



Academy
of the City
Charter School

Employee Handbook

2016-2017 School Year

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WELCOME

Welcome to the team! We hope you will find your employment at Academy of the City Charter School to be rewarding, stimulating, challenging, and instrumental in your own personal and professional development.

Handbook Purpose

This Handbook describes some of the basic terms and conditions of employment with the school and is intended to serve as a resource. You are expected to read this Handbook carefully, to know and understand its contents, and to abide by its provisions. If you have any question about anything in this Handbook, or about Academy of the City Charter School's employment policies or practices in general, you are expected to ask the Principal or Director of Operations.

Academy of the City Charter School has the right to change anything in this Handbook. You are responsible for knowing about and understanding those changes once they have been disseminated.

Handbook Revisions

Academy of the City Charter School can change or eliminate anything in this Handbook, and any employment policy, practice, work rule or benefit, at any time without prior notice. However, any such change is effective only if it is in writing and is signed or authorized by the Principal. No one has the authority to make any promise or commitment contrary to what is in this Handbook.

ACADEMY OF THE CITY CHARTER SCHOOL'S VISION STATEMENT AND MISSION

Every child in our diverse community reaches academic, social and personal excellence.

Academy of the City fosters community, supports families, welcomes children of all backgrounds, celebrates diversity and promotes social justice. With our challenging, hands-on liberal arts experience we strive to develop joyful, creative, independent and successful lifelong learners.

Employment Procedures

At-Will Employment

Your employment with Academy of the City Charter School is at will. This means that neither you nor Academy of the City Charter School has entered into a contract regarding the duration of your employment. This employment relationship may be terminated at any time, with or without cause or notice, by the employee or Academy of the City Charter School. No one has the authority to enter into any agreement to the contrary except the Principal and Board of Trustees of Academy of the City Charter School, who may do so only in writing.

Collective Bargaining Agreements

There may be employees of Academy of the City Charter School who are subject to collective bargaining agreements. For any such employees, if any provisions of their collective bargaining agreements conflict with Academy of the City Charter School policies, Academy of the City Charter School is obligated to honor the provisions of the collective bargaining agreement.

Proof of Right to Work

Under federal law, all new hires must produce original documentation establishing their identity and right to work in the United States, and complete USCIS Form I-9. New hires must establish their identity and right to work in the United States by providing documentation that establishes their identity and employment authorization. Lists of qualifying documents accompany the USCIS Form I-9. All documents must be unexpired. Documentation must be produced within three business days of hire.

Work Schedule

Our normal office hours for the general and administrative staff are from 8:00 a.m. through 4:00 p.m., Monday through Friday. Classroom instructional staff are expected to work such hours that ensure the timely start of the school day, an orderly process for ending the school day, and sufficient interaction with other instructional staff and administrators to help support the educational mission of the school.

Non-exempt employees receive two ten-minute paid break periods for each full workday, one in mid-morning and one in mid-afternoon. Non-exempt employees must maintain time records accurately reflecting all hours worked and time in/out. These time records should be submitted weekly for the Principal's approval and signature.

Attendance & Lateness

If a staff member has an unplanned absence, s/he must let his/her supervisor know as soon as possible but no later than 6:30 a.m. so that arrangements for coverage can be made. If a teacher works with a Lead or Associate teacher, s/he should also be contacted. This contact of the supervisor and other staff should be done by email and phone so that someone is reached. To assist substitute teachers, in the case of unplanned absences, teachers must have activities and lessons that can be explained by email or phone so that the instruction of children can take

place in their absence. Lead and Associate teachers' absences are generally covered by substitute teachers.

Employees are expected to assume responsibility for their regular assignments and to follow daily work schedules. Employees who have excessive lateness and/or absences are subject to disciplinary action.

Employment Policies

Equal Opportunity Employer

It is our policy to provide equal employment opportunities to all employees and prospective employees in every facet of our operations. All employment-related decisions, including hiring, promotions, transfers, training, compensation, treatment of employees, and corrective action are made solely on the basis of individual qualifications and job performance without regard to race, ethnicity, national origin, citizenship status, religion, creed, age, sex, sexual orientation, marital status, disability, or any other basis prohibited by law.

Discrimination

Academy of the City Charter School's employees must conduct their relationships with other Academy of the City Charter School employees, students, parents, guardians, and the general public with courtesy and mutual respect. Academy of the City Charter School operates under sound personnel policies and applies an equitable standard of fair treatment to all of its employees. It also executes its educational mission in a non-discriminatory manner and employs persons of varied backgrounds without regard to race, ethnicity, national origin, citizenship status, religion, creed, age, sex, sexual orientation, marital status, disability, or any other basis prohibited by law. Academy of the City Charter School does not tolerate any improper conduct among its employees.

This nondiscrimination policy applies to all areas of employment. Academy of the City Charter School prohibits the harassment of any individual on any of the bases listed above.

Harassment

Academy of the City Charter School is committed to providing a workplace free of sexual harassment (which includes harassment based on gender, pregnancy, childbirth, or related medical conditions), as well as harassment based on such factors as race, ethnicity, national origin, citizenship status, religion, creed, age, sex, sexual orientation, marital status, disability, or any other basis prohibited by law. Academy of the City Charter School strongly disapproves of and will not tolerate harassment of employees by managers, supervisors, or co-workers. Similarly, Academy of the City Charter School will not tolerate harassment by its employees of non-employees with whom Academy of the City Charter School's employees have a business, service, or professional relationship.

