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# NEW COVENANT CHRISTIAN SCHOOL

## Employee Handbook

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*Updated May 2016*  
*Effective July 1, 2016*

This handbook applies to employees at the respective work locations listed below.

New Covenant Christian High School – South Bronx Campus: 1179 Boston Road, Bronx, NY 10456

New Covenant Christian School– South Bronx Campus, Early Childhood Learning Center: 1181 Boston Road, Bronx, NY 10456

New Covenant Christian School– Central Bronx Campus: 1925 Grand Concourse, Bronx, NY 10453

New Covenant Christian School– Northeast Bronx Campus: 1497 Needham Avenue, Bronx, NY 10469

***NCCS Executive Office***  
1179 Boston Road, Rear Suite  
Bronx, NY 10456  
Telephone: 718.328.6072 x 100  
Fax: 718.620.2040

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## WELCOME TO NEW COVENANT

We are excited to have you as part of our team. You were hired because we believe you can contribute to the success of our organization and share our commitment to achieving our goals as described in our mission statement.

### *New Covenant Christian School Mission Statement*

- *Educating students of all races and ethnic backgrounds for God's Kingdom and service to humanity.*
- *Helping parents fulfill their obligation of raising their children in the fear and admonition of the Lord.*
- *Assisting each student in reaching his or her God-given potential in a timely manner.*
- *Creating a Christ-centered environment for each student's growth and development according to God's plan.*
- *Preparing students to make the choices of life according to the truth as revealed by the Word of God.*

The primary goal of New Covenant Christian School ("NCCS" or the "School") is to live our mission statement and continue to be a leader in Christian School Education. We achieve this through dedicated hard work and commitment from every employee. Our hope is for all employees to succeed in their jobs and to be part of achieving our goals.

This employee handbook contains our key policies, goals, benefits, and expectations as well as other information you will need. You should use this handbook as a ready reference as you pursue your career with NCCS.

We at NCCS extend our warmest welcome to you. We pledge our prayer, support, and help as you minister to the spiritual, mental, and emotional needs of our students.

Sincerely,



Archbishop Joseph A. Alexander, Ph.D., D.D.  
Founder, Chancellor, and Chair of the NCCS Board of Christian School Education

## INTRODUCTION

NCCS, an educational ministry of New Covenant Christian Church, is a school where students of all backgrounds can learn, grow, and develop in a Christian environment with a commitment to excellence. The faculty, with support from Church leadership, provides meaningful opportunities to encourage all students to excel and reach their God-given potential. We recognize that each student is gifted by God, and the goal of true education must be to help all students develop their gifts for God's glory and the benefit of humanity. Also, of utmost importance, leaders in the field of education must set appropriate examples for students who are looking for role models to follow. We commit to encourage and train each student to make life choices based on the unchanging values of the Christian faith.

### *Philosophy*

It is the conviction of New Covenant Christian Church that children should be brought up in the way they should go so that when they are mature they will not depart from it. Consequently, NCCS is an integral part of New Covenant Christian Church, aimed at providing an alternative educational institution devoid of the problems that exist in the public school system.

We believe:

- That there is no true education without the Word of God and that the Word of God is the foundation of all learning.
- That morality and basic ethics principles should be a part of the educational process.
- That all school staff should set an example for students because children naturally imitate adults as their leaders or mentors.
- That communication with God in the form of prayer in school is an essential part of the growth and development of our students.

### *Statement of Faith*

NCCS stands for Bible Redemption and is built upon the sure foundation of the Lord Jesus Christ, His essential deity, His supernatural birth, His atoning sacrifice for all who have sinned, His resurrection for our justification, and His ascension to the right hand of God within the veil, where He continues His powerful ministry in the presence of God as our advocate. We believe the second coming of Christ to be personal, literal, and imminent. Amen.

We believe the Bible is the infallible Word of God, containing the true revelation of the Holy Trinity and of man's fall, guilt, and final doom unless he repents and receives the Lord Jesus Christ. It is sufficient for every human need. We receive it, believe it, teach it, and aim to live it.

We believe the Church is a composite body of believers called out of the world, saved, kept, and sanctified for the Master's use, to be His witnesses and light bearers to all the world.

We believe that there is no other way of salvation except by believing in and receiving the Lord Jesus Christ, whereby we become sons of God; that all who do not so receive Christ and who continue in sinful unbelief are hopelessly lost.

We believe and teach that every Christian believer should receive and be filled with the Holy Spirit, the Comforter, who reveals Christ, convicts of sin, regenerates the sinner, and empowers the believer for victorious living and effective service.

We believe in the nine (9) gifts of the Holy Spirit to the believer; that it is the Holy Spirit that gives these gifts, as He, the Holy Spirit sees the need; that the gifts are given to believers to benefit them as members of the body of Christ and to benefit the church for the glory of God. (1 Corinthians 12: 7, 11).

We believe that the gift of unknown tongues must be interpreted through the Holy Spirit when spoken in public, in the assembly of believers, in the church, so that the body of Christ might be edified (1 Corinthians 14: 2-11). When spoken in private and personal prayer, this is to the edification of the individual believer. Therefore, it is between the believer and the Lord.

### ***Purpose of Handbook***

There are several things that are important to keep in mind about this handbook.

First, it contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit, or the applicability of a policy or practice to you, you should address your specific questions to your supervisor. Neither this handbook nor any other NCCS document confers any contractual right, either express or implied, to remain employed by the School. Your employment is not for any specific time and may be terminated at will, with or without cause and without prior notice, by NCCS. The terms or conditions of your employment (including your job duties or work hours) may also be changed at any time. Similarly, you may resign for any reason at any time. No supervisor or other representative of NCCS (except the Board of Christian School Education) has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above.

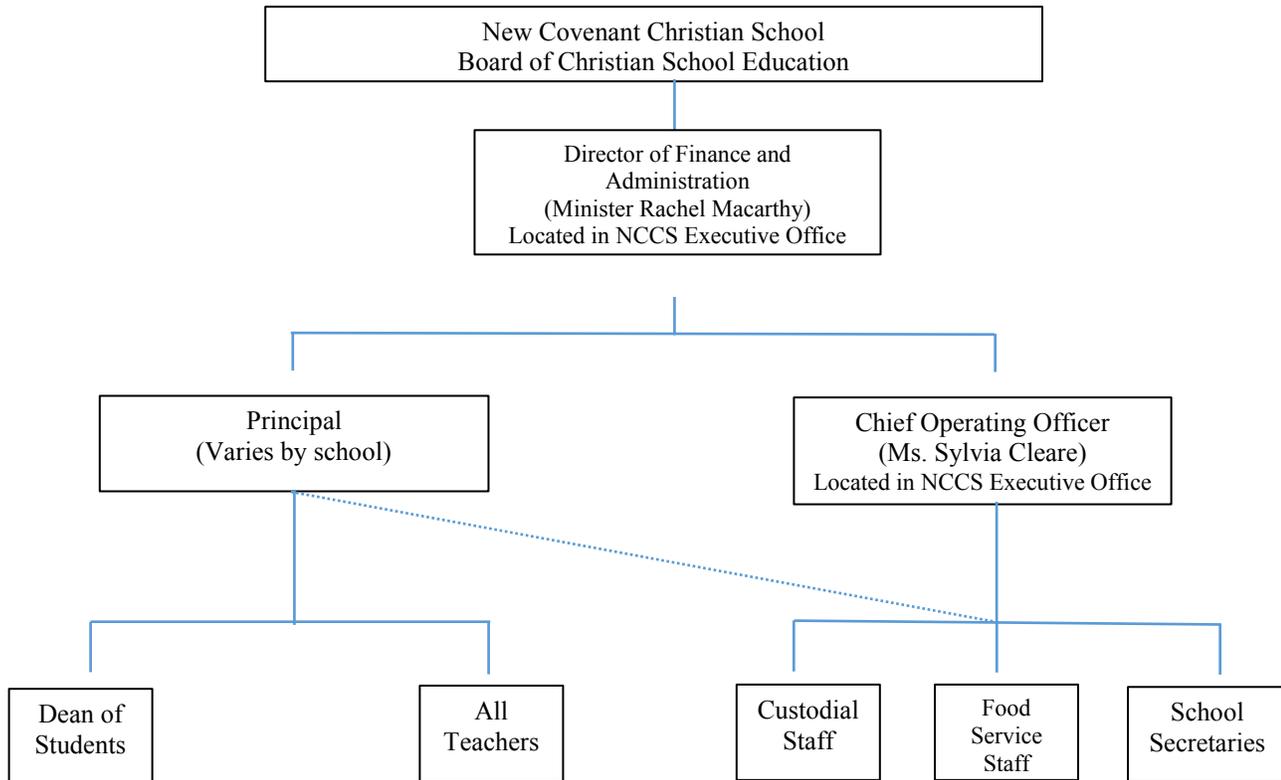
Second, the procedures, practices, policies, and benefits described here may be modified or discontinued from time to time. We will try to inform you of any changes as they occur.

Third, this handbook and the information in it should be treated as secret and confidential. No portion of this handbook should be disclosed to others, except NCCS employees and others affiliated with NCCS whose knowledge of the information is required in the normal course of business.

Finally, some of the subjects described here are covered in detail in official policy documents. You should refer to these documents for specific information, since this handbook only briefly summarizes those benefits. Please note that the terms of the written insurance policies are controlling.

## NCCS ADMINISTRATIVE STRUCTURE

The goal of the NCCS administration is to facilitate the educational process for children and to support and foster a wholesome work environment for staff members. The following organizational chart and role descriptions are provided by way of general information only. In all instances, you should consult your personal job description for an in-depth explanation of the scope of your duties.



### ***Director of Finance and Administration***

The Director of Finance and Administration has oversight over all financial and administrative matters concerning the School, including matters pertaining to payroll and human resources.

### ***Chief Operating Officer***

The Chief Operating Officer implements the directives of the Director of Finance and Administration and provides direct oversight of the school secretaries, food service staff, and custodial staff.

### ***Principal***

The Principal is responsible for the well-being of the NCCS faculty and staff as well as the growth of the School's brand. This position includes oversight of the faculty growth, coordination of the orientation and mentoring of new teachers, and the development of academic programs in the School. He/she is responsible for the administration of the School and for the direction of all of the School's programs. In

the event of the Principal's temporary absence, the Dean of Students or Chief Operating Officer may be called upon to assume the Principal's responsibilities for the duration of the absence.

