we are. They are each present in the baggage we carry and the potential within each of us for fruition. It is our belief that we can help children realize their inner worth and potential; and at the same time, understand that all around them, everyone else participates in this grand struggle for self-actualization. The core values listed below help bring some of these to focus.

## **CORE VALUES**

- We believe that an arts education is a catalyst for the academic and social success of all students.
- We believe in rigorous academic expectations.
- We believe all children can excel in specific areas of expertise.
- We believe that social, aesthetic, physical and academic skillsets are critical for an informed education.
- We believe in a commitment to improving the quality of education.
- We believe that through the contribution of our individual groups and exploring the gifts of others we will learn both discipline and creativity.
- We believe that enveloped in our culture students will develop:
  - a. Excellent communication skills
  - b. Self-expression skills
  - c. High levels of critical, analytical and creative thinking
  - d. Deep content knowledge
  - e. A strong sense of possibility and aspiration for achievement

## **SAFETY**

Our organization will not knowingly permit unsafe conditions to exist, nor will it permit staff members to indulge in unsafe acts. Violations of organization rules and regulations will result in disciplinary action, up to and including termination. The organization believes that a meaningful program can best ensure the safety of staff members and physical property.

**Staff Members**—Since the staff member on the job is frequently more aware of unsafe conditions than anyone else, staff members are encouraged to make recommendations and/or suggestions regarding unsafe conditions to their immediate supervisor so that they may be corrected.

**Supervisors**—Supervisors are responsible for the working conditions within their department. A supervisor should remain alert at all times to dangerous and unsafe conditions, so that he/she may recommend corrective action, discipline staff members who habitually create or indulge in unsafe practices, assess new or changed situations for inherent dangers, and follow up on staff member suggestions for corrective action so that unsafe conditions are not instituted or permitted to continue.

## PREFACE

This handbook\* outlines the Human Resources policies and benefit plans currently in effect at Renaissance Academy Charter School for the Arts. In this staff member handbook, Renaissance Academy Charter School for the Arts is also referred to as “Renaissance Academy.” Policies are revised or added periodically and are effective as of the date issued.

The statements regarding our school’s policies, procedures and benefits are for information purposes only. They do not constitute a contract for employment, either expressed or implied. Our school adheres to the principle of employment-at-will which preserves the right of either the staff member or the employer to terminate the employment relationship at any time, with or without cause. No supervisor or staff member of Renaissance Academy has any authority to enter into an agreement for any employment other than at will. Only the Chief Educational Officer has the authority to make any such agreement and then only if it is reduced to writing.

### Important Information about Benefits

As our school evolves, we will continue to review and revise these human resources policies and benefit programs. The school reserves the right to alter, reduce or terminate any pay practices, policies, premium contributions, benefits and benefit plans, in whole or in part, at any time for any reason to the extent permissible by law. Any such change may affect retirees and beneficiaries, as well as active staff members.

The benefit information found in this handbook is intended to provide an overview of the benefit plans. The actual benefits are controlled by the terms of the applicable plan documents and insurance policies. Questions regarding the interpretation of these plans will be answered in accordance with the actual plan documents and insurance policies, rather than the summaries contained in this handbook. Staff members may obtain copies of these documents from the Chief Operating Officer.

\* This handbook and its policies are effective August 2019 and supersede all other personnel manuals and personnel policies previously distributed by the school. To

avoid confusion, please discard any copies of previously published staff member handbooks.

## **SECTION TWO**

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# **ABOUT THE STUDENTS AND THE SCHOOL**

## **FORMAL REPORTING OF STUDENT PROGRESS**

Report Cards are issued three times a year to report a student's progress to the student and parent(s). Teachers are expected to document their on-going communications with students' families. NO family should be surprised at the grade a student receives on a report card. Although report cards serve a summative function, our primary focus should be on going formative assessments to ensure the success of all students.

## **CHAPERONING EVENTS**

Responsibility for supervising students at after-hours school-sponsored events is an important part of teaching. Not only does faculty presence at events signal interest in the development of the total student, but also faculty supervision is imperative to the smooth running of most extracurricular activities. As arts focused school, we hope to invite parents and community members into our school for various events (recitals, plays, music, awards assemblies, holiday galas, etc.). Support of your colleagues is greatly appreciated. Chaperones are responsible for supervising students' behavior whether the event is on or off campus. A chaperone will stay with students upon return from an off-campus event until all students have procured rides home.

Renaissance Academy staff members are expected to chaperone two after events each school year.

## **CHILD ABUSE AND NEGLECT – MANDATORY REPORTING**

Any school staff member who knows or suspects that a child's health or welfare has been or appears to have been harmed, as a result of child abuse or neglect, has a legal responsibility and duty to report the case in accordance with these procedures. If you have any questions regarding your responsibilities or role, you must contact your immediate supervisor for assistance.

### **CHILD ABUSE – A WORKING DEFINITION**

- Child abuse is the actual injury to a child (person under 18) by any adult or person five or more years older than the child.
- Physical abuse involves the use of force and includes inappropriate or too forceful discipline. Indicators to watch for include:
  - Bruises or cuts that are unusual in shape or size and located in sensitive areas like the face or the posterior body areas.
  - Swollen or stiff joints.

- Burns that look like they may have come from cigarettes, scalding, or a specific instrument.
- Absence of hair, and/or swelling under the scalp.
- Rope burns.
- Belt, buckle, or electrical cord markings.

Note: Two adults with whom the child is comfortable should examine the child in a private setting. (One must be the nurse, social worker or administrator.) *A child with very dark skin may need to be examined in strong light with the skin stretched by bending or twisting.* A child's expressed desire not to be examined should always be respected, and a report filed with DSS.

*Sexual abuse* is the use of a child for the purpose of sexual gratification by a person five or more years older than the child. Sexual abuse may include, but is not limited to:

- Intercourse or penetration of a bodily orifice.
- Fondling or disrobing a child.
- Voyeurism and exhibitionism.
- Photographing a child in ways or circumstances the child finds uncomfortable.
- Speaking or behaving in such a way as to attempt to sexually stimulate the child or the adult.
- Behavioral indicators are rare and subtle, but may include refusal to change clothing, poor hygiene, developmentally inappropriate sexual behavior, and marked change in behaviors, attitudes, etc.

*Emotional abuse* is the extreme belittlement and verbal abuse of a child or the extreme failure to provide the warm, loving environment that allows a child to mature and develop normally.

*Neglect* is the continuing failure to provide for the basic needs of the child. This includes food, appropriate clothing, safe shelter, and proper supervision. This also includes:

- *Medical neglect* which is the failure to provide medical care for any condition, which can cause damage if left untreated. This includes failure to treat or continue to treat common contagious conditions such as ringworm, impetigo, and conjunctivitis.
- "*Fire Law Neglect*" occurs when a young child is left to himself, or to supervise other young children for more than a short time.

Note: Any doubt about reporting suspected abuse or neglect shall be resolved in favor of the child. The report shall be made immediately and prior to the child's leaving school. A school staff member is immune by statute from any civil and/or criminal liability when reporting in good faith suspected child abuse or neglect. **Failure to report by any school staff member may result in disciplinary action, up to and including termination against the staff member by the Renaissance Academy Charter School of the Arts and civil and criminal action under the law.**

## EMERGENCY ACTION PLAN

In the event of an emergency, stay calm and think through your actions.

Know important emergency numbers:

- Fire/Police/Ambulance 9-1-1
- Chief Educational Officer Ext. 202
- Chief Operating Officer Ext. 203

Do not hesitate to call/alert others if you believe that an emergency is occurring.

### FIRE

In case of fire, the main concern is for the safety of all students, faculty, and staff. Staff is responsible for posting all fire drill directions above or next to the exits from all classrooms. These signs are not to be removed and, if lost, are to be replaced immediately. Staff must familiarize themselves and students with exits from all rooms that you use, not only the primary exit, but a secondary exit in case your first exit is blocked.

Staff must locate the nearest fire alarm box and know how to use it. Also, you need to know where a fire extinguisher is in your area and understand how it functions.

New York State law requires schools to conduct fire drills. Teachers must accompany students and stay with them at all times; you are legally responsible for students' safety.

*All students must follow the following rules:*

- Students will leave their classrooms by the designated route in a single file formation.
- The last person out should close the door.
- Books and coats should be left in school during fire drills.
- Walk rapidly and silently. Do not push or run. No talking.

Administrative and educational assistants will check for students in their areas of the building (e.g., rest rooms, sick room).

Grade books are the legal record of student presence or absence, and teachers are required by law to take their grade books and take attendance as soon as they are outside the building. Counting the number of students present is not sufficient. In the case of a real fire, the principal and/or school secretary will check with all teachers to account for all pupils. The custodian will meet the fire truck in front of the school and direct the fire department to the fire location.

All school buildings are subject to inspection by local fire officials to ensure that they remain up to code to provide a safe environment for all who learn and work in them. Included among the items that are prohibited in classrooms are:

- Extension cords.
- Light strings (they are technically extension cords.)
- Stringing power strips together.
- Mounting of temporary lighting for a permanent purpose.
- Permanent mounting of power strips.

A separate bulletin will specify holiday code restrictions. In the event the fire inspector finds the school in violation of the codes, it may result in a fine for each and every day until the violation is corrected. If you have questions about this, please see the Chief Operations Office.

Evacuation:

- Employees are notified of a fire by either the fire alarm system or paged announcement.
- If the alarm sounds, immediately evacuate the building using the closest exit; do **not** use the elevators. Do not delay evacuation to get your coat, personal belongings, finish a phone call, or wait for friends.
- Follow all fire drill procedures to ensure for the safety of all employees and students.
- Teachers must take their red emergency binders and grade books with them and account for every student immediately upon exiting the building.

### **If you discover a fire**

- Alert other persons in the immediate hazard area;
- Activate the nearest fire alarm, call 911, call the Receptionist, and/or page an emergency announcement;
- If you have been trained to use a fire extinguisher, following these instructions: -
  - **P**ull the safety pin;
  - **A**im the nozzle at the base of the fire;
  - **S**queeze the operating lever;
  - **S**weep side to side, covering the base of the fire.

When using a fire extinguisher, always stay between the fire and an exit. Never feel that using a fire extinguisher is required. If the fire is too hot, too smoky, or you are frightened, evacuate immediately.

## **MEDICAL EMERGENCY**

- In the event of a medical emergency, call (9) 9-1-1.
- Call the Receptionist or page an emergency announcement.
- Stay with the ill/injured person but do not move him/her. Be careful not to come into contact with any bodily fluids unless properly trained and protected.
- Send one person to alert the Chief Operating Officer so they can notify the emergency contact of the ill/injured person.
- Employees in the immediate vicinity of the emergency but not involved in the emergency effort should leave the area.

## **Reporting Injuries & Illnesses**

Though we may not be exposed to the same degree of risk as a typical manufacturing or healthcare facility, still we should recognize that safety risks are present and take steps to reduce the risk of injury or illness. Safety is everyone's responsibility at RA.

All work-related injuries and illnesses should be reported immediately to the Nurse even if you are not sure whether the injury or illness is truly work-related. Even small, insignificant injuries, if left untreated, can result in more serious conditions.

The Nurse will complete an Accident Report. When injuries are reported immediately, accidents can be investigated quickly, and corrective action taken to prevent another injury.

If you see any potential hazards that need attention, notify the Business Administrator or the Building Engineer immediately.

If you are involved in an accident, you must comply with the following procedure:

- Report the accident to a supervisor or the Chief Operating Officer immediately;
- Obtain the necessary medical treatment;
- Fill out an accident report regardless of the severity of the injury;
- If you must seek additional medical treatment, obtain consent to leave the premises from your supervisor before doing so.

Employees who fail to comply with this procedure are subject to disciplinary consequences.

## **FUNDRAISING**

Teachers must check with The Chief of Education Office to get prior approval for all fundraising activities. All money collected during fundraisers must be counted and given to the school secretary either the same day or, at the latest, the following school day after

the fundraising event. Under no circumstances should school money be kept in your personal possession overnight; all monies should be turned into the office daily.

# STUDENT RECORDS

It is important to note that student records include all records relating to an individual student, except those notes or records maintained for personal use by teachers or other certified personnel and records available only to persons involved in the psychological treatment of a student. Please refer to the student records policy for more complete information but use the following as a guide for best practice.

Confidentiality is paramount. Given this, at no time should students enter grades for a teacher or grade the works of other students, other than in-class exchange of short quizzes or assignments. This does not prohibit peer review, peer editing, tutorial review for evidence of understanding or other input on speeches, presentations, etc. A student's teacher and others who may work with the student, including educational teaching assistants have what is called legitimate educational purpose to have access to a student's file and special education file (including IEP). A school psychologist, counselor, social worker, nurse, teacher or administrator must keep confidential information received from a student that the student or another student is using or is experiencing problems resulting from the use of alcohol or other drugs, unless the student consents in writing and school personnel have reason to believe there is serious and imminent danger. Student files may be reviewed, but for security reasons, files may not be removed from the building main office. Important information regarding a student (such as a letter about a change in family circumstances or the child's medical condition) should be placed in the student's file or in a professional's personal notes. For questions, contact the Chief Education Officer.

In addition, no student may be photographed, video recorded or audiotaped without first obtaining the parent's prior written consent. If the parent gives prior written consent, staff are not authorized to distribute the student's photographs on the internet or publish in any way without obtaining permission from the Chief Information Officer.

## VISITORS

It is your responsibility to know who is in and around your building. Please pay attention to people who may be visiting the building, ask for their nametag and **escort them to the office** to obtain one if they do not have one. Unknown visitors should not be permitted to walk around unaccompanied. Visitors are required to wear a visitor's badge while on campus. Alert the office if you feel uncomfortable with anyone you see in or around the school.

### VISITING CHILDREN

Generally, students from other schools may not be permitted to visit our school while classes are in session. We may ask your permission for a potential student to observe. Check with the Chief of Education Officer if you have a question.

### PARENTS AND COMMUNITY MEMBERS

Parents and community members are always welcome at school; they are asked to sign in at the office upon arrival and they should be wearing a visitor name badge. Parents or community members who wish to visit classrooms must make prior arrangements through the classroom teacher, who must seek permission from the Chief Educational Officer. However, this does not preclude drop-in visits by school administrators, board members or researchers. All teachers are asked to take a few minutes on an occasional basis and remind their students of the common courtesy we extend to anyone who is visiting. This includes a class greeting (or an individual student who serves as the class ambassador and greets visitors), polite responses to any questions that might be asked, and silence if and when the visitor(s) and you may be talking. Help your students develop the social skills they need to be successful by reinforcing these behaviors.

### **SALES REPRESENTATIVES/SOLICITORS**

Sales representatives are not allowed to approach teachers during the school day unless they have been cleared through the office and they either have an appointment with the teacher or the teacher wishes to talk with them during a free period.

## **STUDENT ATTENDANCE**

If a student is not accounted for by 9:30 am, an automated call will be placed to the primary number on file for the parent/guardian to notify them of the child's absence. Please be accurate when taking attendance to avoid unnecessary and upsetting calls to parents. Teachers are responsible for taking attendance and reporting student absences to the office immediately. Renaissance Academy Charter School of the Arts Board of Trustee Policy states that acceptable excused absences from school are listed in family handbook.

## **BUS DUTY**

The safety and security of our students is a paramount concern for all of us! All staff will be assigned bus duty. In the morning, please greet parents and students as they arrive and at the end of the day, please line up and escort your students out of your classroom and go directly to assigned areas. Remember that whenever you are in public, you are our ambassadors. Parents, neighbors, and friends are watching. You are outside for the safety and security of our children. It is not the time for social conversations. Sometimes, parents will come up to you and request detailed information that is not easily answered in a quick response. Explain that this bus-safety-duty is important and taken very seriously. If they could please wait 10 minutes until you go inside or make an appointment to either call or see you, it would be greatly appreciated.

# COMMUNICATION EXPECTATIONS AND RESPONSIBILITIES

All staff members are required to know and use our email system upon arrival at school, or as soon thereafter as work duties allow, all staff members are required to check their voicemail, email and mailbox.

## STAFF MEMBER RESPONSIBILITY

Before leaving at the end of the day, all staff members are required to check their voicemail, email, and mailbox. It is a reasonable expectation of parents to have a response from any staff member within one school day.

## APPROPRIATE USE OF SCHOOL COMMUNICATIONS

It is important to clarify the acceptable use of school communication systems, such as voicemail, email, telephone, mailboxes, etc. Here are several principles to use as a guide.

- Use of school communication systems for personal reasons is unacceptable.
- You cannot control what you receive, but you do control what you send. If you receive something inappropriate, delete it or dispose of it, and inform the sender that you do not wish to receive such communications.
- Regardless of the communication medium, send messages to others on a “need to know” basis as opposed to sending messages meant for a few to all box holders. Do not “send all” unnecessarily when using email communications.
- Using school communications to make a profit or to conduct a business is unacceptable. It is acceptable to advertise items for sale or services you may offer in a designated area in the staff lounge/workroom.
- Use of school communications to share beliefs of a personal, religious, or political nature is inappropriate.
- Use of school communications to build staff morale, advertise staff functions, etc. is acceptable. However, be cautious about the type of humorous or entertaining message you access or share. Obviously, anything with sexual, racist, sexist, homophobic, etc. overtones is unacceptable.
- Expect all school email to be monitored.
- If school devices are used inappropriately, disciplinary action, up to and including termination and legal action will be taken.

## **GENERAL CORRESPONDENCE WITH HOME VIA NOTICES OR NEWSLETTERS**

Please be sure to get the Chief Educational Officer's approval of all communications you intend to send home with students before they are copied to be sent home. You must also check the school and district calendar with the Head of Academics prior to scheduling any events or sending notices out. All events must be recorded on the school calendar of events in the office. The Chief Educational Officer should receive a final copy of all notices going home. Home-school communication is encouraged and essential in helping our students succeed. Please be prepared to copy the Head of Academics on emails to parents, especially if the student's progress, grades, or behavior are the issue. It is helpful for the Head of Academics to have some background if and when the parent contacts their office. Keeping parents informed facilitates the smooth operation of the school and has a significant effect on student behavioral change. It is our obligation as educators to keep parents informed of student progress in all areas. In keeping with this philosophy, the following procedures will be followed:

- Parents must be notified by telephone when a student is performing or behaving poorly in the classroom. (See separate PBIS guidelines.) This communication should include suggestions for the parent as to how they can help the child. It should take place early to allow for correcting the situation prior to the end of the grading period. The teacher should be prepared to share several strategies that they have tried. They should try to enlist parents as informed strategists who may be aware of successful behavior modification techniques for this individual child.
- Personal social media accounts should not be used as a means to communicate with parents or to disseminate school information.

No student should be referred to the office for classroom related discipline (except for emergency situations) unless the problem has been discussed with the parents prior to the referral. This means that if a student is experiencing difficulty with such things as tardiness, class attendance, or other repetitive problems, parents should be telephoned.

Communicating with parents on a regular basis will enhance classroom management, give teachers more information about the student and their environment, and show interest in them as individuals. And the more positive communications you have had will greatly ease a communication about a concern!

## **MAINTENANCE OR CUSTODIAL ASSISTANCE**

A custodian is always available during the school day to assist in the case of an emergency. Please call the office to request to have a custodian paged. Please encourage good housekeeping on the part of the students. Students need to be encouraged to recycle and place waste materials in the appropriate receptacle. Staff monitoring of building and classroom care will promote student pride and care of the school building and property. It is imperative that you take care of your room and office.

Please keep it **professionally presentable**. Each teacher is responsible for the condition of the furniture and equipment in the classroom. You should request sanitizing and cleaning solution for your use to clean desks and chairs. Please be sensitive to ventilation, light and heat, and concerns for general tidiness in each classroom. Turn off lights and lock the doors when leaving a room; report heating irregularities to the custodian. At the end of each day, please be sure to have students help restore your classroom and return all equipment used during a class period to its appointed place. CLOSE and lock all windows when you leave the room at the end of the day.

The importance of keeping your room neat, organized, and presented in a professional manner must be emphasized. Your classroom and office space should always be well kept! Note that your primary office and teaching space will be checked throughout the year and at the end of the year for check-out. Teachers are responsible for securing their room and all the contents within.

Teachers, who are involved with special activities such as athletics, clubs, band, etc., are responsible for the inventory of equipment and any equipment issued to students. Return and storage of equipment is their responsibility.

Each staff member will have a personal locked file cabinet in which they should store their purse, keys, and cell phones. If you do not, inform the Chief Operating Officer immediately! Bring minimal valuables to school (if necessary, at all). We are not responsible for lost or stolen items.

## **SAFE CLASSROOM**

A safe, clean, attractive, and educational classroom environment needs to be maintained at all times. To ensure this environment, please notify the custodial staff of unsafe conditions or items that need to be repaired. Any spills need to be reported immediately in order to prevent tracking of the material or a permanent stain on carpet. Classroom materials must be placed in a manner that promotes health and safety. Cords must be covered in a safe manner that prevents tripping. Boxes on high shelves must not protrude over the shelf or be stacked on top of other boxes in an unsafe manner. Staff care in monitoring the safety of students, equipment, and materials is vital and appreciated.

In addition to a safe physical environment, Renaissance Academy cares deeply about the emotion well-being of its students and staff. In the event of a traumatic incident, Renaissance Academy has a Trauma Incident and Grief (TIG) Team. If a student or staff needs support during the traumatic time, he or she should notify the Chief Educational Officer immediately. Employees should also utilize the Employee Assistance Program (EAP) as set forth in this Handbook.

# EMERGENCY SCHOOL CLOSING REVISED

Notice of closing is done through the local media. Renaissance Academy Charter School of the Arts will notify staff members of school closings or delays. **(We will be automatically closed if the Greece School District or the Rochester City School District is closed.)** Be sure to check the appropriate station 100.5, 102.3, 103.9, WROC-TV, WHAM radio stations when you are in doubt about school being open because of inclement weather conditions. The Chief Operating Officer will make closing decisions as early as possible, the evening before if it is at all feasible.

## FIELD TRIPS

Please provide your school office with a roster of students who will be out for field trips, including the planned departure and return time. Enrichment experiences such as educational field trips for students may be requested. Application forms are available in the school office and must be filed at least three weeks in advance of the proposed field trip. A 10-day notice is required for a trip to be approved. Transportation is to be furnished by a school bus or by school designated transportation. All students who participate in field trips will present written permission from their parent/guardian to participate. Only field trips which are pertinent to course content and which contribute directly to specific educational objectives will be approved. Approval will not be granted to trips that are simply recreational or that have not followed the established protocol for securing approval.

When reviewing field trip requests, the administrator will use these guiding questions.

- What educational objectives does this field trip meet for your students?
- How is this trip linked to the unit you are currently teaching?
- What instructional follow-up activities will the students do upon returning from the field trip?
- How will the field trip enhance learning more than classroom instruction on this topic or lesson?

For students who do not have approved permission slips, appropriate and sufficient work must be left for them to complete.

# INDIVIDUALIZED EDUCATION PROGRAMS (IEP), 504 PLANS, AND REEVALUATIONS

Section 504 is a civil rights law that prohibits discrimination against individuals with disabilities. Section 504 ensures that the child with a disability has equal access to an education. The child may receive accommodations and modifications. As a part of the special education and 504 special needs plan process, teachers take an active part in evaluating student strengths and needs. This includes determining the need for special educational programs, 504 special needs plans, and/or related services. Teachers are vital to the effective implementation of these programs and are responsible for having knowledge of and ensuring the compliance with IEP and/or 504 special needs plans at all times, including any time class rosters change due to a student transfer, start of a new semester, etc. Teachers are expected to have read and be familiar with student records before classes start. If a new child enters, the Special Education Master Teacher will present the new IEP/504 at a team meeting during the first week. The Special Education Master Teacher will share minutes or summaries of pertinent information with staff members throughout the year as needed.

## STUDENT CONDUCT

Schools must be places where creative, critical thinking and learning can occur. Schools must maintain standards of conduct and discipline in order to create and sustain a safe and orderly learning environment. Therefore, students are prohibited from engaging in behaviors, which are illegal, life or health threatening, or which impede the orderly operation of the classroom or school.

### CONDUCT

Students, staff, visitors, Board Members and parents at Renaissance Academy are expected to conduct themselves in keeping with their level of maturity and with a proper regard for the rights and welfare of others and the school. Representatives of our school shall conduct themselves in the most appropriate way while in our school, on the school bus and on field trips.

