



# **2023-2024 SY EMPLOYEE HANDBOOK**

Board Approved on June 15, 2023

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## **Introduction**

### **Welcome to Storefront Academy Charter Schools!**

We are committed to serving children and their families academically, socially and emotionally. We are excited that you are a member of the Storefront Academy Charter Schools (“Storefront” or the “School”) team and are confident of the contributions you will make to our community.

## Introduction to Employee Handbook

We want all employees of Storefront to be informed about the benefits and services that we provide and to know and understand our principles, policies, and the expectations that we have for **ALL** members of our team.

This employee handbook (the “Handbook”) serves as a summary of those principles, policies and expectations. It contains guidelines only and supersedes any prior policies, statements or handbooks. Employees will be required to sign and date an Acknowledgment of Receipt and Understanding upon receipt of this document. Any questions about the contents herein can be directed to a Human Resources representative.

This Handbook should not be construed as, and does not constitute, a contract of employment, either expressed or implied, or for any specific duration. No representative of the School other than the School Principal or authorized members of a Board of Trustees has the authority to enter into an agreement to the contrary. In order to be valid, any such agreement must be made in writing and signed by the School Principal.

The School reserves the right to modify, rescind, delete, and/or supplement provisions of this Handbook, or add provisions to this Handbook without advance notice, as required. Therefore, before relying on an item in this Handbook, employees should check with a Human Resources representative as to whether the item is still current. Every effort will be made to keep employees informed of all changes to law, regulation and policy. Human Resources representatives will attempt to provide employees with notification of any significant changes as they occur.

Possession of this Handbook does not make employees eligible for the various benefits described herein. Employees may need to satisfy certain eligibility requirements before obtaining coverage. In some instances, state or federal laws may impose certain requirements, in addition to those stated as company policy. In any situation where insurance or other benefit plans are concerned, the official plan documents and insurance contracts will always prevail over statements contained in this Handbook.

Flexibility in personnel matters is significant to the School’s ability to respond to the changing needs of our organization, employees, students, communities and the Law. We, therefore, reserve the right to change, delete, suspend or discontinue any part or parts of the policies in this Handbook at any time or without prior notice. Any such action will apply to existing employees as well as those hired after the change is made.

## Storefront Philosophy

Storefront Academy is founded upon **5 key design elements and 5 core values** that drive our academic program and school culture. Leadership at Storefront Academy are expected to provide support to teaching staff around these key design elements. Instructional staff is expected to orient instruction, professional goals and development, and school culture around Storefront Academy’s key design element.







but are thoughtful and practiced. The Storefront approach draws upon 52 years of experience in early childhood development and education. Storefront Academy's whole child model demands that equal attention be paid to social and emotional wellness as to academic readiness. Therefore, our staff will do all they can to ensure students receive the support they need to become confident and emotionally strong individuals. Accordingly, the following core values are central to our ability to nurture social and emotional skills and encourage wellness among Storefront students.

<b>Honesty</b>	Tell the truth and approach everything with integrity.
<b>Respect</b>	Be kind and considerate. Do not touch others' property.
<b>Responsibility</b>	Be prepared (e.g., do one's homework, report to class on time, etc.) and do not blame others for one's action.
<b>Concern for Others</b>	Help others in need (academically or emotionally) make everyone feel accepted and included and practice selfless behavior.
<b>Diligence</b>	Put forth one's best effort in class consistently, read at home every day, and come to school with your homework completed.
<b>Persevere</b>	Push oneself to success despite difficulties and challenges

## Employment Policies and Procedures

### Employment at Will

An employee's relationship with the School is **"at will"** and therefore either the employee or employer may terminate the employment relationship under the policies set forth in this document. In the absence of a specific policy, the employment relationship may be terminated by either party at any time without notice, cause or liability. Employees shall not earn any additional benefits, rights, or privileges beyond the last day worked. This notice applies to all employees regardless of the date of hire. However, no person other than the Executive Director, School Principal, or a designated member of the Board of Trustees has the authority to enter into any agreement for employment with an employee for any specified period and any such agreement must be in writing.

### Equal Opportunity Employer

#### Non-Discrimination in Hiring or Employment

Storefront is firmly committed to equal employment opportunity. We do not discriminate in employment opportunities or practices for all qualified persons on the basis of race, color, religion, creed, sex, gender, sexual orientation, ethnicity, national origin, ancestry, age, disability (including HIV/AIDS), marital status, military status, citizenship status, predisposing genetic characteristics, or any other characteristic protected by local, state, or federal law. Employment decisions at the School will be made in a non-discriminatory manner and are based on qualifications, abilities, and merit. This policy governs all aspects of employment including recruitment, hiring, assignments, training, promotion, upgrading, demotion, downgrading, transfer, lay-off and termination, compensation, employee benefits, discipline, and other terms and conditions of employment.

#### Recruitment

Storefront will make every effort to ensure that both the letter and spirit of the laws prohibiting discrimination are fully implemented in all of our working relationships. We actively seek diversity in our student/parent body, faculty, staff and administration and we are committed to equal employment opportunity. Storefront will take all appropriate steps to verify the information provided on an employment application. These steps may take place before or after the commencement of employment. Any misrepresentations, falsifications or omissions of any information or date on an employment application may result in your exclusion from further consideration for employment and/or termination of employment.

### Nepotism and Workplace Relationships

Storefront seeks to select the most qualified candidates to serve our school communities. In order to maintain an equitable environment we have set forth the following policy in regards to nepotism and workplace relationships. While we welcome recommendations and referrals

from our teams, staff and contracted vendors will be selected in a fair and consistent manner regardless of their relationship to Storefront employees.

### **Selection**

While the School may hire, retain, or enter a contract with a person with a close personal relationship to an employee, it will not do so if it determines that this would create problems of supervision, security, or appearance of or actual conflicts of interest. For the purposes of this policy, a close personal relationship is defined as spouses, partners, parents, children, stepparents, stepchildren, in-laws, siblings, friends or roommates.

### **Supervision**

Employees with a close personal relationship will not be permitted to work in a direct supervisory or reporting relationship. No employee shall manage or be managed by someone with whom they have a close personal relationship.

The School will attempt to offer alternative employment within the Storefront community for employees who are affected by this policy, but this attempt creates no legal obligation.

### **Disclosure**

If a close personal relationship exists between an employee and another employee, consultant, or candidate for employment, it is the responsibility and obligation of each employee in the relationship to disclose it to Human Resources. Once aware of the relationship, Storefront will respect privacy, but work with both parties to resolve any conflict of interest issues on a case-by-case basis.

### **Fingerprinting/Background Checks**

Pursuant to § 2852(4) of The New York State Charter School Act, Charter Schools must fingerprint prospective employees for the purposes of a criminal history background check. The School requires fingerprints of long-term volunteers, prospective employees and contractors who are in direct contact with children. Individuals must comply with any related processing procedures and must provide all required information. Failure to do so may result in termination from interactions with Storefront. Employment with the School is conditional upon background check and fingerprint clearance. Furthermore, no one required to be fingerprinted may enter the school building until and unless they are cleared by their background check. These requirements are the responsibility of the employee, and the information must be submitted to Human Resources. To the extent permitted by law, the School may require that these costs be borne by the employee.

### **Employment Eligibility & Verification**

The School will take all appropriate steps to verify the information provided on an employment application. These steps may take place before or after commencement of employment. Any misrepresentation, falsifications or omissions of any information or data on an employment application may result in your exclusion from further consideration for employment and/or termination of employment.

## **Arrest of Employees**

Any person employed by the School who has been arrested and charged with a violation, misdemeanor or felony must notify a Human Resources representative or the School Principal immediately. Failure to disclose such charges may result in disciplinary action, up to and including termination. In disclosing the violation, a misdemeanor or a felony, the employee must provide a copy of the criminal court complaint. The employee may be removed from direct contact with children initially. Upon final disposition of the criminal charges, there will be a review with law enforcement and legal agencies. If necessary, the appropriate disciplinary action up to and including termination will be enacted as appropriate.

## **Employment Categories**

The School recognizes multiple classifications of employees. Employee classification, including exempt or non-exempt status, will be communicated upon hire.

The employment categories are as follows:

1. Regular employees are hired to work on a regular basis for an indefinite period. Such employees may be full or part-time, exempt or non-exempt.
2. Full-time employees are not in temporary or introductory status and are regularly scheduled to work 40 or more hours per week. Generally, they are eligible for benefits, subject to the terms, conditions, and limitations of each benefit program.
3. Part time employees are not assigned to a temporary or introductory status and are regularly scheduled for fewer than 28 hours per week. While they do receive all legally mandated benefits (such as Social Security and Workers' Compensation insurance), they are generally ineligible for other benefit programs, in accordance with the terms, conditions, and limitations of each benefit program.
4. Temporary employees are hired for short-term periods and are not eligible for benefits. The work assignment, work schedule and duration of the temporary employee position will be determined on an individual basis. Summer employees, interns and seasonal employees are also considered temporary employees. A temporary employee does not become a regular employee by virtue of being employed longer than the agreed-upon specified period.
5. (12 month employee) Full-Year Employees are those employees that work throughout the entire calendar year (e.g. do not follow the school calendar re: summer break).
6. School Calendar Year - Instructional Employees are those employees with classroom responsibility as determined by the School Principal or the Board of Trustees (or their designee, as applicable)

## **Immigration Reform and Control Act**

The School only employs individuals who are authorized to work in the United States, either citizens or non-citizens with appropriate authorization. We do not unlawfully discriminate on the basis of citizenship or national origin. In compliance with the Immigration Reform and Control Act of 1986, we are required to verify the identification and employment eligibility of all newly hired individuals through the completion of the Employment Eligibility Verification Form I-9. New hires will be provided this form on their first day of employment and are required to produce the appropriate identification and documentation which will confirm eligibility for employment in the United States. Newly hired employees have three business days to produce

identification. Failure to provide required proof of citizenship or work authorization can result in withdrawal of offer or delay in employment. Former employees who are rehired must also complete the form if they have not completed an I-9 with the Storefront within the prior three years, or if their previous I-9 is no longer retained or valid.

Under Federal immigration law, each employee hired must provide certain documentation and complete an I-9 form demonstrating authorization to work in the United States. Failure to provide such documentation in a timely manner may require discharge of the employee. Should the employee subsequently become unauthorized to work, the law requires that he or she be discharged pending receipt of additional documentation demonstrating an extension of the authorization to work in the United States.

### **Certification**

To the extent required by New York State law, it is the responsibility of all School employees to acquire the necessary teaching or administrative certification as it may pertain to their current position. Unless otherwise agreed upon in writing between the employee and the School, the costs of gaining certification, including the costs of all tests, courses, or application fees, are the responsibility of the individual employee. The School can be a helpful resource in guiding employees through the certification process. It is, however, the individual employee's responsibility to work toward achieving and maintaining his or her certification status.

### **Resignation**

All employees must file a written notice with the School at least thirty (30) days prior to the date of resignation. We believe that a thirty-day written notice is appropriate in order to achieve the appropriate educational and operational transition. Should an employee terminate his or her employment by voluntarily discontinuing work during the academic year, we will cease salary and benefit payments (depending on the carrier's policy) as of the date work was discontinued.

Compensation for instructional employees is based on the amount of days they work in accordance with the school academic calendar. Salaries are annualized and paid over a twelve-month period, also known as "annualized compensation." For the purpose of this Handbook, Instructional Employees who have given notice prior to the end of the school year and whose last day of work will occur during the summer months or who have worked through the end of the school year will be paid through the summer months ("Summer Pay") during which school is not in session. Pay for that period will be on the standard semi-monthly cadence (ex. July 15, July 31, and August 15).

### **Return of School Property**

Upon separation, termination, or resignation, employees must return all keys, electronics devices, records, files, supplies, or any other School property (including, but not limited to, intellectual property), and shall keep confidential such information to which employee has access during his or her employment that is protected by the Family Educational Rights and Privacy Act or otherwise protected by the Law or School policy. The employee will be responsible for any lost or damaged items. Should a former employee fail to return School property or return the property damaged, the School may also take all action deemed appropriate to recover or protect its property.

## Personnel Records and Files

Employee personnel files are maintained by the School. These files are confidential and employee information other than verification of job title and dates of employment is not released outside of Storefront without prior employee authorization, unless required by law. Managers and/or supervisors are only granted access to personnel file information on a need-to-know basis.

Employees have a right to inspect their personnel file in the presence of a Human Resources representative or another designated person. Consistent with the Genetic Information Nondiscrimination Act of 2008 ("GINA"), prohibition on covered employers requesting or requiring genetic information of an individual or family member of the individual (except as specifically allowed by this law), neither employees nor their health care provider should provide any genetic information when responding to any work-related requests for medical information. "Genetic Information" as defined by GINA includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

As required by law, all written medical information will be kept in medical files separate from employee personnel files.

An employee's personnel file includes information such as his or her job application, résumé, offer letter, contracts, benefit forms, work history, salaries, vacations, sick days, performance evaluations, and correspondence concerning discipline. In accordance with the Americans with Disabilities Act, the School keeps medical records in a file separate from personnel files. Personnel and medical files are the property of the School and access to the information is restricted. In addition to the employee to whom the personnel file applies, the only persons allowed to review personnel files are supervisors that may have a legitimate reason to do so. If an employee wishes to review his or her own personnel or medical file, the employee should contact the HR Department. With reasonable advance notice, an employee may review his or her own personnel or medical file in the School offices and in the presence of an individual appointed by the School Principal to maintain the files. Employees have the right to copy information and to submit written statements to their personnel files.

It is an employee's responsibility to immediately notify the HR, in writing, of any changes in personnel data such as:

1. Legal Name
2. Number of dependents
3. Change in marital status
4. Change in alien status
5. Cell phone number
6. Name/Numbers of emergency contacts
7. Change of beneficiary
8. Military status
9. Professional certificates or licenses

Failure to report the correct information may adversely affect the benefits to which an employee is entitled. All employees are required to complete all applicable federal and state tax withholding forms. Failure to file such documentation with the School will result in the employee not being paid. Providing false information may result in disciplinary action, including termination of employment.

All reference checks or inquiries from other employers should be directed to the Director of Human Resources. No one in the School other than the School Principal is authorized to respond either verbally or in writing to personnel inquiries of any type about current or prior employees of the School. The School will not release any information about its current and prior employees to external sources other than dates of employment and job title, except where such release is required or authorized by law or otherwise authorized by employees. Employees who wish to have HR provide information to any particular company or individual must provide a written release.