### ***The Dean of Students***

The Dean of Students provides on-site spiritual, emotional, and disciplinary support.

### ***School Secretaries***

School Secretaries are responsible for collecting tuition payments, maintaining student records, and responding to questions from parents and others who inquire about NCCS. As shown in the diagram above, school secretaries report primarily to the Chief Operating Officer, although each building Principal may provide oversight of their work and give them directives from time to time as the supervising authority present on site.

### ***Head Teachers***

The Head Teachers implement the School's curriculum. They are primarily responsible for communication with their students' families and for all assessments and School reports. They are responsible for reporting their students' progress to their colleagues and the administration. Head teachers are responsible for the day-to-day mentoring of the assistant teacher(s) in their classes.

### ***Assistant Teachers***

Assistant Teachers are responsible for classroom maintenance during School hours. Under the guidance of their head teacher, they work with small groups of children. They assist with class prep work and the daily classroom set-up.

### ***Custodial Staff***

The Custodial Staff ensure that the School's premises are clean and safe to facilitate a positive learning and working environment. As shown in the diagram above, custodial staff report primarily to the Chief Operating Officer, although each building Principal may provide oversight of their work and give them directives from time to time as the supervising authority present on site.

### ***Food Service Staff***

The Food Service Staff prepare meals (breakfast, lunch, and snack, as applicable) for students. As shown in the diagram above, food service staff report primarily to the Chief Operating Officer, although each building Principal may provide oversight of their work and give them directives from time to time as the supervising authority present on site.

## **EQUAL EMPLOYMENT OPPORTUNITY POLICY**

NCCS is committed to a policy of equal treatment and opportunity in every aspect of its relations with its employees. Equal employment opportunity is provided to all employees and applicants for employment without regard to race, age, gender, color, ethnicity, national origin, alienage or citizenship status, unemployment status, marital status, pregnancy, childbirth, or disability.

This policy applies to all terms and conditions of employment, including, but not limited to, recruitment and hiring, compensation, placement, promotion, benefits, and termination. If you require an accommodation for a particular issue—such as for physical and mental health conditions or for pregnancy, childbirth, and related medical issues— seek approval from your supervisor for the accommodation.

## **AMERICANS WITH DISABILITIES ACT**

In accordance with the Americans With Disabilities Act, employees with disabilities will be provided with reasonable accommodations. If you require such an accommodation, let your supervisor know as soon as possible. You should also submit all medical records that the School may request to make determinations about your ability to carry out your essential job responsibilities. NCCS will maintain the confidentiality of medical information and records of employees with disabilities in accordance with applicable laws and regulations.

## **ANTI-HARASSMENT POLICY**

NCCS endeavors to maintain a cooperative and professional environment that values mutual respect for all employees. For this reason, inappropriate behavior and unlawful harassment on the basis of race, age, gender, color, ethnicity, national origin, alienage or citizenship status, unemployment status, marital status, pregnancy, childbirth, or disability will not be condoned.

Prohibited harassment is any unwelcome conduct that is subjectively offensive and would be objectively offensive to a reasonable person in the position of the object of the conduct.

Some examples of what may constitute sexual harassment are: threatening to take or taking employment actions, such as discharge, demotion, or reassignment, if sexual favors are not granted; demands for sexual favors in exchange for favorable or preferential treatment; unwelcome and repeated flirtations, propositions, or advances; unwelcome physical contact; whistling; leering; improper gestures; tricks; horseplay; use of stereotypes; offensive, insulting, derogatory, or degrading remarks; unwelcome comments about appearance; sexual jokes or use of sexually explicit or offensive language; gender- or sex-based pranks; and the display in the workplace of sexually suggestive objects or pictures. The above list of examples is not intended to be all-inclusive.

Discriminatory harassment, including sexual harassment, will not be tolerated by NCCS. This policy applies to all harassment occurring in the work environment, whether on or off NCCS' premises, and applies regardless of the gender of the individuals involved. This policy covers all employees of NCCS, including applicants for employment and third parties over whom NCCS has control.

If you believe that you have been subject to discrimination or harassment, you should report the conduct to your supervisor; or if your supervisor is the offending party or is unresponsive, you should make the report to the Director of Finance and Administration; or the concerning the Director of Finance and Administration is the offending party, you should make the report to the Board of Christian School Education in accordance with the "Complaint Procedure" section below. Upon receipt of a complaint, NCCS will conduct a prompt investigation and take such appropriate action as may be warranted. All such complaints will be treated as confidential to the greatest extent possible consistent with effective investigation and remediation.

If you are aware directly or indirectly that discrimination or harassment is occurring or has occurred against another employee, you are obligated to report such discrimination or harassment to your supervisor, or if concerning your supervisor, to the Director of Finance and Administration; or if concerning the Director of Finance and Administration, the report should be made to the Board of Christian School Education in accordance with the "Complaint Procedure" section outlined below.

NCCS employees and applicants for employment are protected from coercion, intimidation, interference, retaliation, or discrimination for filing a complaint or assisting in an investigation under this policy. If you believe that you have been subjected to any acts of retaliation, you should immediately report such conduct to your supervisor, or if concerning your supervisor, to the Director of Finance and Administration; or if concerning the Director of Finance and Administration, the report should be made to the Board of Christian School Education in accordance with the “Complaint Procedure” section outlined below.

If you have questions or concerns related to equal employment, you should feel free to contact the Director of Finance and Administration. All such communication, to the extent possible, will be kept confidential.

## **COMPLAINT PROCEDURE**

You may make complaints to your supervisor orally or in writing by email submission. If your complaint concerns your supervisor, you may make the complaint to the Director of Finance and Administration orally or by email submission. The School website contains a staff directory which lists all of the email addresses of all NCCS staff so that you may conveniently access the email addresses of the right person. We ask that you submit written complaints by email so that we can keep track of the dates of your complaints and so that we can easily keep a record of your complaints in your own words.

To make a complaint against the Director of Finance and Administration, do so in writing to the Board of Christian School Education. Since there is no email address for the board, you can submit complaints against the Director of Finance and Administration through the dropbox to which only board members have access, which is located on the 2nd floor of the Needham Avenue branch. Only complaints against the Director of Finance and Administration should be made via dropbox. Dropbox submissions may be made by hand delivery or by mail to:

1497 Needham Avenue  
ATTN: NCCS Board of Christian School Education Dropbox  
Bronx, NY 10469

No employee is to open a mailing addressed to the Board of Christian School Education’s dropbox. All such mailings must be promptly inserted into the dropbox by the employee who receives the mail without any tampering.

Complaints may be made anonymously using a fictitious email address (if made by email) or by an unsigned letter if using the Board of Christian School Education’s dropbox.

NCCS will give careful consideration to each of complaint in a continuing effort to improve relations with employees. You can be sure that your complaints will be handled in a fair and thorough manner.

## **EMPLOYEE ADVISORY BOARD**

To promote a positive working environment, NCCS encourages the participation of its employees on the Employee Advisory Board. The advisory board is a group of at most five employees across the entire NCCS school system who meet regularly or as needed to provide input on work conditions and other issues affecting employees and the employment relationship. The members of the advisory board can serve one (1) year terms and must be elected by a plurality of the employees. The time and manner of the elections should be arranged by NCCS employees.

The advisory board’s purpose is to provide organized feedback to the leadership of the School regarding issues of concern to multiple NCCS employees. However, the advisory board does not have authority to

make decisions that are binding on NCCS employees or the School.

The advisory board's first point of contact should be the School's senior management, i.e., Principals and the Director of Finance and Administration. If communication with the senior management is unsatisfactory to the advisory board, the advisory board may request to make a report or presentation to the Board of Christian School Education via the dropbox at the Needham Avenue branch by hand delivery or mail as described in the Complaint Procedure section above. The advisory board may only contact the Board after it has made an attempt to resolve the issue with senior management. It is within the Board's discretion to honor the advisory board's request for presentation or to delegate authority to senior management to handle any issue raised by the advisory board.

### **ANTI-NEPOTISM POLICY**

No person may hold a job or position at NCCS over which a member of his or her immediate family exercises any direct supervisory or managerial authority, unless such job or position is voluntary and unpaid. No person may make a decision to hire any member of his or her immediate family. For purposes of this anti-nepotism policy, immediate family includes: husband, wife, domestic partner, father, father-in-law, mother, mother-in-law, brother, brother-in-law, sister, sister-in-law, son, son-in-law, daughter, daughter-in-law, niece, nephew, aunt, uncle, first cousin, and separated spouse.

### **VIOLENCE IN THE WORKPLACE**

NCCS strongly believes that all employees should be treated with dignity and respect. Acts of violence will not be tolerated. Any instances of violence must be reported to the Principal and/or the Director of Finance and Administration. All complaints will be fully investigated, and NCCS will promptly respond to any incident or suggestion of violence.

### **POLICY CONCERNING SMOKING, ALCOHOL, AND DRUG USE**

In accordance with New York State and New York City Law, NCCS has adopted a policy that prohibits smoking of any kind on all parts of its property.

Furthermore, the manufacture, distribution, possession, sale, purchase, or use of a controlled substance on all parts of NCCS property is prohibited. For the purpose of this policy, "controlled substance" includes alcohol and all drugs. However, prescription and over-the-counter drugs are not prohibited when taken in standard dosage and/or according to a physician's prescription. If you are taking prescribed or over-the-counter medications, you will be responsible for consulting your prescribing physician and/or pharmacist to determine whether the medication may interfere with the safe performance of your job. If the use of a medication could compromise your safety, the safety of fellow employees, the safety of NCCS students, or safety of the public, it is your responsibility to use appropriate personnel procedures (e.g., call in sick, use leave, request change of duty, notify supervisor) to avoid unsafe workplace practices. The illegal or unauthorized use of prescription drugs is prohibited. Appropriate disciplinary action will be taken if job performance deterioration and/or other accidents occur.

NCCS employees are prohibited from making controlled substances of any kind (including prescribed or over-the-counter medication) available to NCCS students, whether on or off NCCS property.

### **EMPLOYMENT ELIGIBILITY**

In order to be eligible for employment with NCCS, you must provide the following along with an

application for employment:

- Proof of identity and employment authorization in accordance with applicable laws;
- Proof of fingerprinting by the Department of Investigation;
- Proof of Cardiopulmonary Resuscitation (CPR) and First Aid Certification;
- Official copies of your educational records (official transcripts, diploma, State teaching licenses, etc.); and
- A health form listing your complete immunization history, results of a TB test, and the date of the most recent Tetanus shot. This School Personnel Health Record Form is available through the NCCS Employee Portal online or through the NCCS Executive Office.