**Substantive acts for which a child may be disciplined include but are not limited to:**

Inappropriate language; touching, pushing, or hitting another student or staff member; stealing; cheating; insubordination; disorderly, violent or disruptive behavior; conduct which otherwise endangers the safety, morals, health or welfare of others. (We will consider their age and maturational understanding in determining consequences.)

## **PROGRESSIVE DISCIPLINE**

Renaissance Academy will use progressive discipline and behavioral modification to prevent student misbehavior and decrease the chances that negative behaviors will reoccur. As an inappropriate behavior continues the levels of consequences will also increase. Discipline should and will always be age appropriate. Students must internalize what triggers inappropriate behaviors and develop a cadre of alternatives in case they find themselves in the same situation again. Parents will partner with the school in addressing and working to prevent future negative behaviors.

Consequences include but may not be limited to:

Student reparation i.e., writing a letter of apology; loss of recess time; referral to the Chief Educational Officer; lunch detention; removal from situation i.e. time spent doing class work in a safe time-out location; mediation; counseling; In School Suspension; Out of School Suspension; expulsion.

In any case where a student is removed from the school, he/she will be provided with all work to be completed outside of school. In the event of an extended absence, plans for individualized instruction of one hour a day for each day missed will be provided by a licensed teacher.

## **TRANSPORTATION OF STUDENTS**

School staff members are strongly discouraged from transporting students in their private vehicles. School staff members or other persons operating in an official capacity shall not transport any student to, or from, any activity or business of the district in a private vehicle unless the person providing transportation has satisfactorily met all state (Charter School) legal requirements and established procedures. Although it is understandable that you want to help students who do not have a ride, you are placing yourself in a vulnerable situation. In the case of an accident, you (and your insurance carrier) are liable. In addition, please be aware of the risks of being alone in a vehicle with one student. Under no circumstances shall such transportation be provided in vehicles other than school buses if the number of passengers (in addition to the driver) exceeds nine (9).

## **REQUISITION PROCESS**

The Chief Operating Officer will strive to provide needed materials, equipment, supplies and anything else necessary for the program. Our students deserve the best we can possibly provide, and our staff deserves the most appropriate tools possible to achieve their goals. We will do anything and everything in our power to help staff identify and secure needed materials. We realize that every now and then some pencils and pens end up mixed into your personal things. Please help us keep our supply costs reasonable by being cautious of what goes home.

Staff may obtain requisition forms from our building secretary. The requisition must be submitted to the Chief Operating Officer for approval. Once it is approved, the order is submitted. We will strive to see that you have what you need, in a timely manner, to provide the best education possible for our children.

With the approval of the Chief Operating Officer, staff may obtain a blanket purchase order to cover several small purchases made over time from a particular vendor. Blanket purchase orders are issued to a maximum amount (“Not to Exceed...”) and/or an expiration date (“Valid to...”). Staff must reference the blanket purchase order number on any receipts subsequently submitted. Receipts from all purchases made must be submitted to the main office immediately after purchase. If you need to retain the receipt in the event of needing to make a return, you may submit a photocopy.

## **CONNECTING WITH THE COMMUNITY**

All certified staff will work with Chief Educational Officer to incorporate community connections into their work with students. This involves using community resources to enrich the educational, cultural and artistic experiences for children by bringing resources into the school and/or by taking students into the community.

## **SCHEDULING EVENTS**

To avoid conflicts, all events must be approved by the Chief Operating Officer prior to scheduling. The events may then be added to the school calendar.

## **STUDENT DRESS CODE**

The U.S. Department of Education has found benefits of using school uniforms including improved student discipline, culture for academic study, decreased theft, increase in respect of all members of the school community, ease of identification of students, and eliminate clothing choices as a reason for students to be bullied. Renaissance Academy will adopt a school uniform policy to promote a sense of community and school pride. School uniforms teach students about appropriate dress and decorum in an academic setting and minimize the cost of clothing to parents. Guidelines for Student Dress are outlined in family handbook.

## **SECTION THREE**

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# **EMPLOYMENT PRACTICES**

# EQUAL EMPLOYMENT OPPORTUNITY

Renaissance Academy is committed to a policy of Equal Employment Opportunity with respect to all staff members, interns and applicants for employment. Consistent with this commitment, our policy is to comply with all applicable federal, state and local laws concerning employment discrimination. Accordingly, the school prohibits discrimination against qualified staff members, interns and applicants in all aspects of employment including, but not limited to: recruitment, interviewing, hiring (or failure or refusal to hire), evaluation, compensation, promotion, job assignment, transfer, demotion, training, leaves of absence, layoff, benefits, use of facilities, working conditions, termination and employer-sponsored activities and programs, including wellness, social and recreational programs. Employment decisions will be made without regard to an applicant's, staff member's or intern's actual or perceived: race; color; sex (including pregnancy, childbirth and related conditions); age; disability; religion; creed; citizenship; national origin; ancestry; military status or veteran status; marital status; familial status; gender, gender identity or expression; sexual orientation; status as a victim of domestic violence, stalking or sex offenses; predisposing genetic characteristics; genetic information; political affiliation; prior arrest; conviction records; or an individual's membership in any other class or category protected by applicable federal, state or local law.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of the Chief Operating Officer. Employees can raise concerns and make good faith reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

# SEXUAL HARASSMENT

Renaissance Academy is committed to maintaining a workplace free from sexual harassment. Sexual harassment is a form of workplace discrimination. All employees are required to work in a manner that prevents sexual harassment in the workplace. This Policy is one component of Renaissance Academy's commitment to a discrimination-free work environment. Sexual harassment is against the law<sup>1</sup> and all employees have a legal right to a workplace free from sexual harassment and employees are urged to report sexual harassment by filing a complaint internally with Renaissance Academy. Employees can also file a complaint with a government agency or in court under federal, state or local antidiscrimination laws.

## Policy:

1. Renaissance Academy's policy applies to all employees, applicants for employment, interns, whether paid or unpaid, contractors and persons conducting business, regardless of immigration status, with Renaissance Academy. In the remainder of this document, the term "employees" shall refer to this collective group.
2. Sexual harassment will not be tolerated. Any employee or individual covered by this policy who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action (e.g., counseling, suspension, termination).
3. Retaliation Prohibition: No person covered by this Policy shall be subject to adverse action because the employee reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. Renaissance Academy will not tolerate such retaliation against anyone who, in good faith, reports or provides information about suspected sexual harassment. Any employee of Renaissance Academy who retaliates against anyone involved in a sexual harassment investigation will be subjected to disciplinary action, up to and including termination. All employees paid or unpaid interns, or non-employees<sup>2</sup> working in the workplace who believe they have been subject to such retaliation should inform a supervisor, manager, or the Chief Operating Officer. All employees, paid or unpaid interns or non-employees who

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While this policy specifically addresses sexual harassment, harassment because of and discrimination against persons of all protected classes is prohibited. In New York State, such classes include age, race, creed, color, national origin, sexual orientation, military status, sex, disability, marital status, domestic violence victim status, gender identity and criminal history.

2

A non-employee is someone who is (or is employed by) a contractor, subcontractor, vendor, consultant, or anyone providing services in the workplace. Protected non-employees include persons commonly referred to as independent contractors, "gig" workers and temporary workers. Also included are persons providing equipment repair, cleaning services or any other services provided pursuant to a contract with the employer.

believe they have been a target of such retaliation may also seek relief in other available forums, as explained below in the section on Legal Protections.

4. Sexual harassment is offensive, is a violation of our policies, is unlawful, and may subject Renaissance Academy to liability for harm to targets of sexual harassment. Harassers may also be individually subject to liability. Employees of every level who engage in sexual harassment, including managers and supervisors who engage in sexual harassment or who allow such behavior to continue, will be penalized for such misconduct.
5. Should a member of the administration or a supervisor receive a complaint about sexual harassment, or otherwise become aware of possible sexual harassment occurring, Renaissance Academy will conduct a prompt and thorough investigation that ensures due process for all parties. Renaissance Academy will keep the investigation confidential to the extent possible. Effective corrective action will be taken whenever sexual harassment is found to have occurred. All employees, including managers and supervisors, are required to cooperate with any internal investigation of sexual harassment.
6. All employees are encouraged to report any harassment or behaviors that violate this policy. Attached to this Handbook as Appendix A is a complaint form that employees may use to report sexual harassment or to file a complaint.
7. All managers and supervisors of Renaissance Academy are required to report any complaint that they receive, or any harassment that they observe or become aware of, to the Chief Operating Officer or to the Chief Educational Officer.
8. This policy applies to all employees, paid or unpaid interns, and non-employees and all must follow and uphold this policy. A copy of this policy will be provided to all employees and will be posted prominently in all work locations to the extent practicable (for example, in a main office, not an offsite work location) and shall be provided to all new employees upon hiring.

### **What Is “Sexual Harassment”?**

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity and the status of being transgender. Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual’s sex when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive work environment, even if the reporting individual is not the intended target of the sexual harassment;

- Such conduct is made either explicitly or implicitly a term or condition of employment; or
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment.

A sexually harassing hostile work environment includes, but is not limited to, words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, which interfere with the recipient's job performance. Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called "quid pro quo" harassment. Any employee who feels harassed should report to the Chief Educational Officer or Chief Operating Officer so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy.

### **Examples of sexual harassment**

The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited:

- Physical acts of a sexual nature, such as:
  - Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee's body or poking another employee's body;
  - Rape, sexual battery, molestation or attempts to commit these assaults.
- Unwanted sexual advances or propositions, such as:
  - Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion or other job benefits or detriments;
  - Subtle or obvious pressure for unwelcome sexual activities.
- Sexually oriented gestures, noises, remarks or jokes, or comments about a person's sexuality or sexual experience, which create a hostile work environment.
- Sex stereotyping occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
  - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on

workplace computers or cell phones and sharing such displays while in the workplace.

- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity and the status of being transgender, such as:
  - Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
  - Sabotaging an individual's work;
  - Bullying, yelling, name-calling.

### **Who can be a target of sexual harassment?**

Sexual harassment can occur between any individuals, regardless of their sex or gender. New York Law protects employees, paid or unpaid interns, and non-employees, including independent contractors, and those employed by companies contracting to provide services in the workplace. Harassers can be a superior, a subordinate, a coworker or anyone in the workplace including an independent contractor, contract worker, vendor, client, customer or visitor.

### **Where can sexual harassment occur?**

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business or at employer sponsored events or parties. Calls, texts, emails, and social media usage by employees can constitute unlawful workplace harassment, even if they occur away from the workplace premises, on personal devices or during non-work hours.

### **Retaliation**

Unlawful retaliation can be any action that could discourage a worker from coming forward to make or support a sexual harassment claim. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation (e.g., threats of physical violence outside of work hours).

Such retaliation is unlawful under federal, state, and (where applicable) local law. The New York State Human Rights Law protects any individual who has engaged in "protected activity." Protected activity occurs when a person has:

- made a complaint of sexual harassment, either internally or with any anti-discrimination agency;
- testified or assisted in a proceeding involving sexual harassment under the Human Rights Law or other anti-discrimination law;
- opposed sexual harassment by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of harassment;
- reported that another employee has been sexually harassed; or
- encouraged a fellow employee to report harassment.

Even if the alleged harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of harassment.

### **Reporting Sexual Harassment**

**Preventing sexual harassment is everyone's responsibility.** Renaissance Academy cannot prevent or remedy sexual harassment unless it knows about it. Any employee, paid or unpaid intern or non-employee who has been subjected to behavior that may constitute sexual harassment is encouraged to report such behavior to a supervisor, manager or the Chief Operating Officer. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to a supervisor, manager or the Chief Operating Officer.

Reports of sexual harassment may be made verbally or in writing. A form for submission of a written complaint is attached to this Policy, and all employees are encouraged to use this complaint form. Employees who are reporting sexual harassment on behalf of other employees should use the complaint form and note that it is on another employee's behalf.

Employees, paid or unpaid interns or non-employees who believe they have been a target of sexual harassment may also seek assistance in other available forums, as explained below in the section on "Legal Protections and External Remedies."

### **Supervisory Responsibilities**

All supervisors and managers who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior or for any reason suspect that sexual harassment is occurring, **are required** to report such suspected sexual harassment to the Chief Operating Officer. In addition to being subject to discipline if they engaged in sexually harassing conduct themselves, supervisors and managers will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.

Supervisors and managers will also be subject to discipline for engaging in any retaliation.

### **Complaint and Investigation of Sexual Harassment**

**All** complaints or information about sexual harassment will be investigated, whether that information was reported in verbal or written form. Investigations will be conducted in a timely manner and will be confidential to the extent possible.

An investigation of any complaint, information or knowledge of suspected sexual harassment will be prompt and thorough, commenced immediately and completed as soon as possible. The investigation will be kept confidential to the extent possible. All persons involved, including complainants, witnesses and alleged harassers will be accorded due process, as outlined below, to protect their rights to a fair and impartial investigation.

Any employee may be required to participate as needed in an investigation of suspected sexual harassment. Renaissance Academy will not tolerate retaliation against employees who file complaints, support another's complaint or participate in an investigation regarding a violation of this policy.

While the process may vary from case to case, investigations should be done in accordance with the following steps:

- Upon receipt of complaint, Renaissance Academy will conduct an immediate review of the allegations, and take any interim actions (e.g., instructing the respondent to refrain from communications with the complainant), as appropriate. If the complaint is verbal, the complainant will be encouraged to complete the "Complaint Form" in writing. If he or she does not wish to do so, a representative from Renaissance Academy will complete the Complaint Form based on the verbal reporting.
- Renaissance Academy will take steps to obtain and preserve any documents, emails or phone records that are relevant to the investigation.
- Renaissance Academy will request and review all relevant documents, including all electronic communications.
- Renaissance Academy will interview all parties involved, including any relevant witnesses;
- Renaissance Academy will document the investigation in writing, which will contain the following:
  - A list of all documents reviewed, along with a detailed summary of relevant documents;
  - A list of names of those interviewed, along with a detailed summary of their statements;
  - A timeline of events;
  - A summary of prior relevant incidents, reported or unreported; and
  - The basis for the decision and final resolution of the complaint, together with any corrective action(s).
- Renaissance Academy will retain the written documentation and associated documents in a secure and confidential location.
- Renaissance Academy will promptly notify the individual who reported and the individual(s) about whom the complaint was made of the final determination and implement any corrective actions identified in the written document.
- Renaissance Academy will inform the individual who reported of the right to file a complaint or charge externally as outlined in the next section.

## **Legal Protections and External Remedies**

Sexual harassment is not only prohibited by Renaissance Academy, but is also prohibited by state, federal, and, where applicable, local law. Aside from the internal process at Renaissance Academy, employees may also choose to pursue legal remedies with the following governmental entities. While a private attorney is not required to file a complaint with a governmental agency, an employee may seek the legal advice of an attorney.

In addition to those outlined below, employees in certain industries may have additional legal protections.

### **State Human Rights Law (HRL)**

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to all employers in New York State with regard to sexual harassment, and protects employees, paid or unpaid interns and non-employees, regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with the Division of Human Rights (DHR) or in New York State Supreme Court.

Complaints with DHR may be filed any time **within one year** of the harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, **within three years** of the alleged sexual harassment. An individual may not file with DHR if they have already filed an HRL complaint in state court.

Complaining internally to Renaissance Academy does not extend your time to file with DHR or in court. The one year or three years is counted from date of the most recent incident of harassment.

A complainant does not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate your complaint and determine whether there is probable cause to believe that sexual harassment has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If sexual harassment is found after a hearing, DHR has the power to award relief, which varies but may include requiring your employer to take action to stop the harassment, or redress the damage caused, including paying of monetary damages, attorney's fees and civil fines.

DHR's main office contact information is:

NYS Division of Human Rights  
One Fordham Plaza, Fourth Floor  
Bronx, New York 10458.  
Phone: (718) 741-8400 or visit: [www.dhr.ny.gov](http://www.dhr.ny.gov).

Contact DHR at (888) 392-3644 or visit [dhr.ny.gov/complaint](http://dhr.ny.gov/complaint) for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

### **Civil Rights Act of 1964**

The United States Equal Employment Opportunity Commission (EEOC) enforces federal antidiscrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred. In general, private employers must have at least 15 employees to come within the jurisdiction of the EEOC.

An employee alleging discrimination at work can file a “Charge of Discrimination.” The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-6694000 (TTY: 1-800-669-6820), visiting their website at [www.eeoc.gov](http://www.eeoc.gov) or via email at [info@eeoc.gov](mailto:info@eeoc.gov).

If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

### **Local Protections**

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists. For example, employees who work in New York City may file complaints of sexual harassment with the New York City Commission on Human Rights. Contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 40 Rector Street, 10th Floor, New York, New York; call 311 or (212) 306-7450; or visit [www.nyc.gov/html/cchr/html/home/home.shtml](http://www.nyc.gov/html/cchr/html/home/home.shtml).

### **Contact the Local Police Department**

If the harassment involves unwanted physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the local police department.

## **NON-HARASSMENT**

Renaissance Academy is committed to maintaining an environment free from all forms of unlawful harassment and where all staff members and interns are treated with dignity and respect. This includes conduct both at the workplace and at any other location where school-sponsored activities occur. The school prohibits unlawful harassment against

anyone, for any reason, including, but not limited to an individual's actual or perceived: race; color; sex (including pregnancy, childbirth and related conditions); age; disability; religion; creed; citizenship; national origin; ancestry; military status or veteran status; marital status; familial status; gender, gender identity or expression; sexual orientation; status as a victim of domestic violence, stalking or sex offenses; predisposing genetic characteristics; genetic information; political affiliation; prior arrest; conviction records; or an individual's membership in any other class or category protected by applicable federal, state or local law. All staff members, interns and non-staff members conducting business in our workplace must refrain from engaging in unlawful harassment.

## **DEFINITION**

The creation of an intimidating or hostile working environment, based on one or more of the above categories, constitutes unlawful harassment. Harassment may take many forms. While it is impossible to provide an exhaustive list, the following is a list of some examples of harassing behavior that Renaissance Academy will not tolerate:

1. Jokes that refer to veteran status, race, color, religion, gender, national origin, age, physical or mental disability, sexual orientation, predisposing genetic condition, or marital status, or any other category protected by law, regardless of medium;
2. Posting or distributing cartoons, drawings, or any other material that negatively depicts a person's veteran status, race, color, religion, gender, national origin, age, physical or mental disability, sexual orientation, predisposing genetic condition, or marital status, or other category protected by law, regardless of medium;
3. The use of slurs or other offensive language;
4. Practical jokes, horseplay, or teasing that makes fun of or insults a person's veteran status, race, color, religion, gender, national origin, age, physical or mental disability, sexual orientation, predisposing genetic condition, or marital status, or membership in any other category protected by law; or
5. Any act of retaliation against an individual who reports a violation of this policy or who participates in the investigation of a complaint made pursuant to this policy.

Unlawful harassment, whether it is sexual, physical, verbal or written, is a form of staff member misconduct which undermines the integrity of the employment relationship within the school. Some conduct, even though consensual, may violate the harassment policy because it creates a hostile environment for others (e.g., a third party overhearing a joke).

## **REPORTING HARASSMENT, HANDLING DISCRIMINATION AND RETALIATION**

If you experience or witness discrimination or other unlawful harassment at work, report it immediately to the Chief Operating Officer (COO), Renaissance Academy's designated Complaint Officer. If the Chief Operating Officer is unavailable or if you believe that it would be inappropriate to report it to your supervisor, you should immediately contact the Chief Educational Officer. When a complaint is first received by someone other than the Chief Operating Officer, that person shall relay the complaint to him/her immediately. All such reports will remain confidential to the extent possible during the investigatory process.

Any employee who believes he/she is being harassed may report a complaint through the informal or formal complaint procedures set forth below:

Informal Procedure- If the reporting employee so requests, the COO will talk to the alleged harasser on the employee's behalf or arrange for a meeting or mediation between the reporting employee and the alleged harasser, with the assistance of the COO. In addition, there may be instances in which an individual seeks only to discuss matters, and such discussion should be encouraged. An individual reporting sexual or other harassment should be aware, however, that the COO may decide it is necessary to take action to address the harassment beyond an informal discussion. The best course of action in any case will depend on many factors and, therefore, this informal procedure is, and has been developed to remain, flexible. Moreover, the informal procedure is not a required first step for the reporting individual.

Formal Procedure- In the event that the reporting employee does not wish to pursue the informal procedure, or in the event that the informal procedure does not produce a result satisfactory to the reporting employee, the Complaint Officer will initiate a formal procedure by interviewing the reporting employee, any witnesses with knowledge of the complaint or persons who may have related information, and the alleged harasser.

After receipt of a complaint, the Complaint Officer will conduct an immediate investigation of the charges. The investigator shall record and document all information received in the investigation of complaints. During the investigation, the Complaint Officer may take any action necessary to protect the complainant or other employees. This action may include but is not limited to removal or transfer of an employee. However, if a Complaint Officer has knowledge of or has reason to know of any alleged harassment, Renaissance Academy is obligated, even in the absence of a complaint, to investigate such conduct promptly and thoroughly.

A sample Complaint Form for all reports of Harassment and Discrimination is attached hereto as Appendix B.

## **MANAGEMENT RESPONSIBILITIES**

Supervisors who observe a staff member or intern violating this policy should take immediate action to stop the harassment. Supervisors who receive a report of harassment or obtain knowledge of potential harassment by other means must immediately notify the Chief Operating Officer, even if no report has been made by a staff member or intern or even if the staff member or intern reporting the conduct has requested that no action be taken. A prompt and appropriate investigation will take place.

Supervisors are also responsible for ensuring that the school is free from unlawful harassment by individuals not employed by the school. This may include, but is not limited to: families, vendors, independent contractors, visitors or any other individual conducting business in the workplace. Supervisors aware of this harassment are to notify the Chief Operational Officer immediately so the school can appropriately respond to the situation.

## **CONFIDENTIALITY AND RETALIATION**

It is the policy of Renaissance Academy that any staff member or intern making a report or participating in the investigation of harassment will not be retaliated against in any way. Reports will be investigated promptly, and confidentiality will be maintained to the greatest degree possible, consistent with our obligation to thoroughly investigate the allegation. Staff members or interns who feel that they have been retaliated against for reporting harassment or participating in the investigation should contact the Chief Operational Officer or Chief Educational Officer

## **CORRECTIVE ACTION**

If a report of harassment is found to be valid, immediate and appropriate corrective action will be taken. Staff members or interns who violate this policy, including the provision against retaliation, will be subject to disciplinary action, up to and including termination. The final determination will be made on a case by case basis.

## **CODE OF ETHICS**

Renaissance Academy's reputation is dependent upon the good judgment, ethical standards and personal integrity of every individual in our school. As our school continues to grow, it is of paramount importance that we always conduct our day-to-day activities in an ethical and responsible manner.

## **CONFLICT OF INTEREST**

Staff members must refrain from participating in any activity or business venture which could conflict with the interests of Renaissance Academy. Specifically, staff members may not accept personal payment or other benefits from any supplier or

customer of the school, nor should they take any action as a representative of the school for personal gain. Staff members also may not accept a second job with a customer, competitor or supplier of the school where there is an actual or perceived conflict.

### **PROPRIETARY INFORMATION**

In working at Renaissance Academy, staff members will learn things about our business and our families' businesses which are proprietary or confidential. Every staff member of the school has a professional and ethical responsibility to treat this information as privileged and to ensure such information is not improperly or accidentally disclosed. Except as required in the performance of their duties for the school, staff members may not use or disclose any proprietary information such as strategic and business plans, pricing lists, sales and profit data, marketing strategies, management information systems, trade secrets, customer or supplier lists, and/or customer or supplier contracts to anyone who does not work for us or have a need to know the information.

Upon termination of employment, staff members must return all school property and all copies of documents, notes, computer disks, flash drives and other repositories containing pricing lists, invoices, marketing methods, management information systems, financial information, staff member lists and all other information that is not general public knowledge relating to Renaissance Academy and not retain any duplicates.

### **RECEIVING AND GIVING GIFTS**

RA prohibits the solicitation, acceptance, offer, or payment to any person or organization of any bribe, kickback or similar consideration of any kind, including money, services, goods, or favors (other than goods or favors which are nominal in amount and not prohibited by any federal, state, or local law). Do not accept or give gifts, gratuities, entertainment or favors of such value or significance that their receipt might reasonably be expected to interfere with the exercise of independent and objective judgment in making or participating in the decisions of Renaissance Academy or the party with whom Renaissance Academy is dealing.