Harassment includes verbal, physical, and visual conduct that creates an intimidating, offensive, or hostile working environment or that interferes with work performance. Such conduct constitutes harassment when: (1) submission to the conduct is made either an explicit or implicit condition of employment; (2) submission to or rejection of the conduct is used as the

basis for an employment decision; or (3) the harassment interferes with an employee's work performance or creates an intimidating, hostile, or offensive work environment.

Harassing conduct can take many forms and includes, but is not limited to, the following: slurs; jokes; statements; gestures; impeding or blocking another's movement or otherwise physically interfering with normal work; pictures; drawings; or cartoons.

Sexually harassing conduct in particular includes all of these prohibited actions as well as other unwelcome conduct such as requests for sexual favors, conversation containing sexual comments, and unwelcome sexual advances. Sexually harassing conduct can be by a person of either the same or opposite sex.

Reporting and Investigation Procedures

Any incident of harassment, including work-related harassment by any school personnel or any other person, should be reported promptly to the Principal, who will be responsible for investigating the matter. Managers/Supervisors who receive complaints or who observe harassing conduct should inform the Principal immediately. An employee is not required to complain first to the Principal. Instead, the employee may report the harassment to his or her immediate supervisor or any other member of management.

Every reported complaint of harassment will be investigated thoroughly and promptly. In addition, Academy of the City Charter School will not tolerate retaliation against any employee for cooperating in an investigation or for making a good faith complaint.

If harassment is established, Academy of the City Charter School will discipline the offender as it deems appropriate. Disciplinary action for a violation of this policy can range from verbal or written warnings up to and including immediate termination of employment, depending upon the circumstances.

It is illegal to sexually harass an employee or to retaliate against an employee for opposing sexual harassment or for participating in investigations of sexual harassment. In addition to notifying Academy of the City Charter School about harassment or retaliation complaints, affected employees may also direct their complaints to the New York Human Rights Commission or the Equal Employment Opportunity Commission which have the authority to conduct investigations of the facts. You can contact the nearest administrative office at the locations listed on Academy of the City Charter School's poster or by checking the state government listings in the local telephone directory.

Open Door

Academy of the City Charter School has an open door policy that encourages employees to participate in decisions affecting them and their daily professional responsibilities. Employees who have job-related concerns or complaints are encouraged to discuss them with their Supervisor/Manager or any other management representative with whom they feel comfortable. Academy of the City Charter School believes that employee concerns are best addressed through this type of informal and open communication.

Employees are encouraged to raise work-related concerns with their immediate supervisor, or with a supervisor or other manager of their choice, as soon as possible after the events that

cause the concern. Employees are further encouraged to pursue discussion of their work-related concerns until the matter is fully resolved. Although Academy of the City Charter School cannot guarantee that in each instance the employee will be satisfied with the result, Academy of the City Charter School will attempt in each instance to explain the result to the employee if the employee is not satisfied. Academy of the City Charter School will also attempt to keep all such expressions of concern, the results of any investigation, and the terms of the resolution confidential. In the course of investigating and resolving the matter, however, some dissemination of information to others may be necessary or appropriate.

Alternatively, Employees may avail themselves of the “Internal Complaint Procedure” set forth below.

Internal Complaint Procedure

Misunderstandings or conflicts can arise in any organization. If you have a question or a complaint or are bothered by a job-related situation, you should first speak with your immediate supervisor or manager. This is usually the best way to seek resolution of problems and is a matter of professional courtesy. If, however, the issue is not resolved, you are encouraged to bring your concern to the next level of management.

Should your concern not be satisfactorily addressed or be one that you would rather not discuss with your immediate supervisor or manager within your own department, you should contact the Director of Operations. He/she is responsible for investigating all grievances brought to Academy of the City Charter School’s attention.

If you have any concerns regarding potential discrimination, harassment, or retaliation, please use the reporting procedures outlined in the Harassment Policy.

Policy against Retaliation

There will be no retaliation, harassment of, or discrimination against any person who has pursued his or her rights under applicable law or against anyone who has assisted a person in making a complaint or provided information during an investigation under this policy. All employees are expected to ensure that such retaliation, harassment, or discrimination does not occur. Appropriate disciplinary action up to and including termination may be taken against any employee who violates this policy.

Wage and Salary Policies

Regular Pay Days

Employees are paid semi-monthly; pay periods run from the 1st to the 15th, and the 16th to the end of the month. Paydays are the 1st and the 15th of each month. All regular full-time employees are subject to a payroll lag equal to one pay period. Other employees may be subject to the lag payroll. Employees who are paid on an hourly basis must complete their time cards in a timely manner in order to ensure that they are paid for all hours worked. If a payday falls on a holiday or weekend, paychecks will be distributed on the preceding business day. Checks are distributed by the employee’s immediate supervisor at the employee’s work station or via direct deposit on the date assigned for payment. If the employee is absent when the

paycheck is distributed, the employee may claim the paycheck from his or her immediate supervisor when the employee returns.

Payment on Resignation or Termination

If an employee resigns or is terminated involuntarily, his or her paycheck will be available on the next regular payday.

Employment Classifications

Exempt and Non-Exempt Positions

Exempt employees, by definition, are exempt from earning overtime compensation. These generally include certain professional, executive/managerial, and administrative employees. Exempt employees are paid on a salary basis, not by the hour, and may be required to work beyond normal working hours without additional compensation.