Before a permanent offer of employment is made, NCCS will conduct a thorough background check that includes contacting your references, searching criminal records, and completing a review through the New York State Central Register of Child Abuse and Maltreatment. NCCS may make conditional offers of employment to you before the background check process is completed, subject to the findings of the background check.

You will be screened through the New York State Central Register of Child Abuse and Maltreatment bi-annually (every two years) during your employment with the School. Your continued eligibility for employment at NCCS is dependent on the results of this screening, in addition to your job performance and compliance with the policies set forth in this Handbook.

## **EMPLOYEE CATEGORIES**

As used in this Handbook, employees are those who perform compensated work for NCCS in any capacity other than as independent contractors. Each employee's job description will clarify the category into which the respective position falls under this rubric.

### ***Full-Time Employees***

Full-time employees are those who work at least 35 hours a week. Full-time employees are further classified as exempt or non-exempt employees under the Fair Labor Standards Act of 1938 ("**FLSA**"). FLSA requires that most employees in the United States be paid at least the federal minimum wage for all hours worked and overtime pay at one and one-half the regular rate of pay for all hours worked over 40 hours in a workweek.

Exempt employees are those in certain administrative, executive, professional, and computer positions who are paid on a salaried basis and who are exempt from the provisions of FLSA. Under FLSA, as applied to NCCS' staffing structure, exempt employees include head and assistant teachers (professionals) and principals and deans of students (administrators). Exempt employees are not eligible for overtime compensation regardless of hours worked. However, exempt employees as salaried employees are entitled to their full compensation for the pay period if they perform any work in the pay period, subject to the employer's policies on paid leave. This is elaborated more fully in the Special Note on Prorated Pay for Exempt Employees in the Payroll Section below.

Non-exempt employees are those whose employment is subject to FLSA. Non-exempt employees are paid an hourly rate consistent with the minimum wage requirements of federal and state law. Hourly workers who work more than 40 hours in any workweek are paid overtime compensation at the rate of one and one-half times their regular hourly rate. Hourly workers (including secretaries, food service staff, and custodial staff) are prohibited from working overtime without the prior express written approval of the Director of Finance and Administration.

### ***Part-Time Employees***

Part-time employees are classified as exempt or non-exempt and work a regular schedule of at least 20 but not more than 35 hours per week. It is not a common practice of NCCS to employ persons on a part-time basis.

### ***Temporary Employees***

A temporary employee is hired for a specified project or time frame and works an irregular schedule of less than 20 hours per week. A temporary employee in a non-exempt position is paid by the hour while a temporary employee in an exempt position is paid according to the terms of hire for that individual. Temporary employees do not receive any additional compensation or benefits provided by NCCS. It is not a common practice of NCCS to employ persons on a temporary basis.

## **PERSONNEL RECORDS**

To keep necessary NCCS records up-to-date, it is extremely important that you notify the Director of Finance and Administration of any changes in:

- Name;
- Marital status;
- Mailing address;
- E-mail address;
- Telephone number;
- Number of eligible dependents;
- W-4 deductions; and
- Person to contact in case of emergency.

## **MEDICAL EXAMINATION**

At the time of initial employment and every two years thereafter, you are required submit a report provided by a medical doctor documenting the results of a complete physical examination, your complete immunization history, the results of a tuberculosis test, and the date of your most recent Tetanus shot. To satisfy this requirement, you should submit the School Personnel Health Record Form to your supervisor. This form is available through the NCCS Employee Portal online or through the NCCS Executive Office.

## **FIRST AID/CPR CERTIFICATION**

To ensure the safety and care of our students, NCCS requires all employees to secure and maintain a current First Aid/Cardiopulmonary Resuscitation (CPR) certification from a valid certifying authority so that they can competently and effectively administer aid to students in the event of an injury.

## **SPECIAL NOTE REGARDING COMMENCEMENT OF THE FALL SEMEMSTER**

For the avoidance of doubt, the fall semester for NCCS employees begins the last week of August—the week before the school opens to receive students each year in September. This is a week of professional development and planning, and all NCCS employees are required to report to work Monday through

Friday of this week in preparation for the upcoming school year. Following this week of preparation, employees return to work the Wednesday after Labor Day when the school opens for students.

## **PROFESSIONAL DEVELOPMENT DAYS**

During the School year, NCCS hosts several professional development days as indicated on the School calendar. Participation in professional development is mandatory for every School employee, and on a professional development day you should report to work as you normally would—despite the fact that the School is closed to students.

## **WORKWEEK**

Because of the nature of education, work schedules may vary depending on the position. However, the standard workweek is at least 35 hours for each NCCS employee. NCCS is open from 7:30 a.m. to 6:00 p.m., Monday through Friday. If you have questions regarding your work hours, review your job description or consult with your supervisor. You must seek approval from the Principal if you must leave the building during the school day, and Principals should seek approval from the Director of Finance and Administration if they must leave the building during the school day.

In addition, teaching staff are expected to be available for parent-teacher conferences, Christmas programs, Easter programs, and other events which occur outside of normal working hours as may be determined by the Principal or the NCCS Executive Office. Hourly workers are strongly encouraged, but not required, to attend Christmas programs, Easter programs, parent-teacher conferences, and other after-work NCCS events as they promote unity and cohesiveness among the NCCS staff. However; since their attendance is voluntary, hourly workers will not be compensated for participation in these events.

## **ATTENDANCE AND PUNCTUALITY**

All NCCS employees are expected to begin work promptly at the start time for their respective positions. When possible, appointments should be scheduled outside of working hours.

In the rare event that you will be late, you should notify your supervisor in advance as much as possible.

If you will be absent, you must notify your supervisor before the absence. If the reason for the absence is known in advance (such as a pre-scheduled doctor's appointment), you must give at least 24 hours' notice to your supervisor and seek approval for the absence. Otherwise, you should give as much advance notice as possible. Failure to give adequate notice may cause NCCS to treat the absence as an unauthorized absence.

All notifications of absence or lateness must be directly between you and your supervisor. Do not ask friends or relatives to call on your behalf, and do not leave messages with co-workers. If your supervisor is unreachable, you must give the information to someone in the appropriate school office or the NCCS Executive Office.

Please note that texting is not an acceptable way to notify your supervisor of your lateness or absence. If you will be late or absent, someone needs to be responsible for performing your job duties because each employee's work is essential to the School's ability to run smoothly. So call your supervisor and speak with him or her if you will be late or absent. You should not assume that your supervisor has received notice of your absence unless he or she has acknowledged the notice, so leaving a voicemail does not count as speaking with your supervisor.

## **TIME RECORDS**

The attendance of all employees is recorded daily and submitted to the Director of Finance and Administration. Attendance records are NCCS records, and care must be exercised in recording the hours worked and leave taken.

You must record the time you arrive and depart each day on through the timekeeping system used by NCCS. You must also record any absences and note the type of absence (for example, sick leave or vacation leave) through this system.

You are responsible only for your own recordkeeping. Begin work promptly at your scheduled start time, and be honest in reporting hours worked.

Clocking in or out for others is not permitted, neither is reporting that you have begun working before you actually began working permitted. Both are considered falsification of timekeeping records.

If you forget to clock in or out, you must notify your supervisor so the time may be accurately recorded for payroll purposes.

Please note that even if you clock out, if you are still on the premises with any NCCS student(s) you are still considered on duty and are responsible for any student(s) in your care in accordance with the School's policies.

## **LUNCH BREAK**

For teaching staff whose work day is 7 hours, the lunch break is thirty (30) minutes. Teachers can take a shorter lunch break if they choose, but they cannot take a longer lunch break unless otherwise approved by the Principal.

- Teachers whose classes eat lunch in the cafeteria should escort their classes to the cafeteria and leave them in the care of the School personnel who are responsible for monitoring the cafeteria. After completing this, teachers are free to begin their lunch break. At the end of the thirty (30) minute break, teachers should return to the cafeteria to escort their classes to recess.
- Teachers whose classes do not eat lunch in the cafeteria take their lunch break during the afternoon nap or quiet time.
- All teachers are responsible for their students during recess and should actively supervise students to prevent them from engaging in any activity that could cause injury.

For non-teaching staff whose work day is 8 hours, the lunch break is forty-five (45) minutes. Non-teaching staff can take a shorter lunch break if they choose, but they cannot take a longer lunch break unless otherwise approved by the Principal. The lunch break is not compensated time, so hourly workers among the non-teaching staff are required to clock in and out for their lunch breaks. If the Principal approves an extended lunch break for an hourly worker, such an employee will still be required to complete the required 8 hour work day.

As a reminder, teachers and non-teachers alike must seek permission from the Principal to leave the School building during the school day, including during their lunch breaks.

## **AFTERSCHOOL AND LATE PICK-UP POLICY**

### ***Parental Responsibility***

At the beginning of the school year, parents will be required to submit a Student Personal Data Form for every NCCS student. This form will confirm whether the child is permitted to leave the school premises on their own or whether the child must be picked up by the parent(s), the emergency contact person, or an authorized pick-up person. The form will also call for the parents to submit photos of the emergency contact person and each authorized person for pick-up.

If a parent indicates that a child must be picked up on the Student Personal Data Form, the child **must only** be released to the persons who appear on the form, and you should confirm this by checking the photo in the student's file against the photo identification of the person who appears to pick up the child. A parent's authorization to release a child to anyone except the parent cannot be given by phone; the authorization must be in writing using the Student Personal Data Form.

### ***Dismissal and Pre-Afterschool Pick-up***

Dismissal time for classes varies based on the class in accordance with instruction from the Principal, and teachers should remain on the premises with their classes after dismissal until 3:00 p.m. when their workday ends. Teachers must ensure that students who must be picked up as indicated on the Student Personal Data Form are only released to persons who are authorized for pick-up as indicated on the form.

Children who have not been picked up by 3:00 p.m. should be escorted by their teachers to an afterschool class, whether or not they participate in afterschool.

### ***Afterschool***

All arrangements for afterschool care or tutoring at the end of the school day should be made directly between parents and the School. Teachers are not permitted to conduct private tutoring on School premises without the express written permission of the Principal or Director of Finance and Administration.

Afterschool teachers should report the names of any children who do not participate in afterschool but have been brought to their classes to the secretary. The secretary should contact the parents/guardians of these children to remind them that pick-up is at 3:00 p.m. and that they will be subject to a fee for late pick-up. The secretary should also find out what time pick-up will occur and remind parents that the School building closes at 6:00 p.m.

