



# ***STANDARD OPERATING PROCEDURES***

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# I. OVERVIEW

## School Mission, Values and Educational Philosophy

### *Our Mission*

The Boston Renaissance Charter Public School is an urban K-6 school committed to providing a vibrant educational experience for Boston's children. We strive to nurture and develop children academically, socially and emotionally.

### *Our Vision*

The Boston Renaissance Charter Public School will be known as a school that exposes students to a rigorous academic curriculum coupled with vibrant environment activities that include foreign language, dance, fine arts, vocal and instrumental music, technology and martial arts. The Boston Renaissance Charter Public School develops student confidence and character, and teaches children to respect themselves and others, enabling them to become productive citizens in a 21st century global society.

### *Our Educational Philosophy*

We believe that all children have the capacity to reach high levels of learning. We believe that each child is unique and we value diversity. We believe it is the responsibility of adults to collaborate and create enriched learning opportunities for students.

### *OUR DIVERSITY, EQUITY AND INCLUSION STATEMENT*

At Boston Renaissance Charter Public School, we are committed to cultivating a culture that is diverse, equitable, and inclusive. We vow to work tirelessly and continuously to create an anti-racist school that educates the whole child. BRCPS aims to celebrate and advocate for acceptance, respect of all differences of the members of our community while maintaining the high standards of teaching and learning. As we advance this work considering the safety and freedom of our community, we will continue to audit our systems to address biases and work collaboratively to disrupt and subvert all areas of inequities. Our objective is to construct and preserve an environment that embraces all members of our community regardless of cultural background, learning differences, race, ethnicity, nationality, sexual orientation, gender identity, socioeconomic status, and religion.

### **Purpose of these Guidelines**

The information contained in this document is a general description of employment policies, practices, and benefits of the School as of the time of publication. The contents are presented for information purposes only. The School reserves the right to modify, revoke, suspend, terminate or change any or all of these policies, in whole or in part, at any time, with or without notice and to determine the applicability of any policy in particular situations as they occur. While supervisors make every effort to advise employees of updates or modification of policies since publication, it is also the responsibility of every employee to inquire of supervisors periodically whether any changes have occurred. The School with the advice and consent of the Board of Trustees may grant additional benefits and changes to the personnel policies set forth in this document.

*No policy or practice of the School, nor any material contained in this Handbook, is intended or should be construed as limiting or infringing upon the rights of employees under M.G.L. c. 150E.*

# Welcome Message from Head of School

Dear Teachers and Staff:

Welcome! We are delighted you have chosen Boston Renaissance Charter Public School as your place of employment. We wish you success in your position and hope your contributions to the BRCPS will be a rewarding experience. We are proud of our urban and culturally diverse school environment and our commitment to helping all children succeed.

Every employee plays an important role in the overall development of our students and we appreciate your interest and dedication in helping us to reach this goal.

This Employee Standard Operating Procedures manual is designed to provide employees with information pertaining to BRCPS's business procedures, policies, expectations, responsibilities, standards and personnel guidelines. It should however, not be considered all inclusive.

Welcome To BRCPS!

Alexandra Buckmire

A handwritten signature in black ink that reads "Alexandra Buckmire". The signature is written in a cursive, flowing style.

Head of School

## **Welcome Message from Human Resources**

Boston Renaissance Charter Public School (BRCPS) welcomes you as a new or returning employee and we thank you in advance for your service and dedication to BRCPS's children, community, and family. Whether your contribution is in the classroom as a teacher, paraprofessional, substitute teacher, tutor, or clerical/support, transportation, custodian/night cleaner, or whatever your position may be, you will be contributing to and sharing BRCPS's efforts to provide and support the highest standards in teaching and student success. Please consider this standard operating procedures manual as a replacement for all previous Employee Handbooks.

The Human Resources Department is available at 617-357-0900 ext 1106 if you have any questions.

## **Human Resources Philosophy and Employment Opportunity**

BRCPS' Human Resources Department is committed to superior employee services. We do this by creating a proactive department, which supports and encourages productivity, integrity, and diversity of thoughts, cultural respect, and professionalism. The Human Resources Department will promote and support BRCPS and its programs through recruiting and training that are designed to create a high performing and diverse labor force.

In compliance with state and federal laws, BRCPS maintains a nondiscrimination policy for students, employees and applicants for employment. All educational and employment determinations are based on an individual's qualifications and achievements without regard to race, color, religion, sex, sexual orientation, age, gender identity and expression, genetic information, national origin, ancestry, physical or mental disability, pregnancy and pregnancy-related medical conditions, military status, or any other basis prohibited by state and/or federal statute.

In addition, BRCPS will not tolerate any form of harassment by employees, students, contractors, vendors, parents or other members of the community. Offenses should be reported immediately to an administrator, supervisor, BRCPS Civil Rights Compliance Officer/Title IX or Human Resources.

### **Standard Operating Procedures Disclaimer**

Employment with the BRCPS is "at-will". This means that just as each employee has the right to terminate his/her employment at any time, with or without cause and without prior notice, as does BRCPS. The at-will nature of employment at the School is not generally modified. In instances where an arrangement other than at-will employment is deemed to be in the best interest of a particular employee and the BRCPS for a specific position, a written agreement expressly providing for employment for a fixed duration must be entered by the employee and the BRCPS.

This is only a general guide and it has been prepared to acquaint employees with the standard operating procedures of BRCPS. It applies to all staff. BRCPS, in its sole discretion, may modify some policies summarized here on those occasions when it determines that circumstances warrant individualized consideration.

**The language of this standard operating procedure does not create a contract between BRCPS and its employees.** While we value our employees and look forward to a continuing and mutually satisfactory employment relationship with you, it is understood that neither you nor BRCPS is obligated to continue that relationship if, at any time, or for any reason, either of us does not wish to do so. BRCPS reserves the right to change, suspend, revoke, terminate, or supersede current policies, practices, procedures, or benefits included in this guidebook at any time. This guidebook is not all inclusive. It is intended to provide relevant information regarding some of BRCPS's policies and procedures for all staff.



## **II. EMPLOYEE RELATIONS**

### **Equal Opportunity Employment**

BRCPS is an equal opportunity employer and all employees are required to fully comply with all federal and state non discrimination laws including of M.G.L. c. 151B, M.G.L. c. 76, § 5, Title VI and VII of the Civil Rights Act of 1964; Title IX of the Educational Amendments of 1972; the Age Discrimination and Employment Act (ADEA); Section 504 of the Rehabilitation Act of 1973, Pregnant Workers Fairness Act, the Americans with Disabilities Act of 1990/Amendments Act of 2008 (ADAAA) and the Drug-Free Schools Act of 1988. BRCPS will not discriminate against any employee or applicant on the basis of race, color, religion, sex, sexual orientation, age, gender identity and expression, genetic information, national origin, ancestry, physical or mental disability, pregnancy and pregnancy-related medical conditions, military status, or any other status protected by law.

#### **Americans With Disabilities Act 1990/ADA Amendments Act Of 2008 (ADAAA)**

Should an applicant or employee feel that a health or medical condition is impacting, or is likely to impact, performance or the ability to meet job requirements and/or perform the essential functions of the employee's position, the School encourages the employee to notify Human Resources in advance of impact on performance or conduct to explore what reasonable accommodations may be available. Even if the condition does not qualify as a disability/handicap, the School welcomes dialogue with employees to address how/if it may meet the employee's needs and requests.

In accordance with federal and state antidiscrimination laws, the School provides reasonable accommodations to qualified persons with disabilities/handicaps in all aspects of employment and in all aspects of the application process. An employee or applicant is a qualified person with disabilities/handicaps if he or she is capable of performing the essential functions of the position with or without reasonable accommodation. Reasonable accommodations are provided to qualified persons (employee or job applicant) with disabilities/handicaps, unless doing so would cause undue hardship.

A reasonable accommodation may be any adjustment or modification to a job or the way a job is done, employment practice, or work environment that makes it possible for a disabled/handicapped individual to perform the essential functions of the position involved and to enjoy equal terms, conditions and benefits of employment.

Requests for an accommodation should be brought to Human Resources and will be considered reasonable if they do not impose an undue hardship on the School, subject to the approval of Human Resources. *If any of our employees feels that she or he has been unfairly denied reasonable accommodation, she or he is encouraged to contact Human Resources.*

### **Reasonable Accommodations - Religion**

In accordance with federal and state law, the School will provide reasonable accommodations to an employee's religious beliefs or practices, unless doing so would cause an undue hardship as that term is defined under federal and/or state law. Depending on the circumstance, such accommodations may include reasonable adjustments to the work environment that will allow an employee to practice his or her religion. This policy not only gives consideration to requests for schedule changes or leave for religious observances, but may also give consideration to such things as dress or grooming practices that an employee has for religious reasons.

When an employee or applicant needs an accommodation for religious reasons, he/she should notify Human Resources or his/her supervisor that he/she needs such an accommodation for religious reasons.

## **Non Discrimination and Reasonable Accommodation for Pregnant Workers**

The School complies with the Pregnant Workers Fairness Act and other applicable state, local, and federal laws providing for nondiscrimination in employment practices to applicants and employees based on pregnancy and pregnancy-related conditions, including, but not limited to, lactation and the need to express breast milk for a nursing child. In addition, the School will provide reasonable accommodations to pregnant employees consistent with the law.