### **Post-Employment Requests**

All reference checks or inquiries from other employers directed to the School should be referred to Human Resources. No one other than a Human Resources representative or the School Principal is authorized to respond on behalf of the School either verbally or in writing to personnel inquiries of any type about current or prior employees. The School will not release any information about its current and prior employees to external sources other than dates of employment and job title, except where such release is required or authorized by law or otherwise authorized by employees. Employees who wish to have Human Resources provide information to any particular company or individual must provide a written release. Any individual employee that is approached directly may provide a reference but is acting independently and not on behalf of the school.

## **Employee Benefits**

### **Anniversary Date**

The first day you report to work is your official anniversary date. Your anniversary date is used to compute various conditions and benefits described in this Handbook if not otherwise calculated using the School's fiscal year as set forth in this Handbook

### **School Calendar and Holiday Leave**

Each year the School will establish a School Calendar that complies with the New York State Education Law relating to compulsory attendance. The School has discretion with regard to the dates of attendance; the School will be closed on all legal holidays; however, the calendar days of observance are subject to change. The School Calendar should be consulted for these and other dates when the School is closed. Copies of the School calendar are available in the School's Main Office at all times.

School Calendar Year employees are entitled to paid holidays as defined by the School's Academic Calendar for the year. Full Year Employees are entitled to paid holidays as defined by the Storefront Office Closure Calendar.

The School administration will define a set of days during which all staff are required to attend and should not request personal time off (Blackout Days). These days may include, but are not limited to, school-wide testing days and professional development days. A list of Blackout Days will be shared with all staff at the beginning of the school year. Any employee that has an unchangeable conflict with a Blackout Day must notify their supervisor immediately.

### **Weather Days and Other Closings**

The School may be closed due to inclement weather or other situations. In the case of building closure, instruction may be canceled for the day or shift online for a day of remote school. Public media outlets, staff and parents will be advised through an orderly process for notification. At the discretion of the Storefront administration, any classroom days lost to closure due to inclement weather or other reasons may be made up by adding an equal number of days to what was scheduled to be the end of the school year.

### **Work Days, Work Week and Work Year**

Standard work hours for most school-based School Calendar Year employees are **7:30 a.m. to 4:00 p.m.** or until dismissal duties have been completed, Monday through Friday. Standard work hours for most school-based Full Year employees will generally cover the same hours as School Calendar Year employees but may require additional time or somewhat modified schedules depending on the needs of the School. School or Network leadership reserves the right to change the standard schedule at any time if needed for any reason. Schedule exceptions can be made only with the approval of a direct supervisor or School Principal.

Additionally, classroom instructional staff are expected to work such hours that ensure the timely start of the school day, an orderly process for ending the school day, and sufficient interaction with other instructional staff and administrators to help support the educational mission of the School.

Work years for some employees last twelve months (Full Year Employees), while other employees (School Calendar Year Employees, e.g. instructional staff) may have a shorter work year. Employees must consult their supervisors to determine the length of the work year appropriate to their positions.

### **Time Recording**

All employees are required to clock in and out each day using the School's approved time tracking system. Employees are not permitted to log-in/out or sign-in/out for one another. It is the responsibility of each nonexempt employee to accurately record, on a daily basis, the time he or she works each day, including arrival, departure and meal break times. If you use a mobile device, email or the Internet for business purposes before or after your regularly scheduled work hours, including on your breaks, you must accurately include the time spent engaging in such work when recording your time.



Nonexempt employees must report all time worked and not work any time that is not authorized by their supervisors. This means nonexempt employees must not start work early, finish work late, work during a meal break, or perform any other extra or overtime work unless directed to do so. Employees who have questions about when or how many hours they are expected to work should contact their supervisor.

It is a violation of School policy for anyone to instruct or encourage another employee to work “off the clock,” to incorrectly report hours worked, or to alter another employee’s time records. If any employee is directed or encouraged to incorrectly report hours worked, or to alter another employee’s time records, he or she should report the incident immediately to a supervisor.

Failing to record time, providing inaccurate time records, altering, falsifying, tampering with time records, or recording time on another employee’s time record may result in disciplinary action, up to and including termination of employment. Such action may also result in charges of civil or even criminal theft or fraud.

### **Staff Attendance**

School culture is a collective responsibility, and we realize that having an external substitute will affect the entire community. Staff attendance (instructional and non-instructional) is significant to the quality of the delivery of instruction and school operations. It is expected that staff attendance is exemplary. Given that we hold our students to high attendance standards, it is critical that our staff members are here every day. We ask staff to try to schedule doctor appointments and other appointments on days that school is not in session or after school hours. When a teacher or administrator is out, it creates inconsistencies and stress for students and colleagues. Time off must be requested from your direct supervisor and in TriNet for approval and accurate PTO tracking. The School will do its best to try to accommodate your needs. Staff must adhere to school call-in procedures to facilitate the coordination of a recorded absence and substitute coverage as appropriate. Excessive absenteeism, unexcused absences on Blackout Days, or unauthorized poor attendance will lead to disciplinary action, up to and including loss of pay and/or termination of employment.

Attendance will be tracked on a weekly basis by the School. Employees, at any time, may track their available Paid Time Off (PTO) days in TriNet.

### **Employees With Disabilities**

In 1990, Congress passed a civil rights law prohibiting discrimination on the basis of disability in the private and public sectors. The Americans with Disabilities Act (<http://www.ada.gov/pubs/ada.htm>) provides civil rights protection to individuals with disabilities similar to those provided to individuals on the basis of race, color, sex, national origin, age, and religion. It also guarantees equal opportunity for individuals with disabilities in public accommodations, employment, transportation, State and local government services, and telecommunications.

Subject to applicable law, the School will comply with the requirement to provide a reasonable accommodation(s) to any qualified employee or applicant with a known disability, where his or her disability affects the performance of his or her essential job functions, except where doing so would result in undue hardship for the School.

Individuals who believe they need accommodation(s) to perform the essential functions of their jobs should submit a written request to HR/School Principal with appropriate medical documentation to support their request, describing the activities that can and cannot be performed. A response from the School to such a written accommodation request will be provided as quickly as possible. However, consideration of a request for accommodation may be delayed or denied if the appropriate documentation is not provided in a timely manner. Employees requesting an accommodation may be required to provide medical certification from the employee's health care provider that includes: (1) identification of the health care provider; (2) the health care provider's diagnosis of the disabling condition; (3) specific limitations and/or suggested restrictions and their relation to the disability; and (4) suggested accommodations.

### **Nursing Accommodations**

Employees who are nursing are provided with break time to express breast milk for up to three (3) years after the birth of a child. Any employee who requires lactation breaks should contact Human Resources. The School will respond to a request for a lactation room within a reasonable time, not to exceed five (5) business days.

The School will designate an area in each location where employees work where nursing mother employees may express breast milk, which is private, shielded from view, and free from any intrusion from other employees and the public. Pursuant to Section 206-C of the New York Labor Law, the time and duration of breaks for expressing breast milk or breastfeeding will be established based on an individual's work schedule and specific need to express breast milk. If possible, such lactation break time may run concurrently with any break time with which the employee is already provided. Should two or more individuals need to use the lactation room at the same time, the School will work with the employees' schedules to ensure that all their needs are met. In situations where request(s) for a lactation room pose an undue hardship for the School, the School will engage in a cooperative dialogue with all parties involved. No employee will be discriminated against, disciplined, or subjected to any adverse employment action if she chooses to exercise her rights under this policy and applicable law.

### **Unauthorized Absence**

An employee is deemed to be on unauthorized leave at such times and on such occasions as the employee may absent himself or herself from required duties. This would cover nonperformance, unauthorized use of leave, unauthorized use of other leave benefits, nonattendance at required meetings and failure to perform supervisory functions at School-sponsored activities.

An employee who is absent for a period of at least three (3) days without notifying the School Principal or Human Resources will be considered to have resigned effective on the initial date of absence. The School Principal or Human Resources will make the determination of unauthorized absence.

## **Verification of Absence**

The School Principal or Human Resources may require a physician's note or other verification as to an employee's claimed reason for absence in any situation where the employee has been absent for at least three consecutive days and in which the School Principal deems such verification to be necessary. Such verification shall be made within five working days of absence.

Employees who are absent on a defined Blackout Day without prior approval will be required to fill out an Employee Verification Regarding Authorized Use of Earned Safe and Sick Leave. Employees who are absent for more than three consecutive days that include at least one Blackout Day, will be required to provide medical documentation from a licensed health care provider. Failure to do so will result in the day being unpaid.

## **Pay Periods**

Storefront employees are paid on a semi-monthly basis, with paydays on the 15<sup>th</sup> and last day of each month, covering time worked since the previous payday. If a payday falls on a holiday, checks and direct deposit transfers will be distributed a day earlier. The Director of Finance or his or her designee will notify employees of the specific pay dates.

Every effort is made to avoid errors in your paycheck. Employees who believe an error has been made should notify the Director of Finance or his/her designee immediately. They will take steps to research the problem and endeavor to make any necessary corrections by the next regular pay day.

## **Incentive Pay**

Employees may be eligible to earn additional compensation in the form of stipends by participating in certain school committees or other stipend positions, payable in accordance with the terms established for such committees as may be set forth in this Handbook or written notices, as may be amended from time to time.

## **Final Pay**

The School will pay employees through their last day of employment. Departing employees will be provided with compensation for services rendered through their last day of employment, including any accrued PTO days. The School will not provide payment for any unused sick time. Departing employees will receive their final pay according to normal payroll processing cycle, or in accordance with applicable wage laws, unless otherwise agreed in writing. All final pay is subject to the return of all school property such as, keys, technology, files, and any intellectual property. Should a former employee fail to return School property or return the property damaged, this may lead to the School taking legal action to retrieve its property.

## **Paid Deductions and Garnishments**

The only deductions from an employee's paycheck are those required by law or authorized in writing by the employee. The check stub identifies each deduction and should be kept as a permanent record. If an employee's wages are garnished, Storefront will comply with the notice of garnishment and will immediately notify the employee. Human Resources will notify employees of garnishments that must be (or have been) deducted from their paychecks.

## Overtime

From time to time, employees may be required to work more than 40 hours in a work week. In such a case, the following overtime rules apply:

### Exempt Employees

Employees employed in a bona fide *executive, administrative, or professional* capacities (including but not limited to teachers) are commonly exempt from federal and state minimum wage and overtime requirements and are referred to as “exempt” employees.

### Non-exempt Employees

Employees who are not exempt employees (and are therefore referred to as “non-exempt” employees) are eligible for overtime for all hours worked over 40 hours per week and will be paid overtime at the rates required by federal, state and local law, (usually time and a half for each hour of overtime worked).

Although overtime work is an infrequent occurrence at the School, the nature of overtime is that it sometimes is required with little or no advance notice. Accordingly, employees must maintain flexibility in order to be available for overtime assignments (any employee who is required to participate in an overnight trip will be given notice well in advance of the trip.)

Employees may not work overtime without the prior approval by the School Principal or the Director of Finance. Overtime must be reported on employee time sheets and a signature must be obtained from the appropriate supervisor. Failure to comply with this policy may lead to disciplinary action.

**Personal Leave – School Calendar Year/ Instructional Employees** Unless otherwise provided for, or as approved by the School Principal, personal leave taken by using Paid Time Off (“PTO”) is to be used by all full-time School Calendar Year Instructional Employees in accordance with the following provisions:

1. PTO is to be used for planned and unplanned leave, including but not limited to vacation, time off, emergencies, and sick time off.
2. Requests for planned personal leave must be made to the School Principal or one’s direct supervisor by email at least two (2) weeks in advance of the requested leave. Leave requests should *not* be considered approved until the employee receives written approval from the School Principal or one’s direct supervisor. Once approved, personal leave must be entered into TriNet for proper leave tracking.
3. Notice of unplanned leave (i.e. sickness) must be provided to the School Principal or direct supervisor by 6:00 A.M on the day of the leave, if possible, or as soon thereafter as is reasonable, allowing reasonably enough time for the School Principal or direct supervisor to find a suitable replacement for the day. Unplanned leave must also be entered into TriNet for proper leave tracking.
4. Employees absent for three (3) or more days due to illness or injury must provide a physician’s statement verifying the condition and its beginning and expected end dates.
5. Except in unusual circumstances, planned leave will not be approved during Blackout Days.
6. Instructional employees shall make every reasonable attempt to use paid time off only

when the use of such leave would not conflict with classroom instruction time.

7. PTO may be used in increments of one-quarter workday.

8. Compensatory time (i.e., time off in lieu of overtime) is not permitted under New York Law and is not available to employees of the School.

9. No PTO may be scheduled for a day immediately preceding school vacation or for a day immediately following school vacation.

Unless otherwise provided for or as approved by the School Principal or authorized member of the Board of Trustees, Full Time School Calendar Year Employees who begin on the first day of the school year, scheduled on or around August 15, shall accrue one (1) day of PTO on a monthly basis, totaling ten (10) days of PTO for the school year. School Calendar Year Employees whose first day falls after the school year begins shall earn one (1) day of PTO for every month worked, beginning on the first day of the month following hire.

In exceptional cases, employees may be allowed to take PTO that they have not yet accrued. Employees will require approval from their School Principal to do so, and will be limited to a balance of -5 days at any time, provided they will accrue enough to bring their balance back to zero or higher by the end of the School Year. All staff will accrue 4 hours per pay period for a total of 8 hours per month. All PTO accrual will be displayed on your Trinet dashboard.

Returning employees who had any PTO to rollover, will start with a maximum of 3 PTO days, ONLY if available to be transferred.

PTO will not accrue during any FMLA or Disability leave period. PTO may not be used during any leave. Employees will not be paid for any PTO during a leave.

### **Personal Leave – Full Year Employees**

Unless otherwise provided for, or as approved by the School Principal, PTO is to be used by all full-time Full Year Employees in accordance with the following provisions:

1. PTO is to be used for planned and unplanned leave, including but not limited to vacation, time off and emergencies.
2. Requests for planned leave should be made to the School Principal by email at least two (2) weeks in advance of the requested leave. Leave requests should not be considered approved until the employee receives written approval from the School Principal.
3. Except in unusual circumstances, planned leave will not be approved during Blackout Days.
4. PTO may be used in increments of one-quarter workday.
5. Compensatory time (i.e., time off in lieu of overtime) is not permitted under New York Law and is not available to employees of the School.
6. No PTO may be scheduled for a day immediately preceding school vacation or for a day immediately following school vacation.