At 5:00 p.m., the secretary or designated afterschool worker should verify which students must be picked up, in accordance with the instructions provided by parents on the Student Personal Data Form. For students who must be picked up, the School secretary or designated afterschool worker should start making calls to parents to confirm that they will pick up their child or children by 6:00 p.m. If the parent is unreachable, the secretary or designated afterschool worker should call the emergency contact person (who must be an authorized person for pick-up) to find out if he or she is available to pick up the child or children by 6:00 p.m. If the emergency contact is unreachable or unavailable for pick-up, the secretary or afterschool worker must contact each authorized person for pick-up (if more than one person is listed on the Student Personal Data Form), to find out if he or she is available to pick up the child or children by 6:00 p.m.

### ***Post-Afterschool Arrangements***

If the secretary or designated afterschool worker cannot make contact with parents, emergency contact, or any authorized persons for pick-up by 7:00 p.m., then he or she should call the nearest local police precinct to inform them of the situation and request that the child be escorted by the police to the

precinct.

Under no circumstances should NCCS employees transport any student to the student's home, the employee's home, the parent's workplace, or any other location—unless parents list the employee as an emergency contact person or authorized person for pick-up on the Student Personal Data Form.

## **APPEARANCE AND CONDUCT**

NCCS expects employees to maintain a neat, well-groomed appearance at all times. You should avoid extremes in dress.

The orderly and efficient operations of NCCS require that employees maintain proper standards of conduct at all times. Employees must maintain proper standards of conduct toward their work, their co-workers, or NCCS' students and their parents or guardians, even when off-duty and off School premises.

## **PERFORMANCE REVIEW**

NCCS will annually measure your job performance against the duties listed in the job description provided to you at the outset of your employment relationship or, if applicable, any subsequent job description furnished to you during your employment at NCCS. You will get a copy of your performance review at the end of the meeting with your supervisor.

After every evaluation, job objectives will be reassessed and reviewed, or rewritten if needed. In either case, your supervisor will review and discuss the objectives with you. You will be asked to sign a statement indicating your agreement with and understanding of the objectives.

Wage increases may be based upon the annual review, as well as past performance improvement, dependability, attitude, cooperation, disciplinary actions, and adherence to all employment policies. But in no event is a wage increase guaranteed to any employee by virtue of the result of the annual performance review. Wage increases are subject to funds availability.

All other performance reviews apart from the annual review are unannounced and can occur at least twice a year.

## **PAYROLL**

NCCS employees are paid semi-monthly (2 times per month). Paychecks are distributed on the 1<sup>st</sup> and 16<sup>th</sup> days of each month, and each payday covers the period that immediately precedes it. For instance, the payday on November 16<sup>th</sup> would cover the period that starts on November 1<sup>st</sup> and ends on November 15<sup>th</sup>; the payday on December 1<sup>st</sup> would cover the period that starts on November 16<sup>th</sup> and ends on November 30<sup>th</sup>.

If the normal payday falls on a weekend or an NCCS-recognized holiday, paychecks will be distributed on the workday immediately following the scheduled payday.

NCCS operates on a July 1 to June 30 fiscal year. Salary and leave calculations (with the exception of sick leave) must be made on the basis of this fiscal year, not the calendar year.

Except for extreme emergencies in the sole discretion of NCCS, no salary advances will be made.

***Teaching Staff (This will not be in effect for the 16-17 school year).***

Teaching staff are required to work 10 months, from September to June. Such staff will receive their full yearly salary over the course of 12 months, the equivalent of 24 pay periods. Depending on the needs of the School's summer program, there may be one or more Summer Coordinator position(s) available to NCCS teachers. The Summer Coordinator(s) will be responsible for managing the summer program, in coordination with the Principal, and providing oversight to interns who will have teaching/tutoring duties for the summer. The Summer Coordinator position is awarded by the Principal by application only, and teachers may not elect to work for the summer and be compensated by the School.

Teachers who receive compensation during the summer months as part of their annual salary but do not return in the fall will be required to return the compensation in full to the School no later than September 15<sup>th</sup> of that year, as reflected in a brief agreement each teacher will sign before funds are released. For the avoidance of doubt, this agreement is not an employment agreement and confers no special rights to any teacher to remain in the employ of the School. The agreement is for the sole purpose of ensuring that any monies owed to the School will be paid per the terms of the agreement, under penalty of law.

### ***Non-Teaching Staff***

Non-teaching staff will receive their full yearly salary over the course of 12 months, the equivalent of 24 pay periods. Non-teaching staff are required to work 12 months.

### ***Direct Deposits***

Employees with accounts at New Covenant Dominion Federal Credit Union may elect to have their checks directly deposited into their credit union accounts.

Each payday, employees who choose to participate in the direct deposit program will still receive a pay stub for their records - much like a voided check with all the same information which would appear on a regular check. Direct deposit will be initiated one pay period following the receipt of the signed authorization form from the employee.

### ***Payroll Deductions***

As required by law, NCCS will deduct social security, Medicare, and income taxes from your compensation each pay period.

Apart from the legally required deductions, NCCS may make deductions expressly authorized by you in writing for the following purposes:

- repayment of a salary advance or salary overpayment;
- insurance premiums and prepaid legal plans;
- health benefits;
- contributions to a bona fide charitable organization;
- United States bonds;
- tuition, room, board, and fees for pre-school, nursery, primary, secondary, and/or post-secondary educational institutions;
- day care, before-school and after-school care expenses;
- loan payments to New Covenant Dominion Federal Credit Union or other financial institutions once the employee presents a notarized document evidencing the debt and the amount and frequency of payments; and
- similar payments for your benefit.

In addition, NCCS may make deductions for wage garnishments and levies for child support or for unpaid

taxes, which do not have to be pre-authorized by you as long as they are made in accordance with the statutes and regulations authorizing them.

### ***Tuition Discounts***

Children who are related to NCCS employees by blood or marriage are eligible for discounts on tuition. The base rate of the discount is forty (40) percent, and this rate increases by two (2) percent for every year of service the employee renders to the School until the discount reaches the cap of sixty (60) percent. Once the sixty (60) percent cap is reached, the discount continues at that rate for as long as the employee remains employed by the School. NCCS reserves the right to vary from this policy on a case-by-case basis in its sole discretion.

The employee tuition discount cannot be combined with any other offer for reduced tuition. Existing arrangements for employee tuition discounts will continue to be honored, until and unless otherwise communicated to the employee by the School.

Ordained members of New Covenant Christian Church may be eligible for full-tuition scholarships for their children, in the sole discretion of New Covenant Christian Church.

### ***Special Note Regarding Prorated Pay for Exempt Employees***

As noted in the Employee Categories section above, exempt employees are paid an annual salary and are generally entitled to their full pay for a pay period in which they perform any work. But there are exceptions to this general rule because of which an exempt employee might not get his or her full compensation, such as when they are hired or dismissed in the middle of a pay period or when they do not report to work as required after they have already exhausted their paid leave. Because NCCS pays employees semi-monthly and not bi-weekly, a daily rate must be calculated to determine how an exempt employee who does not work every workday in a pay period will be paid.

An example is useful to better explain this concept. In this example, a teacher earns \$25,000 and is paid over 24 pay periods, or a base rate of \$1041.67 per period. In a pay period that has 10 work days, the teacher's daily rate would be \$104.16.

- What happens to the teacher's pay when the School is closed during the pay period and she is not required to report to work?
  - Imagine that the School was closed for 2 days because of a holiday and a snow storm. This teacher did not report to work for the 2 days when the School was closed because she was not required to, but she did report to work the other 8 days during the pay period. At the end of the pay period, she would still earn \$1041.67.
- What happens when this teacher is required to report to work but chooses not to?
  - During a payday with 10 workdays during each of which the teacher was required to work, the teacher misses 1 day of work. If she has any paid leave available, the School would first charge the day against her paid leave, reducing the number of paid days off available to her by 1. This teacher would then still earn \$1041.67 at the end of the pay period. However, if she had no more paid leave left, then the School would reduce her salary for the pay period by \$104.16.

Please note: although the base rate of pay remains the same each pay period, the daily rate may vary per pay period depending on the number of days in the pay period. For instance, the pay period that ends on October 31, 2016 covers October 16<sup>th</sup> to October 31<sup>st</sup> and includes 11 work days. The teacher from the above example would have a daily rate of \$94.70 during this pay period. However, the pay period that ends on October 16<sup>th</sup>, 2016 covers October 1<sup>st</sup> to October 15<sup>th</sup> and includes 10 work days—which we already know renders a daily rate of \$104.16. Despite this difference in the calculation of daily rate, if the teacher from the above example worked all the days she was required to, she would earn \$1041.67 for each pay period.

## ***New Hires***

Any employee who is hired and begins work during the fiscal year (any time after July 1) will be compensated as follows:

- For the first fiscal year, he or she will be paid at a rate of their annual compensation (calculated by dividing the total salary by 24 pay periods) until the end of the fiscal year. Thus, the employee would not receive the total amount of the annual salary since the annual salary can only be earned once an employee completes his or her work requirements over the course of a full fiscal year.

*For example, an employee begins working for the school on November 1<sup>st</sup> with an annual compensation of \$25,000. To calculate the employee's compensation for the first fiscal year, divide \$25,000 by 24. The resulting number is \$1041.67, representing the employee's gross earnings each pay period. As a result, for the 16 pay periods between November 15 and June 30, the employee's gross earnings will be \$1041.67 \* 16, or \$16,666.72.*

- In the next fiscal year and for as long as the employee remains employed by the School, the employee will be paid their full annual salary over 12 months.

## **BENEFITS**

### ***Lunch***

NCCS offers participation in the federally-sponsored National School Lunch Program (NSLP) to its students and staff. NSLP participation ordinarily requires members of staff to pay for their meals. As a benefit to full-time employees, the School offers NSLP lunch meals served in each School cafeteria to all employees at no expense to the employees. NSLP breakfast meals served in the School cafeteria are not part of this benefit.

### ***Health Insurance***

Each full-time employee is eligible to participate in the School's medical insurance plan. New employees become eligible to participate in the plan after thirty (30) days of employment. Eligible employees must enroll prior to the plan year (during the plan's open enrollment period) or when there is an enrollment event (such as being newly hired outside of the open enrollment period) to be eligible for that year.