### **STAFF MEMBER RESPONSIBILITY**

Staff members are responsible for promptly advising management of any violation or suspected violation of these guidelines on conflicts of interest, proprietary information or gift giving and receiving or any violation or suspected violation of any other school policy. Violations of this policy are subject to disciplinary action, up to and including termination of employment and, if applicable, legal action. The school protects those staff members from retaliation who in good faith report possible inappropriate, unprofessional, illegal or unethical actions. Any staff member who believes they have been retaliated against in violation of this policy should notify the Chief Operational Officer immediately. Individuals who engage in any retaliation in contravention of this policy are subject to disciplinary action, up

to and including termination in accordance with the school's [Standards of Conduct](#) policy, located in this Handbook.

### **ADDITIONAL INFORMATION**

Staff members should meet with their supervisor or the Chief Operational Officer if they have questions regarding the application of this policy.

## **INDIVIDUALS WITH DISABILITIES**

Renaissance Academy complies with the Americans with Disabilities Act (ADA) and New York State Human Rights Laws which make it unlawful to discriminate in employment against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability. Our school's commitment to this policy includes making reasonable accommodations to otherwise qualified persons with disabilities to enable them to perform the essential functions of their jobs, unless doing so would pose an undue hardship on our business, would pose a direct threat of substantial harm to the staff member or others or is otherwise not required by applicable law.

### **OUR COMMITMENT**

A staff member or applicant in need of a reasonable accommodation should make the School aware of his or her request by notifying the Chief Operating Officer. The school will work with each individual to define his or her job-related or application-related needs and to try to accommodate those needs.

### **QUALIFIED INDIVIDUALS WITH DISABILITIES**

Qualified individuals with disabilities are defined as individuals with disabilities who can perform the essential functions of the job in question with or without reasonable accommodation. The term disability is defined by applicable law.

### **REASONABLE ACCOMMODATION**

A reasonable accommodation is actions taken which permit an employee, prospective employee or member with a disability to perform in a reasonable manner the activities involved in the job or occupation sought or held and include, but are not limited to, provision of an accessible worksite, acquisition or modification of equipment, support services for persons with impaired hearing or vision, job restructuring and modified work schedules; provided, however, that such actions do not impose an undue hardship on the business, program or enterprise of the entity from which action is requested.

Reasonable accommodations may include, but are not limited to: making existing facilities more readily accessible to individuals with disabilities; acquisition or modification of equipment; job restructuring; modified work schedules; adjustments to work schedule for treatment or recovery; reassignment to an

available position; adjustment of examinations, training materials or policies; providing readers or interpreters.

Reasonable accommodation does not include among other things: providing for personal care needs, such as a personal care assistant, although such a personal care assistant should be accommodated where provided by the employee at no cost to the employer; providing non-work related aids, such as a personal hearing aid or wheelchair, which are the employee's own responsibility.

Employees have the right to request an accommodation at any time, even if his/her medical condition has not changed.

## **PROCEDURES/REQUIREMENTS**

- A. When requesting an accommodation, staff members are required to notify the Chief Operating Officer of the need for the accommodation in writing as soon as reasonably practicable. If the employee has difficulty with written communication or is not sure how to explain the impediment to job performance, he/she is experiencing, or is unsure of what accommodation to request, the supervisor should assist the employee in an initial consultation. The employee's initial inquiry about accommodation or disability-related performance difficulties puts the school on notice and triggers the requirement to seek accommodation. Once the request has been submitted, adequately identifying the accommodation requested, or at least the problem to be addressed, the Chief Operating Officer evaluates the request and either approves, is unable to make a decision and may require further documentation or the request is denied.
- B. The school may ask for medical documentation supporting the need for an accommodation and all supporting documentation should be returned as quickly as possible to prevent a delay in the accommodation process. The employee must cooperate by providing medical or other information that is necessary to verify the existence of the disability or that is necessary for consideration of the accommodation.
- C. Any request for a reasonable accommodation for a medical condition and any supporting documentation, will be treated as confidential, maintained in a file separate from a staff member's other personnel documents and disclosed only as permitted by applicable law.
- D. Any decision regarding the reasonable accommodation will be provided to the employee in writing.

Note: Individuals who are recovering alcoholics and/or recovering drug addicts pursuing treatment are protected under the New York State Human Rights Law and are entitled to a reasonable accommodation to pursue treatment, should the need arise. Current illegal use of drugs is prohibited and will result in immediate termination.

## **DETERMINING APPROPRIATE ACCOMMODATIONS**

Frequently, when a qualified individual with a disability requests a reasonable accommodation, the appropriate accommodation is easily agreed upon. The individual may recommend an accommodation based on his or her life or work experience. The ultimate decision as to whether a particular accommodation will be made rests with the school. When the appropriate accommodation is not obvious, the school may assist the individual in identifying one. If more than one accommodation will enable the individual to perform the job, the school reserves the right to choose which accommodation it will make.

If you feel that you have been unreasonably denied an accommodation request, please speak with Chief Educational Officer. If you should have any questions concerning this policy, you should speak with the Chief Operating Officer.

## **SERVICE ANIMALS AND EMOTIONAL SUPPORT ANIMALS**

Renaissance Academy will comply with all state and federal laws, regulations and rules regarding the use of service animals by disabled staff or students under appropriate circumstances.

This policy applies to any guide dog, signal dog, or other animal individually trained to do work or perform tasks for the benefit of an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals with impaired hearing to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair, or fetching dropped items. Service animals do not include wild animals, farm animals and rodents and animals whose sole function is to provide emotional support, comfort, therapy, companionship, therapeutic benefits, or to promote emotional well-being.

### **Procedures/Requirements:**

Use of service animals by staff or students with a disability is subject to the following procedures and requirements:

- A. Staff members or parents must submit a request for the use of a service animal to the Chief Operating Officer. Such request must include an affirmation that the service animal is required due to a disability and describe the manner in which the service animal will meet the individual's particular need(s) and, in some circumstances, must also be accompanied by a letter from their physician who is the health care provider regarding the need for a service animal.
- B. Requests for the use of service animals on school property must, whenever possible, be made no less than three (3) weeks prior to the proposed use of the service animal. Under no circumstances may a service animal be in the school without prior approval by the Chief Operating Officer.

- C. As part of the school's consideration of a request for the use of a service animal, the school may require certain documentation, including, but not limited to:
  - a. Documentation that the service animal is properly trained and licensed;
  - b. Certification of proper vaccinations verified by a veterinarian;
  - c. Documentation that the handler for the service animal is properly trained; and
  - d. Documentation of adequate liability insurance.
  
- D. Service animals must wear proper identification and always be on a leash or other form of restraint mechanism. It is the responsibility of the staff person or student (parent) who uses a service animal pursuant to this Policy to be the certified handler, providing proper handling of the service animal. In the case that the certified handler will not be with the service animal at school, identified staff must be trained to give commands to the service animal. Any cost incurred to handle the service animal will be the responsibility of the staff person or parent of the student who uses the service animal.
  
- E. The school retains discretion to exclude or remove a service animal from its property if:
  - a. The animal is out of control and/or the animal's handler does not effectively control the animal's behavior;
  - b. The animal is not housebroken, or the animal's presence or behavior fundamentally interferes in the functions of the school; or
  - c. The animal poses a direct threat to the health or safety of others that cannot be eliminated by reasonable modifications.

## **LIABILITY**

The staff member or student/parent is liable for any damage to the school or personal property and any injuries to individuals caused by their service animal. The staff member or student/parent who uses a service animal on school property will hold Renaissance Academy harmless and indemnify the school from any such damages.

Further, the staff member, student/parent will be required to submit a certificate of liability insurance covering the service animal and identifying Renaissance Academy Charter School of the Arts as an additional insured. The amount of required insurance coverage shall be determined by Renaissance Academy.

Please see the Chief Operating Officer to obtain a Request Approval Form for the Use of a Service Animal and Service Animal Registration/Agreement.

## **WHISTLEBLOWER PROTECTION**

Renaissance Academy strives to protect its staff members, business and community as best as possible. As a matter of policy and practice, as well as in compliance with various laws, we offer staff members whistleblower protection when they report certain activities

or make a complaint to management about concerning acts of wrongdoing, misconduct, malfeasance, or other inappropriate behavior by an employee or board member of Renaissance Academy. To the fullest extent possible and appropriate, Renaissance Academy will endeavor to keep confidential the identity of any employee who reports a violation of this Handbook or of any fraudulent, illegal or inappropriate acts proscribed hereby. It is Renaissance Academy's policy to prohibit retaliation against employees who, in good faith, report possible violations of this Handbook by others. However, anyone who knowingly or recklessly provides false information to Renaissance Academy may be subject to disciplinary action, including dismissal or removal, in the manner provided by law. Any staff member who believes he or she has been retaliated against in violation of this policy should notify the Chief Operating Officer immediately.

## **MAKING A COMPLAINT**

If an employee believes that a workplace activity or situation is unsafe, illegal, abusive or fraudulent, he/she is strongly encouraged to bring the problem to the attention of the Chief Operational Officer. Renaissance Academy will, if appropriate, conduct a prompt and thorough investigation of the situation. Staff members may report problems anonymously but should be aware that this may hamper Renaissance Academy's ability to obtain further details, ask follow-up questions and/or otherwise conduct a complete, thorough investigation.

Problems that are covered by other Renaissance Academy policies in this Handbook (e.g., employment discrimination, harassment) should be reported in the manner and to the individual(s) set forth in those specific procedures and not under this policy.

## **WORKPLACE BULLYING**

The purpose of this policy is to communicate to all staff members, supervisors and managers, that Renaissance Academy will not tolerate bullying behavior in the workplace.

### **DEFINITION**

Renaissance Academy defines bullying as unwanted behavior of a non-sexual nature that has the purpose or effect of threatening, intimidating, or demeaning another staff member. Such behavior violates this policy, as well as Renaissance Academy's Code of Ethics, which clearly states that all staff members must be treated with dignity and respect.

### **EXAMPLES**

Bullying may be intentional or unintentional. It is the effect of the behavior on the individual that is of the utmost importance. Renaissance Academy considers the following types of behavior examples of bullying:

**Verbal bullying:** Slandering, ridiculing or maligning a person or his or her family; persistent name calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks.

**Physical bullying:** Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault, damage to a person's work area or property.

**Gesture bullying:** Nonverbal threatening gestures; glances that can convey threatening messages.

**Exclusion:** Socially or physically excluding or disregarding a person in work-related activities.

The above-mentioned acts are not intended to be an exhaustive list of the types of behavior that would be considered bullying. If an employee is not sure whether a particular act is considered bullying, he/she should speak to her supervisor or the Chief Operating Officer to obtain clarification and potential guidance.

#### **ADDITIONAL INFORMATION**

Staff members who feel they have been bullied should contact their supervisor or the Chief Operating Officer. Reports of bullying will be investigated in a timely manner. Staff members found in violation of this policy will be subject to disciplinary action, up to and including termination.

## **SECTION FOUR**

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# **STAFF MEMBER RELATIONS**

## **RECRUITMENT & PLACEMENT**

Our school recruits and selects individuals for employment on the basis of merit, qualification and competency without regard to all legally protected classes, including, but not limited to: race; color; sex (including pregnancy, childbirth and related conditions); age; disability; religion; creed; citizenship; national origin; ancestry; military status or veteran status; marital status; familial status; gender, gender identity or expression; sexual orientation; status as a victim of domestic violence, stalking or sex offenses; predisposing genetic characteristics; genetic information; political affiliation; prior arrest; conviction records; or an individual's membership in any other class or category protected by applicable federal, state or local law. All job offers are contingent upon the applicant providing proof of legal authorization to work at the school.

### **JOB POSTING**

Whenever possible, we seek first to fill job openings with qualified applicants from within our school. Notices of job vacancies are posted on the school's website. Staff members should notify their immediate supervisor or the Chief Operating Officer if they would like to be considered for a different position within our school. Existing employee applicants may receive an interview based on their skills, credentials and qualifications.

## **EMPLOYMENT APPLICATIONS**

We rely on the accuracy of the information you put on your employment application. We expect that you and your references will give accurate and true information during the hiring process and employment. If we find that any information is misleading, false, or was left out on purpose, we may reject an applicant from further consideration. If the person has already been hired, it will result in termination of employment.

## **BACKGROUND CHECKS**

All employees may be subject to fingerprinting, criminal background checks and/or review of the Staff Exclusion List and Statewide Central Register of Child Abuse and Maltreatment maintained by agencies of the State of New York) for staff members of education institutions who may have regular and substantial contact with students. All applicants must comply with the processing procedures and must provide all requested information. Renaissance Academy reserves the right to require successful completion of such procedures as a precondition to employment and may require applicants who are considered to be finalists for employment to execute consents and submit to such screening prior to being allowed to begin employment. Failure of hired employees to complete the processing requirements within a reasonable amount of time from the date of hire may result in termination from employment.

Employees have an obligation to notify the Chief Educational Officer in the event that the employee is convicted of a crime. Criminal history records will be kept confidential and

disclosed only when necessary for the safety of students and employees and then only when allowed by law to be disclosed. Renaissance Academy will not discriminate against any employee based on the employee's position as a member of a class protected by law.

### **STAFF MEMBER RESPONSIBILITY**

In the unlikely event that any staff member is convicted of a crime which would be grounds for disqualification for employment in an educational setting, or which would involve the suspension or revocation of professional licenses or certifications, the staff member is required to report that conviction to the Head of Operations immediately after conviction.

## **REFERENCE CHECKS**

To ensure that individuals who join Renaissance Academy Charter School of the Arts meet our standard qualifications and have a strong potential to be productive and successful, it is our policy to check the employment references of all applicants.

### **REQUESTS FOR REFERENCES**

In the event that requests for references are made regarding a current or prior staff member of Renaissance Academy, we will respond in writing only to those reference check inquiries that are submitted in writing. Responses to such inquiries will be limited to factual information that can be substantiated by our records. No employment data will be released without a written authorization and release signed by the individual who is the subject of the inquiry.

## **E-VERIFY**

E-Verify is to be used only after an offer of employment has been made and we utilize the E-Verify System to ensure that every staff member in the workforce is authorized to work in the United States. We are committed to employing only people who are United States citizens or who are aliens legally authorized to work in the United States in accordance with the Immigration Reform and Control Act of 1986. We do not illegally discriminate because of a person's citizenship or national origin.

### **EMPLOYMENT VERIFICATION**

Every new staff member is required to complete the Employment Eligibility Verification Form I-9 and show documents that prove identity and employment eligibility. Renaissance Academy must review and verify documentation and certify to the genuine appearance of the documents presented within three (3) business days of the employee's first day of employment. If an individual cannot verify his/her right to work within three (3) business days of hire, Renaissance Academy must terminate his/her employment.

We follow the requirements of the Federal and State regulations and laws and utilize E-Verify to provide further eligibility as required by law. If a staff member leaves our organization and is rehired, they must complete another Form I-9 if their previous I-9 is more than three years old; if the original I-9 is not accurate; or if we no longer have the original I-9.

If you have questions or want information on the immigration laws, contact the Chief Operating Officer. Retaliation of any form is against the law and if you ask questions or want to complain about the immigration law compliance policy, you will not be punished in any way.

## **LABOR POSTINGS**

Employers must notify staff members of their rights under federal employment statutes. Many of these statutes mandate notice through the display of posters in the workplace.

## **EMPLOYMENT CLASSIFICATIONS**

Staff members of our school are employed based on the classifications detailed below. Renaissance Academy offers different employment classifications in order to meet staffing and business requirements and accommodate staff member needs and schedule preferences.

### **REGULAR, FULL-TIME**

Staff members in this category are not assigned to a temporary (substitute) or introductory status and are regularly scheduled to work at least 30 hours per week. Regular, full-time staff members are eligible for all benefit programs, subject to the terms, conditions, and limitations of each benefit program.

### **PART-TIME**

Staff members in this category are not in a temporary or introductory status and are regularly scheduled to work less than 30 hours per week. Unless otherwise agreed, part-time staff members receive all legally mandated benefits, such as Social Security and workers' compensation insurance. Part-time staff members may be eligible for other benefit programs. Employees who work 15 hours or less per week, or who work on a temporary or project basis, will receive all legally mandated benefits (such as workers' compensation insurance and Social Security benefits) but are ineligible for other benefit programs.

### **TEMPORARY**

Temporary employees are those engaged to work either part-time or full-time on Renaissance Academy's payroll, but who have been hired with the understanding that their employment will be terminated once they complete a specific assignment. This category includes substitute teachers and interns.

Such employees may be either “exempt” or “non-exempt” but are not eligible for RA benefits except as mandated by law.

## **INDEPENDENT CONTRACTORS**

Consultants or independent contractors are not employees of Renaissance Academy. The distinction between employees and independent contractors is important, because employees may be entitled to participate in Renaissance Academy’s benefits programs, while independent contractors are not. In addition, Renaissance Academy is not required to withhold income taxes, withhold and pay Social Security and Medicare taxes, or pay unemployment tax on payments made to an independent contractor.

## **FLSA CLASSIFICATIONS**

Under the Federal Fair Labor Standards Act (FLSA), all positions, regardless of employment classification, are classified as either exempt or non-exempt for overtime and minimum wage requirements based on the nature of the job duties and amount of wages.

**EXEMPT STAFF MEMBERS:** The FLSA provides an exemption from both minimum wage and overtime pay for staff members employed as executive, administrative, professional, outside sales and computer staff members.

**NON-EXEMPT STAFF MEMBERS:** Under the FLSA, non-exempt staff members must be paid at least the federal minimum wage for all hours worked and overtime pay at one and one-half the regular rate of pay for all hours worked over 40 hours in a workweek.

## **ORIENTATION PROGRAM**

People are the core of our mission at Renaissance Academy. To help get new staff members off to a good start in our school, an orientation program will be scheduled during the first week on the job.

### **DURING THE FIRST FEW DAYS**

An appointment will be scheduled for new staff members to meet with the Chief Operating Officer who will explain benefits, answer questions and help staff members complete the payroll and benefit forms.

The Chief Operating Officer gives the new staff member a tour of our facility, introduces him or her to co-workers, explains general expectations for performance and behavior and begins training him or her on specific job requirements. It is important for staff members to read our handbook, as it will answer many questions about our school and its personnel policies.

## **STAFF MEMBER RESPONSIBILITIES**

During the first few days of employment, new staff members are expected to promptly and accurately complete a number of employment-related forms and documents. The Chief Operating Officer is available to answer questions or to assist new staff members with any procedures, subjects or issues affecting their job or employment relationship.

### **THROUGHOUT THE EARLY WEEKS**

Throughout the first few weeks, staff members will be given on-the-job training. During this time staff members should gain a full understanding of their job responsibilities and our school's standards for their position. Supervisors are anxious to help in any way they can, so staff members should not hesitate to ask questions.

### **INTRODUCTORY PERIOD**

The performance of new staff members will be evaluated at the end of a 90-day introductory period. Successful completion of the introductory period does not guarantee employment for any period of time thereafter and does not affect the staff member's employment-at-will status during or after the introductory period.

## **WORKING HOURS**

Unless otherwise noted, our official workday for staff begins at 7:45 a.m. and ends at 4:15 p.m. Our school observes a 40-hour work week. Time records are kept for each non-exempt staff member showing the hours worked each week.

### **WORKWEEK**

Due to the nature of our business, workdays and hours may vary with the job. Our standard workweek consists of eight hours per day, five days per week.

### **MEAL BREAK**

Staff members who work more than six (6) hours in a workday which extend over the noonday meal period (11am-2 pm), are required to take a 30-minute meal break during that period. The school's noonday meal period is paid. A 30-minute meal break is standard, unless otherwise stated for a staff member's position and/or department. Supervisors are responsible for the scheduling of meal breaks.

If for any reason a staff member's meal break is interrupted, the staff member must notify his or her supervisor and the time should be recorded as worked. The staff member will be paid for the time and will receive an uninterrupted meal break as soon as practicable. Staff members should contact their supervisor if they have any questions regarding the meal break.

### **ADDITIONAL BREAKS**

Instructional staff receive 45 minutes of prep time each day.

### **TIME RECORDS**

Non-exempt staff members are responsible for recording their hours worked and any absences on a timesheet each week, signing it and then submitting it to the Chief Operating Officer no later than the end of day on the 10<sup>th</sup> and 25<sup>th</sup> of each month.

To ensure accurate record keeping of hours worked, non-exempt staff members are required to enter their time into the time system as close as possible to the beginning or end of their actual working time. Non-exempt staff members may not work overtime and may not enter their time into the time system more than five minutes before their authorized start time or after their authorized ending time without advance written permission from their supervisor.

### **FLEXIBLE WORK SCHEDULES**

Our school offers a flexible work schedule to assist in balancing work and family life. There will usually be a core period when all staff members are expected to be present. For example: All staff members will work on site from 8:00 am to 4:00 pm daily. Supervisors will discuss the flexible work schedule policy with staff members. Once a staff member has established their work schedule, it cannot be changed without the supervisor's approval.

## **NURSING MOTHERS' PROTECTION**

### **LACTATION BREAKS**

Nursing mothers may receive break time each day to express breast milk for up to three years after the birth of a child. Meal periods may also be used for this purpose. A nearby private area or room, which is not a bathroom, will be provided in which the staff member may express breast milk. No staff member will be penalized or retaliated against for choosing to express breast milk. Staff members needing a private area for expressing breast milk should see their supervisors or the Chief Operating Officer for more details.

Nursing mothers may store their breast milk in the designated refrigerator located in the lactation room. Nursing mothers must remove the stored breast milk at the end of each school day. Any breast milk that remains in the refrigerator at 5 p.m. on Friday of each work week will be discarded.

## **PAY PRACTICES**

Renaissance Academy is committed to a policy of fair and equitable compensation for all staff members.

### **WAGE AND SALARY PROGRAM**

Wage rates are assigned to each job based on job requirements and the economic conditions of the school and the marketplace, as well as each staff member's qualifications, skills and abilities. The school endeavors to comply with all federal, state and local laws with respect to the payment of wages.

## **MERIT INCREASES**

Pay increases may be provided when a staff member demonstrates improvement or outstanding performance in his or her job. When reviewing pay increases, the school considers business profitability, a staff member's individual work performance and other economic factors. All merit increases are provided at the sole discretion of the school. See *also*, Annual Reviews Policy. Employees should review their paychecks for errors, as it is the employee's responsibility to notify the school of any errors.

## **PAYDAY**

Staff members are paid semi-monthly on the 15<sup>th</sup> and last day of each month. If payday falls on a weekend day or holiday, staff members will ordinarily be paid on the day before. If by paper check, and the employee whose name appears on the check is absent on the date the check is distributed, the employee is required to pick up the paper check on the next business day and present photo identification at the time of pick up.

## **PAYROLL**

Staff members have the option of being compensated by check or direct deposit on the 15<sup>th</sup> and 30<sup>th</sup> day of each month. The Chief Operating Officer answers questions regarding compensation options.

## **GARNISHMENTS**

A court may order the school to garnish amounts directly from a staff member's paycheck. The school is required to withhold the amount indicated in the garnishment from the staff member's paycheck in accordance with federal, state and local law.

## **OVERTIME**

When operating requirements cannot be met during regular work hours, staff members may be scheduled to work overtime hours. When possible, advance notification of these mandatory assignments will be provided.

Non-exempt staff members will be paid one and one-half times their regular straight-time rate for all hours worked in excess of forty (40) hours each week. The workweek begins Sunday morning (12:00 a.m.) and ends on Saturday night at 11:59 p.m.

Paid time off, including holidays, PTO, sick and personal time are not counted as hours worked when calculating overtime.

All overtime work must receive the supervisor's prior authorization before an employee may begin to work overtime hours.

Failure to work assigned overtime, or working unauthorized overtime may result in disciplinary action, up to and including termination.

## **OUTSIDE WORK ACTIVITIES**

Unless pre-approved by a supervisor, non-exempt staff members are prohibited from performing work activities during non-working hours. This includes, but is not limited to, accessing electronic communication devices (cell phones, texts, emails) for work-related purposes and performing preparatory work outside of regular work hours. Time spent accessing work-related electronic communication devices outside of regular work hours or performing any other work during non-working hours must be pre-approved by a supervisor. Any such time, regardless of whether it has been approved or not, must be recorded and reported as time worked in the School's time system.

