

# KYHS Staff Handbook 2019-2020

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# INTRODUCTION

## **Purpose of this Handbook**

This handbook has been prepared to acquaint you with our school and to give you a ready reference to answer most of your questions regarding your employment with us. We intend for this handbook to offer two-way communication: what you can expect from us and what we expect from you. The contents of this handbook constitute only a summary of the employee benefits, personnel policies and employment regulations in effect at the time of publication. This handbook supersedes all previous handbooks, policies and practices, which are in any way inconsistent with the contents of this handbook. Finally, this handbook should not be construed as creating any kind of "employment contract" since the School reserves the right to add, change or delete benefits and policies as it deems appropriate.

If you are employed under a contract with the School, you should refer to your contract regarding specific terms outlined therein concerning the duration of your employment. The provisions of this handbook supplement your duties and responsibilities to the School as outlined in your contract.

If you are not employed under a contract with the School, this handbook does not alter the "at-will" nature of your employment. You have the right to terminate your employment at any time, with or without cause or notice, and the School has the same right. Your status as an "at-will" employee may not be changed, except in writing, signed by the Executive Director.

## **Employee Status**

Full-time employees are active employees who are normally scheduled to teach 20 forty-eight minute periods or work 25 or more hours per week during the actual academic year, but not during the summer months. Full-time employees are eligible for many of the benefits set forth in the following pages.

Part-time employees are active employees who are normally scheduled to work fewer than 25 hours per week during the actual academic year. Part-time employees are not eligible for most benefits.

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

## **Introductory Period**

For every new employee, the first ninety (90) days of employment is a trial period for both you and the School. This period is to allow you to learn about the School, your job and new surroundings. Your supervisor will be available to answer any questions that you may have. During this period, your job performance, attendance, attitude and overall interest in your job will be carefully reviewed by your supervisor. The School will then evaluate your performance and make a decision concerning your continued employment.

If, as a result of an illness or injury, you are absent from work for more than five days during your Introductory Period, we may choose to extend your Introductory Period as necessary to give you a fair opportunity to demonstrate your ability to do the job. If your Introductory Period is extended, you will be notified.

Should an employee's performance become unsatisfactory at any time during this trial period, the employee will be subject to discharge at that time.

## **Problem Solving**

If there is something about your job that is bothering you, please consult the appropriate administrator. We cannot answer your question or solve your problem unless you discuss with us what it is we can do.

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

- Any concern should first be discussed with your immediate supervisor or department head. Very often, your supervisor is in the best position to handle your problem satisfactorily.
- If your supervisor cannot solve the problem or if you are not satisfied after this step, you should request to speak to your Division Head (General Studies or Judaic Studies), if applicable.
- If you still feel the need to speak to other members of the administration after you have spoken with your supervisor and your Division Head, we encourage you to speak to the Principal or Head of School (regarding academic issues) or the Executive Director (regarding non-academic issues).
- In the event you have a concern, and for personal reasons you cannot follow the steps outlined above, you may request to go directly to the Head of School (regarding academic issues) or Executive Director (regarding non-academic issues). The Head of School and Executive Director are available for advice and assistance in solving your problem at any time.

# **FACULTY DUTIES AND POLICIES**

## **General Duties**

Prepares and implements appropriate long range goals and objectives within his/her assigned class and academic level in their curricular area in consultation with department heads.

Establishes, implements, maintains and evaluates the learning environment in which the emotional, psychological, academic, and social needs of the students are met.

Conducts, on a day-to-day basis, classroom instruction relevant to the attainment of the written goals and objectives.

Fulfills the requirements of the religious, academic and education programs as communicated.

Cooperates with his/her colleagues and administrators in the total operation of the School.

## **Outside of the Classroom Duties**

- Full-time faculty members (see definitions in upcoming sections), full-time staff and department chairs will be required to perform three supervisory responsibilities per week in addition to their teaching duties. These responsibilities include breakfast duty, lunch duty/office hours, proctoring make-up exams, and lunch detention.
  - Breakfast duty: Maintain decorum and remind students to clean up throughout breakfast

- Lunch duty/office hours: Each teacher will choose one day a week (excluding Fridays), to have office hours and meet with their students in the lunchroom. For the last five-seven minutes of lunch (at the warning bell), teachers will remind students to clean up the lunchroom. Teachers must be sure to cover the Rotunda, upstairs patio, outside the cafeteria, and the cafeteria itself.
- Friday lunch duty will be covered by non-teaching administrators.
- Proctoring: Pick up exams from the downstairs teachers room and check the cover page for instruction carefully. When proctoring students, make sure students take exams with integrity and do not allow students who are taking the same exam to sit near each other. Return exams to the teachers box in the faculty room.
- Lunch detention: Proctors should check their google doc for the names of students who should serve detention and google the dean of discipline with attendance from detention. Students must arrive within 3 minutes of the bell (and have a friend bring their lunch if it was ordered). Students may eat and study but may not talk or use technology.
- Part-time faculty members will be required to perform two supervisory responsibilities per week in addition to their teaching duties. These responsibilities include breakfast duty, lunch duty, proctoring make-up exams and serving as hall monitor.

### **Specific Duties**

School's mission, goals and objectives:

- Knows the School's mission, goals and objectives.
  - a. Prepares specific learning goals (long range) and objectives (short range) for students within his/her assigned class and academic level in their curricular area in keeping with the School's mission.
  - b. Implements the learning goals and objectives through appropriate lesson plans and daily instruction within his/her designated grade level and/or curricular area.
- Ensures an ideal learning environment:
  - Creates and maintains a learning atmosphere that affirms the dignity of the student.
  - Evaluates and modifies, on an on-going basis, his/her teaching techniques relevant to the progress of the students.
  - Provides supervision and activities, if necessary, for students before school begins.
- Student development and needs:
  - a. Confers with a supervisor regarding the developmental levels and educational needs of the students.
  - b. Is aware of any particular special circumstances that have a direct impact on a student's behavior.
  - c. Is alert to and reports changes in a student's behavior that may require diagnostic evaluation.
  - d. Refers student for in-house guidance and counseling.
  - e. Attends staff meetings on the student in his/her particular grade level and/or curricular area; contributes any significant educational, emotional and/or behavioral observations or changes at the staff meetings; follows through on the recommendations made for a student at the staff meetings and in the subsequent report.
  - f. Maintains up-to-date records on each student's attendance.
  - g. Determines and requisitions appropriate materials and equipment.
  - h. Creates needed teaching materials.
  - i. Maintains optimal condition of learning materials.
  - j. Maintains optimal conditions of assigned classroom space.

- k. Communicates with a student's parents at the midpoint of each trimester if his/her grade is below 80 or when there is a precipitous drop in grades, classroom performance or behavior.
  - l. Communicates with a student's parents in response to outstanding performance or improvement.
  - m. Assists with the supervision of students and assumes responsibility for supervision of students and proctoring when assigned by an administrator.
  - n. Works with professional staff members implementing goals and objectives for students.
  - o. Participates in and/or supervises activities (with or without your students) that take place during a teacher's normal classroom time (i.e., supervising your class when there is a guest speaker, supervising other students during special programs).
  - p. Uses available technology when it aids in the educational process.
- KYHS staff community:
    - Attends faculty meetings scheduled by the administration.
    - Attends and participates in parent-student-teacher conferences.
    - Attends and participates in meet-the-teacher night.
    - Attends major school functions such as orientation, graduation and, if requested, Open House.
    - Is familiar with and upholds the philosophy, goals, policies and procedures stated in the Student/Parent Handbook.
    - Attends meetings that could enhance the educational program of the School.
    - Communicates and cooperates with staff members in other departments to promote a total community atmosphere.
    - Works on curriculum committees to develop philosophy/mission, overall program goals and objectives, evaluation of curriculum and textbooks, assessment of students and the scope and sequence of the curriculum.
    - Volunteers for additional faculty duties.
    - The administration reserves the right to ask teachers to submit lesson plans for review.
    - Faculty will attend professional development sessions run by the school during the school year.
      - AP Teachers new to the course must attend AP Summer Institutes conferences prior to teaching the course.
      - Veteran AP teachers will be required to attend refresher sessions
    - Teachers in year one or two will be required to work with a supervising mentor.
    - Teachers should seek out professional development opportunities and should ask the administration for financial support for these programs.

## Faculty Guidelines

The following guidelines have been established for consistency and smooth operation of the School:

### Classroom Expectations

- Be on campus 10 minutes before your first class.
- Be punctual for various coverages (e.g., *davening* supervision, supervision of your students at an assembly and other teacher responsibilities) and always be prompt to your class. Tardiness sets a bad example for students.
- Dismiss class promptly, but not before designated dismissal times. Classes should be dismissed when the period ends, not earlier. The dismissal of class before the period has ended can cause a disturbance for other classes still in session. We do encourage teachers to speak to students outside of class, however, this needs to be balanced with their requirement to arrive on time to the next class, *davening* or other school program.