It is School policy to:

- ❖ Ensure that employees are treated in a nondiscriminatory manner based on pregnancy, childbirth, or a related medical condition in the pre-employment process and that employees are treated in a nondiscriminatory manner in all terms, conditions, and privileges of employment.
- ❖ Engage in a timely, good faith and interactive process with an employee requesting a reasonable accommodation related to pregnancy to determine effective reasonable accommodations to enable the employee to perform the essential functions of the job.
- ❖ Provide employment opportunities and not take adverse action against an employee because of the employee's request for or use of reasonable accommodation for a pregnancy or pregnancy-related condition.

## **Reasonable Accommodation**

If a pregnant employee seeks reasonable accommodation, such a request should be made to Human Resources. A reasonable accommodation is a modification or adjustment that allows the employee or job applicant to perform the essential functions of the job while pregnant or experiencing a pregnancy-related condition, without undue hardship to the School. The School will communicate with the employee about such requested accommodation and will provide an accommodation unless it poses an "undue hardship," which means that it would cause the School significant difficulty or expense.

Upon receipt of an accommodation request, Human Resources will meet with the requesting individual to engage in the interactive process to determine effective reasonable accommodations to enable the individual to perform the essential functions of the job. After consultation with others in the School as appropriate and necessary, Human Resources will determine the feasibility of the requested accommodation and whether it is required by law, and then will respond to the employee about the requested accommodation.

### **Documentation**

The School may require documentation about the need for a reasonable accommodation, and extension of time for accommodation beyond the originally-agreed to accommodation, from an appropriate health care or rehabilitation professional. The School will not require documentation for the following accommodations: (i) more frequent restroom, food or water breaks during pregnancy; (ii) seating during pregnancy; (iii) limits on lifting over 20 pounds during pregnancy; and (iv) private non-bathroom space for expressing breast milk.

### ***Questions/Concerns***

Any employee with questions or concerns about discrimination in the workplace is encouraged to bring these issues to the attention of Human Resources. Employees can raise concerns and make reports without fear of reprisal or retaliation. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

In addition to the above, if you believe you have been subjected discriminatory treatment, you may file a formal complaint with either or both of the government agencies set forth below. Using our complaint process does not prohibit you from filing a complaint with these agencies.

The United States Equal Employment Opportunity Commission  
John F. Kennedy Federal Building  
475 Government Center  
Boston, MA 02203 800-669-4000

The Massachusetts Commission Against Discrimination  
Boston Headquarters  
One Ashburton Place – Suite 601  
Boston, MA 02108 617-994-6000

## **Job Posting**

BRCPS strives to fill all open positions with the most capable and experienced individuals best suited to each position. Current professional and non-professional openings will be posted online via SchoolSpring.com and via all staff email when necessary. We strongly encourage all prospective and current employees to apply online via [www.schoolspring.com](http://www.schoolspring.com). It is the fastest and the most convenient way to apply. A limited paper application is available for those without computer and internet access. It may be obtained at the HR Department.

## **Recruitment**

It is the policy of BRCPS to conduct a fair and equitable recruitment, interview and hiring procedure so that equal employment opportunities are provided. BRCPS is committed to continually assessing our recruitment process and practices to reflect the community and the students that it serves, within the law and according to best practice. To this end, all persons conducting interviews, as well as those recommending and hiring, must comply with this policy and its regulations as set forth by the administration. The Human Resources Department may act in an advisory capacity to any party and/or as an independent facilitator.

## **Employment Paperwork/Onboarding Process**

All new employees must arrange to visit the Human Resources Office to ensure that the necessary documentation is received. This is an opportunity to review employment eligibility for benefits. All employees must provide proof of eligibility to work in the United States by completing the Federal Employment Eligibility and Verification Form (Form I 9). Depending on the position for which the employee has been hired, official college transcripts and satisfactory evidence of appropriate licensing by Massachusetts Department of Elementary and Secondary Education (DESE) or MTELs may be required.

## **Criminal Offender Record Information (C.O.R.I.) & National Fingerprint-Based Criminal Background Checks**

All employment offers are expressly conditioned upon receipt of a satisfactory Criminal Offender Record Information (CORI) report and the National Fingerprint Background check by the FBI (M.G.L. c. 71, § 38R, as amended by H.B. 4307, § 7). BRCPS reserves the right to periodically update its CORI records for individual employees. All employees are routinely CORIed every three years, in accordance with M.G.L. c. 71, § 38R, as amended by H.B. 4307, § 7 or when the employer becomes aware of the possibility of criminal activity.

## **III. PERSONNEL PROCEDURES**

### **Attendance and Absence**

All employees are expected to be reliable and punctual in reporting to work at their scheduled time. Excessive unexcused absenteeism and/or tardiness places a burden on other employees, is disruptive, creates poor employee morale, and places undue financial or administrative hardship on the School.

*Pattern Absence* such as unscheduled/unexcused absences the day before or after a scheduled holiday, vacation, personal day; unscheduled early departures, no call no show, or abuse of sick leave or other paid time off as it accrued may result in verbal and written warnings, probation, progressive disciplinary action, suspension or termination.

We all have a professional obligation to report to work at scheduled times. If you believe you are going to be late and/or an unexpected situation occurs, please call your Director or Assistant Director to let them know that you'll be late, etc. If time off is needed, please be sure to complete the paperwork to cover your absence.

If you are injured on the job, please check in with the school nurse and/or your supervisor prior to leaving for the day.

An employee may be required to provide medical documentation to support an absence at any time. An employee who is absent for three (3) or more consecutive days is required to provide written medical documentation to the Human Resources Department to justify the absence. An employee who is absent for three (3) or more consecutively scheduled working days and who does not properly notify his/her supervisor or Human Resources, may be considered to have abandoned their job. This can result in loss of pay and/or loss of job.

Requests for Family Medical Leave Act (FMLA) need to be made in writing. Requests are to be directed to the attention of the Human Resources Department. Whenever possible, adequate notice should be provided to insure timely processing, avoid surprises and arrange for coverage. Please see the FMLA policy for more information.

### **Personnel Records**

The Human Resources Department will maintain all employee personnel files in accordance with state and federal requirements. Regular performance evaluations, change of status, commendations, corrective action and educational attainment are examples of records maintained. Access to personnel files is restricted to authorized employees. Personnel files are the property of BRCPS and may not be removed from the Human Resources Office without authorization.

Authorized administrators may examine active and former employee files on a "need-to-know" basis. BRCPS will cooperate with federal, state, and local government agencies investigating an employee if investigators furnish proper identification and proof of legal authorization. Personnel files may be reviewed on school premises, but no information may be removed or reproduced without consent of the Head of School and/or BRCPS' attorney.

Upon request an employee may inspect his/her personnel file. Contact the Human Resources Department to make an appointment to review the file.

### **Changes in Personal Information**

Employees are responsible for notifying the Human Resources Department of changes in name, address, telephone number, and/or family status, as income tax status and group insurance may be affected by these changes.

### **At-Will Employment Policy**

This means that you have no contract for any definite term of employment with BRCPS. Both you and BRCPS are free to terminate the employment relationship at any time.

## **Termination/Resignation**

It is the school's policy to handle all employee terminations in an appropriate manner. If an employee initiates the termination, supervisors should review the circumstances to determine if the termination can be avoided or if there is any action that should be taken to avoid similar terminations. If the school initiates the termination, it is the responsibility of the Head of School, working with the Director of Human Resources, to be impartial, objective and fair to the employee as to the reason(s) for termination.

## **Voluntary Resignation**

If an employee wishes to terminate his/her agreement before the end of any school year, she/he should provide the Head of School with thirty (30) days' notice in writing. The School may waive this notice requirement.

## **Retiring Employees**

When an employee retires, his/her last day of work will be considered as the official retirement date.

## **Annual Non-Renewal**

The Head of School may, at the end of the school year, decide not to renew an employee for the next school year. The decision not to renew an employee may be for reasons of reorganization, retrenchment, financial constraints, or any other reason deemed necessary.

## **Employment Classifications**

It is the intent of the School to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. All employees are designated as either Non-Exempt or Exempt under state and federal wage and hour laws. Employees will be notified of their classification at the time of hire and will be notified of any changes throughout their employment. These classifications do not guarantee employment for any specified period of time. The right to terminate the employment relationship at will at any time is retained by both the employee and the School.

- Non-Exempt employees are employees whose work is subject to the overtime and minimum wage requirements of the Fair Labor Standards Act (FLSA) and state law. Non-Exempt employees are required to be paid for all work performed in excess of 40 hours in a work week.
- Exempt employees are generally managers, professional, administrative, or technical staff and are exempt from the minimum wage and overtime provisions of the FLSA and state law. Exempt employees hold jobs which meet the standards and criteria established under the FLSA by the US Department of Labor.

## **Regular, Salaried or Hourly Full-Time**

Employees who are not in a temporary status and who are regularly scheduled to work the School's full-time schedule of 40 hours or more per week. Generally, they are eligible for the full benefit package, subject to the terms, conditions and limitations of each benefit program. These employees may be paid on a salary or hourly basis, as determined by the School.

### ***Regular, Part-Time***

Employees who are not in a temporary status and who are regularly scheduled to work less than the full-time schedule (40 hours per week). Regular, part-time employees are eligible for some of the benefits offered by BRCPS. These employees will be paid on an hourly basis.

### ***Temporary***

Employees who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project for a limited duration.

### ***Independent Contractors***

Consultants, freelancers, or independent contractors who are not employees of BRCPS and are not eligible for any benefits

## **Time Records**

Employers are required by federal and state wage and hour laws to maintain an accurate and specific record of the time worked by all Non-Exempt employees. Time worked is all the time actually spent on the job performing assigned duties.