NCCS will determine the amounts, if any, to be contributed by eligible employees to the premiums and the other employee benefits, costs, and obligations under the health insurance plan no less than thirty (30) days prior to the initial coverage date for each health insurance contract, or for new employees, within the first thirty (30) days of employment.

The contracts of insurance with NCCS' health insurers govern the terms of the insurance provided by NCCS. Summaries of the contract terms will be provided to covered eligible employees, and each eligible employee should familiarize himself or herself with the basic terms of these policies. Subject to the requirements of applicable law, insurance coverage may be modified or terminated at any time by NCCS.

### ***Short-Term Disability Benefits***

All employees are covered by short-term disability insurance for up to twenty-six (26) weeks for off-the-job injuries. Additional information, forms, and answers to questions may be obtained from the Director of Finance and Administration. Employees are required to pay part of the cost of this benefit through payroll deduction. During any period in which an employee is receiving short-term disability benefits, he or she will not be paid by NCCS.

### ***Workers Compensation Benefits***

Certain employees are covered by Workers' Compensation Insurance when engaged in the performance of their duties. Accidents occurring or injuries sustained in the performance of duties, even if they seem of minor nature at the time, should be reported immediately to the employee's supervisor and the Director of Finance and Administration. The Director of Finance and Administration must be notified as soon as possible following the accident, but no later than thirty (30) days after the accident in order for the forms to be filed with the insurance company.

### ***Retirement Plan***

Each full-time employee is eligible to participate in the retirement plan offered by NCCS. The retirement plan takes the form of a Savings Incentive Match Plan for Employees Individual Retirement Account (SIMPLE IRA), to which employees may make contributions from their pre-tax compensation. In accordance with SIMPLE IRA rules prescribed by the Internal Revenue Service and the Department of Labor, NCCS will make matching contributions of 2% of the yearly compensation for each employee who elects to participate in the SIMPLE IRA and makes monthly contributions to the plan.

For more information on the SIMPLE IRA, please see the plan document available through the NCCS Executive Office.

## **PAID TIME OFF POLICY**

### ***Vacation Days***

Use of vacation leave requires prior approval of your supervisor. As stated above in the section on Attendance and Punctuality, you should seek approval to use one vacation day at a time at least twenty-four (24) hours in advance. You can make this request orally or in writing to your supervisor.

If you need to use more than one vacation day at a time, you must make the request to your supervisor in writing at least five (5) business days prior to the first day of your proposed vacation using the Vacation Leave Request Form available through the NCCS Employee Portal online or through the NCCS Executive Office. If you need to use more than five (5) days of vacation leave at one time, you may only do so with the approval of the Director of Finance and Administration. To seek this approval, submit the Vacation Leave Request Form to your supervisor at least five (5) business days before the first day of your proposed vacation. Your supervisor will seek approval from the Director of Finance and Administration on your behalf.

NCCS reserves the right to deny a vacation request in its sole discretion. If you take a vacation despite a denial of a vacation request or do not return to active employment on the date approved by your supervisor, NCCS reserves the right to treat your behavior as a voluntary resignation.

Without specific approval from his or her supervisor, no new employee is eligible to use vacation time prior to 6 months of employment at NCCS.

If you become ill during a scheduled vacation, you cannot change a vacation day to a sick day; scheduled

vacation days count as vacation days even if you would ordinarily take a sick day.

NCCS vacation time for all employees, regardless of the distinctions below, is “use it or lose it.” unused vacation time does not accrue and will expire at the end of the School’s fiscal year on June 30. You will not be paid for any unused vacation days at the end of the fiscal year or at the end of your employment relationship with NCCS. You must note all used vacation days in the timekeeping system.

Vacation benefits vary based on whether you are classified as teaching staff or non-teaching staff.

#### Vacation Days: Teaching Staff

- During the fall and spring semesters, NCCS observes three week-long recesses as indicated on the school calendar: 1) Christmas Recess, 2) Winter Recess, and 3) Spring Recess. Teachers are not required to report to work during these recesses but will be compensated for these weeks as part of the NCCS vacation package. Since teachers are not required to work over the summer, NCCS paid vacation time to teachers is limited to these three recesses.

#### Vacation Days: Non-teaching Staff

- NCCS offers non-teaching staff ten (10) paid vacation days, which may be taken any time during the year. Principals get an additional five (5) paid vacation days, for a total of fifteen (15) paid vacation days. No employee may take vacation leave during the last week of August, the week prior to the week that school reopens for students in the fall semester. Non-teaching staff are required to report to work during school recesses in accordance with the schedule set by their supervisors, which schedule may be abbreviated in the supervisor’s discretion.
- Every School office must remain open for the entire month of August, even when the School is closed to students. This is to encourage and allow parents to enroll their children and pay tuition and fees with ease prior to the start of the fall semester. As a result, school secretaries and Principals must coordinate vacation leave carefully during this month to ensure that the office is always staffed by at least one employee during business hours for the entire month of August.

### ***Sick Leave***

All full-time employees are eligible for paid sick leave for absences from work due to:

- the employee’s mental or physical illness; injury or health condition; need for medical diagnosis, care, or treatment, or need for preventative medical care;
- the care of a family member needing such medical diagnosis, care, treatment, of preventative medical treatment. For purposes of sick leave, a family member is considered to be the employee’s child, grandchild, spouse, domestic partner, grandparent, parent or child of the employee’s spouse or domestic partner, or sibling (including a half, adopted, or step-sibling).
- the closure of NCCS premises due to a public health emergency (as declared by the New York City Commissioner or Health and Mental Hygiene or the Mayor of New York City) or to care for a child whose school or childcare provider is closed due to a public health emergency.

Each full-time employee is entitled to 40 hours (5 days) of paid sick leave in each calendar year. Existing employees are eligible to use their sick leave on January 1 of each year. New employees become eligible to use their sick leave 120 days (4 months) after their employment with NCCS begins. Sick leave must be taken in no less than four (4) hour increments.

You may be required to verify your use of sick leave using the forms made available through the NCCS Employee Portal online or through the NCCS Executive Office. If you use sick leave for more than three (3) consecutive workdays, NCCS will require you to provide medical documentation from a licensed

health care provider documenting your illness.

Unused hours for sick leave expire on December 31 and will not be carried over into the next calendar year. You will not be paid for any unused sick leave at the end of the calendar year or at the end of your employment relationship with NCCS.

## ***Paid Holidays***

NCCS observes the following holidays, during which the school is closed and no employees are required to report to work:

- New Year's Day
- Rev. Dr. Martin Luther King, Jr. Day
- President's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day
- Christmas Day

When a holiday falls on a weekend, consult the school calendar to determine what day will be observed, which is in the discretion of NCCS.

Special Note Regarding Paid Holidays and Non-Salaried Employees: Employees who are paid by the hour are ordinarily not entitled to pay for days they are not required to report to work. However, NCCS provides all of the foregoing holidays as paid holidays to hourly workers as part of its paid time off policy.

Special Note Regarding Paid Holidays and Salaried Employees: As explained earlier in this Handbook's discussion of employee categories, salaried employees such as teachers, deans of students, and principals are entitled to their full pay for a week in which they perform any work. Consequently, when NCCS' observance of a holiday shortens the typical 5-day workweek, salaried employees are still entitled to be paid as if they had worked a full 5-day workweek.

## ***Personal Days***

NCCS offers two paid personal days to all employees. You must notify your supervisor in advance as much as possible if you need to use a personal day. Like vacation days, personal days are "use it or lose it;" unused days expire at the end of the fiscal year and do not accrue. You will not be paid for any unused personal days at the end of the fiscal year or at the end of your employment relationship with NCCS.

## ***School Closures***

When the School is closed to students for a full day as indicated on the School calendar:

- Teaching staff are not required to report to work, unless the School is closed for a professional development day.
- Non-teaching staff are required to report to work.

When the School closes early for students as indicated on the School calendar:

- Teaching staff may leave after dismissing their classes, with permission from the Principal.
- Non-teaching staff may leave at the early closing time, provided that they have completed their duties for the day and have received permission from their supervisors. Office staff should remain in the building until all children have been picked up or have left the building.

## **INCLEMENT WEATHER POLICY**

In the event of inclement weather, NCCS will generally follow the New York City Department of Education's schedule for school closures and delayed openings unless otherwise communicated. All communications regarding school closures and delayed openings will occur through the **SchoolWay** communication platform, which each employee can download as an "app" on their mobile phones or can access via the web at <https://www.myschoolway.com>. With the exception of custodial staff, NCCS employees are not required to report to work when the school is closed due to inclement weather. With the exception of custodial staff, employees are only required to report to work at the time of the delayed opening as per the announcement.

## **LEAVE UNDER THE FAMILY AND MEDICAL LEAVE ACT**

The Family and Medical Leave Act (FMLA) provides eligible employees with up to 12 workweeks of unpaid leave for certain family and medical reasons during a 12-month period. During this leave, an eligible employee is entitled to continued group health plan coverage as if the employee had continued to work. At the conclusion of the leave, subject to some exceptions, an employee generally has a right to return to the same or to an equivalent position.

### ***Employee Eligibility Criteria***

To be eligible for FMLA leave, an employee must have been employed by NCCS:

- for at least 12 months (which need not be consecutive);
- for at least 1,250 hours during the 12 month period immediately preceding the commencement of the leave; and
- at a worksite (a) with 50 or more employees; or (b) where 50 or more employees are located within 75 miles of the worksite.

### ***Events Which May Entitle an Employee to FMLA Leave***

FMLA leave may be taken for any one, or for a combination of, the following reasons:

- the birth of the employee's child or to care for the newborn child;
- the placement of a child with the employee for adoption or foster care or to care for the newly placed child;
- to care for the employee's spouse, child, or parent (but not in-law) with a serious health condition; and/or
- the employee's own serious health condition that makes the employee unable to perform one or more of the essential functions of his or her job.

A "serious health condition" is an injury, illness, impairment, or physical or mental condition that involves inpatient care or continuing treatment by a health care provider. A more detailed definition of "serious health condition" can be found in the U.S. Department of Labor's Certification of Health Care Provider Form (Form WH-380), available online at the Department of Labor's website and through the NCCS Employee Portal online or through the NCCS Executive Office.

## ***How Much FMLA Leave May Be Taken***

An eligible employee is entitled to up to 12 workweeks of unpaid leave during a 12-month period for any FMLA qualifying reason(s). The 12-month period is NCCS's fiscal year of July 1 to June 30.

## ***Limitations on FMLA Leave***

Leave to care for a newborn or for a newly placed child must conclude within 12 months after the birth or placement of the adopted child.