## **TRAVEL/EXPENSE REIMBURSEMENT**

Staff members will be reimbursed for pre-authorized expenses, such as: school-related travel mileage, hotel expenses, airfare or other business expenses incurred on behalf of Renaissance Academy. Staff members will be reimbursed for their mileage at the school's current reimbursement rate. In addition to obtaining pre-approval, the staff member must complete a travel/expense reimbursement form, attach any receipts and submit it to the Chief Operating Officer.

## **OVERPAYMENTS**

In the event a staff member is overpaid due to a mathematical or clerical error, Renaissance Academy will proceed to recoup the overpayment via wage deductions in accordance with the New York State Labor Law. Staff members who become aware of an overpayment must notify the Chief Operating Officer immediately. For more information, speak to the Chief Operating Officer.

## **POLICY FOR DEDUCTIONS FROM WAGES**

Staff member pay stubs itemize deductions made from gross earnings. The school is required by law to make deductions for Social Security, federal income tax and any other appropriate taxes. These required deductions may also include any court-ordered garnishments. Pay stubs also itemize any voluntary deductions such as a staff member's portion of health, dental, or life insurance premiums and/or voluntary contributions to a 401(k) or pension plan, to the extent applicable. If applicable, pay stubs will also differentiate between regular and overtime pay received.

It is our policy to comply with the salary basis requirements of the Fair Labor Standards Act (FLSA) and state law. In turn, school supervisors are prohibited from making any improper deductions from the salaries of exempt staff members or from the wages of any staff member that are not consistent with federal and state wage and hour laws.

## **PERMITTED DEDUCTIONS FROM EXEMPT STAFF MEMBER'S PAY**

If a staff member is classified as an exempt, salaried staff member, he or she will receive a weekly salary which is intended to compensate him or her for all hours worked for the school. This salary is established at the time of hire or when a staff member becomes classified as an exempt staff member. While it may be subject to review and modification periodically, such as during salary review periods, the salary is a predetermined amount that is not subject to deductions for variations in the quantity or quality of the work performed.

Under federal and state law, an exempt staff member's salary is subject to certain deductions. For example, absent contrary state law requirements, an exempt staff member's salary can be reduced as either partial-day or full-day deductions for the following reasons:

- Full-day absences for personal reasons other than sickness or disability, if the staff member has exhausted or is not yet eligible for paid time off.
- Full-day absences for sickness or disability, if the staff member has exhausted or is not yet eligible for paid time off.
- Full-day disciplinary suspensions for infractions of written policies and procedures.
- Penalties imposed in good faith for infractions of safety rules of major significance.
- Unpaid leave taken under the Family and Medical Leave Act (if applicable).
- To offset amounts received as payment for jury and witness fees or military pay.
- The first or last week of employment when a staff member works less than a full week.
- Any full workweek in which a staff member does not perform any work.

A staff member's salary may also be reduced for certain types of deductions such as his or her portion of health, dental and life insurance premiums; state, federal or local taxes; social security; or voluntary contributions to a pension or 401k plan. In a workweek in which an exempt staff member performs any work, his or her salary will not be reduced for any of the following reasons:

- Partial day absences for personal reasons, sickness or disability.
- Absence on a scheduled workday in which the school has decided to close the facility at which a staff member is scheduled to work and has not designated an alternate work site.
- Absences for jury duty, attendance as a witness, or military leave in any week in which a staff member has performed any work.
- Any other deductions prohibited by state or federal law.

Please note: it is not an improper deduction to reduce a staff member's accrued vacation, personal or other forms of paid time off for full- or partial-day absences for personal reasons, sickness or disability.

## **REPORTING IMPROPER DEDUCTIONS OR OTHER ERRORS**

Staff members should immediately contact their supervisor or the Chief Operating Officer with questions about deductions or to report improper deductions and/or errors. Staff members will not be retaliated against for making a complaint.

Reports of improper deductions or other errors will be promptly investigated. If it is determined that an improper deduction or other error has occurred, the staff member will be promptly reimbursed.

It is our policy and practice to accurately compensate staff members and to do so in compliance with all applicable state and federal laws. To ensure accurate pay and proper deductions for all time worked, staff members must record correctly all work time. Additionally, staff members should promptly review their paychecks to identify and report all errors.

## **JOB DESCRIPTIONS**

A job description is written for each position in our school and maintained on file by the Executive Administrative Assistant to the Chief Operating Officer. The purpose of these position descriptions is to define job standards and essential functions and physical requirements, as well as marginal or peripheral duties and reporting relationships for the various positions throughout our school.

### **STAFF MEMBER ACCESS TO POSITION DESCRIPTIONS**

Staff members are provided with a copy of their position description at the time of hire and whenever accountabilities change significantly.

### **USE OF JOB DESCRIPTIONS**

Job descriptions are designed to promote a better understanding of the total job for both staff members and their supervisors. Supervisors will refer to position descriptions during the recruitment and hiring process, as well as during performance appraisal discussions.

### **UPDATING JOB DESCRIPTIONS**

Job descriptions are updated periodically to reflect changes in job duties and organizational structure. Staff members should schedule time to meet with their supervisor if they believe their position description needs updating or if they have questions.

### **PHYSICAL EXAMINATIONS**

Renaissance Academy may require a job-related medical examination when there is a need to determine if an employee can perform the essential functions of his/her position. This exam will identify physical limitations or restrictions. A medical examination may also identify significant health or safety risks to the employee or others, by identifying infectious diseases or other medical

monitoring as required by medical standards, professional licensing bodies, or standards established by federal, state, or local law.

Renaissance Academy may conduct voluntary medical examinations and health promotion activities. The records from these screenings will be kept confidential.

The cost of the voluntary or medical examinations rests with Renaissance Academy. The employee is not responsible for accruing any of the costs for these procedures.

A doctor's note may be required for employees who are absent as a result of injury, illness, or disability.

## **ANNUAL REVIEWS**

To help staff members grow in their jobs, supervisors will evaluate a staff member's performance, both formally and informally, on a regular basis. In some instances, an initial performance review is conducted in the introductory period.

Your performance appraisal will include a review of your strengths, identify any areas needing improvement, as well as goals and objectives that need to be achieved. Specific performance problems may be addressed outside the performance appraisal cycle through either informal discussions or formal disciplinary action.

Salary or hourly rate adjustments, if applicable, are at the sole and absolute discretion of Renaissance Academy. Such adjustments are based upon a variety of factors including merit, ability of Renaissance Academy to pay, and general economic conditions.

In the event the evaluation is written, the employee is asked to sign the evaluation, thus signifying knowledge of its content. Signing does not necessarily mean that the employee agrees with the content. If the employee disagrees, he or she may file a supplement to the evaluation, which will be signed by a supervisor and retained in the employee's personnel file.

Evaluations will serve as a basis for any budgeted pay increments, promotions, or recommendation letters. Formal performance feedback becomes a permanent part of your personnel file.

## **MEETING WITH YOUR SUPERVISOR**

Performance is evaluated by your immediate supervisor. Evaluations should not take the place of informal discussions between staff members and their supervisors regarding performance, but rather should provide regular opportunities to discuss the job relationship in depth. Your review will be based on such factors as quality and quantity of work, knowledge of your job, initiative, attendance, personal conduct record and your attitude toward your students, team members,

other staff, parents and administration. Attendance will be highly regarded during the review process.

Staff members whose reviews are not satisfactory may warrant further consideration for a Performance Improvement Plan.

## **FREQUENCY**

10-month staff members will be reviewed annually in June.

12-month staff members will be reviewed annually in August.

## **FORMS**

Performance appraisals are completed on the forms designed for this purpose. The information on the form is to be the basis for discussion between staff members and their supervisors. Staff members may obtain a sample of this form from their supervisors.

# **ATTENDANCE**

Each staff member's position and the work that he or she does at Renaissance Academy is important. It is essential that staff members be at work on time in order for us to serve our families and run our school in an efficient manner.

## **PUNCTUALITY**

Although individual schedules may vary, staff members should be at their work area on time, ready to work. Punctuality is important. Consistent, unexcused tardiness, as determined by the school, is considered a performance issue and is subject to disciplinary action, up to and including termination of employment.

## **STAFF MEMBER RESPONSIBILITIES**

A staff member who is going to be late or absent from work must personally call, text or email their supervisor as soon as possible and preferably before 6 am. Be prepared to give the date and time of your call, your name, and the reason for your absence (illness, sick child, emergency, etc.) and how many days you expect to be absent.

Your plans should already be in your room. If necessary, make arrangements to have plans picked up by another staff member, or email them to us. It is our philosophy that since you plan as a team, staff members of your class community will already be informed of plans. When you know you are going to be absent ahead of time (conferences, medical appointments, etc.), complete a staff absence form as soon as possible. Generally, we have sufficient coverage, so a substitute is not necessary.

A staff member is absent for three (3) consecutively scheduled days without contacting his or her supervisor will be considered to have voluntarily resigned from their position.

If a staff member becomes ill at work or leaves work for any other reason before the end of the day, the staff member must notify his/her supervisor. Staff members may never leave without notifying his or her supervisor and ensuring there is adequate supervision of the students (for teachers).

Excess tardiness, without a verified medical reason, may result in disciplinary action up to and including termination. This decision is on a case by case basis and remains at the sole discretion of Renaissance Academy.

## **OPEN COMMUNICATION**

Our school is committed to the principle of open communication between staff members and their supervisors concerning any aspect of the employment relationship.

### **WORKING TOGETHER, WE CAN FIND A SOLUTION TO ANY PROBLEM**

In every school there are honest differences of opinion about working conditions, discipline, policies and other work-related matters. Staff members should not keep concerns to themselves and are encouraged to communicate their issues to management via the steps outlined below. Problems that are unknown cannot be solved. If you have a work-related complaint, concern or problem of any kind, we would welcome the opportunity to discuss it with you and resolve it.

#### **FIRST STEP**

Staff members who have a problem, complaint, question or suggestion about any aspect of our school are encouraged to discuss the issue with their immediate supervisor. We hope that most matters can be satisfactorily resolved by such discussions.

#### **SECOND STEP**

Staff members who are not satisfied with the outcome of this first step or are not comfortable raising a particular issue with their supervisor, are welcome to discuss the situation with the Chief Educational Officer. He or she will meet with the staff member and/or his or her supervisor and attempt to reach a satisfactory solution.

#### **THIRD STEP**

Staff members who are not satisfied with the outcome of the second step or are not comfortable raising a particular issue with the Chief Educational Officer, are encouraged to discuss the situation with the Board of Directors. They will review the situation in its entirety, meet with the staff member and attempt to reach a satisfactory solution.

If for any reason you do not feel comfortable speaking with your supervisor or the designated management assigned in any step of this policy, you should feel free to discuss your concerns with any other member of management with whom you feel comfortable.

# STANDARDS OF CONDUCT AND PERFORMANCE IMPROVEMENT PLANS

In order for our school to operate efficiently and safely, it is necessary for all staff members to observe the policies and procedures governing our work environment. If a staff member's conduct interferes with the orderly and efficient operations of a department, disciplinary measures will be taken, up to and including termination of employment.

## INITIAL DISCUSSIONS

Before taking corrective action, the supervisor will meet with the staff member to explain why the need for corrective action is warranted.

Grounds for corrective discipline, up to and including immediate termination, may include, but are not limited to:

- Violation of school policies or safety rules;
- Breach of confidentiality relating to student information;
- Disrespectful conduct towards other staff members, families, students, vendors or visitors;
- Insubordination (refusal or failure to follow directives from a supervisor or administrator);
- Poor performance;
- Audio or video recording of others in the workplace with or without their permission;
- Excessive absenteeism and/or tardiness;
- Possession of firearms or other weapons;
- Theft or dishonesty;
- Willful destruction, alteration or damaging of school property or records or another employee's property;
- Physical, verbal or sexual harassment of staff members, suppliers or families;
- Possession, use or sale of illicit drugs or alcohol on school property;
- Reporting to work under the influence of drugs or alcohol; or
- Any other misconduct which is not otherwise protected concerted activity.

## CORRECTIVE ACTION

Depending upon the severity of the matter, disciplinary measures may include counseling, verbal warning, written warning, suspension, demotion, teacher/performance improvement plans, transfer or termination. Renaissance Academy will determine the appropriate corrective action and does not guarantee that one form of action will necessarily precede another. Prior warning is NOT a requirement for termination. If you are disciplined in writing, copies of your warnings are placed in your personnel file.

## EMPLOYEE PERFORMANCE IMPROVEMENT PLANS

Renaissance Academy strives to provide a supportive environment in assisting Employees to improve their performance and to address any performance

discrepancies identified in their performance or conduct. The Performance Improvement Plan (PIP) is designed to facilitate constructive discussion between an employee and his/her supervisor about performance deficiencies and work expectations including performance improvement within the specified time frame. At the Chief Educational Officer's sole discretion, in conjunction with feedback from his or her supervisor, a PIP document may be drafted and discussed with the employee. The employee, supervisor and Chief Educational Officer will sign the PIP document. Ultimately, it is the responsibility of the employee to maintain and sustain the job expectations as outlined in the PIP and in the employee's job description. If the terms and conditions of the PIP are not satisfied, then the employee may be subjected to disciplinary action, or Renaissance Academy may exercise its rights with respect to employee's at-will employment status and may recommend the suspension or termination of such employment. The Chief Educational Officer retains the right to not implement a PIP if, in his or her sole discretion, circumstances do not warrant a PIP.

We will work with the supervisor to document the specific action(s) and work standard(s) that are in need of improvement or below performance expectations. The supervisor will also outline the timeline for job improvement and the follow-up evaluation period(s) for the PIP. He or she, in consultation with the Chief Operating Officer, Human Resources and division or department head, will determine the timelines for the PIP and any follow up periods. There is no "required" number of steps in this process beyond the initial PIP document. Timelines will be determined based on circumstances in each situation. Termination: We may terminate the employee's employment for failure to correct the workplace performance or conduct. Nothing in this policy modifies the at-will nature of the employment relationship or requires Renaissance Academy to use progressive discipline in any particular circumstance. Employees will be asked to acknowledge in writing any written warning or performance improvement plan received. Acknowledgement of the warning does not constitute agreement with the details of the warning. The employee will be provided with the opportunity to provide his or her perspective on any action/situation cited in the warning.

## **SHOULD YOU LEAVE US**

To ensure fairness and consistency throughout our school, terminations are handled in accordance with the following provisions.

### **TYPES OF TERMINATIONS**

Termination refers to either voluntary resignations initiated by the staff member or involuntary terminations initiated by the school. If you leave Renaissance Academy in good standing, you may be considered for re-employment at the sole discretion of the employer.

### **RESIGNATIONS**

Staff members resigning voluntarily are expected to give a minimum of 30 days advance notice in writing to their supervisor so that the proper replacement can be found. A staff member's consideration in this situation will be viewed favorably by

management should the staff member reapply for employment with our school at a later date.

### **UNUSED VACATION TIME**

Staff members who resign voluntarily giving the required advance notice will be paid for earned but unused vacation time, up to a maximum of 10 days. Earned but unused vacation time will not be paid to staff members who resign with less than the required advance notice or to staff members who are terminated by the school.

### **UNUSED SICK AND PERSONAL DAYS**

Earned but unused sick and personal days are not paid upon termination.

### **HEALTH INSURANCE**

Premiums for health insurance will be paid through the last day of employment. Staff members who have health insurance with our school may have the option of continuing these benefits under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Refer to the official COBRA notice for further information.

### **DENTAL INSURANCE**

Premiums for dental insurance will be paid through the last day of employment. Staff members who have dental insurance with our school may have the option of continuing these benefits under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Refer to the official COBRA notice for further information.

### **HSA**

Upon separation, a staff member loses eligibility to make additional contributions. The HSA balance remains available for use toward qualified expenses for the lifetime of the staff member, his or her spouse or tax dependent.

### **403(b) RETIREMENT PLANS**

Upon termination of employment, staff members may withdraw the funds or roll-over the funds to another plan. Contact the Chief Operating Officer for more details.

### **SCHOOL PROPERTY**

Upon termination, staff members are expected to return all school-issued items, including, but not limited to: keys, tools, uniforms, staff member handbooks, manuals, computers, cellular phones, computer disks, flash drives and client information and may not retain any copies of school information in any form.

## **SECTION FIVE**

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# **BENEFIT PROGRAMS**

# HOLIDAYS

Renaissance Academy observes the following holidays each year.

## OBSERVED HOLIDAYS

- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve

Additional days may be observed in accordance with the school calendar. Holidays are determined at the discretion of Renaissance Academy and are subject to change from year to year.

## ELIGIBILITY

Full-time non-exempt staff members are eligible paid holidays immediately upon hire. All other staff members may receive holiday time off without pay. Exempt staff members will be paid in accordance with federal and state law.

## HOLIDAY PAY

Holiday pay is based on the number of hours each staff member is regularly scheduled to work at their straight time hourly rate. To be eligible for holiday pay, an employee must not be on a paid or unpaid leave of absence.

## HOLIDAY DURING PERSONAL TIME OFF

Eligible staff members who are absent for personal time off (PTO) when a paid holiday is observed will receive pay for the holiday at their straight time hourly rate and will not be charged for the PTO day.

## WEEKEND HOLIDAYS

When one of the observed holidays falls on a Saturday or Sunday, it will generally be observed on the following Monday.

## RELIGIOUS ACCOMMODATIONS

Requests for time off or any other type of accommodation based on a staff member's sincerely held religious beliefs should be directed to their supervisor in writing at least two (2) weeks in advance. Time off for religious accommodations will be unpaid and will not be unreasonably withheld.

# PAID TIME OFF

Our school provides eligible staff members with paid time off, which consists of vacation, sick and personal time to give them time off for rest and relaxation.

## VACATION

### VACATION ELIGIBILITY

Vacation periods are calculated based upon the fiscal year (July 1<sup>st</sup> - June 30<sup>th</sup>). Full-time, regular staff members are eligible for paid vacation in accordance with the following schedule:

<u>Length of Service</u>	<u>Vacation Amount</u>
First year	Five (5) days
Second year	10 days

12-month staff members will also be provided with an additional week of vacation to be taken either during February recess or Spring recess.

\*10-month staff members are not eligible to receive vacation.

### SCHEDULING

Every effort will be made to permit staff members to take their vacation at the time requested. However, due to the nature of our business, coordination within and between departments is essential. All vacations are subject to approval by your supervisor.

Approval will depend on the workload and the number of people who are scheduled for vacation at that time.

Staff members may not take more than five (5) consecutive vacation days during the academic year without approval from the Chief Educational Officer.

The staff member may elect to supplement his or her New York Paid Family Leave (PFL) benefit, Family and Medical Leave (FMLA) benefit or any other job protected leave with PTO in one hour.

### HOLIDAY DURING VACATION

Staff members who are on vacation when a paid holiday is observed will receive pay for the holiday at their straight time hourly rate and will not be charged for the vacation day.

### DEFERRAL OF VACATION TIME

Vacation may be carried over from one year to the next.

## **VACATION PAY**

A staff member's vacation pay is based on the number of hours he or she is regularly scheduled to work at his or her straight time hourly rate.

## **EXCESS LEAVE AND UNPAID VACATION**

Leave taken in excess of a staff member's allotment will be unpaid and must be approved in advance by his or her supervisor. All vacation must be used before any unpaid time is granted.

## **PAY IN LIEU OF VACATION**

Staff members may not receive pay in lieu of taking the actual time off.

## **VACATION PAY AT TERMINATION**

Staff members who resign voluntarily, giving the required advance notice, will be paid for earned but unused vacation time, up to a maximum of 10 days. Earned but unused vacation time will not be paid to staff members who resign with less than the specified advance notice or to staff members who are terminated by the school.

## **SICK DAYS**

### **SICK DAY ELIGIBILITY**

Full-time, regular staff members are eligible for sick days. Sick days are calculated based upon the fiscal year (July 1<sup>st</sup> - June 30<sup>th</sup>).

<u>Employment Classification</u>	<u>Sick Amount</u>
10-month staff member	Six (6) days
12-month staff member	Seven (7) days

### **USE OF SICK DAYS**

Sick days are used in cases of staff member, sick child or dependent's injury or illness.

The staff member may elect to supplement his or her New York Paid Family Leave (PFL) benefit, Family and Medical Leave (FMLA) benefit or any other job protected leave with sick leave in one-hour increments.

### **SICK DAY PAY**

A staff member's sick day pay is based on the number of hours the staff member is regularly scheduled to work at the staff member's straight time hourly rate.

### **STAFF MEMBER'S RESPONSIBILITY**

Staff members who are going to be late or absent from work must personally call, text or email their supervisor by 6:00 am, or as soon as the staff member knows they will be late/absent.

Staff members absent for three (3) consecutively scheduled days without contacting their supervisor will be considered to have voluntarily resigned from their position.

## **CARRY OVER OF SICK DAYS**

Sick days may be carried over from one year to the next. These accumulated days will protect staff members from loss of earnings if they are absent on account of illness or accident.

## **PAY IN LIEU OF SICK DAYS**

Staff members may not receive pay in lieu of using their sick days.

## **SICK PAY AT TERMINATION**

Unused sick days are not paid at termination.

## ***PERSONAL DAYS***

### **PERSONAL DAY ELIGIBILITY**

Full-time, regular staff members are eligible for personal days. Personal days are calculated based upon the fiscal year (July 1<sup>st</sup> - June 30<sup>th</sup>).

#### **Employment Classification**

10-month staff member

12-month staff member

#### **Personal Day Amount**

Two (2) days

Three (3) days

### **PERSONAL DAYS**

Personal days may be to attend to personal matters. These days may not be taken adjacent to vacation or holidays.

The staff member may elect to supplement his or her New York Paid Family Leave (PFL) benefit, Family and Medical Leave (FMLA) benefit or any other job protected leave with personal leave in one.

When PTO is taken on a day that RA is scheduled to close early or decides to close early, the entire PTO day is charged to the employee. PTO has no value once an employee separates from employment and thus, accrued but not yet used PTO will not be paid out at the termination of an employee's employment.

An employee uses all of his/her PTO, the employee will not be allowed to take unpaid time off except as defined under the extended leave policy. This applies to all employees.

### **SCHEDULING**

Every effort will be made to permit staff members to take their personal days at the time requested. However, due to the nature of our business, coordinating within and between departments is essential. All personal days are subject to approval by your supervisor.

Approval will depend on the workload and the number of people who are scheduled for time off at that time.

### **STAFF MEMBER'S RESPONSIBILITY**

Staff members who are going to be late or absent from work must personally call, text or email their supervisor by 6:00 am.

Staff members who are absent for three (3) consecutively scheduled days without contacting their supervisor will be considered to have voluntarily resigned from their position.

**CARRY OVER OF PERSONAL DAYS**

Personal days may not be carried over from one year to the next.

**PERSONAL DAYS AT TERMINATION**

Unused personal days are not paid at termination.

## **SICK LEAVE DONATION**

Sick Leave Donation allows a qualified staff member to voluntarily donate sick leave to another qualified staff member who is unable to work because of extended serious illness or injury. The procedure to initiate this process involves sharing the donating staff member's intentions with their supervisor and Human Resources. Contact the Chief Operating Officer for more information regarding donating or applying to receive donated sick leave.

# HEALTH INSURANCE

To aid staff members in covering the cost of medical care, our school offers a health insurance program.

## ELIGIBILITY

Staff members who are scheduled to work at least 20 hours per week are eligible to join our group health insurance plan upon hire. Staff members who enroll in our group health insurance plan will also be automatically enrolled in our pre-tax premium plan.

## COST

To assist with the escalating cost of health insurance, our school currently pays a portion of the premium, the remainder to be paid by the staff member through pre-tax dollars via payroll deduction. When you become eligible for coverage, you will receive material which more fully describes your insurance benefits including information on deductibles, co-payments, etc.

As a part of our benefits review process, the cost of health insurance is evaluated periodically, and the ratio of employer/staff member contribution is subject to change.

## HEALTH INSURANCE COVERAGE AT TERMINATION

Premiums for health insurance will be paid through the last day of employment. Staff members who have health insurance with our school may have the option of temporarily continuing these benefits under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Refer to the official COBRA notice for further information. If you have not received a COBRA notice or cannot locate it, please contact the Chief Operating Officer.