### ***Altering Time Cards***

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

### ***Recording of Time***

All Non-Exempt employees have their work time recorded on a timesheet

All Exempt employees must submit a bi-weekly exception/absence report that details time out of the office for the purpose of holidays, vacations, sick leave, jury duty, etc. Completed forms should be submitted to the manager for signature prior to submission to Human Resources.

### ***Unauthorized Work Time***

Non-Exempt employees must receive advance authorization to work outside of their scheduled work hours. This includes prior authorization for an employee to work through a designated unpaid break period. Authorization to work outside the employee's regular schedule (including during any part of a scheduled unpaid meal break) must be given by the employee's direct supervisor, and must be in writing approved by the supervisor.

## **Salary Basis Policy**

The Fair Labor Standards Act (FLSA) is a federal law which requires that most employees in the United States be paid at least the federal minimum wage for all hours worked, and overtime pay at time and one-half the regular rate of pay for all hours worked over 40 hours in a workweek.

### ***Salary Basis Policy***

To qualify for exemption, employees generally must be paid at not less than \$455 per week on a salary basis. These salary requirements do not apply to outside sales employees, teachers, and employees practicing law or medicine.

“Salary Basis Payment” defined: Being paid on a “salary basis” means an employee regularly receives a predetermined amount of compensation each pay period on a weekly, or less frequent, basis. The predetermined amount cannot be reduced because of variations in the quality or quantity of the employee's work. Subject to exceptions listed below, an Exempt employee must receive the full salary for any workweek in which the employee performs any work, regardless of the number of days or hours worked. If an employer makes deductions from an employee's predetermined salary, i.e., because of the operating requirements of the business, that employee is not paid on a “salary basis.” If the employee is ready, willing and able to work, deductions may not be made for time when work is not available.

### ***Circumstances in Which the Employer May Make Deductions from Pay***

Deductions from pay are permissible when an Exempt employee: is absent from work for one or more full days for personal reasons other than sickness or disability; for absences of one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy, or practice of providing compensation for salary lost due to

illness; to offset amounts employees receive as jury or witness fees, or for military pay; or for unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions. Also, an employer is not required to pay the full salary in the initial or terminal week of employment; for penalties imposed in good faith for infractions of safety rules of major significance, or for weeks in which an Exempt employee takes unpaid leave under the Family and Medical Leave Act. In these circumstances, either partial day or full day deductions may be made.

### ***School Policy***

It is our policy to comply with the “salary basis” requirements of the Fair Labor Standards Act (FLSA). Therefore, we prohibit all company managers from making any improper deductions from the salaries of Exempt employees. We want employees to be aware of this policy and that the School does not allow deductions that violate the FLSA.

### ***What To Do If An Improper Deduction Occurs***

If you believe that an improper deduction has been made to your salary, you should immediately report this information to your direct supervisor, or to Human Resources. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction made.

## **IV. EMPLOYEE ETHICS, CONDUCT AND DISCIPLINARY ACTION**

### **Harassment And Violence**

Harassment, including sexual harassment, is a violation of federal and state law and of the BRCPS’ policy. The school is committed to maintaining an educational and work environment free from all forms of harassment and violence. Harassment based on race, color, religion, sex, sexual orientation, age, gender identity or expression, genetic information, national origin, ancestry, physical or mental disability, pregnancy or pregnancy-related medical condition, or military status is unlawful and prohibited at BRCPS. Further, any retaliation against an individual who has complained about harassment or retaliation against individuals for cooperating with an investigation of a harassment complaint is similarly unlawful and will not be tolerated. To achieve our goal of providing a workplace free from harassment, including sexual harassment, the conduct that is described in this policy will not be tolerated and we have provided a procedure by which inappropriate conduct will be dealt with, if encountered by employees.

Because BRCPS takes allegations of sexual harassment seriously, we will respond promptly to complaints of harassment and where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

This policy applies to all school employees, students, volunteers, parents, vendors, and other members of the school community. Each member of the school community has a responsibility to ensure that harassment and violence does not occur in the school or at school sponsored activities. BRCPS seeks to eliminate sexual harassment through education and by encouraging all employees, students, and volunteers to report concerns or complaints to the Human Resources and/or their immediate supervisor.

Please note that while this policy sets forth our goals of promoting a workplace that is free of harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for workplace conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of harassment.

### ***What is Sexual Harassment?***

BRCPS adheres to federal and state law guidelines which define sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, without regard to the gender of the parties when:

*1. Submission to or rejection of such advances, requests, or conduct is made either explicitly or implicitly as a term or condition of an individual's employment or as a basis for employment decisions; or 2. Such advances, requests, or conduct have the purpose or effect of unreasonably interfering with an individual's work performance or creating an Intimidating, hostile or sexually offensive work environment*

Under these definitions, direct or implied requests by a supervisor for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment constitutes sexual harassment.

The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a work place environment that is hostile, offensive, intimidating, or humiliating to male or female workers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct which if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness:

- Unwelcome sexual advances -- whether they involve physical touching or not
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess
- Displaying sexually suggestive objects, pictures, cartoons
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments
- Inquiries into one's sexual experiences, and Discussion of one's sexual activities

All employees should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment, and retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is unlawful and will not be tolerated by this organization.

### ***What is Harassment?***

Forms of harassment covered by this policy may include, but are not limited to, the following were based on race, color, gender, gender identity or expression, religious creed, national origin, sexual orientation, ancestry, age, genetic information, pregnancy or pregnancy-related medical condition, disability, handicap, veteran status, or military status:

- Verbal harassment; e.g., suggestive, insulting or derogatory comments, epithets, innuendoes, sounds, jokes, teasing, slurs or threats;
- Physical harassment; e.g., assault, impeding or blocking movement, or any unwanted physical contact or interference with normal work or movement, including touching, pinching, brushing the body, sexual contact or assault;

Nonverbal harassment; e.g., derogatory posters, cartoons, suggestive objects, pictures, letters or drawings; also such actions as leering, whistling, or obscene gestures.

### ***Federal Law***

Harassment on the basis of sex (as well as race, religion, color, or national origin) is a violation of Title VII of the Civil Rights Act of 1964.

Sexual Harassment is also a violation of the Title IX of the Education Amendments of 1972 which prohibits discrimination on the basis of sex in any education program or activity receiving federal financial assistance. No person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any education program or activity that receives Federal funds because of their sex.

In certain circumstances, sexual harassment may constitute child abuse under Massachusetts General Laws Chapter 119,



Section 51A. BRCPS will comply with Massachusetts law in reporting suspected cases of child abuse to the Department of Children and Families (DCF) services.

### ***Complaints of Harassment***

Any individual who believes that he/she has been the subject of any form of harassment or violence should report the conduct to the supervisor or Human Resources.

Staff who witness or have knowledge of actual or possible harassment or violence are required to report the incident to a supervisor or Human Resources, even if the victim does not express approval of or desire to file a complaint.

All verbal and written complaints will be investigated promptly and in as impartial and confidential a manner as possible, to ensure prompt and appropriate action. Investigations generally include a private interview with the person filing the complaint and with identified witnesses. The person alleged to have committed sexual harassment will also be interviewed. Once the investigation has been completed the person filing the complaint will be notified to the extent appropriate, and the person alleged to have committed the conduct of the results of that investigation.

If it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the offending conduct, and where it is appropriate we will also impose disciplinary action.

### ***Disciplinary Action***

Any individual, who after an appropriate investigation is found to have engaged in any form of harassment, will be subjected to disciplinary action up to and including termination.

### ***Prohibition Against Retaliation***

No individual will be subject to any form of coercion, intimidation, retaliation, interference, or discrimination as a result of filing a complaint or cooperating in an investigation. Retaliation is unlawful and BRCPS will take the appropriate disciplinary action against any individuals involved. All staff members are required to participate in a school department investigation.

Violations of this policy will be cause for disciplinary action up to and including expulsion from school and termination of employment.

### ***State and Federal Remedies***

In addition to the above, if you believe you have been subjected to sexual harassment, you may file a formal complaint with either or both of the government agencies set forth below. Using our complaint process does not prohibit you from filing a complaint with these agencies. Each of the agencies has a short time period for filing a claim (EEOC - 300 days; MCAD - 300 days).

#### **1. The United States Equal Employment Opportunity Commission ("EEOC")**

John F. Kennedy Federal Building  
475 Government Center  
Boston, MA 02203  
(800) 669-4000

#### **2. The Massachusetts Commission Against Discrimination ("MCAD")**

Boston Office: Springfield Office:  
One Ashburton Place – Rm 601 436 Dwight Street, Rm 220  
Boston, MA 02108 Springfield, MA 01103  
(617) 994-6000 (413) 739-2145

Worcester Office: New Bedford Office:  
484 Main Street, Rm 320 128 Union Street, Suite 206

*Any retaliatory action of any kind taken by any employee of BRCPS against another employee/applicant as a result of that person's seeking redress under the Complaint Procedure, cooperating in an investigation or otherwise participating in any proceeding under this process is prohibited and shall be regarded as a separate and distinct grievance matter under this process.*

## **Anti-Bullying & Cyber Bullying**

To protect the rights of all students and staff for a safe and secure learning and work environment, BRCPS prohibits all acts of bullying, harassment, and other forms of aggression and violence. No student shall be subjected to harassment, intimidation, bullying, or cyber-bullying. Bullying is a behavior that is usually malicious, humiliating, repeated, inappropriate, unreasonable and possibly aggressive and can create a risk of physical and/or psychological harm. All reports of workplace bullying/cyber bullying will be taken seriously and investigated in a confidential, impartial and prompt manner.