- Never leave your class unattended. If an emergency arises, notify the office via the room intercom.
- Ensure your classroom is clean and neat at the end of each class and each day.
- Teachers who want to decorate walls of a classroom should use adhesive provided by the office
- Do not answer personal phone calls during class time.
- In the event that a student is sent out of class, an email must be sent to [discipline@yeshivahs.org](mailto:discipline@yeshivahs.org). Teachers must send an email that day to parents describing the incident.
- Submit requisite reports on students with academic or social problems to the appropriate supervisor, educational support staff, or guidance counselor so that appropriate action may be taken.

### **Grading/Assessments**

- Be alert for intellectual dishonesty and report it.
- Announce tests at least one week in advance and schedule them only on days allowed by the test schedule. Respect the distinction between a quiz (which covers less than a week's material and takes less than a half-period to complete) and a test (which may be on more than a week's material and may be administered over a full period). Quizzes must be announced no later than the class period before they are to occur. If not, the administration may discount the quiz.
- Short answer assessments should be returned to students within a week.
- Tests and papers must be returned and the grades posted to Renweb within two weeks. Exceptions may be made for term papers.
- Grades, absences and tardies should be posted on Renweb in a timely fashion or by on the dates specified by the administration in accordance with established guidelines.
- Makeup tests should be coordinated between teacher and student and be administered in one of two possible slots within one week of the student's return to school:
  - During the regularly scheduled class period in the makeup room
  - During a scheduled free period when the teacher is available to proctor their student.
- Teachers who incorporate a participation/engagement category into their grading rubric, must post these grades throughout the trimester, at least weekly. Students who are introverted or shy should not be penalized for lack of vocal participation, as long as they are engaged in the class.
- Final exams should be in a format that is familiar to students from previous assessments throughout the year.

### **General**

- Staff should follow the students' dress code.
- Attending after-hours school activities is strongly encouraged and appreciated by parents and students.
- Set an example for students through personal conduct during and after school hours.
- Check your faculty mailbox when entering and leaving the School.
- Proactively enforce all School policies, including those regarding dress code, use of foul language, bullying, vandalism, etc.
- Maintain discipline and decorum while acting in the capacity of teacher, advisor, coach, director or supervisor.

### **Faculty-Parent Guidelines**

KYHS has certain expectations of faculty members who have children at the School.

When faculty members have students who attend the School, each faculty member should:

- Refrain from discussing your child with his/her teacher during the day unless during a scheduled conference.
- Abstain from personal references or unnecessary discussions at departmental or faculty meetings unless invited to participate as a parent.
- Refrain from commenting on students, faculty members or administrators in the presence of their child.

## **FACULTY/STUDENT POLICIES**

### **Homework Policy and Guidelines**

Homework is given at the teacher's discretion. Please follow these guidelines in assigning homework:

- Since it is very easy for students to copy homework from each other (particularly in the age of email), teachers should be careful what homework assignments are graded.
- To that end, teachers are encouraged to give "homework checks" (a short assessment of no more than two questions, and lasting no more than five minutes, the time which a student would need to have done the homework) at the beginning of class. Homework checks may be graded and must be weighted less than a quiz.
- Assessments that do not follow these guidelines may be discounted.
- The length of each assignment should be reasonable.
- Research projects, longer compositions, etc. should be assigned at least a week in advance and may be due only on assigned test dates. Periodic reminders thereafter are important even for high school students. Please be sure that long-term assignments are announced and documented accordingly.

### **Tutoring**

Teachers may not tutor (for pay) a student in his/her own current classes. Any requests for summer tutoring should entail a discussion with the administration.

### **Athletic Coaching:**

From the time a student is accepted to KYHS until the time a student graduates, a coach may not work or train privately with any KYHS students.

### **Discipline**

We expect teachers to handle most disciplinary matters within their own classrooms. If any student becomes a disciplinary problem, the teacher must inform the parents, even if the student was referred to an administrator for further action. A teacher who sends a disruptive student out of class must meet or communicate with the administrator who is handling the case before leaving school the day of the misbehavior.



## **Student Handbook**

Teachers should be familiar with the policies and procedures set forth in the Student/Parent Handbook regarding conduct and discipline.

## **Student Records**

Accurate and current files for each student are maintained in the School office. Student records must always be handled in a confidential manner.

## **College Recommendations**

Teachers who are asked by students to write letters of recommendation, are expected to answer affirmatively as long as they can write a positive letter. Teachers who are asked by an exceedingly large number of students, may be granted a dispensation from some administrative duties.

Letters of recommendation from teachers, counselors and other school personnel are an integral part of a successful college admissions process. Such recommendations are always handled in confidence. Teachers should email all recommendation letters directly to the College Guidance office unless instructed otherwise by the College Guidance staff. Teachers should not share letters of recommendation with students or parents. Please see the Dean of College Guidance with any questions or concerns.

## **Field Trips**

All field trips during or after school should be pre-approved through the School. All students traveling under the auspices of the School require proper supervision.

## **Cooperation with Law Enforcement**

The School shall cooperate fully with local, state and federal law enforcement agencies, keeping in mind the rights of students and parents/guardians. If you are contacted by a governmental or law enforcement agency, you should immediately contact the Executive Director.

## **Equal Employment Opportunity**

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

## **No Harassment Policy**

We do not and will not tolerate unlawful harassment of our employees or students. The term "harassment" includes, but is not limited to, slurs, jokes and other verbal, graphic or physical conduct relating to an individual's race, color, sex, religion, national origin, citizenship, age, sexual orientation or disability. "Harassment" also includes sexual advances, requests for sexual favors, offensive touching and other verbal, graphic or physical conduct of a sexual nature. Violation of this policy will subject an employee to disciplinary action up to, and including, immediate discharge.

If you feel that you are being harassed in any way by a co-worker, parent or employee of a customer or vendor, you should notify one of the individuals designated below immediately. In addition, if you believe that a student is being harassed in any way by an employee, parent, fellow student or employee of a customer or vendor, you should notify one of the individuals designated below immediately. Any such matter will be thoroughly investigated and, where appropriate, disciplinary action will be taken.

You should also be aware that no supervisor or other member of our administrative team is authorized to make any employment decision based in any way on an employee's submission to or rejection of sexual conduct or advances. No supervisor or other member of our administrative team has the authority to suggest to any employee that the employee's continued employment or future advancement will be affected in any way because the employee enters into or refuses to enter into any form of sexual or other personal relationship with the supervisor or member of our administrative team. No supervisor or member of our administrative team may coerce an employee into a sexual relationship and then reward the employee. No supervisor may take disciplinary action against an employee or deny a promotion, transfer, award, etc. to an employee because he or she has rejected sexual advances.

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

If you believe that a supervisor, member of our administrative team, employee, parent, customer or vendor has acted inconsistently with this policy, please immediately contact either the Head of School or the Executive Director. You will not be penalized in any way for making a good faith report of improper conduct. If you believe that you have been or are being penalized or retaliated against for making a good faith complaint of harassment, please immediately notify either the Head of School or the Executive Director of your concern. Please do not assume that the School is aware of your problem. Please bring your complaints and concerns to our attention so that we can try and help resolve them.

## **BENEFITS**

### **Pay**

KYHS distributes paychecks or makes direct deposits on the 15<sup>th</sup> and 30<sup>th</sup> of each month covering the hours worked during the previous pay period. Each paycheck shall have deducted from it withholding taxes, Social Security taxes and all other sums required by law or agreed upon between you and the School. Any questions or concerns about your pay amount or deductions should be brought to the attention of the Executive Director immediately.

You may choose to have your paycheck deposited directly to the financial institution of your choice. In that regard, you can elect to have a portion of your paycheck deposited directly to your checking account, savings account, in a tax-sheltered annuity or other types of accounts. You may obtain forms and additional information about the direct deposit options from the Executive Director.

## **Parsonage**

Assuming that you meet the requirements for ministerial eligibility, you are entitled to a housing allowance (parsonage) which means that the following special tax rules apply to you:

1. Housing allowance and parsonage exclusion
2. Self-employed status for social security purposes (see below for explanation)
3. Exempt from income tax withholding (on the parsonage portion of your salary)

## **Housing Allowance**

In order to obtain this benefit, the following must be done:

1. You must set in forth in writing your estimate of “parsonage expenses” for the year. A form has been created so that you can calculate this number. It should be completed and returned to the Executive Director, leaving the bottom line “limitation based on fair rental value & utilities” blank. In addition, the School is required to obtain from a reliable source (i.e., real estate broker) of the furnished rental value of your home plus the cost of utilities. The lower of the estimates of annual expenses and the rental value of your home will be designated as the amount of your housing allowance. KYHS consults with a knowledgeable real estate broker who lives in the area to determine the rental value of the homes in the vicinity.
1. The governing body of the School will pass a motion at the first meeting of the school year designating a portion of your compensation as housing allowance. Assuming the board passes the motion, the housing allowance compensation will go into effect on your mid-September payroll, the first payroll of the “payroll year.”