*This is intended as a brief introduction to the Health Insurance Plan. A more thorough explanation of the plan is contained in the Summary Plan Descriptions, plan documents and insurance policies available from the Chief Operating Officer. In the event of a discrepancy between the terms of this policy and the official plan documents, the official plan documents will control. Renaissance Academy and, if applicable, the benefit plan administrators or insurance companies, reserve the maximum discretion and right permitted by law to administer and interpret the health plan, as well as to amend, modify or terminate the plan at any time for any reason.*

## **VISION COVERAGE**

Our school recognizes that regular vision care is essential to good health. With this in mind, we offer eligible staff members a vision program designed to provide preventive and remedial vision care.

### **ELIGIBILITY**

Staff members who are scheduled to work at least 20 hours per week are eligible to join our group dental insurance plan immediately upon hire. Staff members who enroll in our vision plan will also be automatically enrolled in our pre-tax premium plan.

### **BENEFITS**

This plan is designed to encourage preventive and remedial vision care. Covered services are detailed in the plan booklets provided by the insurance carrier. A copy of this booklet is available from the Chief Operating Officer.

### **COST**

To assist with the escalating cost of health insurance, our school may pay a portion of the coverage for vision coverage, the remainder is to be paid by the staff member through pre-tax dollars via payroll deduction.

As a part of our benefits review process, the cost of vision coverage is evaluated periodically, and the ratio of employer/staff member contribution is subject to change.

### **VISION COVERAGE AT TERMINATION**

Vision coverage will be paid through the last day of employment. Staff members who have dental insurance with our school may have the option of continuing these benefits under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Refer to the official COBRA notice for further information.

*This is intended as a brief introduction to the Vision Benefits Plan. A more thorough explanation of the plan is contained in the Summary Plan Description, plan documents and insurance policies available from the Chief Operating Officer. In the event of a discrepancy between the terms of this policy and the official plan documents, the official plan documents will control.*



# DENTAL INSURANCE

Our school recognizes that regular dental care is essential to good health. With this in mind, we offer eligible staff members a dental insurance program designed to provide preventive and remedial dental care.

## ELIGIBILITY

Staff members who are scheduled to work at least 20 hours per week are eligible to join our group dental insurance plan immediately upon hire. Staff members who enroll in our dental insurance plan will also be automatically enrolled in our pre-tax premium plan.

## BENEFITS

This plan is designed to encourage preventive and remedial dental care. Covered services are detailed in the plan booklets provided by the insurance carrier. A copy of this booklet is available from the Chief Operating Officer.

## COST

To assist with the escalating cost of health insurance, our school may pay a portion of the coverage for dental insurance, the remainder is to be paid by the staff member through pre-tax dollars via payroll deduction.

As a part of our benefits review process, the cost of dental insurance is evaluated periodically, and the ratio of employer/staff member contribution is subject to change.

## DENTAL INSURANCE COVERAGE AT TERMINATION

Coverage for dental insurance will be paid through the last day of employment. Staff members who have dental insurance with our school may have the option of continuing these benefits under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Refer to the official COBRA notice for further information.

*This is intended as a brief introduction to the Dental Insurance Plan. A more thorough explanation of the plan is contained in the Summary Plan Description, plan documents and insurance policies available from the Chief Operating Officer. In the event of a discrepancy between the terms of this policy and the official plan documents, the official plan documents will control.*

# HEALTH SAVINGS ACCOUNT

Staff members of Renaissance Academy participating in our High Deductible Health Plan (HDHP) may participate in a Health Savings Account (HSA). The advantage of an HSA is that money going into the HSA is tax-free, earns interest tax-free and is not taxed when withdrawn to pay for qualified medical, dental and vision expenses.

## ELIGIBILITY

Staff members participating in our HDHP are eligible for an HSA immediately upon hire provided that the staff member (1) cannot be claimed as another person's tax dependent; (2) is not entitled to Medicare benefits; and (3) does not have any health coverage other than the school's HDHP coverage (except for certain types of permitted insurance or coverage as permitted by the IRS).

## CONTRIBUTIONS

Our school may provide an employer contribution into the HSA for eligible participants. Eligible staff members may also contribute to their HSA.

The annual maximum deposit to an HSA is based on the federal tax-deductible limits on HSA contributions.

All HSA contributions become the property of the staff member, regardless of the source of contributions. Funds deposited but not withdrawn each year will carry over into the next year.

## ENROLLMENT

To participate in an HSA, please see the Chief Operating Officer for the appropriate forms. Participation in the HSA program is entirely voluntary, and participants may terminate their participation at any time by notifying the school.

*More information about HSAs, including who is eligible, other health coverage that might disqualify an individual from being eligible, contribution limits and other rules, are set forth in IRS Publication 969(Health Savings Accounts and other Tax-Favored Health Plans).*

# TUITION REIMBURSEMENT

Our school is interested in helping staff members improve job-related skills. A portion of tuition costs may be paid when the courses are directly related to the staff member's job. The school determines whether courses are job-related for tuition reimbursement.

## ELIGIBILITY

Staff members who work at least 20 hours per week and who have completed their 90-day introductory period and have a satisfactory level of performance, as determined by the school, may apply for tuition reimbursement.

## APPROVAL

Every staff member is responsible for his or her own continuous education and maintenance of job skills. Therefore, reimbursement will be considered on a case-by-case basis.

Prior to registration for the course(s), staff members must apply for tuition reimbursement and receive approval from their supervisor and the Chief Operating Officer or Chief Educational Officer. Staff members may submit applications to their supervisor.

## PAYMENT

A portion of tuition costs may be reimbursed when the courses are directly related to the staff member's job. The school determines whether courses are job-related.

The school will reimburse a portion of tuition, registration and laboratory fees. The maximum annual educational reimbursement per staff member is \$3,000 per fiscal year.

Staff members will be reimbursed after completing the course with a grade of either "credit" or a "B" or better as long they are still employed by the school when they receive the grade.

A copy of the tuition bill and the final grade report must be submitted with the request for reimbursement.

## SCHEDULING

The course(s) should not interfere with a staff member's normal work schedule.

## NON-CREDITED PROGRAMS

Programs of a non-credited nature, such as conferences and seminars, are ineligible for reimbursement under this policy. If the school requests a staff member's attendance at an outside educational course, the costs will be paid in full directly by the school.

# **EMPLOYEE ASSISTANCE PROGRAM**

On occasion, everyone has personal problems. Usually these problems are resolved with the support of relatives and close friends. But sometimes, staff members or members of their family may find that they would benefit from the assistance of a trained counselor. It is for this reason that Renaissance Academy provides an Employee Assistance Program (EAP) to staff members and family members who may need help with personal or behavioral problems.

## **ELIGIBILITY**

Our EAP is available to all staff members and their family members.

## **BENEFITS**

Through this program, confidential advice and short-term counseling are provided for any staff member or member of a staff member's family who requests it or for a staff member who is referred by his or her supervisor. Common problems addressed through counseling include alcoholism, drug abuse, financial difficulties, family tensions and conflicts with co-workers.

The privacy of staff members and their family members is protected at all times. The school is not informed when anyone seeks assistance, unless the individual so requests or the school refers the staff member to the program as a requirement of continued employment.

## **COST**

Renaissance Academy pays the full cost of Staff member Assistance Program. Staff members are responsible for the cost of outside referrals. However, the cost for outside referral help may be covered by Renaissance Academy group health insurance program.

## **ADDITIONAL INFORMATION**

Staff members may contact the Chief Operating Officer for additional information on the EAP benefit.

# DOMESTIC PARTNER BENEFITS

Renaissance Academy allows staff members to obtain allowable benefits for themselves and their domestic partners. If the domestic partner is not the staff member's legal spouse or income tax dependent under applicable IRS rules, then the value of the employer-provided benefits (including any such coverage paid for on a pre-tax basis) may be added to the staff member's taxable earnings. If you need further advice on this issue, please consult your tax advisor.

## ELIGIBILITY

Domestic partners of current staff members, including same sex and opposite sex partners and children of a current domestic partner are eligible for health insurance and dental insurance benefits. Domestic partners must meet the following requirements:

- Have an exclusive mutual commitment, similar to that of marriage;
- Are each other's sole domestic partner and intend to remain so indefinitely;
- Neither partner is legally married;
- Are not related by blood to a degree of closeness which would prohibit legal marriage in the state in which the partners legally reside;
- Are at least 18 years of age and are legally competent to contract;
- Are currently residing together and have resided together in a common household for at least six consecutive months and intend to reside together indefinitely;
- Share joint responsibility for the partners' common welfare and financial obligations as evidenced by an Affidavit of Domestic Partnership (a prescribed affidavit sworn to by both individuals which demonstrates their personal and financial interdependence).

Same-sex couples who have been legally married are eligible for the same insurance benefits from the school as are other married couples without meeting the above eligibility requirements.

## ENROLLMENT

To enroll a domestic partner in Renaissance Academy health and dental insurance benefit programs, the staff member must provide an Affidavit of Domestic Partnership which may be obtained from the Chief Operating Officer or, in some instances, from the local city or town clerk's office.

## CHANGES IN BENEFIT ELECTIONS

After enrolling, staff members may not change their benefit plans until the beginning of the next plan year, unless one of the following events occurs and provided the change elected is made on account of and consistent with, such event:

- The domestic partnership is dissolved;
- You have a change in family status; or
- Your employment status changes.

## **TAX IMPLICATIONS**

The tax consequences of a domestic partnership are the responsibility of the staff member, not the school. Unless a domestic partner qualifies as the staff member's tax dependent the value of any domestic partner benefit may be taxable compensation for the staff member.

## **TERMINATION PROCEDURES**

If there is a change in status of the domestic partnership, the staff member must notify the Chief Operating Officer within 30 days of the change of status. Benefits will continue until the last day of the month the statement is received.

*If there is a conflict between this policy or guidance under it, information you receive and the benefit plan document(s), the terms of the actual plan documents shall control.*

# **BENEFIT CONTINUATION (COBRA)**

The following is a summary of benefit continuation (COBRA) and New York health continuation coverage or “mini-COBRA” law. These laws require most employers to offer staff members and their families continued group health insurance coverage at group rates in certain circumstances.

## **CONTINUATION COVERAGE**

Federal law requires most employers to offer staff members and their families the opportunity to temporarily continue group health insurance coverage (called "continuation coverage") at group rates in specified circumstances where coverage under the plan would otherwise end. COBRA continuation coverage for Renaissance Academy applies to medical and dental. New York’s mini-COBRA law also requires temporary continuation coverage by the applicable insurance carrier if COBRA does not apply where either (i) the employer has less than 20 staff members or (ii) federal COBRA continuation coverage was exhausted.

## **ELIGIBILITY**

Staff members of the school who are covered by school group medical and dental coverage have a right to choose this continuation coverage if they lose their group medical and dental coverage because of a reduction in their hours of employment or the termination of their employment (for reasons other than gross misconduct on the staff member’s part), among certain other qualifying events.

The spouse or dependent child of a staff member covered by the school group medical and dental coverage also has the right to choose continuation coverage if they lose group health coverage under certain qualifying events.

## **OPTIONS**

If a staff member does not choose continuation coverage, his or her group health insurance coverage will end. If a staff member chooses continuation coverage, the school is required to give the staff member coverage that is identical to the coverage provided under the plan to similarly situated active staff members or family members. Staff members may be required to pay the entire premium for their continuation coverage, plus a small administrative fee.

At the end of the continuation coverage period, staff members must be allowed to enroll in an individual conversion health plan if such option is available under the school's group medical and dental coverage.

If a staff member does not choose continuation coverage of medical and dental, the staff member may submit claims only for eligible medical and dental expenses incurred through the last day of employment or applicable grace period, if any. If a staff member chooses COBRA continuation of medical and dental benefits, the staff member may obtain reimbursement of eligible expenses incurred after termination of employment, provided the staff member continues to pay contributions to the plan plus a small administrative charge.

## **ALTERNATIVES TO COBRA**

A staff member may have other options available when losing group health coverage. For example, a staff member may be eligible to buy an individual plan through the Health Insurance Marketplace. By enrolling in coverage through the Marketplace, a staff member may qualify for lower costs on monthly premiums and lower out-of-pocket costs. Additionally, a staff member may qualify for a 30-day special enrollment period for another group health plan for which the staff member is eligible (such as a spouse's plan), even if that plan generally doesn't accept late enrollees.

*This policy is only a summary of your rights under the continuation coverage provisions of the law. Additional information regarding your rights is contained in the plan's general COBRA notice or can be obtained from the Chief Operating Officer. In the event of a discrepancy between the terms of this policy and the official plan documents, the official plan documents will control.*

# **SOCIAL SECURITY**

All staff members are covered by this federal program, which is funded through payroll taxes known officially as the Federal Insurance Contributions Act (FICA) taxes.

## **BENEFITS**

Social Security is an important benefit for staff members and their families as it provides death, disability and retirement benefits.

## **COST**

The cost of this coverage is determined by law. The rates are subject to change in accordance with legislated amendments by Congress. The required amount of a staff member's contribution will be deducted automatically from his or her paycheck.

## **ADDITIONAL INFORMATION**

Questions regarding the Social Security program should be directed to the Social Security Administration, which has answers to many common questions on its website at [www.ssa.gov](http://www.ssa.gov). Questions regarding an individual's FICA or other payroll tax deductions should be directed to the Chief Operating Officer.

# **TSAI 403(b) SAVINGS PLAN**

Our school provides eligible staff members with a 403(b) savings plan. This plan, which may be used in combination with Social Security benefits and personal resources, helps to provide staff members with income for retirement.

## **ELIGIBILITY**

Staff members are eligible to join our 403(b) savings plan after completing the necessary enrollment forms. Plan participants are eligible for the school's matching contributions.

## **STAFF MEMBER ELECTIVE CONTRIBUTIONS**

Plan participants may elect to contribute a percentage of their compensation to the 403(b) savings plan, subject to the terms of the plan and certain established federal limitations.

## **MATCHING CONTRIBUTIONS**

The school will contribute an amount equal to participant's as outlined in the supplemental information provided by the plan administrator.

## **ADDITIONAL INFORMATION**

Additional information about a staff member's 403(b) savings plan account can be obtained by contacting the Chief Operating Officer.

*This is intended as a brief introduction to the 403(b) savings plan. A more thorough explanation of the plan is contained in the Summary Plan Description and plan documents available from the Chief Operating Officer. In the event of a discrepancy between the terms of this policy and the official plan documents, the official plan documents will control.*

# NEW YORK SHORT-TERM DISABILITY INSURANCE

A loss of income due to disability can be destructive to an individual's or family's security. For this reason, our school provides eligible staff members with short-term disability insurance. This insurance program assists staff members in replacing lost income in the event that a staff member is disabled due to an off-the-job injury, illness or pregnancy.

## ELIGIBILITY

All staff members who cannot work due to a non-job-related disability are covered under this short-term disability insurance program if they meet the eligibility requirements of the New York State Disability Benefits Law.

## BENEFITS

The benefits begin on the eighth calendar day of the disability and may continue for up to 26 weeks. Disability benefits are 50 percent of the staff member's average weekly wage (based on the last eight weeks of employment) up to a maximum weekly benefit of \$170.00.

\*Staff members receive a combined total of 26 weeks of disability and New York Paid Family Leave Benefits.

## COST

The cost of disability insurance is paid for by the school.

## LEAVE ENTITLEMENT

Staff members are eligible for a Disability Leave. This leave runs concurrently with any available [Family and Medical Leave](#). See the [Disability Leave](#) policy for more information.

## STAFF MEMBER'S RESPONSIBILITY

Staff members must notify the Chief Operating Officer immediately if they anticipate being on a medical leave beyond seven calendar days.

*This is intended as a brief introduction to the Short-Term Disability Insurance. A more thorough explanation of the plan is contained in the Summary Plan Description and plan documents available from the Chief Operating Officer. In the event of a discrepancy between the terms of this policy and the official plan documents, the official plan documents will control.*

# **LONG-TERM DISABILITY INSURANCE**

Income protection is vital to anyone disabled for a long period of time. For this reason, Renaissance Academy offers eligible staff members a long-term disability insurance plan through Aflac.

## **ELIGIBILITY**

Staff members are eligible to participate in this plan at hire.

## **COST**

The cost of this insurance is paid for by the staff member.

## **STAFF MEMBER'S RESPONSIBILITY**

Staff members who are on long-term disability are responsible for notifying the school of any change in their return-to-work status.

*A more thorough explanation of the plan is contained in the Summary Plan Description and plan documents available from Aflac.*

## **WORKERS' COMPENSATION**

The school carries a Workers' Compensation Insurance Policy which covers all staff members in the event that they are injured or become disabled due to occupational illness or injury while on the job.

### **BENEFITS**

For staff members who are injured while on the job or who develop an occupational illness, medical expenses and loss of earnings up to the specified maximum normally will be covered by our Workers' Compensation Insurance Policy. Compensation under this plan is based on a formula using the staff member's average weekly wages.

### **ELIGIBILITY**

Benefits for lost earnings begin after the seventh day of disability. If disability continues beyond two weeks, the benefits will also be paid for the first week of disability. Payment of medical expenses begins on the first day of disability.

### **LEAVE ENTITLEMENT**

Staff members are eligible for a Disability Leave. This leave runs concurrently with any available Family and Medical Leave.

### **COST**

The school pays the entire premium for this insurance policy.

### **REPORTING ACCIDENTS**

Reports of accidents or injuries, even if minor, must be filed within 24 hours with the Chief Operating Officer. Failure to receive medical treatment in a timely manner may result in serious complications and also may jeopardize eligibility for medical benefits.

## **NEW YORK PAID FAMILY LEAVE BENEFITS**

New York's Paid Family Leave (PFL) law provides job protected leave and wage replacement to eligible staff members for qualifying events.

### **ELIGIBILITY**

To be eligible, staff members must: regularly work 20 or more hours per week and be employed for at least 26 consecutive workweeks preceding the first full day family leave is taken; or regularly work less than 20 hours per week and be employed for at least 175 days preceding the first full day family leave is taken. Paid time off can be counted toward a staff member's eligibility determination. Staff members are eligible for PFL regardless of citizenship and/or immigration status.

PFL is granted to eligible staff members who request time off for the following qualifying events:

- to participate in providing care, including physical or psychological care, for a staff member's spouse, child, stepchild, parent, parent-in-law, stepparent, grandchild, grandparent, or domestic partner with a serious health condition;
- to bond with a child during the first 12 months after the child's birth, adoption or foster care placement with the staff member, the staff member's spouse, or the staff member's domestic partner; or
- due to a qualifying exigency for the staff member's spouse, domestic partner, child, or parent who is on active military duty or has been notified of an impending call to active duty.

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves: (a) inpatient care in a hospital, hospice or residential health care facility; or (b) continuing treatment or continuing supervision by a health care provider.

Note: Time spent on paid absence, vacation, sick, personal leaves and paid holidays, will count towards an employee's eligibility determination, provided deductions were taken during that period of paid time off. However, time that an employee spends on New York State Disability Leave or unpaid leave will not be counted towards an employee's eligibility determination.

## **LENGTH OF LEAVE AND BENEFITS**

PFL benefits increase in four phases, according to the following schedule:

Date	Maximum Weeks of Leave	Maximum Pay Recovered*
January 1, 2018	8	50%
January 1, 2019	10	55%
January 1, 2020	10	60%
January 1, 2021 and beyond	12	67%

\*The percent of the staff member's average weekly wage or the percent of the state average weekly wage, whichever is less. The pay percentage outlined in future years is subject to change and/or freeze.

Staff members who take PFL in weekly increments are eligible for the maximum number of weeks of leave, as indicated in the above chart, using a 52-week rolling look back period.

Staff members who take PFL in daily increments (intermittent leave) are eligible for paid leave based on the average number of days worked per week during a base period.

## **LEAVE CATEGORIES**

Eligible employees may apply to take PFL for the following qualifying reasons:

**Caring:** To provide care for a child (regardless of age), parent (including parent-in-law), grandparent, grandchild, spouse and/or domestic partner with a "serious health condition". "Providing care" includes: necessary physical care, emotional support, visitation, assistance in treatment, transportation, arranging for a change in care, assistance with essential daily living matters, and personal attendant services. During the leave, the employee must be in close physical proximity to the identified family member who is receiving care.

"Serious health condition" means: an illness, injury, impairment or physical or mental condition that involves either in-patient care or continuing treatment (or supervision) by a health care provider. Questions regarding the definition of "serious health condition" should be directed to the Chief Operating Officer.

*Note: Absent complications, the common cold, the flu, an earache, an upset stomach, a minor ulcer, a headache (other than a migraine), a routine dental procedure / orthodontia problem, a periodontal disease, etc. does not typically constitute a serious health condition.*

**Bonding:** To bond with a child following the child's birth, adoption or placement in foster care. In the case of adoption or placement, PFL may be taken prior to the adoption or placement if the employee's absence is necessary for the placement or adoption to proceed. PFL taken for these circumstances must be used within one year of the first day of leave, or within one year of the adoption/placement, whichever is earlier.

In the case of the birth of a newborn child, PFL taken to bond with the child must be used within the first year following the child's birth.

**Preparing:** To prepare for, or attend to, a qualifying exigency arising out of a family member's military service. "Family member", as applied to this particular provision, shall include the employee's spouse, domestic partner, child or parent who is currently on active duty or has been notified of an impending call to active duty in the Armed Forces of the United States.

"Qualifying exigency" shall have the same meaning and interpretation under PFL as the term is currently used under the federal Family and Medical Leave Act ("FMLA"). Questions regarding the definition or application of "qualifying exigency" should be directed to the Chief Operating Officer.

PFL is not available for the employee's own disability or serious health condition. Disability, FMLA or Unpaid Leave may be available in those circumstances.

## **INTERMITTENT USE**

Eligible staff members may take leave under the PFL on an intermittent basis, in full-day increments. Staff members may not take partial day leave under PFL.

When a staff member takes intermittent PFL, the staff member must provide notice to the Chief Operating Officer as soon as is practicable before each day of intermittent leave.

A staff member's use of intermittent FMLA leave on a partial-day basis may, under certain circumstances, reduce a staff member's PFL benefit amount. Specifically, each time a staff member takes partial-day intermittent FMLA leaves during a 12-month period that add up to the number of hours in a staff member's usual workday, the school will deduct one day of PFL benefits from the staff member's annual PFL benefit allotment.

### **MULTIPLE STAFF MEMBERS REQUESTING LEAVE**

More than one staff member of Renaissance Academy cannot use the same period of PFL to bond with the same child or to care for the same qualifying family member.

### **STAFF MEMBER NOTICE REQUIREMENTS**

In the case of a foreseeable leave, a covered staff member must provide the Chief Operating Officer advance notice 30 days before the date on which the leave would begin. If the staff member is unable to provide 30 days' notice, he or she must provide notice as soon as it is practicable under the circumstances. Usually, this means giving notice the same day the staff member receives notice or the next business day. If a staff member does not give the Chief Operating Officer timely notice, the staff member's PFL leave may be delayed or denied.

In giving notice, a staff member must provide sufficient information for the Chief Operating Officer to determine if the leave qualifies for PFL and the anticipated timing and duration of the leave.

### **PROCEDURE FOR REQUESTING LEAVE**

Staff members must complete and submit a Request for Paid Family Leave Form (PFL-1) with supporting documentation as follows to Guardian:

- (1) Bonding Certification: PFL-2 Form plus documentation;
- (2) Health Care Provider Certification: PFL-4 Form plus Personal Health Information (PHI) Release (PFL-3 Form); or
- (3) Military Qualifying Event: PFL-5 Form plus documentation.

The Forms can be obtained from the Chief Operating Officer or Guardian.

To submit a request for PFL, staff members must:

- Complete the staff member's portion of the PFL-1 Form.
- Submit the PFL-1 Form to the Chief Operating Officer.
- The school will complete its portion of the PFL-1 Form and return it to the staff member within 3 business days.
- If the school fails to respond, staff members may submit all materials directly to Guardian.
- Depending on the type of PFL leave the staff member is seeking, the staff member will be required to complete additional PFL forms as described in the letter from Guardian. Staff members must submit the completed PFL forms to Guardian before or within 30 days after the start of their leave. Guardian must pay or deny leave requests within 18 calendar days of receiving a staff member's completed forms.

## **CONTINUATION OF BENEFITS DURING LEAVE**

Staff members are entitled to continue group health benefits under the same terms and conditions as if they were on the job during PFL. Staff members are required to pay their portion of the premium the 25<sup>th</sup> of each month. The school's obligation to maintain health insurance coverage ceases if a staff member's premium payment is more than 30 days late. If the health care premium is overdue, the school will notify the staff member in writing at least 15 days before coverage is to cease, advising that coverage will be dropped on a specified date at least 15 days after the date of the letter unless payment has been received by that date.