Unless otherwise provided for or as approved by the School Principal or authorized a member of the Board of Trustees, Full Year Employees that are employed by the School on a twelve-month basis are entitled to ten (10) PTO days per fiscal year (July 1 – June 30) accrued on a monthly basis. For the avoidance of doubt, any PTO taken during the traditional school breaks that are *not* included on the 12 month vacation calendar, shall be counted against the ten (10)

PTO days granted per year.

In exceptional cases, employees may be allowed to take PTO that they have not yet accrued. Employees will require approval from their School Principal to do so, and will be limited to a balance of -5 days at any time, provided they will accrue enough to bring their balance back to zero or higher by the end of the School Year. All staff will accrue 4 hours per pay period for a total of 8 hours per month. All PTO accrual(s) will be displayed on your Trinet dashboard.

Returning employees who had any PTO to rollover, will start with a maximum of 3 PTO days, ONLY, if available to be transferred.

PTO will not accrue during any FMLA or Disability leave period.

### **Time Off to Vote**

The School encourages employees to fulfill their civic responsibilities by voting. If you are a registered voter who does not have sufficient time outside of your regular working hours within which to vote at any election, you may, without loss of pay for up to two (2) hours, take off sufficient time in the beginning or at the end of the regular workday to vote. If the polls are open for at least four (4) consecutive hours either before or after your regular workday, you will be deemed to have sufficient time outside of your regular workday to vote.

If you need working time off to vote, you must notify your manager not more than ten (10) nor less than two (2) working days before the day of the election that you need time off to vote.

### **Military Duty**

Members of the United States Army, Navy, Air Force, Marines, Coast Guard, National Guard, Active Reserves or Public Health Service will be granted an unpaid leave of absence for military service, training or related obligations in accordance with the Unified Services Employment and Re-employment Act of 1995 (USERRA) and New York State law. Advance written notice of military service is required, unless military necessity prevents such notice. PTO does not accrue during any period of military leave of absence. Employees returning from a military leave of absence will be reinstated in their jobs in accordance with Federal and State law. The School will not discriminate against employees because they are subject to federal military duty.

### **Jury and Witness Duty**

Upon receipt of a proposed jury summons, juror questionnaire or subpoena to testify, an employee should notify his/her direct supervisor immediately. Note that New York State automatically grants one request for postponement of jury duty. Therefore, if a teacher or member of the administrative staff is called to jury duty for the first time during a School year, he or she is urged to reschedule jury duty for a School vacation or for the summer. Employees may not volunteer for jury duty. Employees presenting proof of court appearance will be paid the employee's full regular salary. Employees shall remit to the School any jury duty or witness pay received while on paid jury duty or witness leave. Employees must submit copies of subpoenas or other court notices to the Director of Operations for verification purposes. Employees are required to report to work whenever the court schedule permits. Upon completion of jury duty service, the employee must provide a copy of the "Completion of Jury Duty" to the Director of Operations for inclusion in the employee's personnel file. Employees will

continue to earn all benefits and vacation, if applicable, during jury duty leave. It is the policy of the School not to penalize, threaten, or coerce an employee with respect to his or her employment because the employee is required to attend court for jury service.

## **VICTIM AND WITNESS LEAVE**

The School recognizes an employee's rights to paid time off for the following reasons:

- to exercise their rights as a victim as provided by the Criminal Procedure Law and the Executive Law;
- to consult with the District Attorney as provided in the Criminal Procedure Law;
- to exercise rights as provided by law prior to appearing as a witness.

Under the law, "victims" include the aggrieved party or the next of kin of a deceased aggrieved party; the representative or guardian of a victim; a Good Samaritan (citizen who assists in an arrest or prevents a crime); or a pursuing application for or enforcement of an order of protection under the Criminal Procedure Law or the Family Court Act. When practicable, employees must provide notice to their immediate supervisor for leave to be approved.

## **Early Dismissal for Religious Observance**

Employees who require alternate scheduling to accommodate religious observance may make arrangements with the approval of the School Principal. All such arrangements require approval by the School Principal.

## **Overview of Insurance Benefits Provided**

Eligible employees at the School are offered a range of benefits. Benefits eligibility is dependent upon a variety of factors, including employee classification. Employees should contact an administrator for help understanding eligibility.

Information on elective benefits programs – including retirement accounts, medical, dental, and vision insurance – will be provided to eligible employees upon hire and during open enrollment. This information is also available year-round by request.

Some programs (such as Social Security, workers' compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by law. Detailed information concerning the terms, conditions, and limitations of these programs can be found in official plan documents, which are controlling. Consequently, if there is any actual or apparent conflict between the brief summaries contained in this Handbook or the information

in the official plan documents, the provisions of the official plan documents, as interpreted in the sole discretion of the plan administrator, will control.

## **Reservation of Rights**

The School reserves the right to alter the benefits package made available to employees at any time, consistent with all applicable laws. Each employee will be notified of any alteration in the benefits package.

## **Declination of Insurance Benefits**

Any employee who wishes to not accept any of the insurance benefits offered by the School is required to decline or waive benefits on TriNet.

## **Workers' Compensation**

The School, in accordance with New York State Law, will provide Workers' Compensation to its employees in case of injury or illness arising out of and in the course of employment. Employees who sustain work-related injuries or illnesses should inform their supervisors as soon as is practicable after the injury.

## **Short-Term Disability Insurance**

In accordance with state and local law, all employees who have worked more than 4 weeks are eligible for New York State short-term disability insurance after the 8<sup>th</sup> consecutive day of absence due to a disability. Short-term disability insurance allows payment in the event of certain injuries, illnesses, or other disabilities occurring outside of the workplace that result in the employee's inability to perform the regular duties of his or her employment, including disability caused by pregnancy. Any employee wishing to claim disability pay must inform the School Principal and HR. Once designees are informed, All appropriate reports and forms must be filed on TriNet. Employees are also responsible for filing any other necessary forms, applications, or other information as required by applicable government policies.

## **Long-Term Disability Insurance**

The School provides all eligible full-time employees with long-term disability insurance. Any employee wishing to claim disability pay must inform the School Principal and HR. Once designees are informed, All appropriate reports and forms must be filed on TriNet. . Employees are also responsible for filing any other necessary forms, applications, or other information as required by applicable government policies.

## **Unemployment Compensation**

The School contributes to the Unemployment Compensation plan administered by the State of New York. Employees who leave the School's employ may be eligible to receive unemployment benefits. The terms of such benefits will be governed by the rules governing the Unemployment Compensation plan. Detailed information is available from the New York State Department of Labor.

## **Benefits Continuation - COBRA**

The Federal Consolidated Omnibus Reconciliation Act (COBRA) provides employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the School's health plan for at least 18 months (under certain circumstances up to 29 months) when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.



Under COBRA, the employee or beneficiary pays the full cost of coverage at the School's group rates plus an administration fee, and this amount must normally be paid on the first business day of each month to avoid termination of coverage. The School provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the School's health insurance plan. The notice contains information about the employee's rights and obligations.

## Travel and Employee Business Expenses

The School will reimburse employees for pre-approved out-of-town travel following the federally mandated per diem rates for lodging and meals and incidentals. The rates are specific to the city of destination. Reimbursement for mileage will be at current IRS allowed rates (<https://www.irs.gov/tax-professionals/standard-mileage-rates>). All other expenses will be reimbursed at actual cost unless otherwise limited by contractual/grant agreement where applicable.

Reasonable travel and business expenses incurred by employees will be reimbursed upon submission of receipts. The School is exempt from state and federal tax, and therefore does not reimburse employees for tax. Employees can obtain a copy of the Tax Exempt Certificate from the Director of Operations.

## Receipts

Receipts substantiating **ALL** reimbursable expenses shall be obtained and submitted for review and reimbursement to the Finance team. All receipts being submitted for reimbursement must be itemized.

The School may reimburse properly authorized employees for pre-approved School-related travel. The School does not reimburse employees for automobile trips (for professional development or other reasons) of less than 50 round-trip miles (venues within 25 miles of the school). For trips greater than 50 round-trip miles, the School will reimburse drivers authorized to take such trips at the current IRS mileage reimbursement rate for every mile upon submission of appropriate documentation such as a mileage reimbursement form.

Employees who seek reimbursement for trips requiring train or air transportation must obtain advance approval of the School Principal. If approved, the School will pay the costs of these trips. It is our expectation that trips are booked through the Director of Operations with enough advanced notice to get low-cost fares. School employees will fly/ride in coach, and, if

available, they will stay at the lowest-cost national chain convenient to the applicable event. The School will make a determination whether renting a car or using taxis will be a more economical option, and, upon appropriate authorization, the School will reimburse employees for such authorized expenses upon submission of appropriate documentation.

For trips that involve an overnight stay, the School recognizes that some additional food expenses will be incurred because of travel, so the School will reimburse (upon submission of appropriate receipts) up to \$40/day for meals. The School employees must keep all receipts for

travel reimbursement. Employees will not be reimbursed without receipts.

### **Parking and Moving Violation Fines**

The School will not pay parking or other moving violation tickets (i.e. speeding tickets, etc.) for any staff member, volunteer or other person conducting School business. Staff members, volunteers, and others engaged in School business are expected to park legally, and all such persons are expected to abide by all driving and parking laws, especially when transporting children.

### **Other Reimbursements**

Please contact the Director of Finance/Finance Associate in advance if you require reimbursement for other School-related expenses. Such reimbursement shall be granted at the sole discretion of the Director of Finance and School Principal and only upon submission of appropriate documentation.

## **Leave**

### **Family Leave**

It is the policy of the School to encourage employees to balance their work and family life by taking reasonable leave for certain circumstances that affect the family. These matters are covered by regulations issued by the United States Department of Labor regarding the Family Medical Leave Act (FMLA) and the New York State Paid Family Leave Act.

### **Eligibility**

Employees who have worked for a total of at least 12 months (not necessarily consecutive) and have worked at least 1,250 hours over the immediately preceding 12 months may be eligible for Family and Medical Leave.

Employees in New York State who have worked 26 consecutive weeks as a full-time employee, or 175 days as a part-time employee may be eligible for *Paid* Family Leave. Employees in New York City who have worked 20 or more hours a week for at least 26 weeks may be eligible for Paid Family Leave as described below.

### **Eligible employees may take Family Leave:**

- to bond with a newly-born, adopted or foster child;
- to care for a close relative with a serious health condition, or
- to assist when a family member is deployed abroad on active military service.

## Types of Family Leave

The School offers two options for Family Leave: one under the U.S. Family and Medical Leave Act (FMLA), and the other under the New York State Paid Family Leave Act.

### **FMLA Family Leave:**

The School complies with the federal Family and Medical Leave Act (FMLA), which requires employers to grant unpaid leaves of absence to qualified workers for certain medical and family-related reasons. The School also abides by any state and local leave laws. Contact Human Resources to discuss options for leave.

The FMLA requires private employers with 50 or more employees and all public agencies, including state, local, and federal employers, and local education agencies (schools), to provide eligible employees up to twelve (12) weeks of unpaid, job-protected leave in any 12-month period for certain family and medical reasons. The 12-month period is a rolling period measured backward from the date an employee uses any FMLA leave, except for leaves to care for a covered service member with a serious illness or injury. For those leaves, the leave entitlement is twenty-six (26) weeks in a single 12-month period, measured forward from the date an employee first takes that type of leave.

### **Basic Leave Entitlement**

The FMLA requires covered employers to provide up to twelve (12) work weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- the birth of a child and to care for the newborn child within one year of birth;
- the care for the employee's adopted or foster child within one year of the child's placement;
- to care for the employee's spouse, child, or parent who has a serious health condition;
- or
- for a serious health condition that makes the employee unable to perform the essential functions of their job;

The School will require, where applicable, that paid leave be applied towards the FMLA 12-week limit. Paid leave includes any unused, accrued paid vacation (if any), Workers' Compensation Leave (if applicable), and Short-Term Disability Leave (if applicable), and Paid Family Leave Benefits under the New York Paid Family Leave Benefits Law (if applicable), but does not include accrued sick leave or personal leave. The use of such accrued leave time shall be counted against the employee's FMLA leave entitlement and will not extend the maximum amount of leave time that the employee can take.

### **Military Family Leave Entitlements**

Eligible employees with a spouse, son, daughter, or parent on active duty or called to active-duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include addressing issues that arise from: 1) short notice of deployment (limited

to up to seven (7) days of leave); 2) attending certain military events and related activities; 3) arranging childcare and school activities; 4) addressing certain financial and legal arrangements; 5) attending certain counseling sessions; 6) spending time with covered military family members on short-term temporary rest and recuperation leave (limited to up to five (5) days of leave); 7) attending post-deployment reintegration briefings; 8) arranging care for or providing care to a parent who is incapable of self-care; and 9) any additional activities agreed upon by the employer and employee that arise out of the military member's active duty or call to active duty. The FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties and for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

### **Benefits and Protections During FMLA Leave**

During FMLA leave, the School will maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees will be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. However, an employee on FMLA leave does not have any greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the FMLA leave period.

Certain highly compensated key employees also may be denied reinstatement when necessary to prevent "substantial and grievous economic injury" to the School's operations. A "key" employee is an eligible salaried employee who is among the highest paid ten percent of the School employees within 75 miles of the work site. Employees will be notified of their status as a key employee, when applicable, after they request FMLA leave. Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

### **Definition of Serious Health Condition**

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility or continuing treatment by a healthcare provider for a condition that either prevents the employee from performing the functions of the employee's job or prevents the qualified family member from participating in school, work, or other daily activities.

### **Use of Leave**

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced work schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies also may be taken on an intermittent or reduced work schedule basis.

### **Substitution of Paid Leave for Unpaid Leave**

The School requires employees to use any accrued paid time off during an unpaid FMLA leave taken because of the employee's own serious health condition or the serious health condition of a family member or to care for a seriously ill or injured family member in the military. To use paid leave for FMLA leave, employees must comply with our paid leave procedure policies.

### **Employee Responsibilities**

Employees must provide thirty (30) days' advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with the School normal call-in procedures. The School may delay leave to employees who do not provide proper advance notice of the foreseeable need for leave, absent unusual circumstances preventing the notice.