## **Self-Employment Status for Social Security**

As a result of your receiving money as a housing allowance, you now become subject to SECA (Self Employment Contributions Act). This means that the 7.65% deduction for social security will not be taken from your wages (as it is for employees who do not receive a housing allowance), but rather you will be required to pay the entire 15.3% of SECA at year end with your income tax return.

Since KYHS would have paid 7.65% towards your FICA wages had you been an ordinary employee, the School will add 7.65% to your salary to compensate you for half of your SECA obligation. The School will only calculate the additional 7.65% that it adds to your salary for your taxable wages. The amount that you deduct pre-tax for medical insurance, H.S.A. contributions, AFLAC, dental plan and qualified tuition plan will not be part of the 7.65% add-on calculation.

## **Exemption from Federal Income Tax Withholding**

Since you are now considered to be self-employed for purposes of the housing allowance, KYHS will not automatically deduct any income or social security withholding taxes from your pay. Ordinarily the payroll company calculates the amount that you withhold based on the number of exemptions you claim on your W-4 form. Employees who receive a housing allowance should consult with their tax advisors to determine the amount that they should withhold.

## **Social Security**

Each pay period, we deduct a percentage of your pay (unless you are a parsonage employee), match it with an equal amount of the School's money, and send it to the government to be deposited in your Social Security account. If you are not familiar with the retirement and disability benefits provided under Social Security, check with your local Social Security Office for a more complete explanation.

### **Medical Plan**

Katz Yeshiva High School makes available a health insurance program for faculty and staff who teach 20 or more forty-eight minute periods per week or work 25 hours or more per week. Several policies are offered through the school. The school pays \$4,500.00 towards the policy of your choice, and the teacher is responsible for the balance even if an increase goes into effect in the middle of the school year.

Our policy renews annually at which time the School evaluates various medical insurance plans available. If there is an increase, the employee is responsible for paying the increased premium. Through Section 125 of the tax code, eligible employees can make pre-tax salary deductions to cover the cost of their contributions for the health insurance. Katz Yeshiva High School does not compensate eligible employees who do not opt to take the School's medical insurance.

### **Dental Plan**

Katz Yeshiva High School makes available a dental insurance plan for any staff member who wishes to join regardless of the number of hours they work at the school, subject to any waiting period that may apply. The entire cost of the plan is paid by the employee. New employees may join the plan when they start employment. Through Section 125 of the tax code, eligible employees can make pre-tax salary deductions to cover the cost of this plan. Interested employees should contact the Executive Director.

### **Pension Plan**

Katz Yeshiva High School offers a pension plan whereby employees can deduct money from their salary and put it into a 403B plan. The School will match employee contributions up to 2% of their annual salary. Funds will be deducted from employee paychecks on the 15<sup>th</sup> and 30<sup>th</sup> of the month and will be sent to Mutual of America.

### **Sick/Personal Leave**

**Teachers:** Teachers receive as paid sick/personal leave the same number of periods that they teach during the regular school week. In other words, if a teacher teaches twenty periods a week, the teacher is allowed to miss twenty periods for sick and/or personal reasons without financial penalty for the school year. There is no distinction made between sick and personal days, however, we expect that teachers will not miss school on the day immediately before or after vacation, holidays, another designated school day off or full-faculty in-service day.

If a teacher comes to class 15 minutes after its starting time, he/she is considered having missed the entire period.

Teachers who do not use all of their allotted time off by June 30<sup>th</sup> are compensated \$62.00 per unutilized period in their August 30<sup>th</sup> paycheck. Teachers who miss more than the permitted number of periods will have their salary reduced by \$62.00 per period of missed classes in the August 30<sup>th</sup> paycheck. Sick/personal leave does not carry over to the next fiscal year.

Full-time teachers hired before 2017, starting in the third year of employment, are afforded an additional one day's worth of periods (4) without penalty. Starting in his/her fourth year, those teachers are afforded an additional day's worth of periods. No additional compensation is given if these additional periods are not utilized.

A teacher who is late for class will have his/her salary deducted \$50.00 for each three times he/she is late for class.

Judaic Studies teachers who have committed to supervise prayers are allowed to miss *davening* five teams a year. Any additional *davenings* they are not able to supervise, they will be docked \$20.00 per *shacharit*. This applies to all school days, including days with exams and special programs.

The Directors of General Studies and Judaic Studies maintain teacher attendance records.

Teachers who substitute for other teachers should fill out a sub form (available in the faculty room) and they will be compensated \$35 per period for classroom instruction or \$25 per period for supervision of a pre-prepared lesson or test. Teachers who are hired for an extended substitute period (three weeks or more) should meet with the Executive Director to discuss their compensation. It is recommended that teachers also keep individual attendance records. Teachers are welcome to check with the Directors regarding their attendance records during the course of the year.

Excessive absenteeism or tardiness can result in disciplinary action up to and including discharge.

**Non-Teaching Employees:** Full-time non-teaching employees receive five paid days per school year of paid/sick leave (in addition to days that the School office is closed), subject to the guidelines stated below.

Paid sick/personal leave does not count as "hours worked" for purposes of calculating an employee's entitlement to overtime during the week in which sick/personal leave is taken. Hourly employees will receive a full day's pay (based on their standard work day) for each paid sick/personal leave day. For attendance recording purposes of non-exempt employees, sick/personal leave time will be counted in half or full day increments. Salaried employees will receive their normal salary for the paid sick/personal leave days taken.

**Guidelines for All Employees:** The School reserves the right to require a doctor's statement if an employee is absent well beyond their allotted days because of illness, whether the absence is pre-arranged or unforeseeable.

**Procedures for Use of Sick/Personal Leave:** If you are unable to come to school / teach any of your classes, please notify the following three people as early as possible:

1. The Director of General Studies or Judaic Studies
2. Assistant to the Principal and the
3. Assistant to the Head of School

One of the people you contacted, or their assistant, will "reply all" so you know the message was received. If you do not receive a reply within 30 minutes of your message, please assume it was not received and resend it or call the school.

4. Staff who do not teach classes should contact the Executive Director.
5. If that person cannot be reached by phone, please email him and copy the Principal.

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

## **Civic Duty Leave**

We encourage each of our employees to accept his or her civic responsibilities. We are pleased to assist you in the performance of your civic duties.

**Jury Duty:** If you are called to jury duty by official order during regular school days, please attempt to reschedule jury duty to a non-teaching day. If you are unable to do so, please notify your supervisor immediately so we can plan the department's work with as little disruption as possible. You must also furnish him/her with a copy of the official notification to service. If you are released from jury service before the end of your regularly scheduled shift or you are not asked to serve on a jury panel, you are expected to report to work if a reasonable period of time remains in the work day. If asked, you must present papers from the court clerk reflecting the dates you spent on jury duty. Jury duty will not result in reduction of salary.

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

## **Family and Medical Leave**

The Family and Medical Leave Act ("FMLA") provides eligible employees the opportunity to take unpaid, job-protected leave for certain specified reasons. The maximum amount of leave an employee may use is either 12 or 26 weeks within a 12-month period depending on the reasons for the leave.

### **Employee Eligibility**

To be eligible for FMLA leave, you must:

- Have worked at least 12 months for the School in the preceding seven years (limited exceptions apply to the seven-year requirement);
- Have worked at least 1,250 hours for the School over the preceding 12 months; and
- Currently work at a location where there are at least 50 employees within 75 miles.

### **Conditions Triggering Leave**

FMLA leave may be taken for the following reasons:

- Birth of a child, or to care for a newly-born child (up to 12 weeks)
- Placement of a child with the employee for adoption or foster care (up to 12 weeks)
- To care for an immediate family member (employee's spouse, child or parent) with a serious health condition (up to 12 weeks)

- Because of the employee's serious health condition that makes the employee unable to perform the employee's job (up to 12 weeks)
- To care for a Covered Service member with a serious injury or illness related to certain types of military service (up to 26 weeks) (see Military-Related FMLA Leave)
- To handle certain qualifying exigencies arising out of the fact that the employee's spouse, child or parent is on duty under a call or order to active duty in the Armed Forces (e.g., National Guard or Reserves) in support of a contingency operation (up to 12 weeks) (see Military-Related FMLA Leave)

The maximum amount of leave that may be taken in a 12-month period for all reasons combined is 12 weeks, with one exception. For leave to care for a Covered Service member, the maximum combined leave entitlement is 26 weeks, with leaves for all other reasons constituting no more than 12 of those 26 weeks.