If group health plan benefits lapse because a staff member has not made the required premium payments, then upon the staff member's return from PFL, the staff member will be restored to coverage/benefits equivalent to those the staff member would have had if paid family leave had not been taken and premium payment(s) had not been missed, including family or dependent coverage.

If a staff member chooses not to retain group health plan coverage during PFL, then upon the staff member's return from leave, the staff member shall be reinstated into the health plan on the same terms the staff member had prior to taking leave.

A staff member's use of PFL leave will not result in the loss of any employment benefits that accrued prior to the start of a staff member's PFL leave (unless such accrued benefits, such as paid time off, were used during PFL leave). The staff member, however, will not accrue any additional benefits or seniority during any period of PFL leave that is not paid through use of accrued leave benefits, unless otherwise required by law.

All other staff member-paid benefits will be retained as long as the staff member continues to make premium payments.

## **CONCURRENCE WITH OTHER LEAVES/BENEFITS**

Staff members may choose supplement PFL benefits with applicable PTO to receive full salary. Staff members should refer to applicable paid time off policies for information regarding minimum increments applicable to such leave.

If a staff member takes PFL leave for an event that also qualifies as leave under the FMLA, the staff member's PFL leave will run concurrently with available FMLA leave. In these cases, employees will be required to comply with all applicable employee requirements (e.g., application, certification, notice, etc.) under both policies. Accordingly, employees should also review and refer to RA's FMLA Policy. If an employee's need for leave qualifies under both PFL and FMLA, but the employee declines to apply for PFL benefits (despite being notified that the reason for leave is a PFL-qualifying reason), any leave taken by the employee for such reason will nevertheless be counted against the employee's PFL allotment.

Staff members cannot use PFL and short-term disability benefits at the same time, but can use them consecutively, up to a maximum of 26 weeks of disability and PFL benefits combined in a rolling 52-week period. If a staff member is unable to work and qualifies for workers' compensation benefits, the staff member may not use PFL benefits at the same time the staff member is receiving workers' compensation benefits. A staff member receiving reduced earnings may be eligible for PFL.

## **COST**

PFL premiums are paid for by the staff member and are deducted from the staff member's paycheck on an after-tax basis. The deduction amount is set annually by the Department of Financial Services.

## **WAIVER OPTION**

Staff members have the option of filing a waiver for PFL benefits if:

- The staff member's regular employment schedule is 20 hours or more per week, however the staff member will not work 26 consecutive weeks; or
- The staff member's regular employment schedule is less than 20 hours per week and the staff member will not work 175 days in a 52-consecutive-week period.

Staff members who are eligible to waive PFL benefits and wish to do so must complete and submit a waiver form to the Chief Operating Officer. Staff members who submit a waiver form will not make any contributions for PFL benefits and will not be eligible to receive PFL benefits. If the staff member voluntarily revokes the waiver or the schedule of a staff member changes such that it is anticipated that the staff member will become eligible to receive PFL benefits, the waiver will be revoked, and the staff member must start making contributions on a going forward basis and must pay retroactive contributions to the staff member's date of hire.

## **PERIODIC STATUS REPORTS AND RETURN FROM LEAVE**

The school may require a staff member on PFL leave to report periodically on the staff member's status and intent to return to work to the extent permitted by law.

Any staff member who exercises his or her right to PFL will receive job protection. This means that upon the expiration of that leave, the staff member will be entitled to return to the same position the staff member held when leave began, or to an equivalent position with equivalent pay and other terms and conditions of employment.

## **QUESTIONS AND ADDITIONAL INFORMATION**

Staff members who have questions regarding this PFL policy should contact the Chief Operating Officer. For additional information concerning leave entitlements and obligations that might arise when PFL is either not available or exhausted, staff members should consult the school's other leave policies or contact the Chief Operating Officer. The school is committed to complying with PFL and shall interpret and apply this policy in a manner consistent with the PFL regulations.

Staff members who disagree with a denial of their claim for PFL may submit their dispute to arbitration. Staff members will be provided with information about how to request arbitration with their PFL denial.

An employee who fraudulently obtains PFL, or who uses PFL in an improper manner, is subject to disciplinary action, up to and including termination.

Staff members are protected from discrimination and retaliation for requesting or taking PFL. If a staff member believes their rights have been violated and/or job restoration has been denied as a result of requesting and/or taking PFL, the staff member must send the Chief Operating Officer a formal request for job reinstatement using the Formal Request for Reinstatement Regarding Paid Family Leave (Form PFL-DC-19), which can be found in the forms section of <https://www.ny.gov/PaidFamilyLeave>. Staff members must file the completed form with the school and send a copy to: Paid Family Leave, P.O. Box 9030, Endicott, NY 13761-9030. If the school does not comply with a staff member's request for reinstatement within 30 days, the staff member may file a PFL discrimination complaint with the Workers' Compensation Board using the Paid Family Leave Discrimination Complaint (Form PFL-DC-120), which is also available on the New York Paid Family Leave website. Once a staff member's complaint is received, the Board will assemble the staff member's case and schedule a preliminary hearing in front of a Workers' Compensation Law Judge.

# FAMILY & MEDICAL LEAVE ACT

Renaissance Academy provides eligible staff members with time off (paid and unpaid) necessitated by illness or family care in accordance with the federal Family and Medical Leave Act of 1993 (FMLA) as amended. You are eligible to take up to 12 weeks of unpaid family / medical leave (“FMLA Leave”) within any consecutive 12 month period and be restored to the same or equivalent position upon your return from leave provided you have worked for RA at least 12 months, and for at least 1250 hours in the last 12 months.

## ELIGIBILITY

To qualify to take FMLA Leave under this policy, staff members must meet all of the following conditions:

Staff members must have worked for RA for 12 months or 52 weeks (does not need to be consecutive) immediately preceding the start of the leave. Eligible staff members must work at a location which employs at least 50 staff members within a 75-mile range.

The staff member must have worked at least 1,250 hours during the 12-month period immediately preceding the date when leave is requested to commence. The principles established under the Fair Labor Standards Act (FLSA) determine the number of hours worked by an employee. The FLSA does not include time spent on paid or unpaid leave as hours worked. Consequently, these hours of leave should not be counted in determining the 1,250 hours eligibility test for an employee under FMLA.

## LEAVE CATEGORIES AND BENEFITS

Family and Medical Leaves are granted to eligible staff members who request time off for one or a combination of the following reasons (reasons listed in *italics*):

- *The serious health condition of the employee*
  - A “serious health condition” is defined as a condition that requires inpatient care at a hospital, hospice or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care or a condition that requires continuing care by a licensed health care provider.
- *The birth of a child and to care for the newborn child.*
  - “Child” is defined as any biological, adopted or foster child, a stepchild or legal ward of an eligible employee less than 18 years old, unless the child is incapable of self-care because of a mental or physical disability. Leave is also available when an employee has the day-to-day responsibility for caring for a child and is acting as that child’s parent. For example, a grandmother or older sibling may be acting as a parent to children who have lost a biological parent. Similarly, an employee can take leave to care for an individual who acted as a parent to the employee when the employee was a child.;

- *The placement of a child under the age of 18 years with the staff member for adoption or foster care;*
  - Leaves for the birth, adoption or placement of a foster child must be taken within twelve (12) months of the event.
- *The care of a child, spouse or parent with a serious health condition;*
  - This policy covers illnesses of a serious and long-term nature, resulting in recurring or lengthy absences. Generally, a chronic or long-term health condition that would result in a period of three consecutive days of incapacity with the first visit to the health care provider within seven days of the onset of the incapacity and a second visit within 30 days of the incapacity would be considered a serious health condition. For chronic conditions requiring periodic health care visits for treatment, such visits must take place at least twice a year.
  - Employees with questions about what illnesses are covered under this FMLA policy or under RA's sick leave policy are encouraged to consult with the Chief Operating Officer.
  - RA may require an employee to provide a doctor's certification of the serious health condition. The certification process is outlined in this policy.
  - If an employee takes paid sick leave for a condition that progresses into a serious health condition and the employee requests unpaid leave as provided under this policy, RA may designate all or some portion of related leave taken as leave under this policy, to the extent that the earlier leave meets the necessary qualifications.
- *The care of a covered service member who has incurred or aggravated a serious injury or illness in the line of duty while on active duty in the Armed Forces, if the staff member is the service member's spouse, child, parent or next of kin ("covered service member leave");*
  - This leave may extend to up to 26 weeks in a 12-month period for an employee whose spouse, son, daughter, parent or next-of-kin is injured or recovering from an injury suffered while on active military duty and who is unable to perform the duties of the service member's office, grade, rank or rating. Next-of-kin is defined as the closest blood relative of the injured or recovering service member. An employee is also eligible for this type of leave when the family service member is receiving medical treatment, recuperation or therapy, even if the service member is on temporary disability retired list.
  - The term "covered service member" means:
    - a member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient

- status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
- a veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.
  - The term “serious injury or illness”:
    - in the case of a member of the Armed Forces (including a member of the National Guard or Reserves), means an injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or existed before the beginning of the member’s active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member’s office, grade, rank, or rating; and
    - in the case of a veteran who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during a period when the person was a covered service member, means a qualifying (as defined by the Secretary of Labor) injury or illness that was incurred by the member in line of duty on an active duty in the Armed Forces (or existed before the beginning of the member’s active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that manifested itself before or after the member became a veteran.
  - Employees requesting this type of FMLA leave must provide certification of the family member or next-of-kin’s injury, recovery or need for care. This is the only type of FMLA leave that may extend an employee’s leave entitlement beyond 12 weeks to 26 weeks. Other types of FMLA leave are included with this type of leave totaling the 26 weeks.
  - An eligible employee can take up to 12 weeks (or up to 26 weeks of leave to care for an injured or ill service member) under this policy during any 12-month period. RA will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, RA will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks (or 26 weeks for the care of an injured or ill service member) of available leave, with the balance remaining being the amount the employee is entitled to take at that time.
  - *Any “qualifying exigency” arising out of the fact that a staff member’s spouse, son, daughter or parent is a covered military member on covered active duty or called to covered active duty status (or has been notified of*

*an impending call or order to covered active duty) in the Reserves component of the Armed Forces in support of contingency operation or Regular Armed Forces for deployment to a foreign country. This leave is also available for family members of active duty service members.*

- Qualifying exigencies may include the need to address issues arising from short-notice deployment, attend military events and related activities, arrange for or attend childcare and school activities, address certain financial and legal arrangements, attend certain counseling sessions, provide care for the parents of the military member of covered active duty, attend post-deployment activities and spend time with a covered military member on short-term rest and recuperation leave.
- “Covered active duty” means:
  - (a) in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and
  - (b) in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in section 101(a)(13)(B) of title 10, United States Code.

The leave may commence as soon as the individual receives the call-up notice. This type of leave would be counted toward the employee’s 12-week maximum of FMLA leave in a 12-month period.

Employees requesting this type of FMLA leave must provide proof of the qualifying family member’s call-up or active military service before leave is granted.

(Son or daughter for this type of FMLA leave is defined the same as for child for other types of FMLA leave, except that the person does not have to be a minor.)

## **LENGTH OF LEAVE**

Eligible staff members may take up to 12 weeks of leave in a 12-month period for reasons defined above. For leaves other than covered service member leave:

- The 12-month period is calculated based on the school’s fiscal year, which begins on July 1<sup>st</sup> and ends on June 30<sup>th</sup> of each year.
- Absences due to a staff member's serious health condition that are also covered by Short Term Disability Insurance or Workers' Compensation are counted as part of the leave time available to eligible staff members under the Family and Medical Leave Act.
- Leaves taken for the birth or the placement of a child with the staff member for adoption or foster care must be completed within 12 months of that birth or placement.

Covered Service Member Leave

- A “covered service member” is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status or is on the temporary retired list for a serious injury or illness. Covered service members also include a veteran who is discharged or released from military services under conditions other than dishonorable at any time during the five years preceding the date the eligible staff member takes FMLA leave to care for the covered veteran and who is undergoing medical treatment, recuperation or therapy for a serious injury or illness. These individuals are “covered veterans.”
- The FMLA definition of a “serious injury or illness” for current Armed Forces members and covered veterans is distinct from the FMLA definition of “serious health condition” applicable to FMLA leave to care for a covered family member.
- Eligible staff members may take up to 26 weeks of leave during “a single 12-month period” to care for the service member. The “single 12-month period” begins on the date the staff member’s first FMLA leave to care for the service member begins. During this single 12-month period, the staff member’s combined total FMLA qualifying-leave for all types of FMLA leave may not exceed 26 weeks.

Under certain circumstances, leaves may be taken intermittently or on a "reduced leave schedule," e.g. in periods of days or blocks of time smaller than a day.

- Staff members may take leave intermittently or on a reduced leave schedule
  - When medically necessary for their own serious health condition; to care for a family member with a serious health condition; or to care for a covered service member with a serious injury or illness.
  - When necessary for “qualifying exigency” leave.
- Intermittent or reduced leave for family reasons (leave to care for a newborn or newly adopted child or a child placed in foster care) may be taken only if the school and staff member agree to the arrangement.
- If intermittent or reduced schedule leave is taken for planned medical treatment or, if agreed to by the school, for family reasons, the school may require the staff member to transfer temporarily, during the period in which intermittent or reduced schedule leave is required, to an available alternative position for which the staff member is qualified and which better accommodates recurring periods of leave than the staff member’s regular position. The staff member will receive his or her same rate of pay and equivalent benefits in the alternate position.

## **SPOUSES COMBINED LEAVE**

If both spouses are employed by the school and wish to take leave to bond with a newly arrived child or to care for a parent with a serious health condition their aggregate leave is limited to a combined total of 12 weeks during any 12-month period. If both spouses wish to take leave to care for a covered service member with a serious injury or illness or take a combination of service member leave and leave to bond with a newly arrived child or care for a parent with a serious health condition, their aggregate leave is limited to 26 weeks during a single 12-month period.

## **PROCEDURE FOR REQUESTING A LEAVE**

In the case of foreseeable FMLA leaves for birth, adoption or placement of a child or for planned medical treatment of the staff member, a covered family member or a covered service member, a staff member must provide the Chief Operating Officer with 30 days advance notice in writing before the date on which the leave would begin. If the staff member is unable to provide 30 days' notice, he or she must provide notice as soon as it is practicable under the circumstances.

In the case of qualifying exigency leave or when the approximate timing of any FMLA leave is not foreseeable, the staff member must provide the Chief Operating Officer as much notice as soon as it is practicable under the circumstances.

In requesting FMLA leave, the staff member must provide sufficient information to allow the school to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave.

In the case of leave for planned medical treatment, staff members are required to make a reasonable effort to schedule the treatment so as not to unduly disrupt the school's operations.

Staff members are expected to consult with the Chief Operating Officer before the scheduling of treatment to work out a treatment schedule that best suits the needs of both the employer and the staff member.

## **MEDICAL/SUPPORTING CERTIFICATION**

**INITIAL CERTIFICATION.** Staff members are required to provide medical certification from a health care provider for their own serious health condition or that of a family member or covered service member. Staff members who request qualifying exigency leave also are required to provide certification supporting the need for leave and, when the leave is requested for the first time, a copy of the covered military member's active duty orders. If staff members provide at least 30 days' notice of medical leave, they should submit the medical certification before the leave begins.

The staff member must submit to the Chief Operating Officer a complete and sufficient certification within 15 calendar days after the school requests the certification. If the certification is returned incomplete or insufficient, the staff member will have seven calendar days to cure the deficiency. Failure to provide a complete and sufficient certification may result in denial of FMLA leave.

If there is reason to doubt an initial medical certification, a staff member may be required to obtain a second opinion at the school's expense. If the opinions differ, a third, final and binding certification from a healthcare provider designated or approved jointly by the school and the staff member may be obtained at the school's expense.

**PERIODIC RECERTIFICATION.** The school may also require staff members on FMLA leave to submit periodic re-certification throughout the leave, but generally

not more often than every 30 days unless a change in circumstances warrants earlier recertification. A new initial medical certification will be required on an annual basis for serious medical conditions lasting beyond a single leave year.

**RETURN TO WORK.** Before returning to work, staff members who have taken a leave for their own serious health condition are required to present documentation from their health care provider certifying that they are able to return to work and perform the essential functions of their positions with or without reasonable accommodation. Job restoration may be delayed or denied pending receipt of a return to work/fitness for duty certification.

If you cannot return to work after the initial 12-week period, you **MUST** submit medical certification of your continued serious health condition in advance for each month that the leave is extended.

### **OTHER REQUIREMENTS**

Staff members may be required to periodically report on their leave status and on their intent to return to work as directed by the Chief Operating Officer before or during their leave. If you take FMLA Leave because of your own “serious health condition” or to care for a covered relation, you must contact your supervisor on a periodic basis regarding the status of the condition and your intention to return to work. In addition, you must give notice as soon as practicable (within 2 workdays if feasible) if the dates of FMLA Leave change or are extended or initially were unknown.

Staff members must comply with the school’s usual call-in procedures for absences while they are on FMLA leave.

FMLA leave under this policy runs concurrently with the school's Disability Leave policy, the school’s New York Paid Family Leave and any other state or statutory leave entitlement to the extent permitted by law.

### **EMPLOYMENT AND BENEFITS PROTECTION**

Staff members are entitled to continue group health benefits under the same terms and conditions as if they were on the job during an FMLA leave.

- Staff members are required to pay their portion of the premium by the 25<sup>th</sup> of each month if FMLA leave is unpaid. Coverage will cease if a staff member's premium payment is more than 30 days late. If the health care premium is overdue for 15 days, the school will notify the staff member that their health insurance coverage will terminate if the premium is not received within the next 15 days.
- Staff members who provide a statement of notice of their intent not to return to work are not entitled to continuation of health care benefits, except as covered by COBRA (Refer to [COBRA](#) policy).
- Staff members who fail to return from the leave, except for reasons of continuation, recurrence or onset of a serious health condition (including the serious health condition of a family member or covered service member) or something else beyond the staff member's control, must repay the school

for the school's share of health coverage premiums incurred to maintain their coverage during the unpaid leave.

PTO or service time do not continue to accrue, except in cases of intermittent leave. Staff members receive time off on an unpaid basis. Staff members who have accrued, applicable PTO are not required to substitute this paid time during unpaid FMLA leave but are permitted to do so. If a staff member does use paid leave time, he or she must satisfy the procedural requirements of the school's PTO policy to receive such paid time off.

The substitution of paid leave time for unpaid FMLA leave time does not extend the length of the FMLA leave and the paid leave time will run concurrently with the FMLA leave time.

A staff member (other than a key staff member) who qualifies for a leave will return either to the same position he or she had before or to a position equivalent in pay, benefits and other terms and conditions of employment.

Key staff members may not be eligible for reinstatement to the same or an equivalent position if it would cause substantial and grievous economic harm to the school. (A "key" staff member is one who is a salaried, FMLA-eligible staff member, who is among the highest paid 10 percent of all the staff members employed by the employer, within a 75-mile range of the staff member's worksite.) The school will notify a staff member if he or she qualifies as a key staff member and advise the staff member of his or her rights if it intends to deny reinstatement.

### **ADDITIONAL INFORMATION**

The school will not restrain, interfere with or deny the exercise of any staff member rights provided under the FMLA. The school will not discriminate against any staff member who exercises any rights under the FMLA or makes a complaint related to FMLA leave. Staff members who have questions regarding this policy should contact the Chief Educational Officer.

### **SUPERVISOR'S PROCEDURES**

When an employee requests leave under the Family and Medical Leave Policy, they must complete a Request for Family and Medical Leave form and forward it to their Supervisor for approval. The approved request form should be sent to the Chief Operating Officer for final approval and processing. If there is a question of approval, the Supervisor should contact the Chief Operating Officer. Request for Family and Medical Leave forms are located in the main office.

The supervisor should communicate with the employee during the leave and obtain proper documentation authorizing the employee's return to work when applicable. Upon an employee's return from a leave of absence, the supervisor must notify the Chief Operating Officer immediately so that the payroll may be reactivated.

# **JURY DUTY & COURT ATTENDANCE**

Our school considers service on a jury to be an important civic duty.

## **JURY DUTY PAY**

If a staff member is called to serve, he or she is paid the difference between their regular wages and the amount of jury duty pay received from New York State. Exempt staff members will be paid their full weekly salary if they work any part of the week in which they perform jury service.

## **DOCUMENTATION**

Staff members must submit a copy of the Jury Duty Attendance Certificate to their supervisor indicating the dates served. Staff members will receive this statement when their jury duty is complete.

## **TIME AWAY FROM WORK**

In fairness to the school, staff members are expected to return to work if they are excused from jury duty during their regular working hours.

## **COURT ATTENDANCE**

Staff members who are subpoenaed to appear in court as a witness in a criminal proceeding or who attend court as a victim of a crime, will be granted unpaid time off for their attendance.

# WITNESS AND VICTIM'S LEAVE OF ABSENCE

## TIME OFF FOR CRIMINAL PROCEEDINGS

Renaissance Academy acknowledges that, on occasion, staff members may have an obligation to participate in criminal legal proceedings either as a witness or because the staff member or a close family member was victimized by a criminal act. The school authorizes leave to attend those proceedings under circumstances described in this policy.

If you are required to attend a criminal proceeding either as a witness or as a crime victim (or a close family member of a crime victim), you must inform your supervisor as soon as possible to make arrangements for a leave of absence. Renaissance Academy Charter School of the Arts reserves the right to require staff members to provide proof of the need to attend the criminal proceedings to the extent authorized by law.

## PAY DURING LEAVE

Staff members who must attend criminal proceedings for reasons authorized by this policy take that leave paid for the first day.

For any additional days, time off will be unpaid. Staff members may opt to use any available accrued time in place of unpaid leave.

For purposes of this policy, close family members include (and will be modified to the extent inconsistent with state law as described below):

Spouse (or domestic partner), Parent, Stepparent, Parent-in-law, Sibling, Brother-in-law, Sister-in-law, Child, Stepchild, Son-in-law, Daughter-in-law, Grandparent, Grandchild, Aunt, Uncle, Niece, Nephew.

You are expected to return to work if you are excused from criminal proceedings during regular working hours or released from the criminal proceeding earlier than expected.

This policy does not extend leave to staff members seeking leave because they have committed or are alleged to have committed a criminal act.

## NO RETALIATION

Retaliation for a staff member's taking leave permitted under this policy is strictly prohibited.

## TIME OFF FOR CIVIL PROCEEDINGS

Renaissance Academy acknowledges that, on occasion, staff members may have an obligation to participate in civil proceedings as a witness. Renaissance Academy authorized leave to attend those proceedings under circumstances described in this policy.

If you are required to attend a civil proceeding because you have been issued a summons, you must inform your supervisor upon receipt of the summons to make arrangements for a leave of absence. Renaissance Academy Charter School of the Arts reserves the right to require staff members to provide proof of the need to attend the proceedings to the extent authorized by law.

### **PAY DURING LEAVE**

Staff members who must attend civil proceedings for reasons authorized by this policy take that leave paid for the first day. For any additional days, time off will be unpaid. Staff members may opt to use any available accrued days in place of unpaid leave.

You are expected to return to work if you are excused from the civil proceedings during regular working hours or released from the civil proceeding earlier than expected.

This policy does not extend leave to staff members seeking leave because they or their family member(s) are a party to a civil suit.

### **NO RETALIATION**

Retaliation for a staff member's taking leave permitted under this policy is strictly prohibited.

# **BEREAVEMENT**

In the event of a death in a staff member's immediate family, the staff member may take a leave immediately following the death for the purpose of making arrangements and attending the funeral.

## **COMPENSATION**

Staff members will receive time off with pay based on their regular rate of pay in the event of the death of an immediate family member. For the purposes of this policy, members of the immediate family include father, mother, brother, sister, spouse, child, stepfather, stepmother, stepchild, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandchild, grandparent, significant other (or other as agreed to by the Chief Operating Officer).

All staff members will be granted two days off with pay if the funeral is in New York State and three days off with pay if the funeral is outside of New York. If more days are needed, the staff member is permitted to take personal days or leave without pay, with the approval of their immediate supervisor.

# **MILITARY LEAVE**

The school recognizes the obligation of those staff members serving in any branch of the military or other uniformed services of the United States. Employment status within the school is protected by the Uniformed Services Employment and Reemployment Rights Act of 1994 (“USERRA”) and state military leave provisions.