Non-exempt employees are employees who are eligible to be paid for overtime work in accordance with the provisions of applicable wage and hour laws. Non-exempt employees are not permitted to work overtime without prior written approval from their supervisor.

Both Full-time and Part-time Non-Exempt employees should record all hours worked on their time sheets.

Full-Time Employees

An employee who works 35 hours per week is considered a full-time employee and is eligible for benefits such as health, dental, long-term disability and retirement.

Part-Time Employees

An employee who works less than 35 hours per week is considered a part-time employee. Part-time employees do not generally receive benefits.

Performance Reviews

Academy of the City Charter School will seek to conduct annual performance reviews. Evaluations will be conducted by the Principal, the employee's immediate supervisor, or the Principal's designee. The purpose of the review is to evaluate the employee's current level of performance, including an assessment of the teacher's contribution to the school's mission and model, to examine the progress made since the last review, and to establish goals for the employee's performance.

After receiving their performance evaluations, employees will be requested to sign the evaluation acknowledging that they have received the evaluation and are aware of its contents. The employee will have the opportunity to submit a letter contesting such performance evaluation for inclusion in their employee file. A copy of the performance evaluation will then be placed in the employee's personnel file.

Wage Adjustments

Subject to Collaborative Bargaining agreement (CBA) that will be negotiated in January 2013 for the 2013-14 school year.

Employee Benefits

Paid Time Off

Academy of the City Charter School grants Paid Time Off (“PTO”) to eligible employees to provide them with the flexibility to meet both their work and personal needs. Academy of the City Charter School believes that this time is valuable for employees not only to make their work experience with Academy of the City Charter School personally satisfying, but also to enhance their productivity. PTO can be used by eligible employees for illness, medical appointments, and personal business as well as reasons covered by the Family Medical Leave Act. PTO can be used by employees stating the reason for the leave and are subject to approval of the Principal or designee. PTO days must be requested at least twenty-four (24) hours prior to use and cannot be used to extend vacation either prior or following a school break. One half (1/2) of a PTO day will be deducted if the employee works part of the day but takes PTO time of more than one (1) hour and no more than four (4) hours. If an employee takes one (1) hour or less, PTO will not be deducted. An employee will be charged a full PTO day if the PTO time exceeds four (4) hours. Instructional employees shall make every reasonable attempt to use PTO only when the use of such leave would not conflict with classroom instructional time.

Eligibility

All regular full-time employees are eligible to participate in Academy of the City Charter School’s PTO program. Regular part-time employees eligible to participate in Academy of the City Charter School’s PTO program, accruing PTO at a rate commensurate with their working hours per week. Temporary and contracted employees are ineligible to participate in Academy of the City Charter School’s PTO program.

PTO Use

Subject to certain limitations discussed below, employees may use PTO as soon as it is accrued. Employees may take PTO for certain reasons, including the following: illness, medical appointments, and personal business. Nonetheless, employees should make every effort to schedule personal appointments (medical appointments, teacher conferences, auto repairs, etc.) before and after working hours. The school does not allow scheduled PTO either directly before or directly after a scheduled school closure (see “Holidays” below).

Non-exempt employees must record all PTO on their weekly time sheets. Exempt employees must record all PTO on a PTO Request Form for submission to the Director of Operations. PTO is recorded by the Director of Operations in increments of 0.5 days and charged against an employee’s accrued PTO balance.

PTO Accrual

Accrual Rate for Full-Time Employees

Employees accrue PTO monthly at a rate of one day per month on the last day of each month worked. An example of this would be 11 days a year for an employee working from August-June (usually instructional staff) or 12 days a year for an employee working from August-July (usually administrative staff). Accrued PTO can be banked up to 40 days and only can be used for leaves as defined by FMLA. Unused PTO is not reimbursed.

Accrual Rate for Part-Time Employees

Eligible part-time employees accrue PTO on a *pro rata* basis. For example, part-time employees working 32 hours per week will accrue 80% of the 6.4 hours per month, for a total of 8.8 days per year, rounded up to 9 days per year (assuming that an employee works from August-June).

PTO Accrual during Leaves of Absence

Employees do not accrue PTO during any unpaid leave of absence or while on disability salary continuation. PTO accruals recommence when the employee returns to work.

Approvals for PTO

PTO that is requested and approved in advance of the date of absence is considered “Scheduled PTO.” Employees are required to provide a reason for requesting Scheduled PTO. Employees must coordinate their Scheduled PTO with the Principal or designee in advance.

PTO that is taken for an unscheduled absence, such as an unexpected illness or emergency, and is not approved in advance by the employee’s immediate supervisor is considered “Unscheduled PTO.” Employees taking Unscheduled PTO must notify their immediate supervisor as soon as practicable and, in no event, later than 6:30 a.m. on the day of use, if possible, or as soon thereafter as is reasonably possible, allowing enough time for the Principal to find a substitute teacher or temporary help, as applicable.

Regular attendance is essential to Academy of the City Charter School as absences can cause a disservice to our students and to other employees. Employees taking Unscheduled PTO must advise their immediate supervisor of their anticipated return date and the need for work coverage. If the Unscheduled PTO is due to illness, the school may require that the employee provide a doctor’s note excusing their absence. Excessive Unscheduled PTO may be grounds for intervention and disciplinary action, up to and including termination of employment.