### **Definitions**

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 health care 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 or other daily activities. Subject to certain conditions, the continuing treatment requirement includes an incapacity of more than three full calendar days and two visits to a health care provider or one visit to a health care provider and a continuing regimen of care; an incapacity caused by pregnancy or prenatal visits; a chronic condition; permanent or long-term conditions; or absences due to multiple treatments. Other situations may meet the definition of continuing treatment.

A "Covered Service member" is a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status or is on the temporary disability retired list for a serious injury or illness. The term "serious injury or illness" means an injury or illness incurred by the member in the line of duty while on active duty in the Armed Forces that may render the member medically unfit to perform the duties of the member's office, grade, rank or rating.

"Qualifying exigencies" include activities such as short-notice deployment, military events, arranging alternative childcare, making financial and legal arrangements related to the deployment, rest and recuperation, counseling and post-deployment debriefings.

### **Identifying the 12-Month Period**

The School measures the 12-month period in which leave is taken by the "rolling" 12-month method, measured backward from the date of any FMLA leave with one exception. For leave to care for a Covered Service member, the School calculates the 12-month period beginning on the first day the eligible employee takes FMLA leave to care for a covered service member and ends 12 months after that date. FMLA leave for the birth or placement of a child for adoption or foster care must be concluded within 12 months of the birth or placement.

### **Using Leave**

Eligible employees may take FMLA leave in a single block of time, intermittently (in separate blocks of time) or by reducing the normal work schedule when medically necessary for the serious health condition of the employee or immediate family member, or in the case of a covered service member, his or her injury or illness. Eligible employees may also take intermittent or reduced-scheduled leave for military qualifying exigencies. Intermittent leave is not permitted for birth of a child, to care for a newly-born child

or for placement of a child for adoption or foster care. Employees who require intermittent or reduced-schedule leave must try to schedule their leave so that it will not unduly disrupt the School's operations.

### **Use of Accrued Paid Leave**

Depending on the purpose of your leave request, you may choose (or the School may require you) to use accrued paid leave (such as sick leave, vacation or PTO), concurrently with some or all of your FMLA leave. In order to substitute paid leave for FMLA leave, an eligible employee must comply with the School's normal procedures for the applicable paid-leave policy (e.g., call-in procedures, advance notice, etc.).

### **Maintenance of Health Benefits**

If you and/or your family participate in our group health plan, the School will maintain coverage during your FMLA leave on the same terms as if you had continued to work. If applicable, you must make arrangements to pay your share of health plan premiums while on leave. In some instances, the School may recover premiums it paid to maintain health coverage or other benefits for you and your family. Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of your leave.

### **Notice and Medical Certification**

When seeking FMLA leave, you are required to provide:

- Sufficient information for us to determine if the requested leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that you are unable to perform job functions, a family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. You must also inform the School if the requested leave is for a reason for which FMLA leave was previously taken or certified. If the need for leave is foreseeable, this information must be provided 30 days in advance of the anticipated beginning date of the leave. If the need for leave is not foreseeable, this information must be provided as soon as is practicable and in compliance with the School's normal call-in procedures, absent unusual circumstances.
- Medical certification supporting the need for leave due to a serious health condition affecting you or an immediate family member should be submitted within 15 calendar days of the School's request to provide the certification (additional time may be permitted in some circumstances). If you fail to do so, we may delay the commencement of your leave, withdraw any designation of FMLA leave or deny the leave, in which case your leave of absence would be treated in accordance with our standard leave of absence and attendance policies, subjecting you to discipline up to and including termination. Second or third medical opinions and periodic re-certifications may also be required.
- Periodic reports as deemed appropriate during the leave regarding your status and intent to return to work.
- Medical certification of fitness for duty before returning to work, if the leave was due to your serious health condition. The School will require this certification to address whether you can perform the essential functions of your position.

Failure to comply with the foregoing requirements may result in delay or denial of leave, or disciplinary action, up to and including termination.



## **Employer Responsibilities**

To the extent required by law, the School will inform employees whether they are eligible under the FMLA. Should an employee be eligible for FMLA leave, the School will provide them with a notice that specifies any additional information required as well as the employee's rights and responsibilities. If employees are not eligible, the School will provide a reason for the ineligibility. The School will also inform employees if leave will be designated as FMLA-protected and, to the extent possible, note the amount of leave counted against the employee's leave entitlement. If the School determines that the leave is not FMLA-protected, the School will notify the employee.

## **Job Restoration**

Upon returning from FMLA leave, eligible employees will typically be restored to their original job or to an equivalent job with equivalent pay, benefits and other employment terms and conditions.

## **Failure to Return after FMLA Leave**

Any employee who fails to return to work as scheduled after FMLA leave or exceeds the 12-week FMLA entitlement (or in the case of military caregiver leave, the 26-week FMLA entitlement), will be subject to the School's standard leave of absence and attendance policies. This may result in termination if you have no other school-provided leave available to you that applies to your continued absence. Likewise, following the conclusion of your FMLA leave, the School's obligation to maintain your group health plan benefits ends (subject to any applicable COBRA rights).

## **Other Employment**

The School generally prohibits full-time employees from holding other employment (unless approved by the Executive Director). This policy remains in force during all leaves of absence including FMLA leave and may result in disciplinary action, up to and including immediate termination of employment.

## **Fraud**

Providing false or misleading information or omitting material information in connection with an FMLA leave will result in disciplinary action, up to and including immediate termination.

## **Employer Compliance with FMLA and Employee Enforcement Rights**

FMLA makes it unlawful for any employer to interfere with, restrain or deny the exercise of any right provided under FMLA, or discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA. While the School encourages employees to bring any concerns or complaints about compliance with FMLA to the attention of the Executive Director, FMLA regulations require employers to advise employees that they may file a complaint with the U.S. Department of Labor or bring a private lawsuit against an employer. Further, 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.

## **Limited Nature of this Policy**

This policy should not be construed to confer any express or implied contractual relationship or rights to any employee not expressly provided for by FMLA. The School reserves the right to modify this or any other policy as necessary, in its sole discretion to the extent permitted by law. State or local leave laws may also apply.

## **Military Leave**

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

### **Military-Related FMLA Leave**

FMLA leave may also be available to eligible employees in connection with certain service-related medical and non-medical needs of family members. There are two forms of such leave: Military Caregiver Leave and Qualifying Exigency Leave.

#### **Military Caregiver Leave**

Unpaid Military Caregiver Leave is designed to allow eligible employees to care for certain family members who have sustained serious injuries or illnesses in the line of duty while on active duty. The family member must be a “covered service member,” which means: (1) a current member of the Armed Forces, National Guard or Reserves, (2) who is undergoing medical treatment, recuperation, or therapy; is otherwise in outpatient status; or is otherwise on the temporary disability retired list, (3) for a serious injury or illness that may render him or her medically unfit to perform the duties of the member’s office, grade, rank, or rating. Military Caregiver Leave is not available to care for former members of the Armed Forces or the National Guard or Reserves, or for service members on the permanent disability retired list.

To be “eligible” for Military Caregiver Leave, the employee must be a spouse, son, daughter, parent, or next of kin of the covered service member. “Next of kin” means the nearest blood relative of the service member, other than the service member’s spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the service member by court decree or statutory provisions; brothers and sisters; grandparents; aunts and uncles; and first cousins; unless the service member has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of Military Caregiver Leave. The employee must also meet all other eligibility standards as set forth within the FMLA Leave policy.

An eligible employee may take up to 26 workweeks of Military Caregiver Leave to care for a covered service member in a “single 12-month period.” The “single 12-month period” begins on the first day leave is taken to care for a covered service member and ends 12 months thereafter, regardless of the method used to determine leave availability for other FMLA-qualifying reasons. If an employee does not exhaust his or her 26 workweeks of Military Caregiver Leave during this “single 12-month period,” the remainder is forfeited.

Military Caregiver Leave applies on a per-injury basis for each service member. Consequently, an eligible employee may take separate periods of caregiver leave for each and every covered service member, and/or for each and every serious injury or illness of the same covered service member. A total of no more than 26 workweeks of Military Caregiver Leave, however, may be taken within any “single 12-month period.”

Within the “single 12-month period” described above, an eligible employee may take a combined total of 26 weeks of FMLA leave including up to 12 weeks of leave for any other FMLA-qualifying reason (i.e., birth or adoption of a child, serious health condition of the employee or close family member, or a qualifying exigency). For example, during the “single 12-month period,” an eligible employee may take up to 16 weeks of FMLA leave to care for a covered service member when combined with up to 10 weeks of FMLA leave to care for a newborn child.