Bullying is the repeated use by one or more students or school staff members of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at a target that:

- causes physical or emotional harm to the target or damage to the target's property;
- places the target in reasonable fear of harm to him/herself, or of damage to his/her property; · creates a hostile environment at school for the target;
- infringes on the rights of the target at school; or
- materially and substantially disrupts the education process or the orderly operation of a school.

Cyber-bullying means bullying through the use of technology or any electronic communication, which shall include, but is not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a:

- wire
- radio
- electromagnetic
- photo-electronic or photo-optical systems, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.

Cyber-bullying shall also include the creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying.

Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

Bullying and cyber-bullying may occur in and out of school, during and after school hours, at home and in locations outside of the home. When bullying and cyber-bullying are alleged, the full cooperation and assistance of parents and families are expected.

For the purpose of this policy, whenever the term bullying is used it is to denote either bullying, or cyber-bullying. Bullying is prohibited:

- On school grounds;
- On property immediately adjacent to school grounds;

- At school-sponsored or school-related activities;
- At functions or programs whether on or off school grounds
- At school bus stops;
- On school buses or other vehicles owned, leased or used by the school district; or,
- Through the use of technology or an electronic device owned, leased or used by BRCPS;

Bullying and cyber-bullying are prohibited at a location, activity, function or program that is not school-related or through the use of technology or an electronic device that is not owned, leased or used by BRCPS if the act or acts in question:

- create a hostile environment at school for the target;
- infringe on the rights of the target at school; and/or
- materially and substantially disrupt the education process or the orderly operation of a school.

### ***Prevention and Intervention Plan***

The Head of School and/or his/her designee shall oversee the development of a prevention and intervention plan, in consultation with all district stakeholders, which may include teachers, school staff, professional support personnel, school volunteers, administrators, community representatives, local law enforcement agencies, students, parents and guardians, consistent with the requirements of this policy, as well as state and federal laws. The bullying prevention and intervention plan shall be reviewed and updated at least biennially.

The Director is responsible for the implementation and oversight of the bullying prevention and implementation plan within his or her school.

### ***Reporting***

Students, who believe that they are a target of bullying, observe an act of bullying, or who have reasonable grounds to believe that these behaviors are taking place, are obligated to report incidents to a member of the school staff. The target shall, however, not be subject to discipline for failing to report bullying.

Each school shall have a means for anonymous reporting by students of incidents of bullying. No formal disciplinary action shall be taken solely on the basis of an anonymous report.

Any student who knowingly makes a false accusation of bullying shall be subject to disciplinary action.

Parents or guardians, or members of the community, are encouraged to report an incident of bullying as soon as possible.

A member of a school staff shall immediately report any instance of bullying the staff member has witnessed or become aware of to the school Director or their designee.

### ***Investigation Procedures***

The Director or their designee, upon receipt of a viable report, shall promptly contact the parents or guardians of a student who has been the alleged target or alleged perpetrator of bullying. The actions being taken to prevent further acts of bullying shall be discussed.

The school Director or a designee shall promptly investigate the report of bullying, using a Bullying/Cyber-bullying Report Form which may include interviewing the alleged target, alleged perpetrator, staff members, students and/or witnesses.

Support staff shall assess an alleged target's needs for protection and create and implement a safety plan that shall restore a sense of safety for that student.

Confidentiality shall be used to protect a person who reports bullying, provides information during an investigation of

bullying, or is witness to or has reliable information about an act of bullying.

If the school Director or a designee determines that bullying has occurred he/she shall take appropriate disciplinary action and if it is believed that criminal charges may be pursued against the perpetrator, the Director shall consult with the school's resource officer and the Head of School to determine if criminal charges are warranted. If it is determined that criminal charges are warranted, the local law enforcement agency shall be notified.

The investigation shall be completed within fourteen school days from the date of the report. The parents or guardians shall be contacted upon completion of the investigation and informed of the results, including whether the allegations were found to be factual, whether a violation of this policy was found, and whether disciplinary action has or shall be taken. At a minimum the Director or his/her designee shall contact the parents or guardians as to the status of the investigation on a weekly basis.

Disciplinary actions for students who have committed an act of bullying or retaliation shall be in accordance with district disciplinary policies.

Each school shall document any incident of bullying that is reported per this policy and a file shall be maintained by the Director or designee. A monthly report shall be provided to the Head of School.

Confidentiality shall be maintained to the extent consistent with the school's obligations under law.

### ***Retaliation***

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying, shall be prohibited.

### ***Target Assistance***

BRCPS shall provide counseling or referral to appropriate services, including guidance, academic intervention, and protection to students, both targets and perpetrators, affected by bullying, as necessary.

### ***Training and Assessment***

Annual training shall be provided for school employees and volunteers who have significant contact with students in preventing, identifying, responding to, and reporting incidents of bullying.

Age-appropriate, evidence-based instruction on bullying prevention shall be incorporated into the curriculum for all K to 12 students.

### ***Publication and Notice***

Annual written notice of the relevant sections of the bullying prevention and intervention plan shall be provided to students and their parents or guardians, in age-appropriate terms.

Annual written notice of the bullying prevention and intervention plan shall be provided to all school staff. The faculty and staff at each school shall be trained annually on the bullying prevention and intervention plan applicable to the school.

Relevant sections of the bullying prevention and intervention plan relating to the duties of faculty and staff shall be included in the school employee handbook.

The bullying prevention and intervention plan shall be posted on BRCPS' website.

## **Drug-Free Schools Act of 1988**

BRCPS recognizes that it has an obligation to maintain a healthy and safe working environment by promoting a workplace that is drug free. In compliance with the Drug-Free Work-Place Act of 1988 the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance by its employees is prohibited. All employees are prohibited from possessing, using or distributing illicit drugs or alcohol in school during the school day, on school premises or at any school sponsored activity. Illicit drugs are defined as controlled substances under M.G.L. Ch. 94C and include narcotics, cannabis, stimulants, depressants and hallucinogens. Alcohol is defined as alcoholic beverages including beer, wine and distilled spirits.

Any employee convicted or found guilty of a criminal offense involving a controlled substance is subject to disciplinary action, up to and including termination of employment, regardless of whether the offense was on school property or during working hours.

## **Tobacco Free Schools**

The following statement of policy applies to the use of tobacco products at all times on the school grounds and school buses, and at any school sponsored event on or off school grounds by any individual in accordance with MGL Chapter 71, Section 37H. The prohibition applies to all employees, students, visitors, and any property owned, used, leased, or rented by or from BRCPS. All BRCPS employees, individuals, groups or agencies using the school facility receiving payment for services from the school department, are responsible for compliance and assistance in the enforcement of the Tobacco Free Schools Policy.

Employees may obtain information on a confidential basis regarding public and private drug counseling and rehabilitation services that are available. The Student Assistance Program provides the same services to students in need.

## **Weapons**

Employees are not permitted to bring weapons or dangerous materials, such as firearms or any form of explosive material, onto BRCPS property. This includes carrying these articles in personal vehicles while on School property. Employees who are in violation of this policy will be subject to disciplinary action, up to and including termination.

## **Employee Assistance Program (EAP)**

BRCPS recognizes that its employees are its most important resource. In order to provide employees with assistance, BRCPS has established an Employee Assistance Program (EAP) through [ACI Speciality Benefits](#). The program provides free confidential assessment, counseling, consultation and referral services to employees and their family members whose problems have begun to negatively impact their work performance. The EAP services are delivered by a qualified EAP provider who has on staff licensed psychiatrists, psychologists, social workers, lawyers, financial advisors, vocational rehabilitation specialists and other mental health professionals who are qualified to provide an initial assessment, short-term counseling, referral and follow-up. All records and communication between the employee or their family members and EAP are strictly confidential in accordance with HIPAA and state and federal privacy laws. For more information and assistance, you may reference the EAP information sheet shared with staff at the beginning of the school year or contact the HR department for the contact information for the EAP program.

Staff can also access the [ACI website](#) to create an account for 24 hour access in three (3) simple steps.

1. Go to: <http://rsli.acieap.com> and click Log in to myACIonline.
2. Create a new account by clicking GET STARTED. The Reliance Standard company code, RSLI859, should already be filled in.
3. Complete your profile and sign in to start accessing benefits immediately

## **BRCPS Safety and Health**

The safety and health of BRCPS employees and students is of paramount importance. Accordingly, it is the policy of BRCPS that employees and students are provided with safe surroundings. It is the obligation of each employee to observe established safety rules. For individual safety, and the safety of fellow workers, unsafe working conditions, or any injury should be promptly reported to the employee's respective supervisor.

## **Conflicts of Interest**

A conflict of interest arises when personal interests or relationships make it difficult to objectively carry out job responsibilities, or to act in the best interest of the Renaissance. Conflict of interest situations may arise either when an activity or relationship outside of Renaissance conflicts with or gives the appearance that it conflicts with an employee's Renaissance work responsibilities or when a personal relationship with another Renaissance employee, volunteer, parent, student or supplier makes it difficult for the employee to act in the best interest of Renaissance. Under some circumstances, conflicts of interest are against the law. (See M.G.L. Chapter 268A).

Consistent with Renaissance's core value of integrity, employees should conscientiously avoid situations that create a conflict of interest or the appearance of a conflict of interest.

Thus, the Head of School, Administration, Board of Trustees, teachers and employees of the Renaissance School shall not take any action which is a conflict of interest.

This policy sets forth guidelines for those areas of conflicts of interest in which employees are most likely to encounter difficulties. It should be kept in mind that these are guidelines and may not deal precisely with every situation which arises. However, the intent of this policy is that an employee will refrain from entering into situations where personal activities or relationships could cause, or even appear to cause, an inability to act with total objectivity with regard to the interests of Renaissance.