PTO Advances

An employee is not permitted to borrow on future accrual of PTO, except with the approval of the Principal. If an employee has used any PTO before it has been accrued and then leaves the employee of Academy of the City Charter School, the amount of pay for any PTO taken that has not been accrued at the time of termination must be repaid by the employee.

Holidays

Academy of the City Charter School’s instructional staff will generally observe the holiday schedule adopted by the New York City Department of Education:

- New Year’s Day
- Martin Luther King, Jr. Day

- Midwinter Recess (3rd week in February)
- Spring Recess (usually the third or fourth week in April)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Rosh Hashanah
- Columbus Day
- Yom Kippur
- Veterans Day
- Thanksgiving Recess
- Winter Recess

Twelve month employees, generally administrative staff, will follow the above schedule for holidays and have 10 days of Administrative Vacation to use in July and August. Such Administrative Vacation must be approved by the Principal and be planned to allow the functioning of the School during the summer recess.

Eligibility

Unless otherwise provided in this policy, all full-time employees of the general and administrative staff will receive time off with pay at their normal base rate for each holiday observed by Academy of the City Charter School. Part-time and temporary employees are not eligible for paid holiday benefits. Moreover, all employees are ineligible for holiday benefits while on leave of absence.

Weekends and Vacations

Holidays falling on Saturdays will normally be observed on the preceding Friday. Holidays falling on Sundays will normally be observed on the following Monday. Holidays that occur during an eligible employee's vacation will not be counted as vacation days taken.

Weather Days and Other Closures

The school may be closed due to inclement weather or other situations. If New York City Department of Education schools are closed or delayed, Academy of the City Charter School will be closed or delayed. That information is broadcast on radio, television, and Internet.

Medical Insurance and Health Benefits

Academy of the City Charter School currently offers health, dental, and vision care coverage to regular full-time employees. Currently there is a 15% contribution for primary employee coverage. There is a 50% contribution required for any dependent coverage elected. Please consult the health benefits documents for further information on plan coverage.

These benefits are reviewed periodically and may change from time to time, depending upon the cost of providing the benefits, comparison to benefits provided by similarly-sized or similarly-positioned charter schools, market conditions, the financial circumstances of Academy of the City Charter School, or other factors. Benefits are determined by Academy of the City

Charter School in its sole and exclusive discretion and are subject to change upon reasonable notice to you.

Workers' Compensation Insurance

Injuries resulting from accidents that occur while performing official duties on behalf of the school are covered by workers' compensation insurance. Any employee who suffers an injury as a result of such an accident must file a report with the Principal or his / her designee as soon as possible. Each employee is responsible for filing any other necessary forms, applications, or other information as required by applicable government policies.

Disability Insurance

The school carries short-term disability insurance in accordance with New York State law. This insurance allows payment in the event of certain injuries, illnesses, or other disabilities occurring outside of the workplace, including pregnancy. Any employee wishing to claim disability pay must file appropriate reports and forms with the Principal or his / her designee. Each employee is responsible for filing any other necessary forms, applications, or other information as required by applicable government policies.

Life Insurance

The school carries life insurance for its employees, at no cost to employees. Please consult the life insurance documents for further information on benefits.

Declination of Insurance Benefits

Any employee who wishes not to accept any of the insurance benefits offered by the School is required to submit such a request in writing to the Principal or his or her designee.

Retirement Plan

Academy of the City Charter School offers a 403(b) retirement program to all eligible employees. Employees may contribute up to 100% of their salary to the plan (subject to IRS regulations). Academy of the City Charter School provides a match of the employee contribution up to 4% of salary. Please consult the retirement benefits document for additional details of the 403(b) program.

Leaves of Absence

Academy of the City Charter School complies with all state and federal laws regarding leaves of absence. Employees may apply for and be considered for specific leaves of absence. All requests for leaves of absence need to be submitted in writing to the Principal and should provide sufficient detail, including the reason for and expected duration of the leave.

Bereavement Leave

Employees shall be given up to five (5) days paid leave for the death of a spouse, domestic partner, child, parent, sibling, parent-in-law, or step child. Also, Employees shall be given three (3) days paid leave for the death of a grandchild, one (1) day paid leave for the death of a grandparent, and two (2) days for the death of a sibling-in-law. Special consideration will be

given to any person whose association with the Employee was similar to any of the above relationships.

Military Leave

Academy of the City Charter School will grant employees a military leave of absence to the extent required by applicable federal and state law.

Family Leave (Parental Leave with Pay)

In order to be eligible for full family leave benefits (maternity, paternity, biological, or adoptive) under this policy, an employee must have been employed at Academy of the City Charter School on a 50% load basis for six months prior to being eligible for such leave. Medical or other appropriate documentation must accompany the request.

For a biological mother or father, or adoptive mother or father of a child under 36 months of age, paid leave shall be a maximum of eight calendar weeks. Family leave is to be taken within a calendar or appointment year, whichever is shorter, on a schedule to be negotiated and agreed upon with the Principal and Director of Operations. In the process of determining the leave schedule, both family needs and the needs of the school will be taken into account. The Principal will have final approval of family leave plans.

For staff members adopting children 36 months to 12 years of age, paid leave shall be a maximum of four calendar weeks. The same conditions outlined above with regards to biological parenting will apply in the case of adoptive parenting.