An employee seeking Military Caregiver Leave may be required to provide appropriate certification from the employee and/or covered service member and completed by an authorized health care provider within 15 days. Military Caregiver Leave is subject to the other provisions in our FMLA Leave Policy (requirements regarding employee eligibility, appropriate notice of the need for leave, use of accrued paid leave, etc.). Military Caregiver Leave will be governed by, and handled in accordance with, the FMLA and applicable regulations, and nothing within this policy should be construed to be inconsistent with those regulations.

### **Qualifying Exigency Leave**

Effective January 16, 2009, eligible employees may take unpaid “Qualifying Exigency Leave” to tend to certain “exigencies” arising out of the duty under a call or order to active duty of a “covered military member” (i.e. the employee’s spouse, son, daughter, or parent). Up to 12 weeks of Qualifying Exigency Leave is available in any 12-month period, as measured by the same method that governs measurement of other forms of FMLA leave within the FMLA policy (with the exception of Military Caregiver Leave, which is subject to a maximum of 26 weeks of leave in a “single 12-month period”). Although Qualifying Exigency Leave may be combined with leave for other FMLA-qualifying reasons, under no circumstances may the combined total exceed 12 weeks in any 12-month period (with the exception of Military Caregiver Leave as set forth above). The employee must meet all other eligibility standards as set forth within the FMLA policy.

Persons who can be ordered to active duty include retired members of the Regular Armed Forces, certain members of the retired Reserve, and various other Reserve members including the Ready Reserve, the Selected Reserve, the Individual Ready Reserve, the National Guard, State military, Army Reserve, Navy Reserve, Marine Corps Reserve, Air National Guard, Air Force Reserve, and Coast Guard Reserve.

Although Qualifying Exigency Leave is available to an eligible employee whose close family member is called up from status as a retired member of the Regular Armed Forces, it is not available for a close family member on active duty or on call to active duty as a member of the Regular Armed Forces. Also, a call to active duty refers to a federal call to active duty, and state calls to active duty are not covered unless under order of the President of the United States pursuant to certain laws.

Qualifying Exigency Leave is available under the following circumstances:

- Short-notice deployment: To address any issue that arises out of short notice (within seven days or less) of an impending call or order to active duty.
- Military events and related activities: To attend any official military ceremony, program, or event related to active duty or a call to active duty status or to attend certain family support or assistance programs and informational briefings.
- Childcare and school activities: To arrange for alternative childcare; to provide childcare on an urgent, immediate need basis; to enroll in or transfer to a new school or daycare facility; or to attend meetings with staff at a school or daycare facility.
- Financial and legal arrangements: To make or update various financial or legal arrangements; or to act as the covered military member’s representative before a federal, state, or local agency in connection with service benefits.
- Counseling: To attend counseling (by someone other than a health care provider) for the employee, the covered military member, or for a child or dependent when necessary as a result of duty under a call or order to active duty.

- Temporary rest and recuperation: To spend time with a covered military member who is on short-term, temporary rest and recuperation leave during the period of deployment. Eligible employees may take up to five of days of leave for each instance of rest and recuperation.
- Post-deployment activities: To attend arrival ceremonies, reintegration briefings and events, and any other official ceremony or program sponsored by the military for a period of up to 90 days following termination of the covered military member's active duty status. This also encompasses leave to address issues that arise from the death of a covered military member while on active duty status.
- Mutually agreed leave: Other events that arise from the close family member's duty under a call or order to active duty, provided that the School and the employee agree that such leave shall qualify as an exigency and agree to both the timing and duration of such leave.

An employee seeking Qualifying Exigency Leave may be required to submit appropriate supporting documentation in the form of a copy of the covered military member's active duty orders or other military documentation indicating the appropriate military status and the dates of active duty status, along with a statement setting forth the nature and details of the specific exigency, the amount of leave needed and the employee's relationship to the military member, within 15 days. Qualifying Exigency Leave will be governed by, and handled in accordance with, the FMLA and applicable regulations, and nothing within this policy should be construed to be inconsistent with those regulations.

### **Victims of Domestic Violence Leave**

Eligible employees may take up to 3 days of unpaid (employers can choose whether to provide leave as paid or unpaid) job-protected leave in any 12-month period for specified domestic violence situations.

**Employee Eligibility:** To be eligible for domestic violence leave, you must have worked for the School for at least three months.

**Conditions Triggering Leave:** Domestic violence leave can involve the following:

- Seeking an injunction for protection against domestic violence or an injunction for protection in cases of repeat violence, dating or sexual violence
- Obtaining mental health counseling or medical care for the employee or a family or household member to address physical or psychological injuries resulting from the act of domestic violence
- Obtaining services from a victim-services organization, including but not limited to a domestic violence shelter or program or a rape crisis center as a result of the act of domestic violence
- Making the employee's home secure from the perpetrator of the domestic violence or to seek new housing to escape the perpetrator
- Seeking legal assistance in addressing issues arising from the act of domestic violence or to attend and prepare for court-related proceedings arising from the act of domestic violence.

**Notice and Certification:** When seeking domestic violence leave, you must provide:

- Advance notice of the need for leave except where you or a family member is in imminent danger such that notice is not possible.
- Documentation, if requested, establishing the need for domestic violence leave.

**Usage of Other School Leave Available to Employees:** Any available vacation or other paid time off must be exhausted before domestic violence leave can be utilized.

**No Retaliation:** Employees who make a bona fide request for leave pursuant to this policy will not be unlawfully retaliated against for exercising his or her rights under this policy. However, employees remain subject to the School's other policies and procedures.

### **Dependent Tuition Remission**

Full-time employees are eligible to receive a tuition reduction for each of their children who are enrolled in Katz Yeshiva High School. Mission appropriate students (as determined by the admissions committee) are admitted on their own merits. The amount of the tuition reduction will be a set percentage as determined each year. Please check with the Executive Director if you have any questions.

### **COBRA: Consolidated Omnibus Budget Reconciliation Act**

On April 7, 1986, a federal law was enacted (Public Law 99-272, Title X) requiring that most employers sponsoring group health plans offer employees and their families the opportunity for a temporary extension of health coverage (called "continuation coverage") at group rates in certain instances where coverage under the plan would otherwise end. This notice is intended to inform you, in a summary fashion, of your rights and obligations under the continuation coverage provisions of the law.

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

### **Workers' Compensation**

The School carries Workers' Compensation insurance for the protection of employees who are injured while at work. This coverage provides for medical expenses and lost income from these injuries. Individuals who are hurt on the job, no matter how small or apparently insignificant their injury, should report the situation to the Executive Director immediately, as there is a time limit within which claims for workers' compensation must be filed.

## **PERSONNEL POLICIES AND RESPONSIBILITIES**

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

We have certain reasonable policies and rules for the conduct of employees. Our most important rule is the "rule of reason." Violation of any of the rules or policies set forth in this handbook may lead to discipline, up to and including immediate discharge. Obviously, this list is not all inclusive and there may be other

circumstances for which employees may be disciplined, up to and including immediate discharge. If you have any questions about School rules or policies, or what we expect of you as one of our employees, please discuss them with your supervisor.

## **Child Abuse Reporting Obligations**

The school has a legal responsibility to protect its students. Florida statutes require that all school personnel report situations involving potential child abuse, neglect or abandonment. The statute contains these definitions:

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

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

**Abandonment:** a situation in which the parent or legal custodian of a child, or in the absence of a parent or legal custodian, the caregiver responsible for the child's welfare, while being able, makes no provision for the child's support and makes no effort to communicate with the child, which situation is sufficient to evince a willful rejection of parental obligations.

If you have any belief, concern or thought that you have witnessed, heard directly or heard about a situation possibly involving abuse, neglect or abandonment, you must do the following:

1. Contact the Director of Guidance
2. If you cannot contact the Director of Guidance, contact the Principal
3. If you cannot contact the Principal, contact the Head of School
4. The appropriate person will then discuss the situation with you to ensure that the appropriate reports, if any, are completed

Any person, official, or institution participating in good faith in any act authorized or required by law, or reporting in good faith any instance of child abuse, abandonment, or neglect to the department or any law enforcement agency, shall be immune from any civil or criminal liability which might otherwise result by reason of such action. (F.S. 39.203). Call 1-800-96-ABUSE or report online at: <http://www.dcf.state.fl.us/abuse/report/>.