Each employee has the responsibility to assure that his or her conduct does not involve a conflict of interest or the perception of conflict of interest and to seek guidance from management where necessary. No employee of BRCPS will engage in or have a financial interest in, directly or indirectly, any activity that conflicts or raises a reasonable question of conflict with his duties and responsibilities in the School. Nor will any staff member engage in any type of private business during school time or on school property.

Employees will not engage in work of any type where information concerning customer, client, or employer originates from any information available to them through school sources.

Moreover, as there should be no conflict of interest in the supervision and evaluation of employees, at no time may any administrator responsible for the supervision and/or evaluation of an employee be directly related to him/her.

Every 2 years, all current employees, including Board members, must complete the State Ethics Commission's online training. New employees must complete this training within 30 days of beginning employment and every 2 years thereafter. Upon completing the program, employees should print out the completion certificate and keep a copy for themselves. Employees will be required to provide a copy of the completion certificate to the municipal or district Clerk through the Head of School's office.

In order to avoid the appearance of any possible conflict, it is the policy of BRCPS that when an immediate family member, as defined in the Conflict of Interest statute, of a Board member or BRCPS administrator is to be hired into or promoted within BRCPS, the Head of School shall file public notice with the Board at least two weeks prior to executing the hiring in accordance with the law.

## ***Gifts***

The acceptance of gifts worth \$50 or more by school personnel in a calendar year when the gift is given because of the

position they hold, or because of some action the recipient could take or has taken in his or her public role, violates the conflict of interest law. Acceptance of gifts worth less than \$50, while not prohibited by the conflict of interest law, may require a written public disclosure to be made.

In keeping with this policy, no employee of BRCPS will accept a gift worth \$50 or more that is given because of the employee's public position, or anything that the employee could do or has done in his or her public position. Gifts worth less than \$50 may be accepted, but a written disclosure to the employee's appointing authority must be made if the gift and the circumstances in which it was given could cause a reasonable person to think that the employee could be improperly influenced. The value of personal gifts accepted is aggregated over a calendar year four (4) gifts of \$20 value is the same as one (1) gift of \$80 if given in the same calendar year).

In general, homemade gifts without retail value are permissible because a reasonable person would not expect an employee would unduly show favor to the giver, so no disclosure is required. Such gifts could include homemade food items (cookies, candy, etc), handpicked flowers, and handmade gifts worth less than \$10 (ten) dollars.

### ***Class Gifts***

There is a specific exception to the prohibition against accepting gifts worth \$50 or more, when the teacher knows only that the gift is from the class, not from specific donors. A single class gift per calendar year valued up to \$150 or several class gifts in a single year with a total value up to \$150 from parents and students in a class may be accepted provided the gift is identified only as being from the class and the names of the givers and the amounts given are not identified to the recipient. The recipient may not accept an individual gift from someone who contributed to the class gift. It is the responsibility of the employee to confirm that the individual offering such a gift did not contribute to the class gift.

### ***Gifts for School Use***

Gifts given to a teacher solely for classroom use or to purchase classroom supplies are not considered gifts to an individual employee and are not subject to the \$50 limit. However, an employee who accepts such gifts must keep receipts documenting that money or gift cards were used for classroom supplies.

### ***Solicitations***

In spirit, the Board supports the many worthwhile charitable drives that take place in the community and is gratified when school employees give them their support. However, the solicitation of funds from staff members through the use of school personnel and school time is prohibited by the conflict of interest law. Therefore, no solicitations of funds for charitable purposes should be made among staff members. Staff members of course remain free to support charitable causes of their own selection.

### ***A. Employees Who Perform Outside Consulting or Engage in Outside Business Activities***

(Moonlighting)

An employee is allowed to do outside consulting or to engage in outside business activities provided the employee activity meets all the following criteria:

1. The consulting or outside business activity, including preparation, is not on school time nor does the consulting or outside business activity in any way impact the employee's job performance at Renaissance.
2. The consulting or outside business activity does not in any way utilize any Renaissance resources; e.g., facilities, materials, equipment, computers, software, networks, telephones, proprietary or confidential information, etc.
3. Neither Renaissance's name nor the position of the employee of Renaissance is used in furtherance of the outside activity or that could cause harm to Renaissance. If a Renaissance employee is uncertain as to a possible conflict, he or she should contact the Director of Human Resources for guidance.

### ***Tutoring***

"Tutoring" means giving private instruction or help to an individual or group for which the teacher receives remuneration other than through BRCPS.

A teacher cannot recommend that one of his or her own students get tutoring, and then be paid to tutor that same student in a second job.

A teacher may not tutor students who are currently in his/her class. Even if the teacher does not recommend that the current student receive private tutoring, the teacher should not tutor current students.

Teachers and other public employees may not approach a student, or the student's parents, seeking private tutoring work. A teacher may provide tutoring when the relationship is initiated by the parents or a student, but, if the student is, or in the future may be, under the teacher's authority, the teacher will need to provide a written disclosure.

A teacher cannot use school resources such as classrooms or materials in connection with a private tutoring business. A public school employee cannot use a school or district website to advertise private tutoring services. Schools cannot send home brochures for a particular tutoring service with the children.

Tutoring is not to be recommended for a student unless the appropriate teacher of the student involved is consulted and agrees that it will be of real help. If tutoring seems advisable, the Director may give the parents a list of persons who are willing to tutor. This list may include teachers, but not the student's teacher of the subject in which he or she is to be tutored.

### ***B. Conflicts of Interests Based on Personal Relationships of Employees***

Employees who have relationships that impede objective decisions or have the appearance of impeding objective decisions, will not be assigned to the same work group. The school's intent is to promote an environment in which business decisions are made free from the effect of personal or family relationships. Likewise, employees should not accept or remain in positions in which a personal or family relationship with another employee could impact their ability to make decisions in an objective manner.

Examples of conflicts to interest based on personal relationships of employees may include:

- Direct supervision of a relative
- Dependent responsibilities, i.e., Purchasing and Accounts Payable
- Approving business expenses of another
- Responsibilities that allow access to privileged or confidential information about one another

It is also expected that Renaissance employees who have personal relationships with employees of a vendor should not become involved in the business decisions between Renaissance and that other company. Specifically, one should not engage in such actions if a person with whom they have a relationship can benefit, either directly or indirectly, from the other company's business with Renaissance.

It is understood that the examples contained within this policy may not precisely cover every situation that arises. Employees are strongly encouraged to seek guidance from the Human Resources Office if questions or concerns arise.

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

## **Solicitation and Distribution of Literature**

1. Solicitation and distribution of literature by non-employees on Renaissance property or facilities is prohibited.
2. Solicitation by employees on Renaissance property or facilities is prohibited when the person soliciting or the person



being solicited is on working time.

3. Distribution of literature by employees on Renaissance property or facilities is allowed only in non-working areas and then only during non-working time.
4. "Working time" is defined as any time when the employee is expected to be working, and does not include authorized rest, meal or other break periods.
5. "Working areas" is defined as the interior and exterior premises of all Renaissance facilities or property, and includes parking areas. It also includes all areas where students and guests are present.
6. The above policy applies to solicitations on behalf of organizations, including charitable organizations, with the limited exception of campaigns in support of Renaissance and its programs.

## **Activities Subject to Discipline**

This general listing provides an example of subjects for discipline but is not meant to be inclusive of all behaviors or activities.

1. Falsifying documents or records of the School including but not limited to employment application, time reports, health questionnaires, financial documents and student records. This shall include creating a false record or causing another to create a false record.
2. Misuse, unauthorized possession, destruction or theft of school owned or leased equipment or material, vendor installed equipment, student or employee property, or any other property or equipment located on School premises.
3. Physical violence involving supervisors, or fellow employees on School premises and physical violence involving students on or off school premises. It should be stressed that staff intervention during violence is mandatory. Staff must use the minimum force necessary to restrain people in their charge. When students or parents physically confront staff members, they are expected to defend themselves. However, such self-defense should be exercised with the least possible force required to contain the situation.
4. Continued or prolonged absences from work without authorization; leaving work during work hours without authorization.
5. Insubordination, or refusal to carry out reasonable instructions from responsible authority, or willful neglect of appropriately assigned duties.
6. Intentional misconduct in willful disregard of the School's interests.
7. Use of vile or abusive language, or acting in a grossly disrespectful or inappropriate manner toward a supervisor, co-worker, parents or student.
8. Violation of BRCPS policies.
9. Violation of the School's policies on drug or alcohol use.
10. Violation of the School's policies on discrimination or sexual harassment.
11. Possessions of a dangerous weapon while on School premises.
12. Transporting students in a vehicle without a valid Massachusetts driver's license or in an unregistered motor

vehicle or under the influence of drugs or alcohol.