## **LEAVE FOR ANNUAL TRAINING**

Employees who are members of the U.S. Army, Navy, Air Force, Marines or Coast Guard reserves or the National Guard may be granted leaves of absence for the purpose of participating in reserve or National Guard training programs.

Employees shall be granted the minimum amount of leave needed to meet the minimum training requirements of their units. No employee will be required to use vacation time for military duty, but employees who do elect to schedule their vacations to coincide with military duty will receive their full regular vacation pay in addition to any pay from the military.

## **LEAVE FOR ACTION RESERVE OR ACTIVE DUTY**

Permanent employees who are members of the U.S. Army, Navy, Air Force, Marines or Coast Guard reserves or the National Guard may be granted leaves of absence for the purpose of participating in active-duty tours. Employees will be granted leave as required to complete the tour of duty for up to five (5) years of cumulative uniformed service-related absences. There are some exceptions that may apply that are exempt from counting toward this five-year accumulation.

Employees with leaves of less than 31 days must report back to work by the beginning of the first regularly scheduled work period after the end of the last calendar day of duty, plus the time required to return home safely and have an eight (8) hour rest period.

Employees with leaves between 31 and 180 days must apply for re-employment no later than fourteen (14) days after completion of uniformed service.

Employees with leaves longer than 180 days must apply for re-employment no later than ninety (90) days after completion of uniformed service.

Time spent in the reserves or the National Guard will be credited to all employees toward meeting length of service requirements for eligibility for retirement benefits and vacation entitlement. Employer pension contributions, however, may be suspended during military service because the employee is not in pay status, and employees will not accrue vacation while in the military.

If an employee chooses, the employee and his/her dependents may continue in Renaissance Academy’s medical insurance plan for up to twenty-four (24) months, at the employee’s own expense. If the employee does not elect

coverage during the time he/she is in military service, once s/he returns to employment, the employee may resume coverage under Renaissance Academy's plan without any waiting periods or exclusions (except for service-connected injuries or illnesses).

### **NO RETALIATION**

Staff members who request military and/or spousal leave will not be retaliated against or penalized in any manner. Any staff member who believes he or she has been retaliated against in violation of this policy should notify the Chief Operating Officer or the Chief Educational Officer immediately.

# VOTING LEAVE

Our school believes that all staff members should have the opportunity to exercise his or her right to vote in elections.

## **TIME AWAY FROM WORK**

Staff members who do not have sufficient time to vote outside their working hours will be allowed the necessary time off to vote at the beginning or the end of their shift. Up to two hours will be paid time off. No time off will be allowed in any election where the polls are open at least four consecutive hours before or after the staff member's shift.

Staff members must return to work immediately after voting if their shift has not ended.

## **ADVANCE NOTICE**

Staff members must request time off to vote in writing at least two workdays in advance. Requests for time off to vote should be given to supervisors.

# **BONE MARROW & BLOOD DONATION LEAVE**

In accordance with New York State law, our school offers staff members a leave of absence for the purpose of bone marrow or blood donation.

## **TIME AWAY FROM WORK**

Staff members who work at least 20 hours per week who seek to undergo a medical procedure to donate bone marrow will be granted a leave of absence no longer than 24 work hours. This leave is unpaid.

Staff members who work at least 20 hours per week may be granted three hours of unpaid leave in any 12-month period of time for the purposes of donating blood.

## **VERIFICATION**

Staff members are requested to give as much advance notice as possible. Staff members who donate bone marrow must provide the Chief Operating Officer with verification from a physician as to the purpose and length of leave requested.

# **VOLUNTEER FIREFIGHTER & AMBULANCE PERSONNEL LEAVE**

Our school recognizes the obligations that our staff members who serve as volunteer firefighters and ambulance personnel may have in times of emergency.

## **ELIGIBILITY**

Staff members who are volunteer firefighters or ambulance personnel are permitted unpaid time off (unless payment is required by law) in the event that a State or local state of emergency has been declared by the Governor or a local government executive (such as a city mayor or town supervisor) and the staff member's duties as a volunteer are related to handling/resolving the declared emergency.

## **NOTIFICATION**

If a staff member requests time off under the policy, he or she must notify their supervisor immediately after the need for the leave becomes known. If the school grants a staff member time off pursuant to this law, the employer may request the staff member provide appropriate documentation from the head of the volunteer fire department or ambulance service certifying the period(s) of time that the staff member spent responding to the declared emergency.

# PROFESSIONAL DEVELOPMENT

Renaissance Academy supports the professional development of individuals that is made possible through active participation in business and technical organizations.

## **MEMBERSHIPS**

The school will consider paying the cost of membership in a technical or business organization when the membership is beneficial to a staff member's position within the school.

## **TRADE PUBLICATIONS**

A variety of trade journals and publications are available within the school. By reading these periodicals on a regular basis, staff members can stay informed and updated on their career field.

## **MEETINGS AND SEMINARS**

The costs associated with registration fees, meals and travel expenses generally will be paid by the school if it asks staff members to attend a specific meeting or seminar.

# **SAFETY POLICIES**

# ACCIDENT REPORTING AND INVESTIGATION

Properly reporting accidents and/or unsafe conditions is the key to creating a safe workplace. Staff members have both a right and responsibility to report work-related injuries and illnesses and unsafe working conditions.

## PURPOSE

The purpose of accident investigation is to discover the cause(s) so proper action may be taken to prevent a recurrence. Every accident indicates that proper preventive action must be taken. Staff members have both a right and responsibility to report work-related injuries and illnesses.

## NO RETALIATION

Staff members have the right to report work-related injuries or illness without fear of reprisal. It is the policy of Renaissance Academy that any staff member or intern who makes a complaint regarding safety and/or reports a work-related injury will not be retaliated against in any way. Staff members or interns who feel that they have been retaliated against for such activity should immediately contact the Chief Operating Officer.

## RESPONSIBILITIES

The Director of Safety and Wellness is responsible for investigating accidents as soon as they are reported.

A good accident investigation will:

- Assist in determining the principal or underlying cause.
- Determine how to initiate significant corrective action.

The nurse is required to fill out accident/injury reports and report all accidents to the Director of Safety and Wellness. The Chief Operating Officer will fill out and distribute workers' compensation reports and disability paperwork as needed. The Director of Safety and Wellness and the Chief Operating Officer is responsible for reviewing each accident/injury investigation report, and with the supervisor, determine the proper corrective action to take as well as implementation of the identified corrective action(s).

If you are involved in an accident, you must comply with the following procedure:

- Report the accident to a supervisor or the Human Resources Specialist immediately;
- Obtain the necessary medical treatment;
- Fill out an accident report regardless of the severity of the injury (or confirm that the nurse fills out an accident report);

- If you must seek additional medical treatment, obtain consent to leave the premises from your supervisor before doing so.

Employees who fail to comply with this procedure are subject to disciplinary consequences.

**When an accident occurs, the nurse will immediately take action to prevent further injury or damage. The Director of Safety and Wellness and the Chief Operating Officer will interview staff member(s) and witnesses as soon after the accident as possible. A fact-finding approach will be maintained. The Director of Safety and Wellness will determine causes of the injury, illness or property damage. The Director of Safety and Wellness and the Chief Operating Officer will establish corrective action(s) for managing and rectifying the cause of the accident. The Chief Operating Officer will ensure that all reports are recorded and retained. Accurate information must be available regarding the accident, the injury or damage which occurred, the corrective action identified and when the corrective action was implemented.** The Director of Safety and Wellness will conduct a periodic review of the accident investigation reports to identify the need for retraining, problem areas, operations that need attention or trends in frequency which indicate a need for added prevention activities and/or training.

## **GENERAL INVESTIGATION GUIDELINES**

The investigative process will:

- Analyze the incident to determine the cause or causes.
- Inspect the location and equipment involved.
- Inquire about similar incidents which have occurred.
- Review records.
- Interview those involved and witnesses.
- Create a plan of corrective actions to eliminate the causes.
- Assign responsibility for the corrective actions.
- Ensure the plan is carried out.
- Monitor effectiveness of the corrective action.

# **ALCOHOL & DRUG-FREE WORKPLACE**

The school is committed to providing staff members with a work environment that is free of the problems associated with the use and unlawful possession of controlled substances or alcohol. We also are responsible for providing our families with quality service at reasonable costs in a safe and efficient manner. As a condition of employment with our school, all staff members are required to fully comply with the provisions of this policy.

## **DEFINITION OF CONTROLLED SUBSTANCES**

"Controlled substances" are defined as those drugs listed in Schedules I through V of Section 202 of the Federal Controlled Substances Act, 21 U.S.C. 812 and include, but are not limited to: marijuana, cocaine (including "crack" and other cocaine derivatives), morphine, codeine, phenobarbital, heroin, amphetamines and many barbiturates.

## **UNAUTHORIZED PRESENCE OF CONTROLLED SUBSTANCES AND/OR ALCOHOL IN THE WORKPLACE**

Employees are prohibited from the following when reporting for work, while on the job, around students, on Renaissance Academy premises or surrounding areas or in any Renaissance Academy vehicle used for school business:

1. The unauthorized or illegal use, sale, purchase, possession, distribution, dispensation, formulation, manufacture or transfer of controlled substances;
2. The unauthorized or illegal use, sale, purchase, possession, distribution, dispensation, formulation, manufacture or transfer of controlled substances or alcohol; or
3. Being under the influence of alcohol or drugs detectable amount in blood/urine) unless otherwise prescribed by a physician or other health care professional.

## **REPORTING THE USE OF CERTAIN MEDICATIONS BY SAFETY-SENSITIVE STAFF MEMBERS**

This policy does not prohibit the use of prescription or over-the-counter medication taken by staff members in safety-sensitive positions which: (1) have been lawfully prescribed to or obtained by, the staff member; (2) are being used by the staff member in accordance with the prescription's guidelines (if applicable); and (3) before reporting to work under the influence of such medication, the staff member has inquired whether the drug manufacturer or the staff member's physician warns against driving, operating machinery or performing other work-related safety-sensitive tasks and has informed the school. When these warnings exist, the staff member must inform the Director of Safety and Wellness, the Chief Operating Officer and the Chief Educational Officer of such restrictions before reporting to work under the influence of such substances. The staff member should not identify the medication(s) being used or the reason for its use. The school will evaluate

and respond to this information on a case-by-case basis and will maintain the confidentiality of the information provided. Responses may include, among other things, temporary job reassignment or modifications, a request for additional medical documentation and consultation and/or an instruction that the staff member not work until the restriction is removed. Any staff member reporting to work in a safety-sensitive position without first advising the school about warnings a schooling lawfully prescribed or obtained medications will be subject to disciplinary action, up to and including possible termination of employment. A staff member's lack of knowledge concerning such warnings will not excuse a violation of this rule where a staff member has failed to make the inquiries required by this rule.

“Safety-sensitive” staff members are those whose job duties put them at risk for seriously injuring or harming themselves or others if they perform their job duties while using drugs or alcohol.

### **NOTIFICATION OF WORKPLACE DRUG CONVICTION**

Staff members must notify the Chief Operating Officer and the Chief Educational Officer if they are convicted under a criminal drug statute of a controlled substance violation in the workplace or while conducting school business outside the workplace, within five days of conviction. Failure to do so will result in disciplinary action, which may include termination from employment for a first offense.

### **AWARENESS PROGRAM**

In a continuing effort to maintain an alcohol and drug-free workplace, the school has established an awareness program to inform staff members of the dangers of drug and alcohol abuse.

This Awareness Program includes:

- Including the Alcohol/Drug-Free Workplace Policy in our Staff Member Handbook and other personnel/safety publications;
- Discussing the Alcohol/Drug-Free Workplace Policy during the orientation process for new staff members;
- Discussions by school safety experts on the dangers of drug and alcohol abuse;
- Providing educational literature on the dangers of drug and alcohol abuse.

### **VIOLATION OF POLICY**

Violations of this policy will lead to disciplinary action, up to and including termination.

*Consistent with the equal employment opportunity policy, Renaissance Academy maintains a policy of non-discrimination and reasonable accommodation for recovering alcoholics and recovering drug addicts, and those having a medical history reflecting treatment for substance abuse disorders. We encourage you to seek help before your*

*substance abuse renders you unable to perform your essential job functions or jeopardizes your health and safety and/or the health and safety of others.*

## **CHEMICAL HAZARD COMMUNICATION PROGRAM**

Our school's Chemical Hazard Communication Program has been created with health and safety in mind. To be successful, this program requires full commitment. Working together, we can keep our workplace safe.

### **REPORTING ACCIDENTS**

The Director of Safety and Wellness is responsible for monitoring and updating the Chemical Hazard Communication Program within our school. Any accidents pertaining to chemicals or hazardous materials should be reported immediately to him or her. Staff members can obtain SDS information from the Director of Safety and Wellness.

### **ADDITIONAL INFORMATION**

For additional information regarding our Chemical Hazard Communication Program, contact the Director of Safety and Wellness.

## **BUILDING SECURITY**

The security of Renaissance Academy's offices and facilities is of the utmost importance. To control building security, all visitors who require access to our facilities must be accompanied by an authorized staff member.

### **VISITORS**

Visitors requiring access to Renaissance Academy's offices are to be met in the reception area by an authorized staff member, escorted while in the building and accompanied back to the reception area when leaving the building. Visitors should only have access to the areas/offices within the building that are needed to conduct business. Visitors are required to wear a visitor's badge while on campus.

### **DELIVERIES**

Delivery people are seldom thought of as visitors, but they are and should be treated as any other visitor.

### **PROHIBITED ITEMS**

The following articles may not be brought onto school premises:

- Firearms, weapons, explosives;
- Narcotics, other unauthorized controlled substances or alcoholic beverages; and

- Other items similar in effect or purpose to any of the above, as well as items which may be considered illegal under local, state or federal laws or contrary to standard industrial practice.

Any personal items brought on the premises are subject to inspection as necessary to protect school property and personnel.

#### **USE OF SCHOOL PROPERTY**

School property may not be removed from the premises for personal use without the written approval of the Technology Director, the Chief Operating Officer or the Chief Educational Officer.

## **SMOKE-FREE AND TOBACCO FREE WORKPLACE**

The following smoking provisions have been adopted in the interest of providing a safe and healthy environment for both staff members and visitors to our building.

#### **SMOKING RESTRICTIONS**

Smoking, including e-cigarettes and chewing tobacco is not permitted on school property, grounds or environs.

#### **COMPLIANCE**

Violations of this policy are subject to disciplinary action, up to and including termination.

# **VIOLENCE IN THE WORKPLACE**

Renaissance Academy is committed to providing a safe environment for staff members, families and visitors. The school has zero tolerance for violence. Staff members who display any violence or threaten violence in the workplace are subject to disciplinary action, up to and including termination. Talk of committing violence or joking about committing violence will not be tolerated.

## **DEFINITION**

Violence in the workplace includes, but is not limited to physically harming another, shoving, pushing, brandishing weapons and explicit or implicit threats or talk of committing violence.

## **WEAPONS**

All staff members are prohibited from carrying a weapon while in the course and scope of performing their job for Renaissance Academy, whether they are on school property at the time or not and whether they are licensed to carry a handgun or not. This policy also prohibits weapons at any school-sponsored functions such as parties or picnics.

Failure to abide by this policy may result in disciplinary action, up to and including termination. Further, carrying a weapon onto school property in violation of this policy will be grounds for immediate removal from school property and may result in prosecution. This policy shall not be construed to create any duty or obligation on the part of the school to take any actions beyond those required of an employer by existing law.

## **REPORTING VIOLENCE**

It is everyone's responsibility to prevent violence in the workplace. Staff members must report what they see in the workplace that could indicate that a co-worker may be a threat to the safety of the workplace. Staff members should report any incident that may involve a violation of the school's policies that are designed to provide a safe workplace environment. Concerns may be presented to supervisors or any other member of management. All reports will be investigated, and information will be kept confidential by management, consistent with applicable law and the need to facilitate an investigation and/or a solution to the problem.

# **WORKPLACE SEARCHES**

In order to ensure the safety of the workplace, prevent theft of school and personal property and/or enforce school policies, Renaissance Academy reserves the right to conduct searches of any person, vehicle or object that enters onto school property with or without reasonable suspicion that a policy or legal violation has occurred.

## **SEARCHES**

Please be aware that the school reserves the right to search lockers, desks, files or file cabinets, briefcases, baggage, toolboxes, lunch sacks, clothing, purses, vehicles parked on school property and any other item in which dangerous, stolen or unauthorized objects may be hidden. Additionally, the school may search school-owned vehicles that are primarily used by the staff member, regardless of whether the vehicle is located on school property at the time. Searches may be conducted by school management. The school also reserves the right to authorize searches by law enforcement on its property with or without the staff member being present.

## **BLOODBORNE PATHOGENS**

Bloodborne pathogens are microorganisms that in human blood can cause disease in humans. They include but are not limited to the hepatitis B virus and the human immunodeficiency virus (HIV). The OSHA standards mandate work practices, controls and personal protective equipment that, combined with training, will reduce the risks for all staff members who may be exposed to blood.

### **ADDITIONAL INFORMATION**

For additional information regarding our Bloodborne Pathogens Program, contact the nurse or the Director of Safety and Wellness.

## **PANDEMIC ILLNESS**

Renaissance Academy strives to maintain a safe workplace and protect the health of staff members, customers, visitors or others in the event of a severe pandemic illness like influenza. Renaissance Academy also wants to ensure the continuity of business operations in the event of a severe pandemic illness. Efforts for an effective response will be guided by and in accordance with all applicable federal, state and local laws and guidelines issued by public health authorities such as the Centers for Disease Control and other governmental agencies.

### **INFLUENZA PREVENTION**

All staff members are asked to cooperate in taking steps to reduce the transmission of pandemic illness in the workplace. We encourage staff members to assist in reducing the transmission of pandemic illness by frequent hand washing with warm, soapy water, using hand sanitizer, covering mouths with tissues when sneezing and discarding tissues used when sneezing.

### **STAYING HOME WHEN ILL**

Renaissance Academy provides staff members with paid sick time and other benefits to compensate staff members who are unable to work due to illness.

During flu season and/or some other pandemic illness, it is critical that staff members do not report to work while they are ill and/or experiencing influenza-like symptoms such as: fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills, diarrhea, vomiting and fatigue. The Centers for Disease Control and Prevention has recommended that people with influenza-like illness remain at home until at least 24 hours after they are free of fever (100 degrees F or 37.8 degrees C) or signs of a fever without the use of fever-reducing medications.

## **WORK SCHEDULES**

A severe pandemic illness could result in a significant level of absenteeism. Some staff members may be unable to work if they become ill due to the virus while others may need to remain home to care for ill family members or to provide care for children during school closings. During this time, unless otherwise notified, our normal attendance and leave policies will remain in place. Individuals who believe they may face particular challenges reporting to work during a severe pandemic illness should take steps now to develop any necessary contingency plans.

For example, staff members might want to arrange for alternative sources of childcare should schools close and/or speak with supervisors about the potential to work from home temporarily or on an alternative work schedule if necessary.

## **CONFIDENTIALITY OF MEDICAL INFORMATION**

Our policy is to treat any medical information obtained from a staff member or a staff member's health care provider, including any voluntary disclosure that the staff member has contracted influenza, as a confidential medical record. In furtherance of this policy, any disclosure of influenza-related medical information will be shared only on a need-to-know basis and only as necessary to prevent or slow the spread of the illness at work, while maintaining confidentiality to the extent reasonably possible. Information will be shared with government officials only if required by law.

## **ADDITIONAL INFORMATION**

Please see the Chief Operating Officer for additional information.

## **SECTION SEVEN**

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# **STAFF MEMBER PROGRAMS & PROCEDURES**

# STAFF MEMBER DRESS CODE

Staff members are expected to present a professional appearance. This means good personal grooming habits and the proper attire for their position with the Renaissance Academy Charter School of the Arts. Blue jeans and sneakers (tennis shoes) are not appropriate attire for the Renaissance Academy. No hats or caps should ever be worn inside except for religious reasons. Hair must be clean and groomed.

**Men** must be cleanly shaven (a neat trimmed mustache or beard is permitted.) Men may wear dress slacks and collared shirt and tie, or other clothing and the school uniform/color schemes as listed below.

**Women** must wear professional attire such as; dress slacks, skirts and blouses, suits, or a dress when working in the office. Shorts, tank tops, or other revealing dress are not appropriate in a business environment.

Staff may also wear the school uniform in an effort to both realize the benefits of a dress code, and the staff's ability to reasonably purchase uniforms, we will accept the following color schemes:

Below the belt: Khaki/Tan/Beige or Black

Above the belt: Solid colors Red, White or Black or any approved school uniform shirt. No writing and no pictures.

Winter wear: solid color, sweaters or vests in Red, White and Black. No writing and no pictures.

# **SUGGESTION PROGRAM**

Suggestions for improving the operations of our school are welcomed and encouraged. We believe capable people with good ideas and creative solutions are working throughout our school and we welcome their participation in our continuous improvement.

## **WHAT IS A SUGGESTION?**

Normally, any idea that a staff member has for improving our school may be submitted as a suggestion. Staff members who believe they have a good idea should ask themselves these questions: "Will it strengthen our operations or service? Will it make us more responsive to our families?" Discussing a problem without offering a practical solution is not a suggestion.

## **PUT THE SUGGESTION IN WRITING**

It is recommended that suggestions be put into writing and placed in the suggestion box. All suggestions are discussed at the weekly leadership meeting. After investigating the suggestion, the staff member will be informed whether or not it is feasible to put into practice. Suggestions become the property of Renaissance Academy.

## **RECOGNITION**

Management believes that suggestions indicate initiative on the part of an individual.

## **ADDITIONAL INFORMATION**

Additional information on the processing of suggestions is available from the Chief Operating Officer.

# **PARKING**

Free parking facilities are available to the staff members of Renaissance Academy. When using these facilities, park in an orderly and courteous fashion.

## **DESIGNATED PARKING**

Staff members must park in the lot that is designated for staff member parking.

## **PROTECTION OF PROPERTY**

For each staff member's protection, car doors should always be locked when parking in our parking areas. The school is not responsible for loss, damage or theft in our parking area.

## **SAFETY IN THE PARKING LOT**

Staff members must adhere to normal traffic laws while driving in our parking lot. This includes full adherence to stop signs and speed limits.

## **NON-DISCLOSURE**

It is very important that we protect confidential information. This includes but is not limited to education records as defined under FERPA, student demographics, financial data, and technological data. If you improperly use or disclose confidential information, you will be subject to disciplinary action, up to and including termination of employment and legal action.

# **MEDIA RELATIONS**

Communication with news reporters and other journalists is, at times, sensitive in nature. Therefore, media requests for official statements from the school may be handled only by designated senior managers.

## **MEDIA REQUESTS FOR OFFICIAL STATEMENT**

Any telephone calls, electronic communications or visits from members of the media requesting the school's official statement should be directed to the Chief Educational Officer.

# **SOLICITATION & DISTRIBUTION**

In order to prevent disruptions in the operations of our school and protect our staff members from annoyance, embarrassment and interference with their work, solicitation and distribution of advertising material, handbills or other literature during working time or in working areas is restricted as described below.

## **SOLICITATION DEFINED**

For purposes of this policy, solicitation means activity that poses a reasonable risk of interference with production by calling for an immediate response to another staff member's verbal persuasion to join a certain cause or purchase a type of product or service.

## **DURING WORKING TIME**

Staff members may not solicit or distribute non-work-related literature to another staff member for any purpose when either the person doing the soliciting, or the person being solicited is on working time. For purposes of this policy, working time refers to that portion of any working day in which the staff member is actually scheduled to work. It does not include such times as lunch or break time or before or after work. Staff members who are on non-working time still may not solicit or distribute non-work-related literature to another staff member who is on working time.

## **IN WORKING AREAS**

Staff members may not distribute non-work-related literature to another staff member for any purpose in the working areas of our school. "Working areas" do not include areas such as, but not limited to, the cafeteria or teacher's lounge.

## **OUTSIDE INDIVIDUALS**

Individuals who are not employed at our school may not distribute literature, nor solicit staff members or visitors at any time on our school's grounds or inside our offices.

## **POST NOTICES**

Only governmental notices required to be posted due to federal or state regulations may be posted on school property.

# **TELEPHONES & ELECTRONIC DEVICES**

It is important that we are available to be responsive to our families and to attend to business-related matters during working hours.

We recognize that cell phones, especially smartphones have become an integral part of everyday life however cell phones may also cause problems when used imprudently or excessively.