A staff member at 50% load or greater may, in addition to paid family leave as described above, request additional unpaid leave up to six months with the approval of the Principal.

Staff members are encouraged to make the arrangement best suited to their family circumstances and the work of the school. Anyone taking family leave must discuss his or her plans with the Principal and Director of Operations at least three months prior to the proposed leave. The final plan must be approved by the Principal and filed with the Director of Operations.

At the conclusion of their leave, the staff member may expect to return to his or her former position at his or her former salary (plus whatever increments may have accrued) unless the position has been terminated. In the latter case, the staff member may expect to return to a position of comparable responsibility and salary. This expectation of return to work is not applicable to employees who are not offered a position for the following school year.

All benefits for staff members at 50% load or greater are continued under paid parental leave.

Staff members at less than 50% load or who have been employed for fewer than nine months are not entitled to paid family leave but may apply for unpaid leave. Approval for this leave must come from the Principal.

Voting Time Off

Employees who do not have sufficient time outside of their regular working hours to vote in an election may request time off to vote. If possible, employees should make their request at least

two days in advance of the election. Up to two hours of paid time off will be provided, at the beginning or end of the employee's regular work hours, whichever will allow the most free time for voting and the least time off work.

Jury Duty

Academy of the City Charter School will provide employees time off to serve, as required by law, on a jury or grand jury if the employee provides reasonable advance notice. Academy of the City Charter School will also provide employees with time off to appear in court or other judicial proceeding as a witness to comply with a valid subpoena or other court order.

Employees will be granted a paid leave of absence of up to 10 business days per year for the purpose of fulfilling jury duty. Employees are required to provide reasonable advance notice of the need for jury/witness leave to the Principal, including a copy of the relevant jury summons.

Other Leaves of Absence

Academy of the City Charter School provides other leaves of absence in compliance with federal, state and locals laws including leaves for military spouses, blood donation, bone marrow donation, and organ donation.

Workplace Policies

Technology Use

Academy of the City Charter School provides various Technology Resources to authorized employees to assist in the conduct of Academy of the City Charter School's educational mission. Technology Resources consist of all electronic devices, software, and means of electronic communication, including, but not limited to, the following: personal computers and workstations; laptop computers; mini and mainframe computers; computer hardware, such as disk drives, tape drives, and portable flash memory; peripheral equipment, such as printers, modems, fax machines, projectors, and copiers; computer software applications and associated files and data, including software that grants access to external services, such as the Internet; electronic mail; telephones; cellular phones; personal organizers and other handheld devices; pagers; and voicemail systems.

Employees do not have a personal privacy right to any material created, received, saved, or sent using Academy of the City Charter School's Technology Resources. Academy of the City Charter School supports the Open Source model where ideas are shared amongst professionals and are considered public domain.

Academy of the City Charter School reserves and will exercise the right to review, monitor, audit, delete, intercept, access, and disclose messages created, received, or sent over Academy of the City Charter School's Technology Resources for any purpose and without notice to or permission from any employee.

Each employee is supplied with an Academy of the City Charter School electronic mail address. This electronic mail address is provided for work-related purposes, although employees may use electronic mail for Incidental Personal Use as well. Incidental Personal Use refers to occasional, non-commercial personal use that takes place outside of normal work hours and does not interfere with Academy of the City Charter School's needs or operations or an

employee's job. Due to the spread of computer viruses, it is important to limit the contacts to whom you distribute this electronic mail address and that you scan all electronic mail attachments you are not expecting for viruses.

Employees should not access or store Personal Information (as defined below) about students on their personal computers. The Personal Information of students is afforded special protection under the law and the disclosure, inadvertent or otherwise, of such information may have serious consequences.

Use of Academy of the City Charter School's electronic mail is a privilege and not an entitlement. Usage can be revoked at Academy of the City Charter School's sole discretion. Any employee who violates this policy or uses Academy of the City Charter School's Technology Resources for an improper purpose will be subject to discipline, up to and including termination. The Technology Resources may not be used to solicit or recruit for commercial ventures, religious, political causes, outside organizations, or other non-job related solicitations.

The Technology Resources are not to be used in any way that is inconsistent with Academy of the City Charter School's equal employment opportunity and anti-harassment policies. Technology resources should be used in a manner that is consistent with the mission of the school including the Open Model. For example, electronic mail may not be used to create any offensive or disruptive messages, i.e., messages which contain sexual implications, racial slurs, gender specific comments, or any other comment that offensively addresses someone's race, ethnicity, national origin, citizenship status, religion, creed, age, sex, sexual orientation, marital status, disability, or any other basis prohibited by law.

Employees must not use Academy of the City Charter School's Technology Resources to copy, retrieve, forward, or send copyrighted materials unless the employee has the author's permission or is accessing a single copy only for the employee's reference.

Also, although Academy of the City Charter School recognizes that the Internet can have useful applications to Academy of the City Charter School's educational mission, employees should primarily engage in Internet use using Academy of the City Charter School's Technology Resources for a specific educational purpose.

Employees may not charge personal long-distance telephone calls to the school, unless an exception is made by the Principal.

Drug-Free Workplace Policy

The unlawful possession, use, or distribution of illicit drugs and alcohol by employees on Academy of the City Charter School's site and/or partner sites or connected to any Academy of the City Charter School activity is strictly prohibited. Academy of the City Charter School will impose disciplinary sanctions on employees ranging from education efforts up to and including termination of employment. Each situation will be examined on a case-by-case basis.