When both spouses are employed by NCCS, they are together entitled to a combined total of 12 workweeks of FMLA leave within the designated 12 month period for the birth, adoption, or foster care placement of a child with the employees, for aftercare of the newborn or newly placed child, and to care for a parent (but not in-law) with a serious health condition. Each spouse may be entitled to additional FMLA leave for other FMLA qualifying reasons (i.e., the difference between the leave taken individually for any of the above reasons and 12 workweeks, but not more than a total of 12 workweeks per person).

For example, if each spouse took 6 weeks of leave to care for a newborn child, each could later use an additional 6 weeks due to his/her own serious health condition or to care for a child with a serious health condition.

## ***Intermittent or Reduced Work Schedule Leave***

Intermittent leave is leave taken in separate blocks of time. A reduced work schedule leave is a leave schedule that reduces an employee's usual number of hours per workweek or hours per workday.

Leave to care for a newborn or for a newly placed child may not be taken intermittently or on a reduced work schedule unless NCCS agrees to an individual leave request. Leave because of an employee's own serious health condition, or to care for an employee's spouse, child, or parent with a serious health condition, may be taken all at once or, where medically necessary, intermittently or on a reduced work schedule.

If an employee takes leave intermittently or on a reduced work schedule basis, the employee must, when requested, attempt to schedule the leave so as not to unduly disrupt the School's operations. When an employee takes intermittent or reduced work schedule leave for foreseeable planned medical treatment, NCCS may temporarily transfer the employee to an alternative position with equivalent pay and benefits for which the employee is qualified and which better accommodates recurring periods of leave.

Special Rules Concerning Teachers: If a teacher wishes to take intermittent leave, and that leave would cause the teacher's absence from the classroom more than 20 percent of the time (i.e., more than 1 day out of a 5 day work week), the teacher may be required either to take continuous leave throughout the treatment period or to be placed in an equivalent position that would not be disruptive to the classroom. Also, a teacher may be required to extend leave through the end of a term if she/he would otherwise have returned within the last two or three weeks of the term, depending on the date on which the leave commenced and the duration of the leave.

## ***Requests for FMLA Leave***

An employee should request FMLA leave by completing the FMLA Leave Request Form and submitting it to his or her supervisor. The forms are made available through the NCCS Employee Portal online or through the NCCS Executive Office.

When leave is foreseeable for childbirth, placement of a child, or planned medical treatment for the employee's or family member's serious health condition, the employee must provide NCCS with at least 30 days advance notice, or such shorter notice as is practicable (i.e., within 5 business days of learning of the need for the leave). When the timing of the leave is not foreseeable, the employee must provide NCCS with notice of the need for leave as soon as practicable (i.e., within 2 business days of learning of the need for the leave).

### ***Required Documentation***

When leave is taken to care for a family member, NCCS may require the employee to provide documentation or statement of family relationship (e.g., birth certificate or court document).

An employee may be required to submit medical certification from a health care provider to support a request for FMLA leave for the employee's or a family member's serious health condition. Medical certification forms are available through the NCCS Employee Portal online or through the NCCS Executive Office.

If NCCS has reason to doubt the employee's initial certification, the School may: (i) with the employee's permission, have a designated health care provider contact the employee's health care provider in an effort to clarify or authenticate the initial certification; and/or (ii) require the employee to obtain a second opinion by an independent NCCS-designated provider at NCCS' expense. If the initial and second certifications differ, NCCS may, at its expense, require the employee to obtain a third, final, and binding certification from a jointly selected health care provider.

During FMLA leave, NCCS may request that the employee provide recertification of a serious health condition at certain intervals in accordance with the FMLA. In addition, during FMLA leave, the employee must provide the School with periodic reports regarding the employee's status and intent to return to work. If the employee's anticipated return to work date changes and it becomes necessary for the employee to take more or less leave than originally anticipated, the employee must provide NCCS with reasonable notice (i.e., within 2 business days) of the employee's changed circumstances and new return to work date. If the employee gives NCCS notice of the employee's intent not to return to work, the employee will be considered to have voluntarily resigned.

Before the employee returns to work from FMLA leave for the employee's own serious health condition, the employee may be required to submit a fitness for duty certification from the employee's health care provider, with respect to the condition for which the leave was taken, stating that the employee is able to resume work.

FMLA leave or return to work may be delayed or denied if the appropriate documentation is not provided in a timely manner. Also, a failure to provide requested documentation of the reason for an absence from work may lead to termination of employment.

### ***Use of Paid and Unpaid Leave***

FMLA provides eligible employees with up to 12 workweeks of unpaid leave. If an employee has accrued paid leave (e.g., vacation, sick leave, personal leave), however, the employee must use any qualifying paid leave first. "Qualifying paid leave" is leave that would otherwise be available to the employee for the purpose for which the FMLA leave is taken. The remainder of the 12 workweeks of leave, if any, will be unpaid FMLA leave. Any paid leave used for an FMLA qualifying reason will be charged against an employee's entitlement to FMLA leave. This includes leave for disability or workers' compensation

injury/illness, provided that the leave meets FMLA requirements. The substitution of paid leave for unpaid leave does not extend the 12-workweek leave period.

### ***Designation of Leave***

NCCS will notify the employee that leave has been designated as FMLA leave. The School may provisionally designate the employee's leave as FMLA leave if it has not received medical certification or has not otherwise been able to confirm that the employee's leave qualifies as FMLA leave. If the employee has not notified NCCS of the reason for the leave, and the employee desires that leave be counted as FMLA leave, the employee must notify his or her supervisor within 2 business days of the employee's return to work that the leave was for an FMLA reason.

### ***Maintenance of Health Benefits***

During FMLA leave, an employee is entitled to continued group health plan coverage under the same conditions as if the employee had continued to work.

To the extent that an employee's FMLA leave is paid, the employee's portion of health insurance premiums will be deducted from the employee's salary. For the portion of FMLA leave that is unpaid, the employee's portion of health insurance premiums may be

- paid at the same time as if made by payroll deduction; or
- paid pursuant to a system voluntarily agreed to by NCCS and the employee.

If the employee's payment of health insurance premiums is more than 30 days late, NCCS may discontinue health insurance coverage upon notice to the employee.

### ***Return from FMLA Leave***

Upon return from FMLA leave, NCCS will place the employee in the same position the employee held before the leave or an equivalent position with equivalent pay, benefits, and other employment terms.

### ***Limitations on Reinstatement***

An employee is entitled to reinstatement only if he/she would have continued to be employed had FMLA leave not been taken. Thus, an employee is not entitled to reinstatement if, because of a layoff, reduction in force, or other reason, the employee would not be employed at the time job restoration is sought.

NCCS reserves the right to deny reinstatement to salaried, eligible employees who are among the highest paid 10 percent of NCCS' employees employed within 75 miles of the worksite ("key employees") if such denial is necessary to prevent substantial and grievous economic injury to NCCS' operations.

### ***Failure to Return to Work Following FMLA Leave***

If the employee does not return to work following the conclusion of FMLA leave, the employee will be considered to have voluntarily resigned. NCCS may recover health insurance premiums that it paid on behalf of the employee during any unpaid FMLA leave except that NCCS' share of such premiums may not be recovered if the employee fails to return to work because of the employee's or a family member's serious health condition or because of other circumstances beyond the employee's control. In such cases, NCCS may require the employee to provide medical certification of the employee's or the family member's serious health condition.

## **JURY DUTY**

NCCS supports employees called to fulfill their civic obligation to serve jury duty. Upon receipt of the notice to serve jury duty, you should immediately notify your supervisor, as well as the Director of Finance and Administration. Additionally, you should submit a copy of the notice to serve jury duty to the NCCS Executive Office by fax, email to the Director of Finance and Administration, or hand delivery.

If you are called to serve on a jury, NCCS will pay you the state-mandated jury fee of \$40 for each day of the first three (3) days of jury service. Thereafter, so long as you continue to serve on a jury, you will not be paid by the School but may be paid by New York State. You may elect to use your paid vacation leave to serve on a jury, consistent with the limitations set forth in the "Paid Time Off" section above, but will NCCS not require you to use paid leave during a time of jury service.

When your jury service ends, you must notify the Director of Finance and Administration and must submit a signed Certificate of Jury Service indicating the number of days served.

If you are released from jury duty with at least four (4) hours remaining in your workday, you should return to work for the remainder of the day. If the jury duty falls at a time when you cannot be away from work, NCCS may request that the court allow you to choose a more convenient time to serve if the School makes a request in accordance with the court's procedures. You must cooperate with the court's response to this request.

## **CELL PHONES**

NCCS understands and appreciates that employees utilize their cellular phones for business purposes. At the same time, cell phones are a distraction in the workplace. To ensure the effectiveness of instructional time, teachers are asked to leave cell phones at their desk. Or, on the unusual occasion of an emergency that requires immediate attention, the cell phone may be carried in vibrate mode.

Cell phone use for personal purposes in the workplace or during work hours should be kept to a bare minimum.

NCCS prohibits employee use of cellular phones, for any purpose, while driving an NCCS vehicle or while driving a non-NCCS vehicle to conduct NCCS business.

## **REIMBURSEMENT AND PURCHASES**

You may occasionally use your own resources to conduct NCCS business. Where practical, you are expected to absorb, without reimbursement, minor expenditures under \$5. *No reimbursement will be made for any item purchased or service rendered without specific advance authorization from your supervisor.*

All requests for reimbursement must be made in writing using the NCCS Voucher Form made available through the NCCS Employee Portal online or through the NCCS Executive Office. Receipts should be attached to the Voucher Form for all expenditures, and reimbursement will not be made in the absence of a receipt.

Furthermore, all purchases must be well-planned. All requests for purchases should be clearly detailed on the NCCS Requisition Form and signed by your supervisor. Requisition Forms are made available through

the NCCS Employee Portal online or through the NCCS Executive Office and should be submitted at least 5 business days before the items are needed.

## **EQUIPMENT**

NCCS will provide you with the necessary equipment to do your job. None of this equipment should be used for personal use nor removed from the relevant NCCS school building - unless doing so is approved by your supervisor or the Director of Finance and Administration and the job specifically requires use of NCCS-owned equipment off of NCCS premises.