13. Allowing a student to operate an employee's motor vehicle.
14. Illegal gambling or possession of gambling equipment on School premises.
15. Gambling of any kind with students.
16. Creating or contributing to unsafe or unsanitary conditions by act or omission.
17. Negligent or deliberate destruction or misuse of, or unauthorized possession, copying, or reading school records or disclosure of information contained in such records to unauthorized persons.
18. Violation of the School's policy on confidential communications.
19. Theft, fraud, or misappropriation of property.
20. Chronic absenteeism, tardiness, or misuse of sick time.
21. Continued violation of work rules, such as: ignoring dress requirements, overstaying break periods, or absence without call.
22. Willful disregard of safety rules, or failure to use prescribed safety equipment to the extent of endangering oneself or others.
23. Soliciting tips or gratuities (money or gifts), offering a gift to influence any matter which the School has interests.
24. Inadequate job performance.
25. Violation of any other rule, regulation or practice of the School.
26. Inattention to reasonable professional standards in the provision of services to students and their families.
27. Serious misconduct during non-working hours that comes to the attention of the School where such misconduct impacts upon the employee's job or reflects unfavorably upon the School. If any misconduct results in a formal charge in court, the school reserves the right to suspend the employee without pay until the charge is resolved and to decide on what, if any, action to be taken regarding the employee after the charge is resolved.
28. Inefficiency which is not corrected despite being warned and being given an opportunity to do so.
29. Threatening, intimidating or coercing another employee or volunteer by word or deed.
30. Conviction of, or pleading guilty or nolo-contendere to, a felony.

## **Disciplinary Guidelines**

The Head of School may dismiss, demote or suspend any employee of Renaissance School. The Head of School also has the ability to assign, reassign, layoff, remove, appoint, promote, and supervise employees of the school.

Head of School, School Directors and other Department Directors are responsible for maintaining fair standards and administering discipline among the employees assigned to work at their schools and/or departments. While the school reserves the right to terminate at-will employees at any time with or without cause and with or without notice, the administration will generally be guided by a policy of progressive discipline. Typically, concerns or complaints about an employee's performance will be generally investigated, with the employee given an opportunity to respond. First offenses

will be handled by a verbal warning, with subsequent offenses leading to written warnings, suspensions and termination of employment. Nevertheless, more serious first offenses may lead to more serious discipline, including immediate termination at the judgment of the administration.

## **Disciplinary Procedure**

With our commitment to be respectful and fair, the School normally employs a sequential approach to discipline. We are committed to employing a sequential discipline, however there may be times when our disciplinary system must be abbreviated because the event is so serious that failure to respond at the highest level of discipline (i.e., up to and including discharge from employment) would threaten the integrity of our disciplinary system and the viability of our school.

At the School, our goal is to “praise in public” and “discipline in private”. Therefore, our disciplinary system will be conducted in such a way that when discipline occurs, only those members of the community who need to know will be involved in the process. This means that in most instances, the disciplinary actions being considered and implemented will not be shared outside of the affected parties.

This discipline policy is designed to allow individuals the time and opportunity to correct or adjust their behavior when appropriate, however, in some instances, these steps may be collapsed and verbal or written warnings may not be possible or appropriate.

### ***Disciplinary Steps***

There are three steps in our progressive discipline system at the School

Step 1: Involves the sharing of facts involved between the individual subject to discipline and her/his immediate supervisor. This “discovery” phase requires that the individual and the supervisor meet and share their respective sides of the event to determine the actual facts surrounding the event. If there has been an event that warrants discipline, then a verbal warning may be given to the individual that any further actions or deeds which demonstrate a disregard for community expectations or the rules under which we all function may result in a written warning or a more serious action up to and including discharge from employment. The verbal warning shall be documented in the employee’s personnel file.

Step 2: Should there be an event requiring further discipline after a verbal warning, the supervisor must place a written warning in the employee’s file, signed by both parties, and a copy must be sent to the HEAD OF SCHOOL. Within the written warning there must be a statement of the facts surrounding the events (i.e., those which precipitated the initial verbal warning and those which precipitated a written warning) and a corrective action plan to ensure that the employee understands the nature of their actions. The employee must also understand the consequences of their failure to meet the terms and conditions of their continued employment at the School as established by their supervisor.

Step 3: The final phase of the discipline process at the School is serious and can include probation, suspension or discharge depending on the nature and severity of the event. These actions may be used without prior steps when appropriate, such as when the action endangers the physical, social or emotional safety of any individual within our community or violates any public law threatening the integrity of the School or the ability of others to do their jobs.

## **Dress and Personal Appearance**

BRCPS’ usual dress practice is considered primarily business attire, but for the purpose of continuing to promote flexibility for our teachers, employee morale, a more casual dress practice has been enacted. Employee appearance contributes to BRCPS’ culture and reputation. Employees are expected to present themselves in a professional manner that results in a favorable impression by our students and families.

Casual wear encompasses many looks, but it really means casual clothing that is appropriate for a professional environment that will be conducive to educating our students efficiently. Casual wear does not equate to sloppiness. It is clothing that allows you to

be comfortable at work, yet always look neat and professional. Employees should consider each day's activities when determining what to wear.

BRCPS department Supervisor may exercise reasonable discretion to determine appropriateness in employee dress and appearance. Employees who do not meet a professional standard may be sent home to change and will not be paid for that time. Reasonable accommodations will be made where required. Any questions or concerns should be directed to your supervisor or Human Resources.

- \*Tee shirts, polos with a collar, crew-neck sweaters, sweatshirts and pullovers are allowed. Sleeveless tops are allowed, however tops with thin straps are not permitted. Nor is anything with inappropriate images or writings that is not in alignment with BRCPS' mission statement.

- \*Slacks, skirts, dresses in casual fabrics are allowed, including denim jeans. Ripped jeans are not allowed under no circumstances. Skirts, dresses and shorts should be no shorter than 2 inches above the knee.

- \*Leggings are permitted when worn with a dress, tunic, duster cardigan.

- \*Pajamas are not permitted (unless it is pajama day).

- \*Sweatpants are not permitted but tracksuits are acceptable.

- \*Sneakers, loafers, open-toed shoes and sandals are permitted. **However, flip-flops are not allowed due to safety concerns.**

- \*Undergarments should not be visible at any time.

BRCPS recognizes the importance of individually held religious beliefs to persons within its workforce. BRCPS will reasonably accommodate a staff member's religious beliefs in terms of workplace attire unless the accommodation creates an undue hardship. Accommodation of religious beliefs in terms of attire may be difficult in light of safety issues for staff members. Those requesting a workplace attire accommodation based on religious beliefs should be referred to the human resources department.

## **Use of School Property**

All employees shall properly care and account for the school property consigned to them or within their control. Such property shall not be used for personal tasks or gain.

BRCPS working spaces should be maintained in accord with its values of efficiency and professionalism. As an expression of those values, all office areEmployees should keep their individual work areas as neat as possible during the regular workday. Before leaving the work area at the end of the workday, BRCPS requires employees to organize their areas to secure work materials and to present an orderly and professional image.

BRCPS maintains the right to inspect desks, computers, lockers, closets, filing cabinets, and any other property owned by the school department or housed on school property. Routine inspections may be conducted to manage, care for, or monitor school property. School property may not be used in any way that violates or is inconsistent with the law or school rules. If school authorities have a reasonable suspicion that school property contains materials or has been used in any way that poses a threat to the health, welfare, or safety of the school environment, or violates the law or school rules, such property may be searched without prior warning.

## **Telephone/Voice Mail Use**

Proper use of telephones and voice mail systems is essential to effective school department operation. These are for school business purposes. Personal use should be limited in frequency and length. Both telephones and voice mail are school equipment that can be monitored. Privacy cannot be guaranteed.

## **Cell Phone Use and Text Messaging Use**

In order to maintain a safe work environment and to ensure employee productivity and to eliminate additional distraction to others, especially while driving and in the classroom, the School has established the parameters of cell use and text messaging guidelines.

While at work, all employees are expected to use the same discretion in using personal cell phones as they would when using school phones. The School recognizes that employees may occasionally need to make or take personal phone calls or text messages for personal business. However, it should be used only during breaks and lunch periods unless it is an emergency. Under no circumstance should instructional staff (teachers, paraprofessionals, substitute teachers, student teachers and tutors) be texting during class. While operating any piece of the schools' equipment or while driving, keep your cell phone on vibrate or on silent at all times. In all circumstances, official and personal cell phone use must be conducted in a courteous, safe and professional manner. The School will not be liable for the loss or damage to personal cell phones or other communication devices brought to the school.

## **Computer Hardware and Software**

School computer equipment and software are valuable tools provided to improve employee efficiency and effectiveness. Contracts with vendors regarding the purchase and/or lease of equipment and software clearly define the limits of their use. Employees are expected to abide by the provisions of any contracts. Unauthorized use of these assets may result in disciplinary action, up to and including immediate termination.

## **Laptops and iPad Use**

All employees who receive laptops/iPads are reminded that these machines are school property. All efforts should be made to safeguard equipment. Please be aware that any software on the laptop/iPad that is not approved by BRCPS or properly licensed is subject to removal.

## **Email Use**

All email messages as well as the general computer system are the property of BRCPS. BRCPS reserves the right to review any email messages and employees should have no expectation of privacy with regard to any e-mail messages that are sent and/or received. Employees may not send, forward, download, save or print-out any emails, including any attachments that are unprofessional, offensive or otherwise inappropriate. Employees should also be aware that any email generated may be considered a public record and subject to the Massachusetts Public Records Law, M.G.L. Chapter 66, as well as disclosure under federal law.

## **Social Media Guidelines**

The Head of School and the School Directors will annually remind staff members and orient new staff members concerning the importance of maintaining proper decorum in the on-line, digital world as well as in person. Employees must conduct themselves in ways that do not distract from or disrupt the educational process. The orientation and reminders will give special emphasis to:

1) Improper fraternization with students using social media or other electronic means.

- Staff may not friend or follow current students on social media.

- All electronic contacts with students should be through the district's computer and telephone system, except emergency situations.

- Team, class, or student organization pages, accounts, or groups will be created only in conjunction with the coach or faculty advisor. All groups must include the appropriate administrator as a member. Access to the page

will remain with the coach or faculty advisor.