## **Communication and Computer System Security and Use**

### **Confidentiality and Acceptable Use**

The School's computer systems are intended for school use only. Use of the School's systems for accessing or acquiring information and materials inappropriate to a school environment is against school policy and is prohibited. All information transmitted or stored in school systems (e.g., employee lists, student lists, documents relating to policies and procedures) is the sole and exclusive property of the School and should be treated as confidential. Such information may not be disclosed to any person outside of the School nor may any such information be removed from our premises without the express permission of

the Head of School. Employees are strictly prohibited from accessing, reading and copying data or information stored in the systems and from accessing, reading and copying communications not directed to them without prior authorization.

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

Our computer, telephone and communication hardware and software systems have been installed and are used to facilitate school communications. Although each employee has an individual password to access these systems, they belong to the School, and the contents of all communications are accessible by management for any business purpose. The School reserves the right to monitor, and will periodically monitor, its systems in order to ensure compliance with this policy. Employees are strictly prohibited from placing personal passwords on any School system for the purpose of preventing such monitoring. Employees should not consider any materials transmitted or stored in school systems private.

### **General and Personal Use**

Because personal communications can be accessed without prior notice, employees should not use school systems to transmit any messages or to access any information which you would not want a third party to see. Although incidental and occasional personal use of our systems is permitted, any such personal use will be treated the same as all other communications under this policy.

### **Telephone Use**

The telephone system (including voice mail) at the School are the property of the School and are provided for business or school purposes. The School may periodically monitor the usage of the telephone system to ensure compliance with this policy.

### **Personal Mail**

All mail that is delivered to the School is presumed to be related to school business. Mail sent to you at the School may be opened by office personnel and routed to your department.

### **Other**

Under certain circumstances, the School retains the right to photograph, audiotape or videotape a class.

### **Forbidden Use and Content of Communications**

You may not use our systems in any way that may be seen as insulting, disruptive, offensive or harmful to morale. Examples of prohibited, non-business purposes include, but are not limited to, use of the School's systems:

- To convey insensitive, improper, derogatory, insulting, threatening or harassing language or remarks or sexually-explicit messages, cartoons, jokes or other potentially offensive material
- To send propositions, love letters or any other message that could be construed to be harassment or disparagement of others in violation of our policy against harassment
- To attempt to break into any computer, whether internal or external to the School, to copy or steal electronic files without permission or to knowingly cause or aid the spread of computer viruses
- For the unauthorized advertisement of services
- To run computer games or other personal software during working hours
- As a forum for personal gain

### **E-mail, Chat Rooms, Instant Messaging and Social Networking Sites**

Electronic communication cannot be used to harass or threaten others. The School reserves the right to randomly check email. E-mail messages must not include personal attacks and should follow the normal rules of appropriate public language. They should not contain any language or content that the author would not be willing to share from the podium at a School meeting. Deleted emails can be undeleted. All e-mails sent from staff to parents and students should be sent from staff yeshivaHS.org e-mail accounts only. Any person who believes that they have been harassed or threatened by any of these methods of communication should immediately report the concern in accordance with the School's No Harassment policy.

The School expects all employees to be role models for our students and represent the School in a professional and appropriate way, both on and off campus. Photos or comments that contain references to sexual activity, drugs, drinking, partying or other similar issues which are posted on any social networking or other Internet site that may be accessible to the public or our students are inappropriate and could lead to disciplinary action, up to and including termination of employment. Employees also should not be posting photos of any students, information about the School, the School's logo, or discussing school relationships on any Internet site, including social networking sites.

The School may periodically check such sites and may determine that off-campus behavior violates the School conduct code.

#### **Password and Encryption Key Security and Integrity**

All systems password and encryption keys must be available to the School at all times. Additionally, you may not use passwords that are unknown to your manager, nor may you install encryption programs without first turning over encryption keys to your manager. Further, employees are prohibited from the unauthorized use of passwords and encryption keys belonging to other employees in order to gain access to other employees' messages. You will be held responsible for all activity occurring under your password.

#### **Software, Personal Files and Networking**

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

Faculty members who utilize iPads (and other electronic devices) that are owned by the School are responsible for their condition and safe return.

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

The use of personal software in the School's computer system without prior authorization is strictly prohibited.



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

### **Communication from the School**

Employees must check their e-mail each morning and evening, as KYHS-related communications are done primarily by e-mail. Teachers must check their mailbox upon entering and leaving school and should read and respond to all written communication/messages in a timely fashion.

### **Communication with Students and Use of Social Media**

Technology has brought us a myriad of new ways to communicate with each other. While these forms of communication allow for many advances in learning and creating connections between people, the closeness engendered by the ubiquity of online communication, cell phone technology and social media platforms can also encroach on an individual's privacy and create questions of propriety. In order to clearly mark the boundaries so that we can enhance and protect the relationships between teachers and students, the following policy should guide communication between staff and students and use of social media.

Some of the guidelines will inevitably end some very positive forms of communication that have developed between staff and students. The School recognizes that and believes that alternate forms of communication will work well and, most importantly, will ensure the safety of all of our students and faculty members. Teachers must be mindful that their public presentation may impact negatively on the school and the administration may have what to say if concerns arise.

### **Email**

When communicating with students and parents by email, staff members should only use their professional KYHS email address. If a student/parent emails a staff member at his/her personal address, the staff member should respond from his/her professional address as all email in the KYHS system is archived and accessible if necessary.

### **Texting**

Staff and students should not communicate with each other by texting. Email is the preferred method of digital communication between students and staff. Staff may text students when on school trips. Staff may text groups of students through group texting services. Staff may text one another as well as students they are related to.

If a teacher wishes to text a student for babysitting, the teacher should first ask the students' parents for permission to text with the student about babysitting. Even then, the teacher should text with that student only babysitting-related messages.

### **Phone Calls**

Staff and students are permitted to communicate by cell phone **only** when necessary during a school-related event that is after school hours or off campus.

## **Facebook**

Staff may not “friend” students or accept “friend requests” from students.

## **Twitter/ Instagram/ and Snapchat**

Teachers may not follow students on twitter, instagram or snapchat. Staff and students may not direct message students on twitter. If a teacher wants to mandate that all students follow a twitter account to disseminate information for a class, the teacher should establish a separate twitter account for that class.

## **Skype/Facetime/Videochat**

Teachers may videochat with entire classes during school hours for purposes of remote learning. Staff may not Skype, Facetime or videochat with individual students.

By its nature, digital communication platforms are always changing and new platforms are constantly being introduced. These guidelines apply and will provide a basis for dealing with new forms of communication. We anticipate that these guidelines will continue to evolve with the technology.

## **Confidentiality**

Confidentiality needs to be preserved as it relates to the individual student and their families. Discretion should be used at all times. All written and oral reports about children are confidential. If you wish to privately discuss a child with another teacher, this is acceptable. Gossip of any kind is destructive and should not take place at our school. All discussions should take place in a private setting.

## **Courtesy**

Courtesy is the responsibility of every employee. Everyone is expected to be courteous, polite and friendly to our students, parents and fellow employees. No one should be disrespectful to a student, parent, employee or colleague, use profanity or engage in any activity that injures the image or reputation of our school.

## **Criminal Background Checks**

All employees are subject to the criminal background process. The School will perform criminal background checks (including fingerprinting) on all new employees at the time of hire. For existing employees, the School will periodically update the criminal background check. The School will determine, at its discretion, whether the employee’s background makes him/her fit for employment or continued employment. All employees must report any arrests or changes to their criminal background to the Head of School within two days of the occurrence. Failure to do so may result in termination.

## **Damage to Property**

We have made a substantial financial investment in our facilities and equipment in order to better serve the educational needs of our students and to provide you with a conducive teaching environment. Do not deliberately or carelessly damage the School's property.

## **Drug and Alcohol Policy**

Alcohol abuse or the use of other intoxicants and mind-altering substances, including illegal drugs, is not consonant with the mission of our school and our expectations of the staff. Our employees may be required to submit to drug screens, blood alcohol tests, breathalyzer tests and medical examinations under the following circumstances: a) when an employee is suspected of working or reporting to work with intoxicants or mind-altering substances in his or her system; b) when an employee suffers an on-

the-job injury or is involved in an accident while at work; or c) in connection with a routine fitness for duty examination; or (d) on a random basis. The presence of 0.05% alcohol or the presence of any other intoxicants or mind-altering substances in the body is a violation of this policy, regardless of when consumption or ingestion occurred. Refusal of an employee to undergo testing or to cooperate fully with any of these tests is also a violation of our policy.

Our employees are also prohibited from possessing, using, selling or purchasing any alcoholic beverages or other mind-altering substances in School vehicles, on School property or at School programs. Off-premises possession, use, sale or purchase of mind-altering substances and off-premises alcohol abuse may reflect unfavorably on the School's reputation and is also prohibited.

This policy does not prohibit the proper use of medication under the direction of a physician. However, the misuse or abuse of such drugs is prohibited. Employees who are taking prescription or nonprescription drugs, which could affect their ability to perform their job in a safe and efficient manner, must notify their immediate Supervisor of this fact when they report to work.