New York State Education Law prohibits tobacco use on school grounds. Academy of the City Charter School endorses and incorporates this prohibition.

Dress and Grooming Standards

Academy of the City Charter School considers the presentation of the Academy of the City Charter School image to its students, parents, guardians, suppliers, and the public at large to be extremely important. Because Academy of the City Charter School's educational mission can only be provided through its employees, Academy of the City Charter School seeks not only good performance and conduct from its employees, but also expects them to observe high standards in their personal presentation. Accordingly, while Academy of the City Charter School has no formal dress code, it is expected that all employees dress in a manner consistent with good hygiene, safety, and good taste. Employees whose jobs require them to come in contact with students, parents, or the public are expected to wear apparel Academy of the City Charter School considers professional.

Reimbursement

Travel

To be eligible for reimbursement, travel status must be approved by the Principal. Employees are eligible for reimbursement from the school for expenses incurred while on Travel Status on official school business. Only reasonable travel expenses for transportation, lodging, and meals shall be reimbursed.

Vehicle

School vehicles may only be used for official school business. Mileage accrued on employees' personal vehicles while on official school business (not including regular commuting to and from school and home) will be reimbursed at the then-current IRS rate.

Protection of Personal Information

Academy of the City Charter School is dedicated to protecting the security and confidentiality of the Personal Information that we collect, use, and maintain.

During the course of an employee's work at Academy of the City Charter School, an employee may create, discover, use, access, receive, or otherwise handle Personal Information. No matter what the employee's position or role at Academy of the City Charter School, each employee has an obligation to safeguard Personal Information. This Policy applies to all Academy of the City Charter School employees.

Personal Information includes an individual's name, work or home address, electronic mail address, telephone or facsimile number, Social Security Number ("SSN") or other government identification number, employment information, and background information. Personal Information also includes an individual's financial information, an individual's educational history, and current educational information. In addition, Personal Information includes an individual's medical or health information, such as an individual's health insurance identification number ("Personal Information").

Personal Information may relate to any individual, including Academy of the City Charter School's employees, students, parents, guardians, officers, directors, consultants, and individuals associated with employees, consultants, vendors, students, and other third parties.

All Academy of the City Charter School employees must properly handle the Personal Information collected, used or maintained in the course of business. Accordingly, employees have an obligation to safeguard Personal Information, regardless of its form (*e.g.*, paper and electronic records containing Personal Information). Employees' obligations to safeguard personal information includes:

- Preventing unauthorized access to, and protecting the security and confidentiality of, Personal Information;
- Only collecting, accessing, using, maintaining, transporting, or disclosing the minimum amount of Personal Information that is necessary and relevant to perform your job responsibilities;
- Only disclosing Personal Information to individuals who are authorized to access (and need such access to) Personal Information to perform their job responsibilities, and only where such disclosure is permitted by applicable law;
- Holding Personal Information in strict confidence, both during and after your work at Academy of the City Charter School;
- Only removing Personal Information from Academy of the City Charter School's premises when it is necessary and relevant to perform your job responsibilities;
- Not using Personal Information for unauthorized purposes and not permitting Personal Information to be used for unauthorized purposes (*e.g.*, you may not use Personal Information for an employee's benefit or for the benefit of any third party);
- Properly disposing of Personal Information in a manner that is commensurate with the degree of risk posed by such Information (*e.g.*, ensuring that SSNs are disposed of so as to make them unreadable, such as by shredding paper documents that contain SSNs or wiping or shredding electronic media that contains SSNs); and
- Notifying the Director of Operations if an employee believes Personal Information has been obtained or accessed by an unauthorized person.

Employees' obligations to safeguard Personal Information extend to all situations in which employees may handle Personal Information, including when away from work or working remotely. When employment with Academy of the City Charter School ends, former employees may not divulge or use Personal Information, and must immediately return it to Academy of the City Charter School.

In addition, if an employee receives or has access to any individual's SSN or Personal Information relating to any Academy of the City Charter School employee, student, parent, or guardian including such person's driver's license number, home address or telephone number, personal electronic mail address, internet identification name, password, or parent's surname prior to marriage, the employee is prohibited from communicating such information to the general public.

Compliance with Academy of the City Charter School Policies

You must comply with all applicable policies that Academy of the City Charter School has implemented and may implement from time to time regarding Personal Information. If you fail to comply with this policy, or any other Academy of the City Charter School's policy relating to Personal Information, you will be subject to disciplinary action up to and including immediate termination of employment. Please consult the Principal about any policies relating to Personal Information that may apply to you.

Personnel Inquiries

No one in this school other than the Principal, the Board of Trustees, or a designee may respond to personnel inquiries such as reference or loan inquiries regarding employees.

Ban on Acceptance of Gifts

The Principal and school employees may not accept gifts of any kind exceeding \$50.00 in value from school vendors or potential vendors, elected officials or their representatives, candidates for public office or their representatives, political party officials or their representatives or students, parents, or guardians. Exceptions may be made with the Principal's permission where the gift will be used by the school. Offers of gifts, exceeding \$50.00 in value, even when refused, must be communicated to the Principal.

Change of Personnel Status

Employees are required to notify the Principal as soon as possible of any change to personnel information held or used by the school.