-All contact and messages by coaches and faculty advisors with team members shall be sent to all team members, except for messages concerning medical or academic privacy matters, in which case the messages will be copied to the appropriate administrator.

- Teachers will not give out their private cell phone or home phone numbers without prior approval of the district.

-Inappropriate contact via phone or electronic device is prohibited.

2) Inappropriateness of posting items with sexual content

3) Inappropriateness of posting items exhibiting or advocating use of drugs and alcohol

4) Examples of inappropriate behavior from other districts, as behavior to avoid

5) Monitoring and penalties for improper use of district computers and technology

6) The possibility of penalties, including dismissal from employment, for failure to exercise good judgment in on-line conduct.

The Head of School or designees will periodically conduct internet searches to see if teachers have posted inappropriate materials on-line. When inappropriate use of computers and websites is discovered, the School Director s and Head of School will promptly bring that inappropriate use to the attention of the staff member and may consider and apply disciplinary action up to and including termination.

## **State Guidelines**

### **Massachusetts Public Record Law**

The Massachusetts Public Record Law gives the public the right to request access to information from a Massachusetts governmental agency.

### **Freedom of Information Act (FOIA)**

The Freedom of Information Act (FOIA) gives the public access to information from the federal government. A public records request can be made to BRCPS for electronic documents/communications stored or transmitted through the school systems unless that information is exempted from disclosure by law.

### **Children's Internet Protection Act (CIPA)**

Children's Internet Protection Act (CIPA) requires schools that receive federal funding through the E-Rate program to protect students from content deemed harmful or inappropriate. BRCPS is required to filter Internet access for inappropriate content, monitor the Internet usage of minors, and provide education to students and staff on safe and appropriate online behavior.

### **Children's Online Privacy Protection Act (COPPA)**

Children's Online Privacy Protection Act (COPPA) imposes certain requirements on operators of websites or online services directed to children under 13 years of age, and on operators of other websites or online services that have actual knowledge that they are collecting personal information online from a child under 13 years of age. The primary goal of

COPPA is to place parents in control over what information is collected from their children online.

## **Confidentiality**

The Family Rights and Privacy Act (FERPA), the Protection of Pupils Rights Amendment Act (PPRA), and Massachusetts Department of Elementary and Secondary Education Regulations (603 CMR 23:00) protect the privacy of students and families. A student's educational record is considered any information maintained by the school and includes all identifiable information directly related to a student. Most information a school maintains on a particular student is considered part of the educational record for that student, and cannot be disclosed to a third party without the written consent of the parents or student. This includes but is not limited to attendance, grades, education plans, discipline, and parent information.

## **V. EMPLOYMENT BENEFITS AND SERVICES**

### **Employee Benefits and Eligibility Requirements**

BRCPS offers an attractive salary and fringe benefits to its employees. All Health, Dental, FSA and Life Insurance deductions are taken on a pre-tax basis.

### **Massachusetts Teachers' Retirement System**

All teachers must join the Mass Teachers' Retirement System. This is a "pre-tax" deduction and therefore reduces the employee's gross income for federal income tax purposes.

### **Tax-Sheltered Annuities – 403(b)**

Non-teachers are encouraged to participate in the school's 403(b) retirement plan as discussed below. This is a voluntary benefit that allows employees to set aside a portion of their gross income in a tax-sheltered annuity. The Benefits Office maintains a list of investment companies from which employees may choose. Employees who are interested should contact the Payroll office.

### **Flexible Spending Accounts**

Enrollment in a Flexible Spending Account allows employees to pay for childcare (and elder care) and uncovered Medical and Dental expenses on a pre-tax basis.

### **Workers' Compensation**

In accordance with Massachusetts Workers' Compensation Act, General Laws of the Commonwealth, Chapter 152, all employees must report all work-related injuries to their immediate supervisor or the Human Resources Office immediately but no later than twenty-four (24) hours after the incident by using the appropriate form. No matter how minor an on-the-job injury may appear, it is important that it be reported as promptly as possible. This will enable the eligible employee to qualify for coverage as quickly as possible. The employee's immediate supervisor must review, sign and make any necessary comments (where applicable) and forward the form to the Human Resources. Failure by an employee to promptly report the injury or accident may result in delays and/or denial of the claim.

### **COBRA**

Under the federal law known as the Consolidated Omnibus Reconciliation Act of 1985 (COBRA) eligible employees and their qualified dependents have the opportunity to continue health insurance coverage under the school's health plan under certain circumstances when a "qualifying event" would normally result in the loss of eligibility.

## **Direct Deposit**

All employees are paid bi-weekly. Each paycheck will include earnings for all work performed through the end of the payroll period. Direct deposit is the required method of payroll payments for BRCPS employees. All employees are required to enroll in direct deposit within thirty (30) days of hire or rehire and remain enrolled in direct deposit for the remainder of their employment with the school.

## **Overtime**

Exempt employees, as defined by law or other regulation are not eligible for overtime pay for working more than the required minimum work day or minimum work week. Although all hours worked must be tracked, exempt employees will not be paid for such “overtime”.

Overtime compensation is paid to all non-exempt employees in accordance with federal and state wage and hour laws. Overtime pay is based on actual hours worked per week above and beyond forty (40) hours. Any approved paid time off, including vacation, holiday or any other type of paid leave, will not be considered hours worked for purposes of calculating overtime. A 40-hour week is 40 hours of actual time worked which does not include any type of leave time. For example if the employee works 32 hours in a particular week and has 16 hours of sick time taken during that particular week the employee will only be paid straight time for that entire week.

## **Meals and Rest Breaks**

Under Massachusetts law MGL c. 149 s.100 BRCPS is required by law to allow any employee who works more than six (6) hours a day to have a 30 minute unpaid lunch. Employees are to be completely relieved from duty during their meal break. If an employee is required to perform any work duties while on his or her meal break period, the employee must be compensated for the entire meal break regardless of the number of minutes worked. The time spent working during the meal break will be counted toward the total hours worked.

# **VI. LEAVES OF ABSENCE**

## **Sick and Personal Leave**

All full-time employees are provided each year with 15 sick days which can be utilized for any illness or injury to the employee or his/her family, including the employee’s spouse, parent, or child. There is no maximum cap on sick leave accrual. There is no buyback of accrued sick leave nor shall it be converted to paid time upon termination of employment or retirement.

Employees absent due to illness, injury, or by exposure to contagious disease will be asked to provide a note from their medical provider. The medical provider’s certificate, required for absences of 3 or more consecutive days, should indicate that the employee is unable to perform their duties and the expected date of return to work. Illness is defined as personal or family illness, or pre-scheduled medical appointments and/or procedure(s).

All full-time employees receive three (3) personal days without pay loss for personal needs not otherwise provided for, such as to receive a college degree; attend a graduation of a family member; or to attend the funeral of a friend.

Sick and personal days are allocated as follows:

- Each September, fifteen (15) days of sick leave and three (3) days of personal leave shall be added to the account of each person in actual service on or before October 1 of that school year.



- A person appointed after October 1 of any school year shall be granted sick leave on the following basis: • A person appointed after October 1 but before January 1 shall be granted nine (9) days leave and three (3) days personal leave for that school year.
- A person appointed after January 1 but before April 1 shall be granted six (6) days of sick leave and two (2) days of personal leave for that school year.
- A person appointed after April (1) shall be granted four (4) days sick leave and one (1) day of personal leave for that school year.

On June 30th of each year, all regular full-time employees shall be allowed to carry over any unused sick leave. No personal time shall be carried over and must be used by June 30th of the same calendar year.

All part-time, temporary, substitute, and after school employees that work less than thirty (30) hours per week shall be eligible for sick and personal days on a prorated basis. All part-time, temporary, substitute, and after school employees are entitled each year to 5 sick days for any illness or injury and 2 personal days

- Supervisors must be provided with 24-48 hours' notice of a personal leave request.
- Request for use of two or more consecutive personal days will require two (2) weeks prior notice to supervisors.
- Requests for use of personal days immediately before or after a school holiday/vacation are strongly discouraged.
- Supervisors will only approve those personal day requests that are for the most compelling reasons.
- Supervisors may request that an employee provide a letter from their doctor in support of sick days taken immediately before or after a school holiday/vacation.
- Employees who are eligible for FMLA leave will be issued appropriate paperwork as needed and leave will run concurrently as both FMLA and sick leave if the employee is eligible for such leave.
- If the employee's services terminate at any time prior to the end of the school year, the employee's accrual of sick/personal days will be adjusted on a prorated basis. Employees will not be paid for any unused but accrued sick or personal time at separation.

## **Vacation Time**

### **Academic Year Employees:**

Academic year employees work assigned schedules based on the approved school year calendar and thus vacation days do not apply. Personal leave shall not be granted for successive days nor on the school day before or after a holiday or vacation period except with the prior approval of the Head of School.

### **Vacation Time for Twelve (12) Month Employees Only**

BRCPS recognizes the importance of vacation time in providing rest, recreation and personal enrichment. Vacations are established on a calendar-year basis. Twelve (12) month employees are eligible for all school holidays plus 20 vacation days\*. Vacation time off should be requested at least two weeks in advance of the requested day(s) off, and it must be approved by the employee's immediate supervisor

\* Employees hired between October 1st and December 31st shall be allocated 15 vacation days.

\* Employees hired between January 1st and March 31st shall be allocated 10 vacation days.

\* Employees hired between April 1st and August 31st shall be allocated 5 vacation days.