Violation of any aspect of the School's Drug and Alcohol Policy will result in discipline up to and including immediate termination. In addition, the School may report use, sale or possession concerns to civil authorities.

### **Ethics and Conflict of Interest**

Successful business operations and the reputation of our school are built upon the principle of ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of our school is dependent upon public trust, and we are dedicated to preserving that trust. Employees owe a duty to the School, the parents, students and general public to act in a way that will merit their continued trust and confidence. We comply with all applicable laws and regulations, and the School expects its directors, officers and employees to conduct business with the letter, spirit and intent of all relevant laws and refrain from any illegal, dishonest or unethical conduct.

In general, use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. In carrying out your responsibilities, you should avoid even the appearance of impropriety and should act for the sole benefit of the School and your students. You should avoid placing yourself in positions in which your personal interests are, or may be, in conflict with the interests of the School. Examples of areas of potential conflict of interest are:

- **Financial Interests:** Ownership by the individual directly or indirectly of a material financial interest in any business or firm from which the School obtains goods or services or which is a competitor of the School; competition by the individual, directly or indirectly, with the School in the purchase or sale of property or any property right or interests; representation of the School by the individual in any transaction or activity in which the individual, directly or indirectly, has a material financial interest; any other circumstance in which the individual may profit, directly or indirectly, from any action or decision by the School in which he or she participates, or which he or she has knowledge.
- **Inside Information:** Disclosure or use by the individual of confidential information about the School, its activities or intentions, for the personal profit or advantage of the individual or any person.

- **Conflicting Interest Other than Financial:** Representation as a director, officer, agent or fiduciary of another company, institution, agency or person in any transaction or activity which involves this school as an adverse party or with adverse interests.
- **Gifts and Favors:** Acceptance of gifts or favors from any firm or individual which does or seeks to do business with, or is a competitor of, the School under circumstances which imply reasonably that such action is intended to influence the individual in the performance of his or her duties.

An employer who discloses information about a former or current employee to a prospective employer of the former or current employee upon request of the prospective employer or of the former or current employee is immune from civil liability for such disclosure or its consequences unless it is shown by clear and convincing evidence that the information disclosed by the former or current employer was knowingly false or violated any civil right of the former or current employee protected under F.S. Chapter 760. (F.S. 768.095)

### **Reporting Obligations**

Where a potential conflict of interest exists, or if a situation arises in which it is difficult to determine the proper course of action, or if you become knowledgeable about another person or employee who may be engaging in questionable or illegal conduct, it is your responsibility to report the situation to one or more of the following persons: an immediate supervisor, Department Head, Executive Director, Principal or Head of School. These persons can provide guidance and take such action as may be appropriate in the best interests of the School.

Compliance with this policy for business ethics and conduct is the responsibility of every School employee. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including termination of employment.

### **Fighting, Threats and Weapons**

The School has a zero tolerance policy regarding fighting or threatening words or conduct. We also do not allow the possession of weapons of any kind on School premises.

### **Gifts and Gratuities**

Employees should never request any personal gift or gratuity from a parent, and should never accept one valued at over \$100.00 without the express authorization of your Supervisor or the Executive Director.

### **Hazing**

We encourage students to participate in school-related athletics, clubs, associations, and organizations. The School prohibits all forms of hazing. Hazing refers to any activity expected of a student to join or to continue membership or participation in any group where the activity produces or could be expected to produce mental, emotional or physical discomfort, humiliation, embarrassment, harassment or ridicule to the student, regardless of the student's willingness to participate. If you are not sure whether something constitutes hazing, then you need to ask the Director of Guidance. Hazing violates Florida law.

All School employees are required to immediately report any actual or suspected hazing or planned hazing activity to a guidance counselor. The failure to make such a report could result in disciplinary action in accordance with the School's disciplinary procedures. When the School administration becomes aware

of any actual or planned hazing activity, the situation will be promptly investigated. No adverse action will be taken against any person who makes a good faith report of hazing or suspected hazing activity.

## **Inspections**

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

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

## **Insubordination**

We expect every employee to follow the reasonable and lawful instructions of supervisors and other management officials. Failure to do so constitutes insubordination and may result in immediate dismissal.

## **Integrity**

Fraud, dishonesty and false statements will not be tolerated. Falsification of any application, medical history record, invoice, paperwork, time record or any other document is strictly prohibited. If you observe any such violations, please report them to your Supervisor or the Executive Director immediately.

## **Interactions with Students**

Appropriate interactions and communication between teachers and students are expected and encouraged. The following are examples of inappropriate interactions and communication with students and could be grounds for dismissal. This list is not all inclusive and other, similar activities should also be avoided:

- Encouraging or allowing students to call you by a first name (teachers) or an inappropriate nickname.
- Touching students or their clothing inappropriately, or touching a student with aggression, anger or in frustration. A hug of a student of the same gender in a public space is permitted, but not in private.
- Meeting with students one on one in a closed room not visually accessible or anywhere alone in your home.
- Giving an individual student a car ride (more than one student is permitted) with rare exceptions.
- Engaging students to perform personal errands for you.
- Discussing inappropriately personal affairs of other students, colleagues or yourself.
- Speaking with innuendo to suggest a relationship or sexual subjects.
- Flirting.
- Visiting a student to "hang out" one-on-one in his/her hotel room when on field trips or at sporting events.
- Swearing, making inappropriate sexual, racial or ethnic comments.
- Telling off-color jokes.
- Telling students to "keep secrets" or instructing them to withhold information from others.

## **Misuse of Property**

Our policy prohibits the misuse or use without authorization of the equipment, vehicles or other property of parents, students, vendors and other employees of the School.

## **Extended Work Hours**

The School may periodically schedule mandatory after-hours or weekend work in order to meet our needs. We will attempt to give you as much advance notice as possible, and we expect that all employees who are scheduled to work after hours or weekends will be at work unless excused by their supervisor.

## **Outside Employment**

It is important that other employment and outside interests do not interfere in any way with your duties at this school. We expect that you will be careful that extra hours of work do not affect your performance here. If a second job could create a potential conflict of interest, for example, working for a competitor, you are expected to discuss the matter with your supervisor, if applicable, or with the Head of School.

## **Performance**

Every employee is expected to make every effort to learn his or her job and to perform that job at a satisfactory level. Any employee who fails to maintain a satisfactory level of performance is subject to termination.

## **Personal Appearance**

Appropriate dress, neatness, professionalism and good grooming are considered essential at all times when one is on school property or at school-related events.

Teachers and staff are expected to act as role models for the students and dress appropriately. Please read the dress code in the Student/Parent Handbook and use it as a guideline. (Men: Button-down shirts, no polo shirts, no jeans. Women: Skirts below the knees, no slits above the knee, blouses with modest necklines, appropriate sleeve lengths.) The style of clothing should be appropriate for a religious private school.

All teachers are expected to actively take part in enforcing the student dress code. Modesty issues should be referred to an administrator of the same gender as the student. Dress code violations should be reported to the appropriate staff person in charge of discipline. Questions about what is and is not appropriate should be directed to the administration.

## **Personnel Records**

Upon the commencement of employment, employees are required to provide certain information and complete certain documents necessary to deduct taxes from their pay. Also, if eligible, employees may enroll in the health insurance, dental plan, pension plan and AFLAC supplemental insurance plans. The complete description of these benefits can be found in the "School Benefits" section in this handbook. Forms for enrollment in the various insurance programs are available from the Executive Director.

To keep personnel records up to date, to ensure that the School has the ability to contact each employee and to ensure that the appropriate benefits are available, we ask that each employee notify us as promptly as possible of any change of name, address, phone number, marital status, number of dependents or other applicable information. In addition, faculty members are responsible for ensuring that the School office has up-to-date certifications. Personnel records are locked in the School office to insure maximum confidentiality.

## **Public Relations**

It is of paramount importance that a positive atmosphere prevails at all times when interacting with parents and the public. Since our school is a private institution, we must project the image of a school where parents would be eager and proud to have their children enrolled. It is important that employees discuss school matters positively with parents and other staff. You should do your utmost to avoid negative conversations and interactions with colleagues and parents. Talk to your supervisor or an administrator instead if you have serious concerns or problems.

### **Recording Devices**

To maintain the security of our premises, students and staff, the School prohibits unauthorized photography, audio or video recording. Employees may not use a cell phone or any other handheld device in a manner that violates our No Harassment Policy, Equal Employment Opportunity Policy or other School policies. Employees may not use a cell phone or any other handheld device in any way that may be seen as insulting, disruptive, obscene, offensive or harmful to morale. Employees who violate this policy are subject to discipline, up to and including immediate termination of employment. As indicated previously, under certain circumstances, the School retains the right to photograph, audiotape or videotape a class.