## **SAFETY**

Safety is everyone's job at NCCS. NCCS provides a clean, hazard-free, healthy, safe environment in which to work in accordance with the Occupational Safety and Health Act of 1970. **As an employee, you are expected to take an active part in maintaining this environment.** You should observe all posted safety rules, adhere to all safety instructions provided by your supervisor, and use safety equipment where required. You should also read and familiarize yourself with the contents of the ***NCCS Safety Plan***- also available on the *NCCS Employee Portal*. Your workspace/classroom should be kept neat, clean, and orderly. It is your responsibility to know the location of all safety and emergency equipment, as well as the appropriate safety contact phone numbers.

All safety equipment will be provided by NCCS. You should not damage this equipment. As an employee, you have a duty to comply with the safety rules of NCCS, to assist in maintaining a hazard-free environment, to report any accidents or injuries, and to report any unsafe equipment, working condition, process or procedure, immediately to your supervisor.

Furthermore, NCCS requires all those handling food to wear a hairnet and comply with all other food safety rules, as mandated by applicable law.

All employees are prohibited from creating or perpetuating safety hazards.

## **EMERGENCY PROCEDURES**

There is no more important responsibility for NCCS employees than ensuring the safety and well-being of our students. Therefore, understanding and following the procedures described below is vital.

### ***Illness and/or Student Accidents***

1. The faculty or staff member will notify the School Secretary, who will in turn notify the child's parents/guardians to arrange for pickup or receive further instructions from the parents. The School Secretary will also notify the Principal. NCCS employees are prohibited from administering medication to students—including serving hot tea for illnesses such as the common cold and stomachaches—but providing basic first aid services (such as cleaning and bandaging a minor scrape) may be appropriate.
2. If the parents cannot be reached, the person listed as emergency contact and the family physician listed on the child's Student Personal Data Form will be contacted. The contact information for both the emergency contact and the family physician can be found on the Form in the office or electronically through the School's student records software.
3. If the emergency contact or physician cannot be reached and the injury is severe, the child is to be taken to the emergency room of the hospital with which his/her doctor is affiliated. This hospital information is indicated on the child's Student Personal Data Form.

4. If the above steps cannot be taken and the injury is severe, the child is to be taken to the nearest emergency room where first aid treatment will be carried out. The accompanying NCCS employee will await further instructions from the child's parents and the School.

### ***Employee Accidents***

1. In case of an accident on premises, the injured staff member must immediately notify the School Secretary and seek first aid care.
2. The School secretary must immediately notify the Principal and Director of Finance and Administration, and a Worker's Compensation Accident Report must be completed.
3. If the staff member is taken to the emergency room, the emergency contact on file will be notified.

### ***Emergency Evacuation Procedures***

1. All persons must exit the building when the alarm goes off, including all visitors to the school. Do not assume it is a drill, even if you have prior knowledge that one is scheduled to take place.
2. The evacuation signal is the regular fire alarm.
3. Each teacher must accompany his/her class during an evacuation. Turn out lights and close windows and doors upon leaving the room. Teachers must enforce the following regulations:
  - a. No books or other possessions are to be carried from the room.
  - b. All persons should walk quietly, not run.
4. The employee through each outside door should appoint an assistant to hold the doors open.
5. The last employee off each floor will quickly check restrooms to ensure that all persons have left the building. He/she shall close the stairwell doors.
6. Clearance to reenter the building will be given by the Principal, or in her absence, the Dean of Students. Under no circumstances are children, visitors, or employees to reenter until instructed by the appropriate person.

### ***Abuse***

NCCS employees shall not abuse children, including by committing acts of:

- Physical abuse (striking, spanking, kicking, punching, or otherwise causing physical trauma to a child)
- Sexual abuse (inappropriate touching, fondling, exposure, display of pornography)
- Verbal abuse (humiliating, degrading, threatening, or making sexually inappropriate comments to a child)
- Neglect (withholding food, water, or basic care)

The law requires certain professionals and school officials to report suspected child abuse or maltreatment to the New York State Central Register ("SCR") of Child Abuse and Maltreatment, also known as the "Child Abuse Hotline." The law also assigns civil and criminal liability to professionals who do not comply with their mandated reporting responsibilities. School professionals and officials are required to immediately make such reports when, in their professional capacities, they have reasonable cause to suspect abuse or maltreatment. But, of course, anyone can report and must report any suspected abuse or maltreatment at any time. Reasonable cause to suspect child abuse or maltreatment means that, based on your observations, professional training, and/or experience, you feel the parent or person legally responsible for a child has harmed that child or placed that child in imminent danger or harm.

As soon as you suspect abuse or maltreatment you must report your concerns by telephone to SCR. The hotline number is 1.800.635.1522 for mandated reporters (for principals and teaching staff) and 1.800.342.3720 for other employees. The SCR is open 24 hours a day, seven days a week. All reports are confidential. Within 48 hours of calling SCR, you must file a written report with the New York State Office

of Children and Family Services. Reporting is an individual responsibility and no supervisor or administrator may interfere with the individual reporting responsibility. Nor may a mandated reporter be absolved of responsibility by relying on a supervisor or administrator to meet her or his individual reporting responsibility. If you are in a situation about which you are unclear or uncertain, you should speak immediately with the Principal or Director of Finance and Administration.

As an employee of NCCS, you are required to report the following:

- **Suicide:** If you are told by a student that he or she is contemplating suicide or if you come upon evidence of intent (e.g., a note) to commit suicide, report this to the Principal or Dean of Students immediately.
- **Physical evidence of crime:** If you obtain physical evidence that a student has committed or is committing a crime, you must turn that evidence in to the Principal or the Dean of Students within 2 school days (2 calendar days, excluding weekends and holidays, if the evidence is obtained at the time of a vacation or at the end of the school year.) You may keep the source of the evidence anonymous.
- **Intent to Harm:** If a student expresses the intent to seriously harm another individual, you must inform the Principal or Dean of Students, who will then take appropriate action.
- **Drug and Alcohol use:** Drug and alcohol use, in or out of school, is illegal, a violation of school policy, and a risk to students' well-being. You must report suspected cases of use or possession to the Principal or Dean of Students.
- **Self-Harm:** You must report evidence or student reports of self-harming behaviors or the intent to inflict self-harm to the Principal or Dean of Students.

## **CONFIDENTIAL NATURE OF WORK**

All NCCS records and information relating to NCCS and its employees and students are confidential and you must, therefore, treat all matters accordingly. You may not remove any NCCS or NCCS-related information, including without limitation, documents, notes, files, records, oral information, computer files, or similar materials (except in the ordinary course of performing duties on behalf of NCCS) from NCCS' premises without permission from your supervisor. Additionally, the contents of NCCS's records or information otherwise obtained in the regular course of business may not be disclosed to anyone, except where required for a business purpose. You must not disclose any confidential information, purposefully or inadvertently through casual conversation to any unauthorized person inside or outside of NCCS. If you are unsure about the confidential nature of specific information, you must ask your supervisor for clarification.

## **COMPUTER INFORMATION SYSTEMS**

NCCS provides some of its employees with laptop or desktop computers, voicemail, e-mail, and Internet access to enable them to conduct the affairs of the School and to facilitate the flow of information among employees, students, parents, and others.

### ***School Property***

The School's computers, voicemail, e-mail, Internet access, and any other communication or information system that may be available to you as a result of your employment ("Information Systems") are the property of the School and should be used for School purposes only. Voicemail, email, and Internet usage assigned to your computer or telephone extensions are solely for the purpose of conducting School business. Some job responsibilities require access to the Internet and the use of software. Only people appropriately authorized for NCCS purposes may use the Internet or access additional software through the Information Systems. If you need access to software that is not currently on the School network or your designated computer, please talk with your Principal or the Director of Finance and Administration.

You may not share passwords or otherwise provide unauthorized persons with access to the Information Systems. You are also prohibited from establishing connections that would allow unauthorized persons to gain access to the Information Systems, either through the Internet or otherwise. To protect data and software on the School's computers, only authorized employees and vendors are permitted to load software onto computers. No unauthorized software is allowed on School computers. You may not copy School software for personal use. You will be held responsible for any software or other copyright infringements attributable to you in violation of this policy.

In addition, technology is either assigned to a particular member of the School community for the duration of the school year or is made available from a pool that can be signed-out for a shorter duration, based on a project or some other specific need. All of us must take responsibility for the technology that has been assigned to us. Taking NCCS portable technology off-campus is permissible if authorized by your supervisor but, in doing so, you assume responsibility for loss due to theft or accident. The specific technology distribution, based on position, is the responsibility of your Principal, who you should feel free to consult regarding specific aspects of the policy.

### ***Internet Usage***

Internet use during working hours is authorized to conduct NCCS business only. This applies to the use of any NCCS machines off premises after working hours as well. Additionally, under no circumstances may NCCS computers or other electronic equipment be used to obtain, view, or reach any pornographic, or otherwise immoral, unethical, or non-business-related Internet sites.

### ***Email Usage***

NCCS email addresses are to be used for NCCS business only. Similarly, you are prohibited from conducting NCCS business through personal email addresses and must use NCCS email for NCCS business. Do not conduct personal business using the School computer or email. Be conscious of maintaining a professional tone in your emails.

### ***No Expectation of Privacy***

You should have no expectation of privacy as it relates to your use of any of the Information Systems or of any of the information contained in the Information Systems. NCCS can access information maintained on the Information Systems at any time. You should be cognizant of this in both the tone and content of your use of the Information Systems. NCCS may (but will not necessarily) ask for your assistance in accessing Information Systems information that you read or created. Moreover, you should be aware that voicemail and e-mail messages that are sent or received remain on the system and can be accessed even if you have deleted them. It is against School policy to prepare, receive, or maintain personal or private information on any Information System that belongs to NCCS.

### ***Social Media***

With the rapid growth and application of social media, NCCS recognizes the need to have a policy which ensures that employees who use social media either as part of their job, or in a personal capacity, have guidance as to the school's expectations where the social media engagement is about the School, its products and services, its people, and/or other business related individuals, organizations, and information. The School's Three R's of Social Media Engagement are therefore 'guardrails' designed to protect the interests of employees and the School. In brief, the Three R's ask that when engaging in social media: be clear about who you are *representing*, take *responsibility* for ensuring that any references to

NCCS are factually correct and accurate and do not breach confidentiality requirements, and show *respect* for the individuals and communities with which you interact. It is important to note that this policy does not apply to your personal use of social media platforms where you make no reference to NCCS-related issues such as but not limited to NCCS events, employees, or students and their families. No references to such NCCS-related issues should be made in your personal use of social media platforms.