Employees must provide sufficient information for the School to determine if the leave qualifies for FMLA protection and the anticipated timing and duration of the leave. Employees also must inform us if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also are required to provide a medical certification and periodic recertification supporting the need for leave. The School may require a second and, if necessary, a third opinion (at the School's expense), and when the leave is a result of the employee's own serious health condition, a fitness for duty report to return to work. The School also may delay or deny approval of leave for lack of proper medical certification.

### **The School's Responsibilities**

The School will inform employees requesting leave whether they are eligible under the FMLA. If they are, the notice will specify any additional information required as well as the employees' rights and responsibilities. If employees are not eligible, we will provide a reason for the ineligibility. Storefront will inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's FMLA leave entitlement. If the School determines that the leave is not FMLA-protected, we will notify the employee.

### **Other Provisions**

Employees may not perform work for self-employment or for any other employer during an approved leave of absence, except when the leave is for military or public service or when the School has approved the employment under its Outside Employment policy and the employee's reason for FMLA leave does not preclude the outside employment.

### **Unlawful Acts by Employers**

The FMLA makes it unlawful for any employer to 1) interfere with, restrain, or deny the exercise of any right provided under the FMLA, or 2) discharge or discriminate against any person for opposing any practice made unlawful by the FMLA or for involvement in any proceeding under or relating to the FMLA.

### **Enforcement**

An employee may file a complaint with the US Department of Labor or may bring a private lawsuit against an employer. The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

## **NYS Family Leave:**

New York Paid Family Leave (PFL), established under the New York Paid Family Leave Benefits Law provides wage replacement to employees for any of the following purposes:

**New Child:** You can take Paid Family Leave during the first 12 months following the birth, adoption or fostering of a child. Expectant mothers cannot take Paid Family Leave for their own pregnancy. Paid Family Leave for the birth of a child begins after the birth. It is not available for prenatal conditions.

**Serious Illness:** You can take Paid Family leave to care for a close relative with a serious health condition. You cannot take Paid Family Leave for your own health condition. A serious health condition is an illness, injury, impairment, or physical or mental condition that involves (i) inpatient care in a hospital, hospice, or residential health care facility; or (ii) continuing treatment or continuing supervision by a health care provider. A close relative includes a spouse, domestic partner, child and stepchild, parent and stepparent, parent-in-law, grandparent or grandchild.

**Military Active** You can take Paid Family Leave to assist with family

**Service Deployment** situations arising when your spouse, domestic partner, child or parent is deployed abroad on active military service or has been notified of an impending military service abroad. You cannot use Paid Family Leave for your own qualifying military event.

## **Eligibility Requirements**

All employees are entitled to participate in Paid Family Leave, regardless of citizenship or immigration status, if they satisfy either of the following two conditions:

- Employees with a regular schedule of 20 or more hours per week are eligible after 26 weeks of employment or;
- Employees with a regular schedule of less than 20 hours per week are eligible after 175 days worked.

Time spent on paid vacation, sick or personal days can be counted toward an employee's eligibility determination.

## **Funding and Timeline of Paid Benefit**

Paid Family Leave is funded through employee payroll contributions that are set each year to match the cost of coverage. The rate of employee contributions is reviewed annually and is subject to change by the New York State Department of Financial Services. Currently, the NYPFL benefit for 2023 is set to 67% of your average weekly wage (AWW), not to exceed 67% of the NYS average weekly wage, for a maximum of 12 weeks.

## **Advance Notice and Medical Certification**

You will be required to provide advance leave notice and medical certification. Taking leave may be denied or delayed if requirements are not met.

- 30 days' notice must be provided to the School when the leave is "foreseeable".

Otherwise, notify the School as soon as possible.

### **Job Benefits and Protection**

- For the duration of PFL leave, your health coverage will be maintained. However, you must pay your part of the premiums during the leave.
- Upon return from PFL leave, you will be restored to your original or a comparable position.

### **Unlawful Acts by Employers**

PFL makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under PFL;
- Discharge, discriminate or retaliate against any person for opposing any practice made unlawful by PFL or for involvement in any proceeding under or relating to PFL.

### **How Paid Family Leave Works with Other Leave and Paid Time-Off**

Paid Family Leave will run concurrently with designated FMLA leave when the reason for leave qualifies under both Paid Family Leave and FMLA. Eligible employees must then apply for both PFL and FMLA.

You may not receive short-term disability and Paid Family Leave benefits at the same time. You may not take more than 26 combined weeks of short-term disability and Paid Family Leave in a 52-week period.

If you are unable to work and qualify for Workers' Compensation Benefits, you may not use Paid Family Leave benefits at the same time as you are receiving Workers' Compensation benefits. If you are receiving reduced earnings, you may be eligible for Paid Family Leave. Please check with Human Resources.

Employees must supplement Paid Family Leave, when such leave overlaps with FMLA, with accrued time-off in order to receive full pay during their absence<sup>1</sup>. While on Paid Family Leave, employees will not continue to accrue sick or vacation time.

<sup>1</sup>This is not a legal requirement but it is something the School can require.

If both parents are employees, only one at a time may access the paid benefits of this policy. Both, however, continue to be entitled to family and medical leave if eligible.

### **New York Safe and Sick Leave**

In accordance with the New York City Earned Safe and Sick Time Act ("ESSTA"), employees who work eighty (80) or more hours per calendar year shall receive up to forty (40) hours of paid safe/sick leave per calendar year (July 1<sup>st</sup> to June 30<sup>th</sup>). Safe and sick leave time shall be earned at a rate of one (1) hour for every thirty (30) hours worked. Full days off will be considered equivalent to eight (8) hours for purposes of tracking time used.

An employee can use safe and sick leave to take time off from work when:

- Employee has a mental or physical illness, injury, or health condition; employee needs to get a medical diagnosis, care, or treatment of his or her mental or physical illness, injury or condition; employee needs to get preventive medical care.
- Employee must care for a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition, or who needs

medical care.

- The School closes due to a public health emergency or employee needs to care for a child whose school or child care provider closed due to a public health emergency.
- Employee or his or her family member may be the victim of any act or threat of domestic violence or unwanted sexual contact, stalking, or human trafficking and such employee needs to take actions necessary to restore the physical, psychological, or economic health or safety of employee or his or her family members or to protect those who associate or work with employees, including to:
  - Obtain services from a domestic violence shelter, rape crisis center, or other services program.
  - Participate in safety planning, relocate, or take other actions to protect employee's safety or that of your family members, including enrolling children in a new school.
  - Meet with an attorney or social service provider to obtain information and advice related to custody; visitation; matrimonial issues; orders of protection; immigration; housing; discrimination in employment; housing, or consumer credit.
  - File a domestic incident report with law enforcement or meet with a district attorney's office

The law recognizes the following individuals as "family members":

- Any individual whose close association with the employee is the equivalent of family
- Child (biological, adopted, or foster child; legal ward; child of an employee standing in *loco parentis*)
- Grandchild
- Spouse; Domestic Partner
- Parent; Grandparent
- Child or Parent of an employee's spouse or domestic partner
- Sibling (including a half, adopted or step sibling)
- Any other individual related by blood to the employee

Any employee feeling ill or unwell is encouraged to stay home. An employee who will be out sick, must notify their immediate supervisor by 6 am on the day they will be out or as soon as possible (preferably sooner).

For an absence of more than three (3) consecutive workdays, employees are required to provide documentation verifying that the leave was used for safe or sick leave purposes, as follows:

- for sick leave, The School would require documentation from a licensed healthcare provider prior to the return-to-work date;
- for safe leave, The School would require reasonable documentation signed by a social service provider, a member of the clergy, an attorney, court or police records or a notarized letter by the employee explaining the need for safe leave.

The documentation does not need to specify the reason for the leave. The misuse of sick/safe leave may be cause for disciplinary action, up to and including termination. The School will not retaliate against any employee for using safe/sick leave. Employees have the right to file claims for violation of the New York City Earned Safe and Sick Time Act with the NYC Department of Consumer Affairs ([nyc.gov/paidsickleave](http://nyc.gov/paidsickleave) or dial 311).



## Parental Leave

Regular, full-time employees who have been employed with the School for at least 1 year and who are Primary Caregivers (as defined below) may take up to six (6) weeks of *paid* FMLA Family Leave upon the birth of their child, adoption by them of a child or placement with them of a foster child. Any such leave shall run concurrently with any applicable disability leave.

Regular, full-time employees who have been employed with the Company for at least 1 year but who are not a Primary Caregiver may take up to three (3) weeks of *paid* FMLA Family Leave upon the birth of their child, adoption by them of a child or placement with them of a foster child. Any such leave shall run concurrently with any applicable disability leave.

Regular, full-time employees who have been employed with the School for less than 1 year and who are Primary Caregivers (as defined below) may take up to three (3) weeks *paid* Parental Leave and nine (9) weeks unpaid leave upon the birth of their child, adoption by them of a child or placement with them of a foster child. Regular, full-time employees who have been employed with the Company for less than 1 year but who are not a Primary Caregiver may take up to one (1) week of paid leave upon the birth of their child, adoption by them of a child or placement with them of a foster child. Any such leave shall run concurrently with any applicable disability leave.

“Primary Caregiver” is generally defined as an individual who has exclusive care responsibility for the child for a significant fraction of the day during the regular workweek, but the definition will vary across family situations, as determined by the School.

Paid parental leave must be used within 3 months following the birth, adoption or placement. Paid parental leave is provided to employees who are expected to return to work. The Company may request a reasonable assurance of return from paid parental leave and may deny such leave when such assurances are not provided. Failure to return from maternity leave after the three (3) month leave time will be considered abandonment and can result in automatic termination of employment.

## Disability Leave

Under the terms of the School’s disability policies, an employee will be considered disabled if, due to sickness or injury; they are unable to perform any of the material and substantial duties of their regular job responsibilities. During a period of disability, the Employee will be granted Disability Leave of up to 12 weeks within a 12-month period, measured forward from the date that the employee’s first disability leave begins. Disability Leave counts towards the 12 weeks overall limit on all leave permitted for each employee during a twelve-month period. During Disability Leave, the employee will receive the benefits provided by the applicable short or long term insurance policy.

An employee returning from Disability leave will be guaranteed the same approximate duties/responsibilities and salary as the employee had just preceded the period of Disability Leave. If the Disability Leave period exceeds 12 weeks, the School may need to modify the Employee’s duties/responsibilities.

Employees should refer to the summary plan description or the other governing plan

document for a complete description of the disability benefits offered. The plan documents are available from the disability insurance provider and school administration.

### **Bereavement Leave**

An active, full-time employee who suffers the loss of a family member and wishes to take time off will be granted a paid bereavement leave according to the following schedule:

- Up to five (5) consecutive days off from regularly scheduled duty with regular pay in the event of the death of the employee's immediate family member, defined as: spouse or domestic partner, natural/step/foster child, son- or daughter-in-law, natural/step/foster/in-law parent, son-in-law, daughter-in-law, natural/step/foster sibling, an adult who stood in loco parentis to the employee during childhood, or any relative residing in the same household
- One (3) consecutive days off from regular scheduled duty with regular pay in the event of death of the employee's extended family member, defined as: brother-in-law, sister-in-law, aunt, uncle, cousin, grandparent, grandchild or spouse's grandparent

The employee may use any earned, unused personal days for additional time off. The School Principal may also grant additional unpaid time off on a case-by-case basis as needed.

Employees under discipline for attendance issues may be required to provide documentation with regard to their bereavement leave.

### **Spousal Military Leave**

As a New York employee, you are entitled to an unpaid leave of up to ten (10) days if your spouse is a member of the armed forces who has been deployed during a period of military conflict to a combat theater or combat zone of operations (or a member of the National Guard or Military Reserves deployed during a period of military conflict), when the service member is on leave from active duty. The School will not retaliate against you for requesting or obtaining a leave of absence in accordance with this policy.

### **Blood Donation Leave**

Employees who work at least 20 hours per week may take up to three hours of unpaid leave in any 12-month period to donate blood. The School asks that employees attempt to schedule such leave time during non-working hours. Employees should give no fewer than three days' notice prior to taking blood donation leave. Retaliatory actions against an employee for requesting or obtaining leave pursuant to this policy are prohibited.

### **Bone Marrow Donation Leave**

Employees who work at least 20 hours per week may take up to 24 hours of unpaid leave to undergo a medical procedure to donate bone marrow and/or recover from such donations. The leave is not to exceed 24 work hours unless agreed to by the School. The School asks that employees attempt to schedule such leave time during non-working hours. Retaliatory actions against an employee for requesting or obtaining leave pursuant to this policy are prohibited.

### **Leaves With or Without Pay**

The School Principal, with permission from the Board of Trustees has the authority to provide leave with or without pay to any employee providing that it is in the best interest of the School

and/or Storefront Academy Charter Schools.

### **Limitations on Leave**

Employees are limited to a total of 12 weeks of combined Family or Medical Leave during any 12 month period. FMLA Family Leave and NYS Family Leave run concurrently. In no event may an employee take more than 12 weeks of Family or Medical leave during a single year, and employees are not permitted to extend their total leave by combining different types of leave.

The time limit specified for each type of leave is an annual limit, not calculated per occurrence, and each time any leave is taken counts towards the annual limit. Therefore, each time an employee takes Family Leave, the amount of leave is subtracted from their then-current leave balance. PTO days will not accrue while on leave.

### **Benefits Continuation While on Leave**

Your current group insurance plan benefits will continue while on Family or Medical Leave on the same basis as if you had been continuously employed during your period of leave, including any applicable employee contribution to the cost of those benefits. To the extent that your leave is paid, your portion of health insurance premiums, if any, will be deducted from your salary. While on unpaid leave, if you fall more than thirty (30) days in arrears for any required employee contributions (i.e. those contributions that would otherwise be deducted from your pay), coverage will be canceled retroactive to the beginning of the month in which the delinquency occurred. The School will give you notice prior to discontinuing your health insurance coverage. You will not accrue vacation or seniority during Family or Medical Leave. Family or Medical Leave time will count toward eligibility and vesting service under the School Retirement Plan.

### **Requests for Leave**

To request Family or Medical Leave, the employee must inform the School with written notice and contact Trinet to request the LOA form. Once reviewed by Trinet it will be shared with the School. When the need for leave is reasonably foreseeable, employees must give written notice to the School at least thirty (30) days in advance of the need for leave. If an employee fails to give advance written notice for foreseeable leave, the leave may be denied until at least thirty (30) days after the date of the notice is provided. If the leave must begin in less than thirty (30) days, employees must give their supervisor as much advance notice as is practicable.