### **Reimbursements**

You must have advance approval from your supervisor if incurring expenses for travel, lodging, meals, etc. while on School business. Reimbursement requests should be made to the Executive Director. You must submit a receipt along with an Expense Reimbursement Form to the Executive Director for reimbursement. Teachers who invite students to their home for a Shabbat meal will be reimbursed \$10 per student per meal.

### **Smoking**

The School is a smoke-free campus. Smoking and vaping are not permitted anywhere on the campus, including the parking lot.

### **Solicitation and Distribution**

Solicitation by an employee of another employee during the working time of either employee for any reason is strictly prohibited. Distribution of advertising materials, handbills or other literature is prohibited in all working areas at all times. Solicitation and distribution by non-employees is prohibited on School premises at all times. This prohibition does not include school-related fund-raising projects.

### **Theft**

We do not tolerate theft in any form. In order to protect you, co-workers, faculty, students and the School, we reserve the right to inspect personal property.

### **Unlawful Activity and Whistleblower Policy**

No employee may engage in any unlawful activity either on or off the job.

#### **Whistleblower Policy**

- All employees should observe high standards of business and personal ethics in the conduct of their duties and responsibilities. The School expects all employees to practice honesty and integrity in fulfilling their responsibilities and to comply with all applicable laws and regulations. This Whistleblower Policy is intended to facilitate the reporting of violations or suspected violations of applicable laws or regulations

or of any of the School's policies. It is the responsibility of all employees to report any such violations or suspected violations in accordance with the Whistleblower Policy outlined here.

- Types of violations or suspected violations covered by the Whistleblower Policy: We strongly encourage the prompt reporting of any of the following violations or suspected violations: questionable accounting, internal accounting controls or auditing matters; violations of local, state or federal laws or regulations; violations of the School's policies.
- How to report a violation: Employees are strongly encouraged to raise their concerns about violations or suspected violations by submitting them in the form of a complaint to the Head of School, Principal or Executive Director. Complaints should be in writing and should include a full statement of the acts or omissions, along with relevant dates, forming the basis of the complaint. In addition, the complaint should state that it is being made pursuant to this Whistleblower Policy. To facilitate the investigation of the complaint, the complaint should include contact information for the person making the complaint. Reports of concerns and investigations pertaining thereto shall be kept confidential to the extent possible. However, consistent with the need to conduct an adequate investigation, complete confidentiality cannot be guaranteed. An employee submitting a complaint on a confidential, anonymous basis is not required to include contact information, but should be aware that the nature of the concerns may lead to the identification of that person as the source of the complaint.
- How reported violations are investigated: The School will assess every complaint submitted under this Whistleblower Policy and determine the appropriate next steps, including investigation and resulting corrective and/or disciplinary actions, if appropriate. Matters reported internally will be assessed by the Head of School, Principal and/or Executive Director to determine if the allegations are true, whether the issue is material and what actions, if any, are necessary to correct the problem.
- Employment and the Whistleblower Policy: This Whistleblower Policy is intended to encourage all employees to raise serious concerns within the School for investigation and appropriate action. With this goal in mind, the School does not permit retaliation (for example, disciplinary action, demotion or job termination) or discrimination of any kind against any individual who submits, in good faith, a complaint under this Whistleblower Policy. Moreover, an individual who retaliates against someone who has reported a concern in good faith is subject to discipline up to and including termination. At the same time, employees are expected to act in good faith. Good faith means that the employee has reasonable grounds for believing the matter raised is a violation. Reports made not in good faith will be viewed as a serious disciplinary offense and may result in discipline, up to and including termination of employment. Depending on the circumstances, such conduct may give rise to other actions, including civil or criminal lawsuits.

### **Visitation**

Visits by friends, relatives or children can be disruptive to operations. Therefore, we strongly discourage such visits during school hours. Employees may not bring their children to work without prior approval from their supervisor.

## **HEALTH AND SAFETY POLICIES**



## **Evacuation Information**

Teachers are required to familiarize themselves with the School's evacuation procedures (see below). In an evacuation, teachers must escort their students to the appropriate evacuation location for that grade using the designated staircase or exit and maintain decorum throughout. At the conclusion of the drill, students will be dismissed and should return to their classrooms in an orderly fashion.

If you discover a fire near your classroom, the nearest fire alarm station should be activated. Teachers should familiarize themselves with the location of the nearest pull box.

### **Evacuation (fire or bomb threat) Procedures**

- If you see a fire or smell smoke, please pull the nearest fire alarm pull station
- Evacuate the building through first floor rotunda to the basketball courts (after assessing that there is no danger in leaving the building)
- Close classroom doors
- Leave all personal belongings (knapsacks, books etc.) behind
- In case of a bomb threat, immediately turn off cell phones, pagers and two-way radios (The school PA system can still be used) and avoid using anything electric

If the fire alarm is pulled, please hesitate and assess the situation before evacuating

### **Lockdown Information**

Teachers are required to familiarize themselves with the School's lockdown procedures (see below). In a lockdown, teachers must open the door, quickly take in any students in the hallway in the immediate vicinity of their classroom, and immediately close the door and place the sleeve over the door to lock it.. Teachers should cover the window in the door, move the students to an area of the classroom not visible from the door or windows, keep students quiet and not open the door until instructed to do so by an administrator.

### **Lockdown Procedures**

- If able, lock the door using the classroom key from the hallway side of door
- Install the sleeve on the door closer
- Assign someone to call 911
- Lower the shade
- Turn off the light
- Barricade the door with all available furniture
- Hide in an area of the room not visible from door
- Silence all cell phones and remain quiet until further instructions are announced over the PA or from law enforcement
- If you need to evacuate during a lockdown or if you are already outdoors, run (with hands visible in the air) to the following rally points East (Sinai Residences); South (Federation south gate area); North and West (Katz Hillel Day School)

## **Medical**

If a student is in need of medical care, it should be immediately reported to the School office.

Faculty members must be up to date with all standard immunizations.

### **Toxic and Hazardous Materials**

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

## **SEPARATION POLICIES**

### **Notice of Resignation**

In the event you choose to resign from your position, we ask that you remain in place until the end of the trimester (or additional notice if specified in your contract). We expect you to take care of all your outstanding accounts with the School, leave your room or office in an orderly condition, and return all School property, including keys, books and other School materials prior to picking up your final paycheck.

***Please sign and return.***

**Contractual Employee Acknowledgment**

This will acknowledge that I have received a copy of the Katz Yeshiva High School Employee Handbook and that I will familiarize myself with its contents.

I understand that this handbook represents the current policies, regulations and benefits, and that any and all policies or practices can be changed at any time by the School. The School retains the right to add, change or delete wages, benefits, policies and other working conditions at any time.

I understand that nothing in this manual creates or is intended to create a promise or representation of continued employment and that my employment at the School is pursuant to a separate, written employment contract.

I further understand that my employment may be terminated in accordance with the provisions of the contract. I understand that my contract may not be changed except in writing signed by the Head of School or Executive Director.

My signature below certifies that I understand the foregoing agreement that the separate employment contract is the sole and entire agreement between the School and myself concerning the duration of my employment. My signature also certifies that I understand that, except for the separate written contract I have with the School covering the period designated in such contract, this manual supersedes all prior manuals, handbooks, agreements, understandings and representations (whether written or oral) concerning my employment with the School.

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

**Print Full Name** \_\_\_\_\_

[RETAIN IN EMPLOYEE PERSONNEL FILE]

***Please sign and return.***

**Non-Contractual Employee Acknowledgment**

This will acknowledge that I have received a copy of the Katz Yeshiva High School Employee Handbook and that I will familiarize myself with its contents.

All instructional personnel and administrators are required as a condition of employment to complete training on these standards of ethical conduct.

I understand that this Handbook represents the current policies, regulations and benefits, and that any and all policies or practices can be changed at any time by the School. The School retains the right to add, change or delete wages, benefits, policies and other working conditions at any time.

I understand that nothing in this handbook creates or is intended to create a promise or representation of continued employment and that employment at the School is employment at-will that may be terminated at the will of either the School or me. I understand that I have the right to terminate my employment at any time, with or without cause or notice, and that the School has a similar right. I further understand that my status as an "at-will" employee may not be changed except in writing signed by the Head of School or Executive Director.

My signature below certifies that I understand the foregoing agreement that at-will status is the sole and entire agreement between the School and myself concerning the duration of my employment and the circumstances under which my employment may be terminated. It supersedes all prior agreements, understandings and representations (whether written or oral) concerning my employment with the School.

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

**Print Full Name** \_\_\_\_\_

**[RETAIN IN EMPLOYEE PERSONNEL FILE]**