## **NON-BUSINESS CALLS**

Our telephones, including school-provided cell/smart phones, are maintained for business purposes only. The school recognizes that staff members may occasionally need to use school telephones, including school-provided cell/smart phones, for non-business-related matters. Staff members are requested to limit these calls to an absolute minimum and place calls only during non-working periods. The abuse of this privilege would interfere with the efficiency of our operations.

## **PERSONAL CELL/SMART PHONES**

The use of personal cell/smart phones should be limited to break and meal periods, unless used for work-related reasons.

## **DRIVING**

Staff members are required to take all necessary safety precautions and follow all relevant traffic laws while driving. The use of cell phones and portable electronic devices while driving can be a distraction, and Renaissance Academy is strongly opposed to distracted driving. Staff members must take full responsibility for paying attention to the road and are solely responsible for all traffic violations and all liabilities that may result from their actions behind the wheel.

# **WORKPLACE ETIQUETTE**

Renaissance Academy Charter School of the Arts can be a pleasant place to work when all staff members show respect and courtesy to each other. Sometimes there are problems when staff members do not realize that they are bothering or annoying other people. If this happens to you, you should first try to solve the problem by politely telling your co-worker what is bothering you. We encourage you to keep an open mind. If another staff member tells you about something that you are doing that makes it hard for that person to work, try to understand the other person's point of view. The following are some guidelines and suggestions for how to be considerate of others at work. If you have comments or suggestions about workplace etiquette, contact your immediate supervisor.

**Be prompt**—schools and staff run on schedule, there are usually “ripple” effects if you are late either bringing children to the next event (special class, lunch, bus, assemblies) or arriving to support instruction, etc.

**Pick up after self**—Always leave a space in better condition than how you found it. Be professional enough to demand professionalism from your colleagues. If someone consistently “forgets” to clear their dishes, or refill copy paper, it is your responsibility to remind them.

**Use email and telephones in a business manner**—You are ALWAYS our Ambassador. Speak quietly as voices do travel—especially in hallways. Never underestimate what children hear in the class and repeat at home! Never underestimate what colleagues hear

and repeat (often with embellishment)! Keep personal life discussions out of the classroom—multiple staff in a class can easily become diverted into personal conversations. Staff should relegate personal conversations to the teacher’s lounge.

## **HOUSEKEEPING**

Each staff member is responsible for keeping his or her own work area, as well as common areas like the lunchroom and kitchen, neat and orderly. In addition, the school may use a custodial service for the regular cleaning of our facility.

### **WORK AREAS**

Subject to the school’s policies against discrimination, harassment and/or workplace violence, staff members may personalize their work area as long as this does not result in clutter, disorder or other unreasonable interference with business operations. The school reserves the right to exercise judgment as to whether a staff member’s personalization of his/her work area violates this policy.

### **RECEPTION AREA**

Since all visitors pass through the reception area, it must present a professional impression of orderliness.

### **TEACHER’S LOUNGE**

The school provides facilities for refrigeration and preparation of light meals. Please remember when using these facilities that others will use them after you. Each staff member is responsible for cleaning up after themselves and using the proper trash receptacles for waste.

### **BEVERAGE BOTTLES**

Beverage cans and bottles should be disposed of in recycling containers and not left to accumulate.

# CHANGES IN PERSONAL INFORMATION

Staff members are responsible for notifying the school when there is a change in their personal data. This information needs to be kept up to date, so benefit plans and payroll withholdings are properly administered. Timely notification of these changes will also enable Renaissance Academy to assist staff members and their family in matters of personal emergency.

## NOTIFICATION

Notify the Administrative Assistant to the Chief Operating Officer in writing if any of the following change:

- Name
- Address
- Telephone numbers
- Number of dependents
- Change in familial status and/or beneficiaries
- Emergency contact

## **RETURN OF PROPERTY**

Renaissance Academy Charter School of the Arts may loan you property, materials or written information to help you do your job. You are responsible for protecting and controlling any property we loan you. You must also return any property given to you promptly upon request. If you terminate your employment at Renaissance Academy Charter School of the Arts, you must return all property immediately. The following are items that may be issued to you. (Not all staff members will receive each and every item.) Laptop Computer, iPad or similar devices, identification badges, Keys, Manuals/Teachers' editions, Protective Equipment, Subject specific Tools (i.e. boom box), Uniforms, instruments, et al. Loss of keys will entail locksmith re-keying all doors that keys opened.) We may also take legal action to recover our property.

## **EMPLOYMENT OF RELATIVES & NON-FRATERNIZATION**

The employment of relatives is a sensitive issue that could possibly create a conflict of interest situation for the related individuals. Hiring decisions and continued employment must be handled in accordance with the following provisions.

### **LIMITATIONS**

It is the school's policy that staff members will not be hired into or work in, a department if it would: create a direct supervisor/subordinate relationship with a family member; and create an adverse impact on work performance; and create either an actual or perceived conflict of interest. Staff members will not be placed in a position where they work with or have access to, sensitive or confidential information about an immediate family member or someone with whom they are romantically involved.

For the purposes of this policy, the term "immediate family" refers to spouses, domestic partners, parents, children, stepchildren, sisters, brothers, parents-in-law, sons/daughters-in-law, brothers/sisters-in-law; stepparents; stepchild; grandparent or family members residing in the same household. This policy also applies to personal relative such as uncle, aunt, first cousin, nephew, niece or half-sibling.

### **NON-FRATERNIZATION**

Due to the potential for morale, confidentiality and supervisory problems and the appearance of a conflict of interest, the school expects supervisors to refrain from romantic relationships with staff members whom they directly or indirectly supervise. If two staff members marry or otherwise become immediate family members or romantically involved, the school expects these staff members to resolve the matter of complying with this policy among themselves. If they cannot, the school may require one or both of these staff members to transfer or resign.

## **STAFF MEMBER RESPONSIBILITY**

Staff members who enter into a personal relationship must disclose said relationship to their immediate supervisor.

## **SECONDARY EMPLOYMENT**

We hope our staff members will not find it necessary to accept additional employment. However, if the need arises, staff members may accept part-time employment providing the following provisions are observed.

### **NOTIFICATION**

Staff members must notify their supervisor in writing of their intent to accept another position at another school while they are still employed by Renaissance Academy. This notice should specify the name of the employer, the nature of the job duties and the hours of work.

### **CONFLICT OF INTEREST**

Secondary employment must not interfere in any way with your capability for giving full service to our school. Such employment cannot be for families or competitors, nor should you take an ownership position with a competitor.

# **VOICEMAIL, E-MAIL & COMPUTER SYSTEMS**

Renaissance Academy's telephone and computer systems permit staff members to receive, send and transfer voice mail, text and e-mail messages. Renaissance Academy reserves the right to access all voicemail, text and e-mail messages left on or recorded on the phone system or the computer mail system, as well as the right to access any file on the computer system, at any time without advance notice.

## **CONFIDENTIALITY**

Staff members should not assume that messages on voice mail, e-mail or school-provided cell phones and electronic devices are private or confidential. Security codes limit access to staff members' messages, but management reserves the right to search or monitor the phone and computer systems, without advance notice.

Further, the school may monitor internet usage to ensure that such use with the school's property or communications sent via the internet with the school's property during working time, are for business purposes only. "Working time" includes the time during which staff members are actually scheduled or expected to work, but does not include scheduled rest periods, meal periods and other specified times when staff members are not expected to be working. The reasons for which the school may obtain such access include but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; ensuring that the school's operations continue appropriately during a staff member's absence and any other purpose deemed appropriate by the school.

## **IMPROPER USES**

As with all school communications, messages of a discriminatory or harassing nature may not be transmitted on school network systems. Staff members are expected to use professional and respectful language when communicating over school computer and phone systems and other school-provided electronic devices.

Staff members are prohibited from downloading any software from the Internet. Staff members must respect copyright and license agreements for software, digital artwork and other forms of data. Staff members may not use other staff members' passwords to access school data unless authorized in writing in advance by the Technology Director.

Staff members may not disclose their passwords or allow others to use their access to school systems and equipment. Staff members must protect information maintained on Renaissance Academy's systems from unauthorized use or care not to introduce viruses into school systems by not opening messages or documents sent by unknown users. Staff members should utilize anti-virus software and notify management immediately if there is reason to believe a virus

has been introduced into our computer system or that any person may have accessed data which they were not authorized to view.

Staff members may not text, send emails from their personal cell phones or talk on their personal cell phones while they are in the students' presence.

## **MAINTENANCE**

Staff members are responsible for maintaining their files and messages on these systems and devices. Messages should be accessed, acted upon, filed or deleted on a regular basis.

## **USE OF INTERNET**

The Internet is a powerful communications tool and a valuable source of information. However, a staff member's improper use of school-provided Internet services can waste time and resources and create legal liability and embarrassment for both Renaissance Academy and the staff member.

### **ACCESS**

This school's policy applies to any school provided Internet service that is accessed on or from the school's premises, accessed using school computer equipment or via school-paid access methods and/or used in a manner that identifies the staff member with Renaissance Academy.

### **IMPROPER USES**

Staff members are strictly prohibited from using school-provided Internet services in connection with, but not limited to, any of the following activities:

- Engaging in illegal or fraudulent conduct which includes improper use or downloading of copyrighted material;
- Viewing, sending, receiving or storing material that could be viewed as maliciously false, vulgar, obscene, threatening or contributing to a hostile work environment on the basis of any status protected by law or school policy;
- Monitoring or intercepting the files or electronic communications of staff members or third parties;
- Using another individual's account or identity without explicit authorization from the Technology Director;
- Attempting to test, circumvent or defeat security or auditing systems of Renaissance Academy or any other school without prior authorization;
- Activity that poses a reasonable risk of interference with production by calling for an immediate response to another staff member's verbal persuasion to join a certain cause or purchase a type of product or service when either staff member is on working time. For purposes of this policy, "working time" is defined as the time during which staff members are actually scheduled to work, but does not include

scheduled rest periods, meal breaks and other specified times when staff members are not expected to be working;

- Distributing or storing chain letters or jokes; or
- Downloading software from the internet.

## **USE OF INSTANT MESSAGING, WEBLOGS AND SOCIAL NETWORKING SITES**

Blogging, instant messaging and visiting social networking sites such as Facebook are not appropriate working time activities unless required by the scope and responsibilities of a staff member's job. Such personal activities, if engaged in, must be limited to non-working time and must comply with Renaissance Academy policies governing the proper use of the internet, e-mail, off-duty social networking and computer systems.

## **CONFIDENTIALITY**

Staff members should not expect privacy with respect to any of their activities using school-provided Internet access or services. Renaissance Academy reserves the right to review any site visits and/or files, messages or communications sent, received or stored on school computer systems.

## **VIOLATIONS**

Staff members violating this policy are subject to disciplinary action, up to and including termination. Staff members using school computer systems for illegal or fraudulent purposes also may be subject to civil liability and/or criminal prosecution. The school may also report suspected unlawful conduct to the appropriate law enforcement authorities.

# **OFF-DUTY SOCIAL NETWORKING**

This policy establishes a set of rules and guidelines for any activity and participation in "social media" by all Renaissance Academy's staff members. These rules are intended to be adaptable to the changes in technology and norms of online communication and behavior and may be amended by Renaissance Academy at any time, for any reason, without notice to staff members.

## **DEFINITIONS**

The term "social media" applies to any web-based and mobile technologies, in use now or developed in the future, that enable individuals or entities to disseminate or receive information, communicate or otherwise interact and includes, without limitation, email, texting, messaging, social networking, blogging, micro-blogging, bulletin boards and so on, through providers such as Facebook, Instagram, LinkedIn, Twitter, YouTube, Google+ or others.

## **EXERCISE RESPONSIBILITY ONLINE**

If, from a staff member's post in a blog or elsewhere in social media, it is clear the staff member is a Renaissance Academy staff member or if the staff member mentions the Renaissance Academy or it is reasonably clear the staff member is referring to Renaissance Academy or a position taken by Renaissance Academy

and the staff member expresses a political opinion or an opinion regarding Renaissance Academy's positions or actions, the post must specifically note that the opinion expressed is the staff member's personal opinion and not necessarily Renaissance Academy's position. This is necessary to preserve the Renaissance Academy's good will in the marketplace.

## **FOLLOW EXISTING POLICIES AND TERMS OF USE**

Observe and follow: (a) existing Renaissance Academy policy and agreements, such as our staff member handbook; (b) the policies and terms of use of the particular social media forum or service you are using; and (c) applicable laws and regulations. This means that staff members are prohibited from using social media to post or display comments about co-workers or supervisors of Renaissance Academy that are maliciously false, vulgar, obscene, threatening, intimidating or in violation of Renaissance Academy's workplace policies against workplace violence or discrimination and harassment on the basis of race; color; sex; age; disability; religion; citizenship; national origin; ancestry; military status or veteran status; marital status; familial status; gender identity and expression; sexual orientation; status as a victim of domestic violence, stalking or sex offenses; predisposing genetic characteristics; genetic information and any other status protected by law.

Thus, the rules in Renaissance Academy's staff member handbook including but not limited to its [Non-Harassment](#), [Sexual Harassment](#), [Equal Employment Opportunity](#), [Code of Ethics](#), [Standards of Conduct](#), [Voicemail, E-mail and Computer Systems](#) and [Use of Internet](#) policies apply to staff member behavior within social media and in public online spaces.

Do not post any information or conduct any online activity that violates applicable local, state or federal laws and regulations. Any conduct which is impermissible under the law if expressed in any other form or forum is also impermissible if expressed through social media. In addition, most social media websites/services have rules concerning the use of and activity conducted on their sites. These are sometimes referred to as "Terms of Use." You must follow the established terms and conditions of use that have been established by the venue and do not do anything that would violate those rules.

## **RECOGNIZE OTHERS' PRIVACY**

It is inappropriate to use or disclose "confidential personal information" (as defined below) about another individual or use or disclose Renaissance Academy's "proprietary confidential information" in any form of social media.

For purposes of this policy, "confidential personal information" refers to an individual's Social Security number, financial account numbers, driver's license number or personal medical information (including family medical history). Renaissance Academy's "proprietary confidential information" refers to internal information regarding Renaissance Academy's finances, future business performance and business plans, business and brand strategies and information which is or relates to Renaissance Academy's trade secrets.

All Renaissance Academy's rules regarding Renaissance Academy's confidential proprietary information and confidential personal information, apply in full to social media, such as blogs or social networking sites.

### **USE YOUR TRUE IDENTITY**

When commenting on or promoting any Renaissance Academy venue or service on any form of social media, we suggest that you be completely transparent and disclose your true identity for your personal protection. Additionally, when commenting on or promoting any school product or service on any form of social media, a staff member must clearly and conspicuously disclose his or her relationship with Renaissance Academy to the members and readers of that social media.

### **MANAGE EXPECTATIONS OF PRIVACY**

Consistent with Renaissance Academy's [Voicemail, E-mail and Computer Systems](#) and [Use of Internet](#) policies, Renaissance Academy may access and monitor its Information Systems and obtain the communications within the systems, including email, Internet usage and the like, with or without notice to users of the system, in the ordinary course of business when the school deems it appropriate to do so. When using such systems, staff members should have no expectation of privacy with regard to time, frequency, content or other aspects of use, including the websites the staff member visits and other Internet/Intranet activity. The reasons Renaissance Academy accesses and monitors these systems include, but are not limited to maintaining the system, preventing or investigating allegations of system abuse or misuse, assuring compliance with software copyright laws and complying with legal and regulatory requirements.

### **PERSONAL INTERACTION**

Renaissance Academy respects the right of any staff member to participate in social media, such as maintaining a blog or participating in online forums. However, to ensure proper staff member focus on job duties and adequate functioning of school equipment, staff members are not permitted to engage in social media activities during working time. For purposes of this policy, "working time" is defined as the time during which staff members are actually scheduled to work, but does not include scheduled rest periods, meal breaks and other specified times when staff members are not expected to be working. Moreover, during non-working time, staff members must avoid usage that may interfere with the system's productivity, such as large attachments or audio/video segments.

### **IDENTIFY ANY COPYRIGHTED OR BORROWED MATERIAL WITH CITATIONS AND LINKS**

When publishing any online material through social media, staff members must respect and follow all copyright and other intellectual property laws and should use citations and links to original material, where possible.

### **ADDITIONAL INFORMATION**

Please see the Chief Operating Officer for additional information or clarification of any aspect of this policy.

# PROTECTED HEALTH INFORMATION PRIVACY

For employers with self-insured medical plans or medical flexible spending account plans, the Health Insurance Portability and Accountability Act (HIPAA) privacy rules require group health plans like Renaissance Academy's group health plan to take steps to ensure the privacy of personally identifiable health information (PHI) and provide notice of the plan's legal duties and privacy practices to participants. Generally, the plan cannot use or disclose PHI without written authorization except for the purposes stated in the plan's Notice of Privacy Practices. The summary below briefly describes some of the aspects of how medical information may be used and disclosed by the Renaissance Academy's group health plan and how staff members can get access to this information. A more complete summary is contained in the plan's Notice of Privacy Practices.

## USE AND DISCLOSURE OF PHI

The plan is required to provide a staff member access to certain PHI in order to inspect or copy it. Use and disclosure may also be required by the Department of Health and Human Services to enable the Department to investigate or determine compliance with the privacy regulations.

## YOUR RIGHTS

Staff members may request that the plan restrict the use and disclosure of PHI to carry out treatment, payment or health care operations. Staff members also may request that the plan allow the use and disclosure of PHI to relatives, friends or other individuals identified by the staff member. However, there is no requirement that the request be granted.

Staff members generally have the right to inspect and copy their PHI. The plan will provide requested information within the federally established timeframe. If the request is denied, the staff member will receive a written notice.

Staff members have the right to request an amendment of their PHI. The plan will act on the request within the legally required timeframe. If the plan is unable to comply with the request for amendment, the staff member will be provided with a written denial that explains the basis for denial. Staff members may also submit a written statement disagreeing with the denial.

Staff members have the right to request an accounting of disclosures of their PHI. However, such accounting need not include PHI disclosures made to carry out treatment, payment or health care operations or certain other types of disclosures identified in the privacy regulations.

## MORE INFORMATION

Requests to restrict use and disclosure, inspect or copy PHI, amend PHI or receive an accounting of PHI should be made to Craig Eichmann, Chief Operating Officer, 585-225-4200 ext. 203, 299 Kirk Rd, Rochester, NY 14612. The plan will make every effort to accommodate the request within a reasonable period of time.

*This policy is a brief summary of some of your PHI Use and Disclosure Rights under the Health Insurance Portability and Accountability Act. Additional information regarding rights may be found in the plan's Notice of Privacy Rights which may be obtained from the Chief Operating Officer.*

## **PERSONNEL FILES**

The school maintains an official personnel file for each staff member that contains necessary job-related and personal information. These files are **confidential**, and guidelines exist to safeguard against improper disclosure.

### **ACCESS TO PERSONNEL FILE**

Current staff members may see information which is kept in their own personnel file if they wish, except for confidential materials such as job references or information relating to other staff members. Staff members may make arrangements with the Chief Operating Officer to see these documents. Staff members may request and receive copies of all documents they have signed at the time they are signed.

Internal availability and access to personnel files is limited to those with proper authorization and a business need to know.

### **INQUIRIES ABOUT STAFF MEMBERS**

All inquiries or requests for information about staff members (active or inactive) from people outside the school should be referred to the Chief Operating Officer. This applies to all requests, whether written or verbal.

In some cases, employers are required by federal, state or local law to disclose information to the government or other authorized entities even if Renaissance Academy would ordinarily keep such information confidential. Renaissance Academy will comply with all laws which require disclosure of staff member information upon receipt of a properly authorized request.

### **PROTECTION AND DISPOSAL OF PERSONAL RECORDS**

Renaissance Academy is committed to ensuring that records containing personal identifying information are protected and disposed of in accordance with state law. Personal information is disposed of in a manner that ensures no unauthorized person will have access to staff member personal information.

The school takes steps to maintain a central filing system for personnel files. It is critical that supervisors provide any information that may belong in personnel files to the Chief Operating Officer and follow the school's policies with regard to the safeguarding and disposal of personal information.

# CONFIDENTIALITY

School Employees are required to preserve the confidentiality of any and all records containing personally identifiable information. Student (and Staff) records may be confidential by virtue of the Family Educational Rights and Privacy Act, the Individuals with Disabilities in Education Act, state privacy laws and other laws and regulations. School Employees may not disclose personally identifiable information about school students or employees unless they are certain that such disclosure is permitted by law.

If in doubt about either the confidentiality of any record or the legality of disclosing information (including to other personnel within the school), School Employees should consult with their supervisor (who in turn may consult with the school's counsel) before disclosing any student or employee information.

## STAFF MEMBER HANDBOOK RECEIPT ACKNOWLEDGEMENT

I acknowledge receipt of the Renaissance Academy Charter School of the Arts Staff member Handbook which describes school policies, an overview of current staff member benefits and my obligations.

I understand that the policies contained in this handbook are not intended to create a contract of employment nor is any other communication by a management representative, either express or implied, intended to be a contract, unless explicitly stated otherwise in a written agreement signed by the Chief Educational Officer of our school.

I understand that this handbook is not a guarantee of employment for any set period and that either the school or I may terminate my employment at any time, with or without cause. Furthermore, I understand that the policies and benefits described in this handbook may be added to, revised or deleted at any time.

I agree to read and study the contents of this manual. It is understood that Renaissance Academy retains the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to the staff members and the school.

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Staff member's Name (Printed)

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Staff member's Signature

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Date

# APPENDIX

# Renaissance Academy Sexual Harassment Complaint Form

New York State Labor Law requires all employers to adopt a sexual harassment prevention policy that includes a complaint form to report alleged incidents of sexual harassment.

If you believe that you have been subjected to sexual harassment, you are encouraged to complete this form and submit it to a supervisor or the Chief Operating Officer. You will not be retaliated against for filing a complaint.

If you are more comfortable reporting verbally or in another manner, your employer should complete this form, provide you with a copy and follow its sexual harassment prevention policy by investigating the claims as outlined at the end of this form.

For additional resources, visit: [ny.gov/programs/combating-sexual-harassment-workplace](https://ny.gov/programs/combating-sexual-harassment-workplace)

## COMPLAINANT INFORMATION

Name:

Work  
Address:

Work Phone:

Job  
Title:

Email:

Select Preferred Communication  
Method:

Email

Phone

In person

## SUPERVISORY INFORMATION

Immediate Supervisor's Name:

Title:

Work Phone: Work Address:

## COMPLAINT INFORMATION

1. Your complaint of Sexual Harassment is made about:

Name:

Title:

Work Address:

Work Phone:

Relationship to you: Supervisor      Subordinate      Co-Worker      Other

2. Please describe what happened and how it is affecting you and your work. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.

3. Date(s) sexual harassment occurred:

Is the sexual harassment continuing? Yes No

4. Please list the name and contact information of any witnesses or individuals who may have information related to your complaint:

*The last question is optional but may help the investigation.*

5. Have you previously complained or provided information (verbal or written) about related incidents? If yes, when and to whom did you complain or provide information?

If you have retained legal counsel and would like us to work with them, please provide their contact information.

Signature: \_\_\_\_\_ Date:

### Instructions for Employers

If you receive a complaint about alleged sexual harassment, follow your sexual harassment prevention policy.

An investigation involves:

- Speaking with the employee
- Speaking with the alleged harasser
- Interviewing witnesses
- Collecting and reviewing any related documents

While the process may vary from case to case, all allegations should be investigated promptly and resolved as quickly as possible. The investigation should be kept confidential to the extent possible. Document the findings of the investigation and basis for your decision along with any corrective actions taken and notify the employee and the individual(s) against whom the complaint was made. This may be done via email.

## DISCRIMINATION, HARASSMENT, AND/OR RETALIATION COMPLAINT FORM

Complainant:

Name:

Position with RA:

Mailing Address:

Telephone:

Date Filed:

Description of Alleged Discrimination (use additional sheets, if necessary):

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Time and Place of Violation:

Remedy Sought by Complainant:

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Informal and/or Formal Steps of Complaint Procedures:

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(If Applicable) Dissatisfaction with Informal Complaint Procedure:

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(To Be Completed by RA Personnel) Decision of Complaint Officer:

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(To Be Completed by RA Personnel) Action taken, if any:

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Other Comments:

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Signature of Complainant

**[INSERT RENAISSANCE ACADEMY ORG CHART]**

*Note: Subject to change.*