If leave is necessary for planned medical treatment, employees must attempt to schedule treatment so as not to disrupt the operations of the School. Employees should consult with their supervisors prior to the scheduling of the treatment.

### **Required Documentation**

In the case of Medical Leave, the employee must provide a completed medical certification by a health care provider as to: (a) the date the condition commenced; (b) its probable duration; (c) appropriate medical facts regarding the condition, and a statement that the employee is unable to perform the functions of the employee's position.

In the case of Family Leave, the Employee must provide a statement that the employee is needed to care for a family member and the expected duration of such need. If an employee requests intermittent leave or a reduced work schedule, the School also will require certification

that such type of leave is medically necessary and verification as to the dates and duration of treatment and of the expected duration of the leave.

Employees must submit the required certifications within fifteen (15) days of requesting Family or Medical Leave in connection with a serious health condition. Failure to provide adequate certification in a timely manner may result in a delay of leave. If the School has reason to doubt an employee's or an employee's family member's initial certification, the School may: (i) with the employee's permission, have a designated health care provider contact the employee's or employee's family member's health care provider in an effort to clarify or authenticate the initial certification; and/or (ii) require the employee or the employee's family member to obtain a second opinion by an independent, designated provider at the expense of the School. If the initial and second certifications differ, the School may, at its expense, require the employee or employee's family member to obtain a third, final and binding certification from a jointly selected health care provider.

### **Intermittent or Reduced-Schedule Leave**

When medically necessary, an employee may take Family or Medical Leave on an intermittent or reduced schedule to care for a sick family member or because of the employee's own serious health condition. Leave taken intermittently is still limited to a total of 12 weeks in a 12-month period. During an intermittent or reduced-schedule leave, the School may require an individual to transfer temporarily to an alternative position with equivalent pay and benefits.

### **Employee Status during Leave**

Employees will not accrue PTO during the Family or Medical Leave period. During the leave, employees on leave for their own serious health condition or the serious health condition of a close family member may be asked to submit medical re-certifications from time to time during the leave. During the leave, the School may require employees to provide written notification on their intent to return to work. If the anticipated return to work date changes and it becomes necessary to take more or less leave than originally anticipated, the employee must provide the School with reasonable notice (i.e., within two (2) business days) of the changed circumstances and new return to work date. If the employee gives the School notice of his or her intent not to return to work, the employee will be considered to have voluntarily resigned. Employees are not permitted to engage in other employment while they are absent from the School under this policy, without prior approval of the School. Violation of this policy may lead to disciplinary action, up to and including termination of employment.

### **Employee Status after Leave**

Employees on leave should provide the School with at least one-week's written notice of their intent to return to work. In the case of Family, Medical, or Disability Leave, included in this notice should be a doctor's certification confirming the Employee's medical ability to return to work. The School reserves the right to require a medical examination by a physician of the School's choosing prior to an employee's resumption of duties.

The School will make a reasonable effort to return an employee coming off Medical Leave to the same job or a similar job as they held prior to the Leave, subject to staffing needs and School needs that may exist. If an employee has a continued absence from work after the period of the

Leave granted, and has not made other arrangements approved by the School Principal, the Employee will be deemed to have voluntarily resigned from employment. The School may choose to exempt certain highly compensated employees from this requirement. Any employee who fraudulently obtains family and medical leave will be subject to immediate discipline, up to and including termination.

Subject to limitations specified below, upon return from Family or Medical Leave, the School will attempt to reinstate the Employee in the same position they held before the leave or an equivalent position with equivalent pay, benefits and other employment terms. If, during the leave period, the employee's position is eliminated or restructured, reasonable efforts will be made to restore the individual to a comparable position. However, employees who have taken Family or Medical Leave have no greater right to job restoration than if they had been continuously employed.

**Failure to Return to Work Following Family, Medical or Disability Leave** Failure to return to work following the conclusion of Family, Medical, or Disability Leave will be considered a voluntary resignation. Unless an employee's failure to return to work is caused by the Employee or Employee's family member's serious health condition or another circumstance beyond the Employee's control, the School may recover health insurance premiums that the School paid on the Employee's behalf. If an employee's failure to return to work is caused by the Employee's or Employee's family member's serious health condition, the

School may require the employee to provide medical certification of the employee's or employee's family member's serious health condition.

An employee who is absent for a period following Family, Medical, or Disability leave of at least three (3) days without notifying the School Principal or HR will be considered to have resigned effective on the initial date of absence. The School Principal or HR will make the determination of unauthorized absence.

### **Additional Information**

For further information or clarification about Family or Medical Leave, please contact HR.

## **Professional Conduct of Employees**

Code of Ethics and Standards of Conduct

The successful operation and reputation of the School are built upon principles of ethical conduct of our employees. The School's reputation for integrity and excellence requires careful observance of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity. The School will comply with all applicable laws and regulations and expects all employees to conduct their work in accordance with all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

## Confidentiality

Employees of the school shall not, in any way, release any information about the School, its activities, or its personnel except: (1) as required by their duties; (2) with the express consent of the School Principal and (3) in conformity with the requirements of applicable Freedom of Information Laws, the Family Educational Rights and Privacy Act ("FERPA"), the Health Insurance Portability and Accountability Act ("HIPAA"), and any other applicable federal, state, or local law or regulation, or published School policy.

No employee shall publish, disclose, use, or authorize anyone else to publish, disclose, use, or in any way cause to be published, disclosed, or used any private or proprietary information which such employee may in any way acquire, learn, develop, or created by reason of employment with this School, unless otherwise directed by the School Principal.

Any employee with any concern or issue relating to the proper sharing of Confidential Information should consult with their supervisor or the School Principal before sharing any such information with anyone. Employees in possession of documents or other material containing confidential or personal information about the School, its personnel, or its activities are required to return such information to the School Principal upon termination or resignation.

This policy reiterates the School's need for confidentiality in all aspects of employment. While employed at the School, employees may learn or work with and be entrusted with confidential and/or privileged information about fellow employees, administrators, School parents, students or applicants. Employees must exercise the highest degree of care not to disclose any such information, even inadvertently, to any unauthorized person inside or outside of the School. Employees may not disclose any confidential or privileged information except to persons specifically designated in advance and in writing by the School Principal.

Confidential information includes, but is not limited to, the following examples:

- Student records
- Financial information
- Personnel records
- Payroll records
- Computer programs, codes, processes and passwords
- Business processes and practices
- Marketing information
- Legal information
- Vendor and supplier lists
- Personnel lists and organizational charts
- Personal information regarding School parents and students

If an employee believes confidential information must be disclosed to a third party, he or she should consult with the School Principal prior to the disclosure. Failure to follow this policy will result in disciplinary action, up to and including termination of employment. An employee's obligations under this policy continue after his or her termination of employment. Upon termination of employment, all confidential information in the employee's

possession must be returned to the School.

### **Copyrights/Work for Hire**

Employees acknowledge that the entire right, title, and interest of any and all writings, works of authorship, and other creations that they prepare, create, write, initiate or otherwise develop in the course of their employment by the School, shall be the sole property of the School. This includes, but is not limited to, any development of a curriculum or other educational material or process. These works are “works for hire” and shall be the School’s sole and exclusive property, whether in copyright, patent or trademark. For items covered by this paragraph, employees hereby assign and transfer to the School all rights, title and interests in all such works or items, including without limitation, all patent, trademark and copyright rights that now exist or may exist in the future. Employees further agree that at any reasonable time upon request, and without further compensation or limitation, they will execute and deliver any and all papers or instruments including assignments, declarations, applications, powers of attorney and other documents, that in the School’s opinion may be necessary or desirable to secure the School’s full enjoyment of all right, title, interest and properties herein assigned. Employees agree to not charge the School for use of their copyrighted, trademarked and patented materials.

### **Conflict of Interest**

It is imperative that the School, both in reality and in perception, be deemed to operate solely in the best interests of the students it serves. Any taint to its reputation will significantly affect the mission of the School. Employees of the School must be ever mindful of the need to conduct themselves both in and outside of the School in a manner that will not bring criticism to themselves or to the School.

Employees have an obligation to conduct their affairs within guidelines that prohibit actual or potential conflicts of interest. An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for him or her, for a relative or for anyone else who has a close personal relationship with the employee because of the School business dealings. For the purpose of this policy, a relative or a person with a close personal relationship is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No “presumption of guilt” is created by the mere existence of a relationship with an outside firm or vendor. However, if an employee has any influence on transactions involving purchases, contracts, or supplies it is imperative that he or she disclose that relationship to the School Principal immediately so that safeguards can be established to protect all parties.

### **Common conflicts, which employees should avoid, include, but are not limited to:**

1. Using proprietary or confidential information for personal gain or to the School’s detriment;
2. Directly or indirectly accepting gifts, loans, services, entertainment, etc. of more than the minimal value from a vendor or someone seeking to do business with the School (as noted elsewhere);

3. Using the School's assets or labor for personal use; and
4. Instances where an employee or an employee's relative or someone with a close personal relationship has significant ownership in the vendor or firm with which the School does business.

If the School finds that any employee has engaged in any conduct, which presents a conflict of interest with the School, such an employee is subject to discipline, up to and including termination of employment.

### **Ban On Acceptance of Gifts**

In accordance with the Conflict of Interest Provision contained in this Handbook, no employee of the School is permitted to accept gifts of any kind of a value exceeding seventy-five **dollars (\$75)** – including but not limited to money, goods, food, entertainment, or services – directly or indirectly from:

1. Individuals, parents, schools, partner organizations, or companies serving as vendors or potential vendors for this School;
2. Elected officials or their representatives;
3. Candidates for public office or their representatives; or
4. Political party officials or their representatives.

The School Principal and the Board of Trustees may make exceptions, including in instances where such gifts intended for and will be used by the School. Offers of such gifts in excess of \$75 even when refused, must be communicated immediately by the employee receiving such an offer to the School Principal.

At the School, instructional staff will be engaged in ongoing activities related to improving the delivery of instruction in the classroom. The frequency and location of activities for adult learners at the School will be determined. Instructional staff is expected to engage in the practice of improving the craft of teaching through individual, group, school-based, and off-site activities coordinated by the School.

The Board of Trustees of the School, its administrators and faculty understand and appreciate that employment is directly associated with the budget process and enrollment. There is no expectation of employment from one School year to the next. Position descriptions will be reviewed annually for accuracy at the time of the performance evaluation, and will be updated if necessary. The Board of Trustees approves position descriptions and titles.

### **Independent Fundraising**

Any fundraising efforts organized by an Employee on behalf of the School, to benefit the School, or that use the School name, must be approved by the School Principal and the Storefront Executive Director.

### **No Solicitation**

In the interest of efficiency and security, the School's general policy is to restrict solicitations or distributions by employees to non-work areas during non-work time. Employees and non-employees are prohibited from soliciting or distributing literature in work areas or during



work time.

### **Personal Appearance/Dress Code**

All employees are expected to present themselves professionally and appropriately at all times during working hours. Everyone should be clean, neat and well-groomed and avoid extremes in dress including, but not limited to, ripped clothes, shorts or overly revealing clothing. One of the things that children must learn to have the best opportunity at success in life is to present themselves with pride. Our attire is an opportunity to illustrate by doing. Jeans, leggings, and clothing that does not cover the body in a conservative manner is inappropriate. Words on clothing are sometimes appropriate and sometimes inappropriate. So that we do not have to weigh in on each individual employee's politics, words and slogans on clothing is not appropriate.

Employees should feel free to seek clarification from their supervisors or from the School Principal regarding the appropriateness of workplace attire.

### **Co-Teaching**

The School promotes the collegiality of its employees in the co-teaching model. It is expected that employees adhere to professional conduct and teamwork as adult learners in the best interest of the quality delivery of instruction to our children.

### **Performance/Job Requirements and Evaluations**

Job performance of all employees will be reviewed by the employee's supervisor annually. Employees will also generally receive performance evaluations at a frequency determined by the School. These evaluations provide both the employee and their supervisor the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss purposeful approaches for meeting goals.

Each evaluation will be in writing and employees will be asked to sign their evaluation forms to acknowledge having reviewed them. Employees should feel free to comment on any statement they do not understand or with which they disagree, verbally or in writing. The evaluation, together with any written comments, becomes a part of each employee's personnel file and may have a bearing on any personnel decisions involving the employee.

The administration and Board of Trustees of the School are committed to maximizing the educational experience of its pedagogical staff. To that end, observations, reviews and evaluations will, in the first instance, be made with the objective of enhancing the experience and ability of the teacher. The frequency of observations both formal and informal is determined by the administration.

At the School, instructional staff will be engaged in ongoing activities related to improving the delivery of instruction in the classroom. The frequency and location of activities for adult learners at the School will be determined. Instructional staff is expected to engage in the practice of improving the craft of teaching through individual, group, school-based, and off-site activities coordinated by the School.

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that employment is directly associated with the budget process and enrollment. There is no expectation of employment from one School year to the next. Position descriptions will be reviewed annually for accuracy at the time of the performance evaluation, and will be updated if necessary. The Board of Trustees approves position descriptions and titles.

### **Separation of Church and State**

The School is a public school and public schools may not instruct students in any religion, although teaching about religion from a purely secular, academic viewpoint is permitted. Each employee will participate in professional development to ensure that proper guidelines are followed at all times with no exception. If a staff member willingly and knowingly teaches about religion in an improper way as a public-school employee of the School, such an employee is subject to discipline, up to and including termination of employment. Staff members are also not permitted to supervise or otherwise participate in non-instructional religious clubs or activities taking place on campus, except in a purely custodial capacity.

### **Problem/Conflict Resolutions**

In the event of a problem or dispute with other personnel or adults, the employee is encouraged to make a good faith effort to work with the adversarial party to resolve the conflict. It is expected that employees at the School will conduct themselves as mature adults and human beings who model conflict resolution techniques at all times. This effort will consist of problem identification, possible solutions, selection of resolution, the process for implementation of the resolution and a follow-up. In the case that the conflict is not resolved after a good faith attempt as outlined above the employee may submit the grievance to the School supervisor for resolution.