### ***Personal Communication with Students***

As a general rule, you should not communicate with current students of NCCS through personal means of communication, including home phones, cell phones, personal e-mail accounts, or social media. In rare cases when it is necessary to share personal numbers or contact information with students e.g. class trips, foreign travel, etc., exercise professional judgment and discretion and inform the Principal about the communication.

## **IMPORTANT NOTICES SENT BY EMAIL**

Each NCCS employee will be assigned a School email address (e.g., [jdoe@ncchristianschool.org](mailto:jdoe@ncchristianschool.org)) by the NCCS Executive Office. You should check this email account at least once per week, as this will be the primary way that NCCS will distribute important notices to staff in an effort to conserve paper and protect the environment. Administrative staff is required to check their email account daily. You will be responsible for any information distributed by email.

## **EMPLOYEE DISCIPLINARY PROCEDURE**

Any violation of the policies enumerated in this Handbook or other employee misconduct may subject you to disciplinary action, as outlined below. NCCS reserves the right to skip or repeat any step in this procedure in its sole discretion. NCCS also reserves the right to forego these disciplinary procedures and to discharge or reassign you immediately dependent on the nature and seriousness of your misconduct.

### ***Step 1: Informal discussion***

Step 1 creates an opportunity for your supervisor to schedule a meeting with you to bring attention to the existing performance, conduct, or attendance issue. Your supervisor should discuss the nature of the problem or the violation of NCCS policies and procedures with you. Your supervisor is expected to clearly describe expectations and steps you must take to improve performance or resolve the problem. Bringing the matter to your attention is often enough to prompt you to correct it willingly.

### ***Step 2: Oral Warning***

If a private, informal discussion with you does not result in corrective action, your supervisor may meet with you again and review the problem; permit you to present your views on the problem; and advise you that the problem must be corrected and that failure to do so will result in further disciplinary action, up to and including termination. Within five (5) business days of this meeting, your supervisor will draft a short memo summarizing the events of this meeting, which will be placed in your personnel file and forwarded to the Director of Finance and Administration and you.

### ***Step 3: Written Warning***

If you fail to alter your behavior after an oral warning, your supervisor may meet with you in private and once again discuss the need for remediation and the possibility of termination. At this meeting, your supervisor should issue you a written warning (signed by the supervisor and you) and place a copy in your personnel file. If you do not want to sign the write-up, you can choose not to sign it or you can sign it with a note next to your signature saying that you are signing “under protest.” Whether you sign the write-up or not, it will still go in your file. The supervisor’s signature will be notarized to preserve proof of the date that the write-up was issued.

#### ***Step 4: Suspension and Final Written Warning***

There may be performance, conduct, or safety incidents so problematic and harmful that the most effective action may be your temporary removal from the workplace. When immediate action is necessary to ensure your safety or the safety of others, your supervisor may suspend you pending the results of an investigation.

Suspensions that are recommended as part of the normal progression of this progressive discipline policy and procedure are subject to approval from the Director of Finance and Administration.

Depending on the seriousness of the infraction, you may be suspended without pay in full-day increments consistent with federal, state, and local wage-and-hour employment laws. Unpaid suspension of salaried/exempt employees is reserved for serious workplace safety or major misconduct problems, not less serious concerns about attendance or performance.

Pay may be restored to you if an investigation of the incident or infraction absolves you of wrongdoing.

During Step 4 and based on the results of an investigation (if applicable), your supervisor and the Director of Finance and Administration will meet with you to review any additional incidents or information about your performance, conduct, or attendance issues as well as any prior relevant corrective action plans. Management will outline the consequences for you of your continued failure to meet performance or conduct expectations.

A formal performance improvement plan (PIP) requiring your immediate and sustained corrective action will be issued within five (5) business days of a Step 4 meeting. A warning outlining that you may be subject to termination if immediate and sustained corrective action is not taken may also be included in the written warning.

Step 4 may not be necessary in all instances, and in some cases, NCCS may proceed directly to Step 5 from Step 3.

#### ***Step 5: Dismissal***

In general, dismissal is recommended only when you do not respond to one or more of the above steps. However, the School reserves the right to discharge you immediately, or to otherwise modify or omit any one or more steps in the disciplinary procedure, in its sole discretion. NCCS reserves the right in its sole discretion to determine the appropriate disciplinary action for employee misconduct or non-performance.

### **RESIGNATION**

All employees planning to leave the employ of NCCS are requested to give written notice before departing. Principals should give notice of at least two (2) months; teachers should give notice of at least one (1) month; all other employees should give notice of at least two (2) weeks. Departing employees shall provide written notice to their supervisors and the Director of Finance and Administration, specifying the

final date of employment. Once minimum notice has been given, any subsequent unexcused and/or unexplained absences will be charged as vacation days. All fringe benefits end on the last day of employment.

In some instances, management may determine that the resignation should take effect immediately. In that case, you will receive compensation for any work performed following the notice of termination that has been approved by the supervisor and Director of Finance and Administration.

NCCS reserves the right to treat failure by an employee who has been on sick leave, vacation leave, or personal leave to return to active employment on the date previously approved by the employee's supervisor as a voluntary resignation.

Departing employees are required to return all NCCS property (e.g., teachers' manuals, tools, keys, etc.) to their supervisors in substantially the same condition in which it was received, normal wear and tear expected. The employee's final paycheck, along with a Termination of Employment Notice, will be mailed during the next regularly scheduled pay period following the employee's departure, or if applicable, by direct deposit.

## **DISMISSALS**

Every NCCS employee has the status of "employee-at-will," meaning that no one has a contractual right, express or implied, to remain in NCCS' employ. NCCS may terminate your employment, or you may terminate your employment, without cause, and with or without notice, at any time for any reason. No supervisor or other representative of NCCS (except the Board of Christian School Education) has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above.

### ***Immediate Dismissals/Misconduct***

If your conduct, actions, or performance violates or conflicts with NCCS' policies as described in this Handbook or communicated to you through other policies or guidance from NCCS, you may be terminated immediately and without warning.

The following are some examples of grounds for immediate dismissal of an employee:

- Breach of trust or dishonesty
- Conviction of a felony
- Willful violation of an established policy or rule
- Failure to report discrimination or harassment occurring against another employee
- Committing acts of discrimination or harassment against another employee
- Physical, emotional, sexual, or verbal abuse of a student
- Falsification of NCCS records
- Gross negligence, especially as it relates to negligence that compromises the safety, health, or well-being of students
- Insubordination
- Violation of the Anti-Harassment and/or Equal Employment Opportunity Policies
- Poor results of the bi-annual New York State Register of Child Abuse and Maltreatment screening
- Use, manufacture, or distribution of drugs or alcohol on NCCS property, or distribution of drug or alcohol to NCCS students whether on or off School property
- Clocking in or out for other employees
- Intentionally misreporting hours worked

- Unauthorized absence because of a failure to give adequate notice to and seek approval from your supervisor
- Unauthorized absence because of failure to seek approval from your supervisor to leave the School building during the work day
- Initiating or continuing improper communication with current students through personal phones and/or social media
- Deliberate non-performance of work
- Violation of the Paid Time Off Policy
- Larceny or unauthorized possession of, or the use of, property belonging to the School or any co-worker, visitor, or patron of NCCS
- Possession of dangerous weapons on the premises
- Unauthorized possession, use, or copying of any records that are the property of NCCS
- Unauthorized posting or removal of notices from bulletin boards
- Making disparaging remarks about NCCS
- Excessive absenteeism or lateness
- Marring, defacing, or other willful destruction of any supplies, equipment or property of NCCS
- Fighting or serious breach of acceptable behavior
- Violation of the smoking, alcohol, and drug use policy
- Violation of the Cell Phone Use Policy
- Violation of Confidentiality Policy
- Gambling, conducting games of chance or possession of such devices on the premises or during work hours
- Sleeping on duty

This list is intended to be representative of the types of activities that may result in dismissal. It is not intended to be comprehensive and does not change the employment-at-will relationship between any employee and NCCS.

In the event of a dismissal, all benefits end on the last day of employment. Departing employees are required to return all NCCS property (e.g., teachers' manuals, tools, keys, etc.) to their supervisors in substantially the same condition in which it was received, normal wear and tear expected. The employee's final paycheck, along with a Termination of Employment Notice, will be mailed during the next regularly scheduled pay period following the employee's departure, or if applicable, by direct deposit.

## **REFERENCES**

If you receive a request for a reference, you should refer the request to the Principal or the Director of Finance and Administration. No NCCS employee may issue a reference letter or provide an oral reference to any current or former employee without the permission of the Director of Finance and Administration.

Under no circumstances should you release any information about any current or former NCCS employee over the telephone. All telephone inquiries regarding any current or former employee of the School must be referred to the Principal or the Director of Finance and Administration.

In response to an outside request for information regarding a current or former NCCS employee, the Director of Finance and Administration will furnish or verify only an employee's name, dates of employment, job title, and department. No other data or information regarding any current or former NCCS employee, or his/her employment with NCCS, will be furnished unless 1) NCCS is required by law to furnish any information or 2) the employee provides NCCS with written authorization to provide this information and both the employee and the prospective employer agree in writing to release NCCS from liability in connection with the furnishing of this information.



## **RECEIPT OF EMPLOYEE HANDBOOK**

I acknowledge that I have received a copy of New Covenant Christian School's ("NCCS") Employee Handbook that outlines the goals, policies, benefits, and expectations of NCCS, as well as my responsibilities as an employee.

I have familiarized myself with the contents of this handbook. By my signature below, I acknowledge, understand, accept and agree to comply with the information contained in the Employee Handbook provided to me by NCCS. I understand this handbook is not intended to cover every situation that may arise during my employment, but is simply a general guide to the goals, policies, practices, benefits, and expectations of NCCS.

I understand that the NCCS Employee Handbook is not a contract of employment and should not be deemed as such. Further, I understand that NCCS is an "at will" employer and as such employment with NCCS is not for a fixed term or definite period and may be terminated at the will of either party, with or without cause, and without prior notice. I also understand that "at will" employment means that the terms and conditions of my employment (including job duties and work hours) can be changed at any time. No supervisor or other representative of NCCS, (except the Board of Christian School Education) has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above. In addition, I understand that this Handbook states NCCS' policies and practices in effect on the date of publication. I understand that nothing contained in the Handbook may be construed as creating a promise of future benefits or a binding contract with NCCS or benefits or for any other purpose. I also understand that these policies and procedures are continually evaluated and may be amended, modified, or terminated at any time.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Date

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