Examination of Personnel Files

Any employee may examine his or her personnel file in the presence of the Principal or his or her designee. An employee may take notes about the file but may not remove the file from the office unless authorized by the Principal.

Core Values and Codes of Conduct

Academy of the City Charter School expects all of its staff members to act in a mature and responsible manner at all times, in keeping with the school's mission and model. Academy of the City Charter School is dedicated to providing a culture of open communication, diversity, integrity, intellectual stimulation, professional development, and quality work that continuously strives to meet and create new high standards. Employees should speak with their manager or supervisor should they have any questions concerning any work or safety rules or are unsure if what they plan on doing would be considered an unacceptable activity. Below are some examples of unacceptable activities:

- Negligence or any careless action that endangers the life or safety of another person;
- Treatment of students or any staff member, by word or action, in a way that suggests they are not welcome in the school;

- Any action that is detrimental to Academy of the City Charter School's efforts to operate effectively;
- Insubordination or refusing to obey instructions properly issued by your supervisor pertaining to your work;
- Refusal to help out on a special assignment; and
- Any act of harassment, sexual, racial or other including telling sexist, racist, or homophobic jokes or making racial, sexual, homophobic, or ethnic slurs.

Workplace Violence

Acts, threats, or suggestions of physical violence, including intimidation, harassment, and coercion, which involve or affect Academy of the City Charter School or occur on school property, will not be tolerated.

Examples of conduct which may be considered threats or acts of violence include, but are not limited to:

- Deliberate physical conduct which causes or threatens harm, such as pushing, hitting or the use or threatened use of weapons;
- Threatening an individual or his/her family, friends, associates, or property with harm;
- The intentional destruction or threat of destruction of Academy of the City Charter School property;
- Harassing or threatening phone calls;
- Harassing surveillance or stalking; and
- The suggestion or insinuation that violence is appropriate.

Academy of the City Charter School's workplace violence policy applies to all persons involved in Academy of the City Charter School's operations, including, but not limited to, Academy of the City Charter School personnel, contract and temporary workers, volunteers, and anyone else on Academy of the City Charter School property. There is an increased potential for workplace violence when unauthorized persons are allowed to enter Academy of the City Charter School's premises. Accordingly, it is strictly forbidden for any employee to allow any unauthorized person to gain access to Academy of the City Charter School's premises without the Principal's prior approval. Any employee who observes any attempt by an unauthorized person to gain access to Academy of the City Charter School's premises should immediately inform the Principal.

Violation of this policy by any individual on Academy of the City Charter School property, by an individual acting as a representative of Academy of the City Charter School on or off Academy of the City Charter School property, or by an individual acting off Academy of the City Charter School property when his/her actions affect Academy of the City Charter School's interests, will lead to disciplinary action up to and including termination. Academy of the City Charter School may take additional measures as it deems appropriate, including legal action.

Every employee and every person on Academy of the City Charter School property should immediately report threats or acts of physical violence of which he/she has knowledge. Reports should be made to the Director of Operations, the individual's supervisor, or the Principal. Academy of the City Charter School's Principal will ensure prompt investigation and resolution of any violation of this policy is made with discretion and in the same manner as any other infraction of Academy of the City Charter School policy. Nothing in this policy alters any other obligation established in Academy of the City Charter School policies or in state, federal, or other applicable law.

WHISTLEBLOWER POLICY

I. PURPOSE.

This Whistleblower Policy will serve to safeguard high standards of organizational and personal ethics at the Academy of the City Charter School (the "School"). It will encourage all trustees, officers, employees and agents to practice honesty and integrity in fulfilling their responsibilities and to comply with all applicable laws and regulations. Toward that end, this policy addresses the submission by trustees, officers, employees and agents of complaints, concerns, and suspected violations with respect to one or more of the following matters:

- Questionable financial practices;
- Compliance with legal and regulatory requirements;
- A violation or suspected violation of the School's conflict of interest policy; and
- A retaliatory act against an individual who reports a suspected violation of any of the above.

II. RESPONSIBILITIES OF THE BOARD OF TRUSTEES WITH RESPECT TO SPECIFIED COMPLAINTS.

The Board of Trustees of the School (the "Board") will receive, retain, investigate, and act on complaints and concerns ("Reports") regarding:

- Questionable financial practices, including, but not limited to, the misuse of the School's assets, the circumvention or attempted circumvention of accounting procedures or internal controls, or conduct that would otherwise constitute a violation of the School's financial policies ("Financial Allegation");
- Compliance with legal and regulatory requirements ("Legal Allegation"); and
- Retaliation against individuals who make Financial Allegations or Legal Allegations ("Retaliatory Act").

III. Procedures for Making Complaints/REPORTING VIOLATIONS.

Complaints, concerns and suspected violations should be reported to a member of the Board.

IV. Procedures for Receiving Reports.

Any Report that is made directly to any trustee or officer, whether openly, confidentially or anonymously, will be promptly reported to the Board. Concerns expressed anonymously will be investigated to the extent possible. However, anonymity could become an obstacle to full review and resolution of a concern by the School and therefore an individual may be asked to provide certain additional identifying details in order for the School to conduct a thorough investigation of their allegations.

The Board will notify the complainant – if his/her identity is known – and acknowledge receipt of the Report within seven (7) days.