### **Outside Employment**

Employees are requested to disclose in writing any other employment, self-employment, consulting, volunteer or board membership activities in which they are engaged while an employee of the School. If said activities were not mentioned at the time of hire, they must be reported to the School Principal prior to commencing work. If said activities are “new” activities during the time of employment they must be disclosed immediately. Where a conflict of interest exists, the employee will be notified and may be required to cease such activity or refrain from initiating the activity.

### **Student, Parent and Guardian Communication**

Employee interactions with students in our schools must be reasonable, professional, and appropriate at all times. With the exception of additional work activity that has been specifically approved by an employee’s supervisor, or approved off-hour field trips or similar activities, no employee may communicate directly (including through text, email or social media) with students outside of school hours. Staff are not allowed to visit with students outside of school property without explicit written permission from their School Principal. Staff who violate this policy will be subject to disciplinary action. When communication is necessary, it should be channeled through parents/guardians or occur when parents/guardians are present. In addition, teachers should make every effort to communicate regularly with parents/guardians about their children’s progress and make themselves available to answer questions when needed. Communication should be professional and courteous at all times. All teachers are

expected to respond to parent inquiries within one business day of receipt.

### **Colleague Communication**

Just as with parents, employees are expected to communicate in a timely and professional manner with other members of our team. Any emails, texts, voicemails, or other electronic communication from a coworker that seeks a response should be responded to within one business day.

### **Publicity**

From time to time, the school may secure photograph(s), video(s), or audio recording(s) of employees engaging in various work and non-work activities and the school may want to publicize for commercial reasons the photograph(s), video(s), or audio recording(s) in various media such as but not limited to brochures, school's website, social media sites (e.g., Facebook,

etc.), training material, etc. As such if an employee does not want his/her persona, which includes but is not limited to name, voice, signature, photograph, image, likeness, distinctive appearance, etc. to be used by the school, the employee is responsible for notifying Human Resources or designee in writing of his/her intentions to be excluded from such publicity.

### **Unacceptable Behaviors**

It is not possible to list all forms of behavior that are considered unacceptable in the workplace. Such conduct may result in disciplinary action, up to and including termination of employment. Examples of unacceptable conduct include but are not limited to:

- a. Theft or inappropriate removal or possession of School property
- b. Falsification of timekeeping records
- c. Working under the influence of alcohol or illegal drugs
- d. Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- e. Fighting or threatening violence in the workplace
- f. Boisterous or disruptive activity in the workplace
- g. Negligence or improper conduct leading to harm to others or to damage of employer-owned property
- h. Insubordination or other disrespectful conduct (including refusal to follow your supervisor's lawful directives)
- i. Violation of safety or health rules
- j. Smoking in prohibited areas
- k. Sexual or other unlawful or unwelcome harassment
- l. Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace or while at work outside the workplace
- m. Excessive absenteeism or any absence without notice
- n. Unauthorized use of telephones, mail system, or other employer-owned equipment
- o. Unauthorized disclosure of confidential information
- p. Violation of personnel policies
- q. Unsatisfactory performance or conduct

Some of the unacceptable forms of behavior are separately discussed in more detail elsewhere in this Handbook. Other misconduct will be evaluated based on the specific facts and circumstances. Therefore, the School employees are expected to conduct themselves in a manner consistent with accepted behavior in workplaces and schools.

## **Sexual Misconduct and Abuse**

Storefront and its schools provide students with a safe and supportive learning environment and protect students from sexual misconduct and abuse. The responsibility to protect students from sexual misconduct and abuse is shared by network staff, Administrators, Teachers, and other School employees and volunteers.

Storefront encourages healthy relationships between students and adults that promote student achievement and success. At the same time, clear and reasonable boundaries for interactions between students and adults are necessary to protect students from sexual misconduct and abuse and to protect adults from misunderstandings and false accusations.

This policy applies to School employees, School volunteers, and vendors providing instructional services to students. In this policy, these individuals will be referred to as “adults”.

Employees are also subject to provisions in the Storefront’s Employee Handbook, and this policy supplements but does not supplant the provisions of that Handbook.

Employees of Storefront and its schools are also subject to rules regarding conduct and behavior set forth in their respective Employee Handbooks, and this policy supplements but does not supplant those Handbooks or their applicability.

## **Sexual Misconduct and Abuse Prohibited**

Adults are prohibited from engaging in sexual misconduct and abuse of students, which includes but is not limited to: dating; making sexual advances; seeking romantic or sexual relationships; having conversations of a sexual nature not related to the adult’s professional responsibilities; and sexual contact. Adults who violate this policy may also be subject to legal consequences.

## **In-Person Communication**

Personal contact between adults and students must be nonsexual, appropriate to the circumstances and unambiguous in meaning. Adults should avoid the appearance of impropriety in their interactions with students. Behaviors that can create an appearance of impropriety and are strictly prohibited, include but are not limited to:

- Conducting ongoing, private conversations with individual students that are unrelated to academics, school activities or the well-being of students and that take place in locations inaccessible to others;
- Inviting a student or students for home visits;
- Visiting the homes of students without the knowledge and consent of parents/guardians;
- Inviting students for social contact off school grounds without the permission or knowledge of parents/guardians; and

- Transporting students in personal vehicles without the knowledge and consent of parents/guardians or supervisors.

### **Electronic Communication**

Digital technology and social networking provide multiple means for educators and other School employees and volunteers to communicate appropriately with students and personalize learning. Such communication between adults and students must be transparent, accessible to supervisors and parents, nonsexual, appropriate to the circumstances, and unambiguous in meaning.

Adults must restrict one-on-one, electronic communications with individual students to accounts, systems and platforms that are provided by and accessible to the School's administration and leadership.

If an adult does not have access to a School approved communication device and there is a time sensitive, school-related matter that must be communicated to students, the adult should reach out to Human Resources who will get the adult access to the parent/guardian's contact information.

### **Reporting of Violations**

All School personnel are required to report any case of suspected sexual misconduct or abuse to the School Principal and/or a Human Resources representative and to the State Central Register of Child Abuse and Maltreatment ("SCR") pursuant to §413 of the Social Services Law.

In addition, School personnel are required to report suspected incidents of violations of this policy regarding in-person and electronic communications with students to the School Principal and/or a Human Resources representative. School employees who are not based in a school are to immediately report suspected incidents of violations of this policy to their department head or designee.

### **Investigation and Consequences for Violations**

The School Principal with Human Resources and/or representatives from the network or designee shall investigate reports of suspected violations of this policy. School employees are subject to disciplinary procedures for violation of this policy up to and including termination. In the case of termination of employment for sexual misconduct or abuse, the School will notify the appropriate regulatory agency.

Employees of Storefront and its schools are also subject to rules regarding conduct and behavior set forth in their respective Employee Handbooks, and this policy supplements but does not supplant those Handbooks or their applicability.

### **Drug- and Alcohol-Free Workplace/Drug Screening**

It is the policy of the School to create a drug-free workplace in keeping with the spirit and

intent of the Drug-Free Workplace Act of 1988. The unlawful manufacture, distribution, dispensation, possession, sale or use of a controlled substance in the workplace or while engaged in business off premises, such as at a parent's home, is strictly prohibited.

Drug and/or alcohol testing may be required if the School has a reasonable suspicion that an employee is under the influence of alcohol or drugs in violation of this guideline. The results of any test conducted under this guideline will be treated in a confidential manner.

Employees, agents and contractors shall not engage in the use, possession or sale of alcohol or illegal drugs during work hours within our school property or in a school vehicle or any time when conducting school business. Nor shall they report to work under the influence of such substances or display evidence of having used such substances. Further as role models for our

students and as representatives of the school, employees, agents and contractors shall not engage in the unlawful use, possession or sale of controlled substances during their off duty hours.

Employees who violate any aspect of this policy may be subject to disciplinary action, up to and including termination of employment. At its discretion, the School may require employees who violate this policy to successfully complete a drug abuse assistance or rehabilitation program as a condition of continued employment.

For the avoidance of doubt, while the use of certain types of cannabis/marijuana has been decriminalized in New York State, the use of cannabis/marijuana (in any form) is strictly prohibited while on School grounds. School employees are also prohibited from using/consuming cannabis/marijuana to arrive at work if doing so may impair their ability to completely, effectively and safely perform their duties.

### **Smoking**

As per New York State law, the use of any tobacco product is not permitted anywhere on the School's premises.

## **Policy Against Violence or Harassment in the Workplace**

### **Violence Not Permitted**

The School is committed to preventing workplace violence. The School has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

All employees should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, rowdy behavior, or other conduct that may be dangerous to others. Employees may not bring firearms, weapons, or other dangerous or hazardous devices or substances onto the premises of the School.

The School will not tolerate conduct that threatens, intimidates, or coerces another employee, a student, parent, visitor, guest, or candidate for employment. This prohibition includes all acts of harassment, including harassment that is based on an individual's race, color, religion, creed, sex, gender, sexual orientation, ethnicity, national origin, ancestry, age, disability (including AIDS), marital status, military status, citizenship status, predisposing genetic characteristics, or any other characteristic protected by local, state, or federal law.

Immediately report violence or threats of violence, both direct and indirect, to a supervisor. This includes threats by employees, students, or visitors. Reports should be as specific and detailed as possible.

The School will promptly and thoroughly investigate all reports of violence or threats of violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, the School may suspend employees, either with or without pay, pending investigation.

Anyone determined to be responsible for acts or threats of violence or other conduct in violation of these guidelines will be subject to disciplinary action, up to and including termination of employment, and may face criminal charges. The School encourages employees to bring their disputes or differences with other employees to the attention of their supervisors.

All employees are required to participate in anti-harassment training at the beginning of each school year.

### **Harassment Not Permitted**

The School is committed to providing a work environment that is free from harassment and where everyone is treated with dignity and respect. All employees share the responsibility to create and maintain a safe, respectful, and positive work environment and are therefore required to abide by this policy.

As such, all types of harassment are prohibited at all times and will not be tolerated. Each individual has the right to work in a professional atmosphere that prohibits discriminatory practices, including sexual harassment and harassment based on race, color, religion, national origin, sexual orientation, age, handicap, disability, or any other category protected by law. The purposes of this policy against harassment are to educate all of our employees about what may constitute harassment, to notify everyone who works here that the School will not condone or tolerate harassment, and to establish a procedure which encourages anyone who feels they have been subjected to harassment to report such conduct to representatives of the School, who will investigate and respond to any report. This prohibition applies in employees' relationships with all other employees, students, parents and guardians, visitors, guests, independent contractors and consultants. All employees, applicants for employment, interns, whether paid or unpaid, contractors and persons conducting business with Storefront must abide by this policy.

## Definition of Harassment

Harassment is verbal or physical conduct that denigrates or shows hostility or aversion towards an individual because of race, color, religion, sex, national origin, sexual orientation, age, handicap or disability, or that of persons with whom the individual associates. For example, racial harassment includes harassment based on an immutable characteristic associated with race (e.g., skin color or facial features). Religious harassment may include demands that an employee alters or renounce some religious belief in exchange for job benefits; and sexual harassment is defined more specifically below. The School's policy is to prohibit behavior based on a person's race, color, religion, sex, national origin, sexual orientation, age, handicap, disability or any other legally protected characteristic that: (1) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities.

Regardless of whether any single instance of improper behavior described below rises to the level of harassment prohibited by law, it is the School's policy that such behavior is inappropriate and offensive, and it will not be tolerated. Examples of behavior that violate this policy and may constitute harassing conduct include, but are not limited to:

- epithets, slurs, quips, or negative stereotyping that relate to race, color, religion, sex, national origin, sexual orientation, age, handicap, disability, or any other category protected by law;
- threatening, intimidating or hostile acts that relate to race, color, religion, sex, national origin, sexual orientation, age, handicap or disability;
- written or graphic material (including graffiti) that denigrates or shows hostility or aversion toward an individual or group because of race, color, religion, sex, national origin, sexual orientation, age, handicap or disability and that is placed on walls, bulletin boards, or elsewhere on the School's premises, or circulated or displayed in the workplace; or
- "jokes," "pranks" or other forms of "humor" that are demeaning or hostile with regard to race, color, religion, sex, national origin, sexual orientation, age, handicap or disability.

## Confidentiality

Confidentiality will be maintained to the extent practical and appropriate under the circumstances. The School will maintain confidential records of all complaints and how each was investigated and resolved.

## Responsive Action

The School will take whatever corrective action is deemed necessary, including disciplining any individual who is believed to have violated these prohibitions against harassment and retaliation. Responsive action may include, for example, mandatory training or referral to counseling and disciplinary action such as warnings, reprimands, withholding of a promotion or pay increase, reassignment of the offender, temporary suspension without pay, termination of employment, or other measures as the School believes will be effective in ending the misconduct and correcting the effects of the harassment.



## **False and Malicious Accusations**

False and malicious accusations of sexual or other harassment, as opposed to complaints, which, even if erroneous, are made in good faith, may be the subject of appropriate disciplinary action, up to and including termination of employment.

## **Summary of Responsibilities**

### **Employees (this includes all employees of the School) must:**

- a) Refrain from all conduct which might be considered discrimination or harassment.
- b) Report complaints to a supervisor or the School Principal, who will treat such information with sensitivity to its confidential nature.
- c) Cooperate reasonably in any investigation conducted by the School or its agent.

### **Supervisors (this includes all employees to whom other staff members report) must:**

- a) Maintain a workplace free of discrimination, harassment, and intimidation.
- b) Inform employees of the School's policy prohibiting discrimination and harassment and of their right to bring complaints of this nature, confidentially, to the School Principal.
- c) Report all complaints of discrimination and harassment to the School Principal
- d) Investigate promptly each complaint and, where the investigation confirms the allegation, to take appropriate corrective action, up to and including termination of employment.
- e) Be sensitive to the confidential nature of these matters and to the privacy of all parties involved in such complaints.
- f) Refrain from any retaliation against any employee for bringing a good faith complaint.

### **Administration (this includes the School Leader(s) must:**

- a) Educate and train employees at each level.
- b) Ensure that all Supervisors and employees are apprised of the School's policy against discrimination and harassment and of their responsibilities hereunder.
- c) Meet with employees during orientation upon their hire to review the Policy and the types of conduct prohibited.
- d) Assist supervisors in their investigation of complaints, including training all investigators on proper investigative procedures and safeguards. Where complaints are lodged directly with the Administration, it shall investigate promptly and report findings to the appropriate supervisor or level of management with recommendations concerning corrective action where appropriate.

### **The Board of Trustees must:**

- a) Listen to each complaint.
- b) Ensure availability and access if the complaint concerns the School Principal. To

ensure action is taken if the complaint concerns the School Principal.

## Policy Against Sexual Harassment

Storefront and the School is committed to maintaining a workplace free from sexual harassment. Sexual harassment is a form of workplace discrimination. Storefront has a zero-tolerance policy for any form of sexual harassment, and all employees are required to work in a manner that prevents sexual harassment in the workplace. This Policy is one component of Storefront's commitment to a discrimination-free work environment. Sexual harassment is against the law. All employees have a legal right to a workplace free from sexual harassment, and employees can enforce this right by filing a complaint internally with Storefront, or with a government agency or in court under federal, state or local antidiscrimination laws.

### Policy

1. This Policy applies to all employees, applicants for employment, interns, whether paid or unpaid, contractors and persons conducting business with Storefront.
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, up to and including termination.
3. **Retaliation Prohibition:** No person covered by this Policy shall be subject to adverse employment action including being discharged, disciplined, discriminated against, or otherwise subject to adverse employment action because the employee reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. Storefront has a zero-tolerance policy for such retaliation against anyone who, in good faith complains or provides information about suspected sexual harassment. Any employee of Storefront who retaliates against anyone involved in a sexual harassment investigation will be subjected to disciplinary action, up to and including termination. Any employee, paid or unpaid intern, or non-employee working in the workplace who believes they have been subject to such retaliation should inform a supervisor, manager, or Human Resources. Any employee, paid or unpaid intern or non-employee who believes they have been a victim of such retaliation may also seek compensation 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 subjects Storefront to liability for harm to victims 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 knowingly allow such behavior to continue, will be penalized for such misconduct.
5. Storefront will conduct a prompt, thorough and confidential investigation that ensures due process for all parties, whenever management receives a complaint about sexual harassment, or otherwise knows of possible sexual harassment occurring. 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. Storefront will provide all employees with a complaint form for employees to report harassment and file complaints.

7. Managers and supervisors are required to report any complaint that they receive or any harassment that they observe to Human Resources.
8. This policy applies to all employees, paid or unpaid interns, and non-employees and all must follow and uphold this policy. This policy must be posted prominently in all work locations and be provided to 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, 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 complaining 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 consists of 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 complain 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 (but not all) of the types of acts that may be unlawful sexual harassment and that are strictly prohibited:

- Physical assaults of a sexual nature, such as:
  - Touching, pinching, patting, grabbing, brushing against another employee's body or poking another employees' 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 victim'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, jokes or comments about a person's sexuality or sexual experience, which create a hostile work environment.
- 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.

<sup>[1]</sup> 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 employee.

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

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. A perpetrator of sexual harassment 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 or not during work hours.

### ***What is "Retaliation"?***

Unlawful retaliation can be any action that would keep 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. 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:

- filed 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;
- complained that another employee has been sexually harassed; or
- encouraged a fellow employee to report harassment.

Reporting Sexual Harassment Preventing sexual harassment is everyone's responsibility. Storefront 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 Human Resources. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to a supervisor, manager or Human Resources.

Reports of sexual harassment may be made verbally or in writing. A form for submission of a written complaint is available from Human Resources and all employees are encouraged to use this complaint for and note that it is on another employee's behalf. Employees, paid or unpaid interns or non-employees who believe they have been a victim of sexual harassment may also seek assistance in other available forums, as explained below in the section on Legal Protections.

### **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 Human Resources.

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 suspected 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.

### **Informal Complaint Procedure**

Storefront encourages, but does not require, individuals who believe they are being harassed to promptly notify the offender that his or her behavior is unwelcome. If for any reason an individual does not wish to confront the offender directly, or if such a confrontation does not successfully end the harassment, the individual should notify his/her supervisor who may speak to the alleged harasser on the individual's behalf. An individual reporting sexual or other harassment should be aware, however, that Storefront may decide it is necessary to take action

to address the harassment beyond an informal discussion into an investigation. The decision will be discussed with that individual. The best course of action in any case will depend on many factors and, therefore, the informal procedure will remain flexible. Moreover, the informal procedure is not a required first step for the reporting individual.

### **Formal Complaint Procedure**

If an employee believes that he or she has been harassed by any School employee, student, vendor, client, or other school contact, the employee should immediately report the incident to his or her supervisor, or HR by filing out the "Complaint Form". If an employee is either unsure of the appropriate person to contact or has not received a satisfactory response within five (5) business days of reporting an incident, the employee should contact HR directly.

If the employee is uncomfortable making the report to his or her supervisor, HR, the School's Principal, the employee should make the report directly to the Board of Trustees.

### **Investigation**

An investigation of any complaint, information or knowledge of suspected sexual harassment will be prompt and thorough, and should be completed within 30 days. The investigation will be confidential to the extent possible. All persons involved, including complainants, witnesses and alleged perpetrators will be accorded due process to protect their rights to a fair and impartial investigation.

Any employee may be required to cooperate as needed in an investigation of suspected sexual harassment. Employees who participate in any investigation will not be retaliated against.

### **Investigations will be done in accordance with the following steps:**

- Upon receipt of complaint, Human Resources will conduct an immediate review of the allegations, and take any interim actions, as appropriate. If the complaint is oral, encourage the individual to complete the "Complaint Form" in writing. If he or she refuses, prepare a Complaint Form based on the oral reporting.
- If documents, emails or phone records are relevant to the allegations, take steps to obtain and preserve them.
- Request and review all relevant documents, including all electronic communications.
- Interview all parties involved, including any relevant witnesses;
- Create a written documentation of the investigation (such as a letter, memo or email), which contains 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 final resolution of the complaint, together with any corrective action(s).
- Keep the written documentation and associated documents in the employer's records.
- Promptly notify the individual who complained and the individual(s) who responded of the final determination and implement any corrective actions identified in the written

document.

- Inform the individual who complained of their right to file a complaint or charge externally as outlined below.

## **Legal Protections and External Remedies**

Sexual harassment is not only prohibited by Storefront but is also prohibited by state, federal, and, where applicable, local law.

Aside from the internal process at Storefront employees may also choose to pursue legal remedies with the following governmental entities at any time:

### **New York State Division of Human Rights (DHR)**

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to 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 a violation of the Human Rights Law may be filed either with DHR or in New York State Supreme Court.

Complaints with DHR may be filed any time within three years 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 discrimination. An individual may not file with DHR if they have already filed an HRL complaint in state court.

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

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458, (718) 741-8400 or by going to, <http://www.dhr.ny.gov/>

**United States Equal Employment Opportunity Commission (EEOC)** The EEOC enforces federal anti-discrimination 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.

Contact the EEOC by calling 1-800-669-4000 (1-800-669-6820 (TTY)), 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 a 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 physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the local police department.

## **Safety**

### **Student Accidents or Medical Emergencies**

In the event of a medical emergency, immediately notify the School Principal or the Director of Operations and call 911. The School Principal or the Director of Operations will go to the scene of the emergency.

### **Police Involvement with Students**

In the absence of parental consent, the police may not question a student suspected of committing a crime nor may they question a student victim or witnesses unless there is a continued threat of imminent danger. In investigations of child abuse, the school must permit the NYPD to interview the child without parental notification or consent if the suspect is the parent, custodian or guardian. If the NYPD interviews a student, children under the age of 18 may not be interviewed without the presence of a parent or the School Principal/designee. Except in cases of health or safety emergencies or child abuse investigations, a student's home address, phone number and other student record information may not be provided without a lawfully authorized subpoena or parental consent.

### **Safety Plan**

The School will have an annual school safety plan in place in conjunction with the NYCDOE and the NYPD. The Safety Plan will include information on operations, schedules, staff, offices, chain of command, yard duty assignments, hall duty assignments, arrival/dismissal information, AED information and additional school activities. In addition, the information will be provided regarding safety evacuation procedures and medical emergency response information. It is the expectation that each employee will adhere to the guidelines in the safety plan. Each school will be evaluated on its readiness to execute its safety plan, evacuation procedures and medical emergency procedures.

### **CPR and Defibrillation**

The School has access to an Automatic External Defibrillators ("AED") for emergency purposes. An AED is a portable, lightweight, automatic external defibrillator that is used to shock the heart of a person who is undergoing sudden cardiac arrest. The use of this piece of equipment



requires training and is an essential part of administering emergency first aid immediately to a heart attack victim. The AED enables a trained individual to provide potentially lifesaving

assistance in an emergency. Since sudden cardiac arrest can strike anyone at any time, it is vital to know what to do and who to call to perform CPR and defibrillation.

### **Fire Drill / Evacuation Procedures**

The School conducts fire and other emergency drills in accordance with applicable state and local laws. All employees are expected to participate in such drills, as building and safety personnel require.

### **Media**

The School's employees must refrain from responding to any media requests for information or comment on behalf of the School. In the event that an employee receives an inquiry from the news media (including, but not limited to, newspapers, magazines, television stations, radio stations, websites, or blogs) he or she should not answer any questions or respond with "no comment". Employees in this situation should ask for the person's name, media outlet, contact information, subject he or she would like to discuss, and the deadline for response, and immediately forward the message to the School Principal and Executive Director.

Media are not permitted on school premises.

### **Visitors in the Workplace**

To maintain safety and security, only authorized visitors are allowed in the School. No visitors (children, parents, spouse, partners, or friends) may come to the School without official prior approval from the School Principal or the Director of Operations. All visitors must sign in at the main desk and show a legal identification. All visitors must enter the Main Office and express the purpose of their visit for approval by the School Principal or the Director of Operations. Unless staff has planned visits in their schedules, the presence of visitors may negatively reflect on classroom activities causing unwarranted disruption and possibly diminish productivity.

### **Security in the Schools**

The maintenance of safety and good order is the collective responsibility of all school staff, parents, students and agencies such as the NYPD/Storefront School Security. Employees are expected to cooperatively consult and work with the School Principal and School Security on all matters related to safety. It is expected that they notify each other promptly of incidents that occur on school property. Therefore, employees shall notify the School Principal or the DOO of any school related crime, sexual misconduct, medical emergency or child abuse allegation or incident. It is expected that employees cooperate in completing any incident reports in order to provide a sufficient, detailed factual description of the incident.

### **Building Security**

- External doors should never be propped open; especially during evenings, weekends, and holidays.
- Make sure that external doors are locked when you leave the School.

- When possible, lock classroom doors when you are the last one leaving. • Make sure that all valuables and computers are properly locked.

- Students and teachers should never "let in" strangers. Follow appropriate visitor's policies.

- All visitors must check with security and go directly to the main office prior to meeting with a staff member.

- All visitors must wear a visitor's tag.

## **Personal Belongings**

The School is not responsible or liable for personal property that is lost, stolen, or damaged while on School premises. In the interest of safety and security, the School reserves the right to search all bags and containers brought onto the School premises, at any time.

## **School-Wide Health**

It is the responsibility of the Employee to comply with all health related safety policies as they are implemented by the School. These policies may change and it is essential that each Employee remains up to date on their role in School health measures. If at any point the Employee is unclear about their responsibilities, they must seek clarification from the School Principal and DOO.

## **School Nurse**

A school nurse is available at posted hours. These hours are typically posted on the school nurse's office door (or are available from the director of school operations). If a student is injured, the faculty member in charge must bring him or her to the school nurse. In a medical emergency in school, the School Nurse should be notified immediately.

Only the school nurse may determine if a child must go home for medical reasons. In the event that a school nurse is not present, the school must receive permission from a child's parent or legal guardian to allow the child to go home for medical reasons.

## **Medication Administration**

Except as expressly permitted by the School, School employees, including faculty, are not to administer medication of any kind (including Tylenol and cough medicine) to students. Only registered nurses and doctors who have proper authorization are permitted to do so, except in the event of a true emergency. Students may not have prescription or non-prescription medication in their possession without the express written consent of the school nurse.

In the absence of a school nurse, only a School Principal, dean, teacher, coach, physical therapist, or occupational therapist, who is authorized and has received training in safely administering medications from a school nurse or licensed physician, may administer oral, topical, inhalant, or injectable medications. No medication (prescription or non-prescription), however, should be administered to any student without the written order of a licensed physician, licensed dentist, advanced practice registered nurse or physician assistant, and the written authorization of a parent or guardian.

The administration of medications as prescribed shall be recorded on the Individual Student Medication Form. As each form is completed, the school nurse will file it in the student's cumulative health record.

### **Child Abuse or Maltreatment Pursuant to §411 et seq. of the Social Services Law**

Pursuant to §413 of the Social Services Law, all School personnel are required to report instances of suspected child abuse or maltreatment to the State Central Register of Child Abuse and Maltreatment ("SCR"). A hotline has been established for reporting by mandated reporters, which include School officials. The hotline is 1-800-635-1522 or 311.

Child "abuse" occurs when a parent or other person legally responsible for the child inflicts serious physical injury upon the child, creates a substantial risk of serious physical injury, or commits a sex offense against the child. In addition, the definition includes instances where the parent (or person legally responsible) knowingly allowed another to inflict such harm.

Child "maltreatment" (which includes neglect) occurs when a child's physical, mental, or emotional condition has been impaired, or is in imminent danger of impairment, by the parent's (or other person legally responsible for the child) failure to exercise a minimum degree of care by (1) failing to provide sufficient food, clothing, shelter or education; (2) failing to provide proper supervision, guardianship, or medical care; or (3) inflicting excessive corporal punishment, abandoning the child, or misusing alcohol or other drugs and, in doing so, causing the child to be placed in imminent danger.

As mandated reporters, School officials are required to report suspected child abuse or maltreatment when they have reasonable cause to suspect either has occurred. "Reasonable cause" to suspect child abuse or maltreatment means that, based on a School official's rational observations, professional training, and experience, the official suspects that the parent or other person legally responsible for the child has harmed the child or placed the child in imminent danger of harm.

The law guides the mandated reporter to make an oral report to the State Central Register directly. The following procedures should be followed in reporting instances of child abuse and maltreatment.

- If a School employee learns of or suspects a situation of abuse or maltreatment of a student by his or her parent or person legally responsible for the student's care, the employee must report the situation to the building School Principal or DOOL immediately in order to coordinate the employee's ability to make a call to the State Register.
- The mandated reporter should ask the SCR representative his or her name and the "Call I.D."
- Within 48 hours of the oral report to the SCR hotline, he or she must complete and submit to the SCR mandated reporter a form "LDSS-2221A". A form LDSS-2221A may be obtained from the New York State Office of Children and Family Services website at: [www.ocfs.state.ny.us/main/forms](http://www.ocfs.state.ny.us/main/forms) or by calling (518) 472-0971.
- If a School official is uncertain about whether a situation rises to the level of abuse or maltreatment, the official should contact the hotline to discuss the matter with a trained SCR specialist.