Each Report forwarded to the Board, and each Report that is made directly to the Board – whether openly, confidentially or anonymously – will be reviewed by the Board. The Board will have discretion to consult with anyone who is not the subject of the allegation and may have appropriate expertise to assist the Board. The Board will determine whether to investigate the Report, taking into account the considerations set forth in Section V below. If the Board determines that it should investigate the Report, the Board will promptly determine what professional assistance, if any, it needs in order to conduct the investigation. The Board will be free in its discretion to engage outside auditors, counsel or other experts to assist in the investigation and in the analysis of results.

V. Considerations IN DETERMINING Whether the BOARD Should Investigate a Report.

In determining whether the Board should investigate a Report, the Board will consider, among any other factors that are appropriate under the circumstances, the following:

- Who is the alleged wrongdoer?
- How serious is the alleged wrongdoing?
- How credible is the allegation of wrongdoing?

VI. Protection of Whistleblowers.

Non-retaliation.

The School, including the Board, and the officers, will not retaliate and will not tolerate any retaliation by any other person or group, directly or indirectly, against anyone who, in good faith, makes a Report or provides assistance to the Board or any other person or group, including any governmental, regulatory or law enforcement body, investigating a Report.

An officer, trustee or employee who retaliates against someone who has reported a violation is subject to discipline up to and including removal from the office or from the Board or termination of employment.

Confidentiality.

The School, including the Board, and the officers, will not, unless compelled by judicial or other legal process, reveal the identity of any person who makes a Report or provides assistance to the Board, including any governmental, regulatory or law enforcement body, in investigating a Report and who, in each case, asks that his/her identity as the person who made such Report or provided assistance in connection with such Report remain confidential. The Board also will not make any effort, or tolerate any effort made by any other person or group, to ascertain the identity of any person who makes a Report anonymously.

VII. RECORDS.

The School will retain for a period of seven years all records relating to any Report and investigation.

Reporting Child Abuse

Child Abuse Under the Social Services Law

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

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

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

School officials are mandated reporters. As such, employees are required to report suspected child abuse or maltreatment when employees have reasonable cause to suspect either has occurred. "Reasonable cause" to suspect child abuse or maltreatment means that, based on an employee's rational observations, professional training, and experience, an employee suspects that the parent or guardian of the child has harmed the child or placed the child in imminent danger of harm.

The following procedures should be followed in reporting instances of child abuse and maltreatment.

- If an employee learns of or suspects a situation of abuse or maltreatment of a student by his or her parent or guardian, the employee must report the situation to the Principal immediately.
- If, based on the employee's report, the Principal reasonably believes that abuse or maltreatment has occurred, the Principal must immediately call the SCR hotline at **1-800-635-1522** and make a verbal report.
- If an employee is uncertain about whether a situation rises to the level of abuse or maltreatment, the employee should contact the hotline to discuss the matter with a trained SCR specialist.
- All information relating to reports of child abuse or maltreatment shall be strictly confidential.

Child Abuse in the Educational Setting

Any oral or written allegation to a teacher, school nurse, guidance counselor, psychologist, social worker, administrator, board member, or other school personnel required to hold a teacher or administrator license or certificate, that a child has been subjected to child abuse by an employee or volunteer in an educational setting, shall promptly make a report, on a form provided by the Commissioner of Education, consisting of the following:

- The name of the child's parent or guardian;
- The name of the person who reported the abuse and their relationship to the child;
- The name of the employee or volunteer against whom the allegation is made; and
- A listing of the specific allegations.

The report must be given to the Principal immediately. The report and all other written materials, photographs, and/or videos concerning the allegation and report are strictly confidential and may only be disclosed to law enforcement authorities involved in the investigation of the alleged child abuse, or as expressly authorized by law or pursuant to a court-ordered subpoena. Willful disclosure of a confidential record to an unauthorized person is a "Class A" misdemeanor.

Termination

Academy of the City Charter School considers an employee to have voluntarily terminated his or her employment if an employee does any of the following:

- Elects to resign from Academy of the City Charter School;
- Fails to return from an approved leave of absence on the date specified by Academy of the City Charter School; or
- Fails to report for work without notice to Academy of the City Charter School for five consecutive days.

An employee may be terminated involuntarily for reasons that may include poor performance, misconduct, or other violations of Academy of the City Charter School's rules of conduct as set forth below. Notwithstanding this list of rules, Academy of the City Charter School reserves the right to discharge or demote any employee with or without cause and with or without prior notice.

From time to time, Academy of the City Charter School may need to terminate an employee as a consequence of reorganizations, job eliminations, economic downturns in business, or lack of work. Should Academy of the City Charter School consider such terminations necessary, Academy of the City Charter School will attempt to provide all affected employees with advance notice when practical.

Accrued but unused PTO days will not be paid out at the time of termination.

Any Academy of the City Charter School property issued to employees, such as computer equipment, cameras, credit cards, or keys, must be returned to Academy of the City Charter School at the time of termination.

Exit Interview

Employees who leave Academy of the City Charter School for any reason may be asked to participate in an exit interview. This interview is intended to permit employees the opportunity to communicate their views regarding their work with Academy of the City Charter School, including job duties, job training, job supervision, and job benefits. At the time of the interview, employees are expected to return all Academy of the City Charter School-furnished property, such as I.D. cards, keys, credit cards, documents, and handbooks. Arrangements for clearing any outstanding debts with Academy of the City Charter School and for receiving final pay will also be made at this time.

Acknowledgement of Receipt of Handbook

Employee Name: _____

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

Date: _____

Signed: _____