- All information relating to reports of child abuse or maltreatment shall be strictly confidential.

Annually, the School shall provide training to all employees at the School regarding the New York State law and guidelines for child abuse and reporting.

### **Child Abuse in the Educational Setting**

Pursuant to New York Education Law §1126, and the regulations of the Commissioner of Education (8 N.Y.C.R.R. 100.2(hh)), any oral or written allegation to a teacher, school nurse, guidance counselor, psychologist, social worker, administrator, board member, or other school personnel required to hold a teacher or administrator license or certificate, that a child has been subjected to child abuse by an employee or volunteer in an educational setting, shall promptly make a report, on a form provided by the Commissioner of Education, consisting of the following:

- The name of the child's parent or guardian;
- The name of the person who reported the abuse and their relationship to the child;
- The name of the employee or volunteer against whom the allegation is made; and
- A listing of the specific allegations. The report must be given to the School leader immediately. The report and all other written materials, photographs, and/or videos concerning the allegation and report are strictly confidential and may only be disclosed to law enforcement authorities involved in the investigation of the alleged child abuse, or as expressly authorized by law or pursuant to a court-ordered subpoena. Willful disclosure of a confidential record to an unauthorized person is a "Class A" misdemeanor

The duties of administrators upon receipt of a written report alleging child abuse in an educational setting, where the administrator has a reasonable suspicion that an act of child abuse has occurred, shall be as follows:

- If the alleged child-victim made the report, promptly notify the parent/guardian of the allegation and provide the parent with a written statement pursuant to §100.2(hh) of the Commissioner's Regulations setting forth the duties of employees and administrators upon receipt of the allegation, additional duties of superintendents, notification by the district attorney pursuant to Education Law §1130, and actions to be taken upon criminal conviction of a licensed or certified school employee pursuant to Education Law §1131.
- If the parent/guardian makes the allegation, promptly provide the parent with the above-referenced written statement.
- If someone other than the child-victim or parent/guardian made the report, ascertain from the reporting person the source and basis of the allegation and promptly notify the parent/guardian and provide the parent with the requisite written statement.
- If a school administrator received a written report alleging abuse, the administrator must promptly provide Human Resources with a copy of the report as well.
- A report of child abuse in an educational setting must be promptly forwarded to the appropriate law enforcement agencies.
- The School shall forward the report of child abuse to the Commissioner of Education if the accused employee or volunteer holds a license or certification issued by the NYS Education Department.

- Any child abuse report that does not, after investigation, result in criminal conviction shall be expunged after five (5) years or at such earlier time that the school determines.

### **Corporal Punishment**

The Regulation of the Commissioner 100.2 defines corporal punishment as any act of physical force upon a pupil for the purpose of punishing that pupil. Corporal punishment is prohibited. Any allegation of corporal punishment must be reported to the administration immediately. Upon investigation and the findings, disciplinary actions will be followed up to and including termination.

### **Verbal Abuse**

Verbal abuse is prohibited. Any allegation of verbal abuse must be reported to the administration immediately. Upon investigation and the findings, disciplinary actions will be followed up to and including termination.

### **Right to Know**

The New York State Right-to-Know law gives employees the right to find out which toxic substances are present in their workplace – in this case the School. This law covers New York State public sector employees, including former employees who were employed after December 1980.

By law, the School is obligated to inform all employees of all substances known to be present in any compound or mixture, if they comprise 1% or more by weight of the compound or mixture hazardous. Upon written request, the School will provide any information regarding any substances used, within a 3-day period.

### **OSHA**

Consistent with federal Occupational Safety and Health Act (OSHA) (see <http://www.osha.gov/comp-links.html>) requirements and to protect the well-being of employees, the School recognizes a need to limit the potential harmful effects of occupational exposure to blood and other potentially infectious bodily fluids where exposure to these materials (primarily hepatitis B and human immunodeficiency virus (HIV/AIDS)) could result in infection, illness or death of employees. The Health Safety policy covers all the School employees but particularly those who may reasonably anticipate coming into contact with these materials because of their job duties. If an employee's job duties may put him or her into this category, the School will provide that employee with appropriate information.

### **Whistleblower**

The New York State Whistleblower Statute protects employees who disclose to their supervisors or an appropriate authority that the School is in violation of a law or regulation that presents a substantial and specific danger to public health or safety. The Whistleblower Statute prohibits the School from taking retaliatory action against any employees who make disclosures as described above.

Additionally, employees and/or the public may contact the school's attorney with indemnity. The School's attorney / Whistleblower contact will be listed on the website, shared in the

employee manual, and posted in the buildings. Currently, this agent is Cliff Schneider, Cohen Schneider Law P.C., 212.896.1221, [cschneider@cohenschneider.com](mailto:cschneider@cohenschneider.com)

## **Facilities and Technology**

### **Damage to Property**

The School is a public school. Damage to school property is not acceptable. It will be determined based on a thorough investigation if the employee will be liable for any damage to school property. This includes damage to school owned technology.

### **Keys as Property**

The keys and/or key cards you are issued are the property of the School. Each employee will submit the keys and/or key cards at the end of the school year. In the case of termination, they must be returned to the School.

#### Phone, Copiers and Mail Systems

The School's phones are provided for business use. Personal calls to and from the School are to be held to a minimum. Any personal phone calls that incur costs above and beyond the provided phone plan will be charged to the employee.

Employees may not use photocopiers for personal purposes and may not photocopy copyrighted materials without prior authorization.

Employees should not receive personal mail at the School.

### **Personal Use of School Property**

Employees may be allowed to borrow certain equipment for their own personal use while on our premises. If school equipment is borrowed for use off school premises, it is only with the approval of the School Principal and the completion of a form with the serial number of any tools or equipment. The employee is responsible for returning the equipment or tools in good condition. The employee must pay for any damages that occur while using the equipment or tools for personal projects.

#### Computer, Electronic and Voice Mail

This policy establishes rules governing employee use of the School's computer network, and options for electronic mail ("e-mail") and telephone message handling ("voicemail") services and Internet access. The School has developed these rules to ensure that everyone understands how these options function and the limits that properly apply.

All the School equipment, including desks, computers and computer systems, computer software, data storage devices, e-mail, voicemail and other physical and electronic items are for business use only, provided that you may receive necessary and appropriate personal messages on your office voicemail and/or through office e-mail. All communications and information

transmitted by, received from, or stored in these systems are School records and property of the School. You have no right of personal privacy in any matter stored in, created, received, or sent over the School computer, email, internet, or voicemail system.

The School at all times retains the right, without notice, to search all directories, indices, data storage devices, files, databases, e-mail messages, voicemail messages, internet access logs and any other electronic transmissions contained in or used in conjunction with the School's computer, e-mail, voicemail and Internet access systems and equipment.

Deleted or erased computer, e-mail and voicemail messages may remain stored in the School computer server or telephone system. By placing information on the School's computer system, employees give the School the right to edit, delete, copy, republish and distribute such information.

The School Harassment Prevention Policy and the School Policy with respect to Confidential Information apply to all forms of communication including written, email and voicemail.

All School systems require users to identify themselves with a user ID and password to obtain network access. Unauthorized use of systems without making this identification or bypassing this process is a violation of the School policy. Employees should make every effort to safeguard their passwords.

Sharing your network access with other users is strictly prohibited.

If the School provides access to an Internet service such as web browsing, such access is only for business use. This restriction includes any Internet service that is accessed on or from the School premises using the School's computer equipment or via the School-paid access methods and/or used in a manner that identifies you with the School. Very limited or incidental use of Internet services for personal, non-business purposes is acceptable. However, personal use must be infrequent and must not:

- a) Involve any prohibited activity (see Prohibited Activities);
- b) Interfere with your productivity or the productivity of your co-workers; c) Consume system resources or storage capacity on an ongoing basis; or d) Involve large file transfers or otherwise deplete system resources available for business purposes.

Note: Employees must take the necessary anti-virus precautions before downloading or copying any file. If you become aware of any potential virus, notify your supervisor immediately.

The following guidelines have been established to help ensure responsible and productive Internet usage and you are strictly prohibited from using the School-provided computer, e-mail, voice-mail and Internet access services in a manner contrary to the following ("Prohibited Activities"):

- a) All Internet data composed, transmitted, or received is subject to disclosure to law enforcement or third parties. Therefore, all information must be accurate, appropriate, ethical and lawful.
- b) Data composed, transmitted, accessed, or received must not contain content that could be considered discriminatory, offensive, pornographic, obscene, threatening, harassing,

intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, color, religion, creed, sex, gender, sexual orientation, ethnicity, national origin, ancestry, age, disability (including AIDS), marital status, military status, citizenship status, predisposing genetic characteristics, or any other characteristic protected by law. Sending uninvited e-mail of a personal nature is also prohibited.

c) The unauthorized use, installation, copying, receipt or distribution of copyrighted, trademarked, or patented material is prohibited.

d) The deliberate alteration of system files or accessing any restricted files of the School is prohibited, as is the use of the School's computer resources to create or propagate computer viruses, cause damage to the School computer files or to disrupt computer services.

The School purchases and licenses the use of various computer software for business purposes only and does not own the copyright to this software or its related documentation and therefore the School does not have the right to reproduce such software for use except as expressly provided in the license or purchase agreement. The School expressly prohibits the illegal duplication of software and its related documentation.

Employees who violate this policy will be subject to discipline, up to and including termination of employment. Employees who use the School computer system for defamatory, illegal or fraudulent purposes may also be subject to civil liability and criminal prosecution

## **Social Media**

### **Introduction/Purpose**

1. Social media technology can serve as a powerful tool to enhance education, communication, and learning. This technology can provide both educational and professional benefits, including preparing students to succeed in their educational and career endeavors.
2. The School is committed to ensuring that anyone who utilizes social media technology for professional purposes, including staff and students, do so in a safe and responsible manner. The School strives to create professional social media environments that mirror the academically supportive environments of our schools.
3. These Social Media Guidelines ("Guidelines") provide guidance regarding recommended practices for professional social media communication between School employees, as well as social media communication between School's employees and the School's students.
4. In recognition of the public and pervasive nature of social media communications, as well as the fact that in this digital era, the lines between professional and personal endeavors are sometimes blurred, these Guidelines also address recommended practices for use of personal social media by School staff.
5. Failure to abide by these guidelines may result in disciplinary action.

### **Definition of Social Media**

Social media is defined as any form of online publication or presence that allows interactive communication, including, but not limited to, social networks, blogs, internet websites, internet forums, and wikis. Examples of social media include, but are not limited to, Face. Personal social media use is a non-work-related social media activity (e.g., a School employee establishing a Facebook page or a Twitter account for his/her own personal use).



## Personal Social Media Use

1. Communication with School Students and Families
  - a. In order to maintain a professional and appropriate relationship with students, School employees should not communicate with students or families who are currently enrolled in the School on personal social media sites. This provision is subject to the following exceptions: (a) communication with relatives and (b) if an emergency situation requires such communication, in which case the School employee should notify his/her supervisor of the contact as soon as possible.
2. Guidance Regarding Personal Social Media Sites
  - a. School employees should exercise caution and common sense when using personal social media sites:
    1. As a recommended practice, School employees are encouraged to use appropriate privacy settings to control access to their personal social media sites. However, be aware that there are limitations to privacy settings. Private communication published on the Internet can easily become public. Furthermore, social media sites can change their current default privacy settings and other functions. As a result, employees have an individualized responsibility to understand the rules of the social media site being utilized;
    2. School employees should not “tag” photos of other School employees, volunteers, contractors or vendors without the prior permission of the individuals being tagged;
    3. School employees are prohibited from posting images of scholars to your personal social media accounts without first checking with the School so that we can determine if the family has signed the required authorization to publish. Employees are permitted to repost images to their personal accounts in the event that the image has already appeared on the School’s official Instagram account;
    4. Personal social media use, including off-hours use, has the potential to result in disruption at school and/or the workplace, and can be in violation of School policies, regulations, and law;
    5. The posting or disclosure of personally identifiable student information or confidential information via personal social media sites, in violation of School policies, is prohibited;
    6. School employees should not use the School’s logo in any postings and should not link to the School website or post School material on any personal social media sites without the permission of the Chief Executive Officer or Principal; and
    7. School employees are discouraged from engaging in online back-and-forth on behalf of the School or as a representative of the School. If you notice negative or inappropriate commentary on School maintained social media sites or another forum that may require attention, alert HR as soon as possible.
    8. School employees may only utilize **school-sponsored platforms** for parent and student communication and shall not create or manage their own accounts on any such platforms. Violation of this policy may result in disciplinary action including termination.

## Applicability of Storefront Policies and Other Laws

1. These Guidelines provide guidance intended to supplement, not supersede, existing School policies. Users of professional social media sites are responsible for complying with all applicable federal, state and local laws, including, but not limited to the Children’s Online Privacy Protection Act (COPPA), Family Educational Rights and Privacy Act (FERPA) laws.

2. These Guidelines are not designed to serve as a code of conduct for social media use. However, all existing School policies, regulations and laws that cover employee conduct may be applicable in the social media environment.
3. School employees who are mandated reporters are required to abide by the same reporting responsibilities in a social media context.

**Additional Inquiries**

This document is meant to provide general guidance and does not cover every potential social media situation. Should any questions arise, please contact HR. As these Guidelines address rapidly changing technology, the School will regularly revisit these Guidelines and will update them as needed.

*This document is a vital part of our School community, so that we can all operate with a common understanding of roles and responsibilities. If you have any questions about any of the terms within, please contact Marie Lucas, Director of Human Resources. Email: [mlucas@storefrontacademycs.org](mailto:mlucas@storefrontacademycs.org)*

Acknowledgement of Receipt of Employee Handbook

Employee Name: \_\_\_\_\_

I acknowledge that I have received a copy of the Storefront Academy Charter Schools Employee Handbook. I understand that I am responsible for reading the Employee Handbook and for knowing and complying with the policies set forth in the Employee Handbook during my employment with Storefront Academy Charter Schools.

Date: \_\_\_\_\_

Signed: \_\_\_\_\_