### ***Accrual and Carryover***

Twelve (12) month employees begin accruing vacation when they first begin work for BRCPS. Employees may generally carry over vacation days from one year to the next. However, employees are strongly encouraged to take all of their vacation days during the calendar-year in which they are accrued. In the event that an employee is not able to use all of his or her vacation days during the calendar-year, he or she may carry over a maximum of ten (10) vacation days into the following year. At no time may the total accumulation of unused vacation time exceed 30 days for any given calendar year and it must be approved by the Head of School or CFO. Effective October 1st of the new fiscal year, employees will

lose without compensation carried over vacation days in excess of ten days.

### ***Vacation Pay at Termination.***

Upon termination of employment, an employee will receive a lump sum payment for any accrued but unused vacation. The termination date is the last day actually worked, and may not be extended by the use of vacation, holiday or sick time. Payment for unused vacation shall be included in the last paycheck.

## **Holidays**

**The school recognizes the following holidays:**

New Year's Day	January 1 <sup>st</sup>
Martin Luther King Day	Third Monday in January
Presidents Day	Third Monday in February
Good Friday	The Friday before Easter Sunday
Patriots Day	Third Monday in April
Memorial Day	Last Monday in May
Juneteenth	Observed on June 19th or following Monday
Independence Day	July 4th
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veterans Day	November 11th
Thanksgiving Day	Usually the fourth Thursday in November
Day After Thanksgiving	Friday after Thanksgiving
Christmas	December 25th

*\* Under Massachusetts State Law, all holidays falling on Sunday must be observed on Monday. Saturday holidays are observed on Saturday.*

Employees who are scheduled to work on the above-listed holidays will be paid their regular wages for such holidays. Temporary and substitute staff are not eligible for holiday pay. Regular part-time staff must work the day before and the day after the holiday to be eligible for holiday pay.

## **Family and Medical Leave (FMLA)**

In accordance with the provisions of the Family and Medical Leave Act of 1993 (FMLA) and the Amendments of 2008, eligible employees may be entitled to a leave of absence under the Family and Medical Leave Act (FMLA). This policy

provides employees information concerning FMLA entitlements and outlines the obligations employees may have during such leaves. This information is only a summary of the regulations concerning FMLA. If there is ever a conflict between this policy and those regulations, the regulations will be upheld.

If employees have any questions concerning FMLA leave, they should contact HumanResources

## I. Employees Eligible for FMLA Leave

FMLA leave is available to "eligible employees". To be an "eligible employee", an employee must: (1) have been employed by BRCPS for at least 12 months (which need not be consecutive); (2) have been employed by BRCPS for at least 1250 hours of service during the 12 month period immediately preceding the commencement of the leave; and (3) be employed at a worksite where 50 or more employees are located within 75 miles of the worksite.

Eligibility must be determined by BRCPS prior to the commencement of FMLA leave.

When an employee requests FMLA leave, or when BRCPS acquires knowledge that an employee's leave may be for an FMLA-qualifying reason, BRCPS must notify the employee of the employee's eligibility to take FMLA leave within five business days, absent extenuating circumstances. Employee eligibility is determined (and notice will be provided) at the commencement of the first instance of leave for each FMLA-qualifying reason in the applicable 12-month period. All FMLA absences for the same qualifying reason are considered a single leave and employee eligibility as to that reason for leave does not change during the applicable 12-month period.

## II. Employee Entitlements for FMLA Leave

As described below, the FMLA provides eligible employees with a right to leave, health insurance benefits, and, with some limited exceptions, job restoration. The FMLA also entitles employees to certain written notices concerning their potential eligibility for and designation of FMLA leave.

### **A. Basic FMLA Leave Entitlement**

The FMLA provides eligible employees up to 12 workweeks of unpaid leave for certain family and medical reasons during a 12-month period. The 12-month period is determined on an annual basis. Leave may be taken for any one, or for a combination, of the following reasons:

1. For incapacity due to pregnancy, prenatal medical care or child birth;
2. For the birth, adoption, or foster care placement of a son or daughter, and in order to care for that child; 3. To care for the employee's spouse, son, daughter or parent (or child 18 years old or over who is incapable of self-care) who has a **serious health condition**;
4. For the employee's own **serious health condition** (including any period of incapacity due to pregnancy, prenatal medical care or childbirth) that makes the employee unable to perform one or more of the essential functions of the employee's job; and/or
5. Because of any qualifying exigency arising out of the fact that an employee's spouse, son, daughter or parent is a covered military member on active duty or has been notified of an impending call or order to active duty status in the National Guard or Reserves in support of contingency operation;
6. Because the employee is the spouse, son, daughter, parent or next of kin caring for a covered service member (including qualifying veterans) with a serious illness or injury sustained or aggravated in the line of duty.

**A serious health condition** (which is more fully explained by the applicable FMLA regulations) is an illness, injury, impairment, or physical or mental condition that involves either (a) inpatient care in a hospital, hospice or residential medical facility, (including any period of incapacity or any subsequent treatment in connection with such inpatient care); or (b) continuing treatment by a health care provider. "Continuing treatment" for purposes of a serious health condition includes any one or more of the following:

- a) A period of incapacity of more than three consecutive calendar days, and any subsequent treatment or period of incapacity relating to the same condition, that also involves:
  - i. treatment two or more times by a health care provider or a provider of health care services under orders of, on or referral by, a health care provider; or
  - ii. treatment by a health care provider on at least one occasion that results in a regimen of continuing treatment under the supervision of the health care provider.
- b) Any period of incapacity due to pregnancy, or for prenatal care.
- c) A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective.
- d) Absences to receive multiple treatments for restorative surgery after an accident or injury, or for a condition that (in the absence of such treatment) would likely result in a period of incapacity of more than three consecutive calendar days.

A period of incapacity or treatment for a chronic serious health condition which requires periodic visits for treatment by a healthcare provider, over an extended period of time, and which may cause episodic rather than continuing incapacity.

A “health care provider” is defined by the FMLA and applicable regulations, and includes doctors of medicine or osteopathy, podiatrists, dentists, clinical psychologists, and optometrists. The term may also include nurse practitioners, nurse-midwives, and clinical social workers performing within the scope of their practice.

## **B. Timing and Length of Leave:**

Except in the case of FMLA leave granted to care for a covered service member with a serious illness or injury sustained in the line of duty on active duty (Purpose #6), an eligible employee is entitled to a maximum of 12 weeks of unpaid FMLA leave during any rolling 12 month period, measured backward from the date of the employee’s last day of FMLA leave.

Where FMLA leave is granted to care for a covered service member with a serious illness or injury sustained in the line of duty on active duty, (Purpose #6), an eligible employee will be entitled to a total of 26 weeks of unpaid FMLA leave during any rolling 12 month period, measured backward from the date of the employee’s last day of FMLA leave. FMLA leave for this purpose will only be provided during a single 12-month period.

*Note: During the 12-month period in which an employee takes leave to care for a covered service member with a serious illness or injury sustained in the line of active duty, an eligible employee shall be entitled to a combined total of 26 weeks of leave for all purposes.*

*Leave provided under the FMLA Policy will run concurrently with any and all available leave under the MPLA/Parental Leave Act, or other applicable laws or benefit programs, to the full extent permitted by law.*

Leave taken for the birth, adoption, or foster care placement of a son or daughter, and in order to care for that child, must be completed within 12 months of the child’s birth, adoption, or foster care placement.

## **C. Eligible Employees Who are Married to One Another:**

**(a)** Where BRCPS employs spouses, and each spouse meets the eligibility requirements for FMLA leave, the total length of leave to which both spouses will be entitled during any rolling 12 month period (as described in “Timing and Length of Leave” above) shall be a combined 12 weeks for the following purposes:

- birth, adoption, or foster care placement of a son or daughter, and in order to care for that child; or
- to care for the employee’s parent with a serious health condition.

**(b)** Where BRCPS employs spouses, and each spouse meets the eligibility requirements for FMLA leave, the total length of leave to which both spouses will be entitled during any rolling 12 month period (as described in “Timing and Length of Leave” above) shall be a combined 26 weeks for the following purposes:

- leave to care for a covered service member with a serious illness or injury sustained in the line of active duty; or
- a combination of leave to care for a covered service member with a serious illness or injury sustained in the line of active duty, and leave for any of the purposes set forth in section (a) above. Note, however, that notwithstanding the provisions of this section, under this FMLA policy, eligible spouses receive a combined 12 weeks of leave for any of the purposes described in section (a) above.

#### **D. Designation of Leave:**

BRCPS will designate any absence taken for an FMLA-qualifying reason as FMLA leave, and will count such absences against the employee's 12-week or 26-week entitlement, whichever is applicable.

#### **E. Intermittent Leave and Reduced Leave Schedules**

FMLA leave may be taken either on a reduced working schedule basis, or on an intermittent basis, for the following purposes: to care for a son, daughter or parent with a serious health condition; because of the employee's serious health condition that makes the employee unable to perform the functions of his or her job; because of any qualifying exigency arising out of the fact that the spouse, or a son, daughter or parent of the employee is on active duty in the Armed Forces in support of a contingency operation; or because the employee is the spouse, son, daughter parent or next of kin caring for a covered service member with a serious illness or injury sustained in the line of duty on active duty.

When an employee seeks FMLA leave due to his/her own serious health condition, the serious health condition of a son, daughter or parent or to care for a covered service member with a serious illness or injury, the Medical Certification provided by the employee (see below) must establish a medical necessity that such leave be provided on a reduced working schedule or intermittent basis.

Unless otherwise approved by BRCPS, FMLA leave taken for the birth, adoption or foster care placement of a child, and to care for that child, may not be taken on an intermittent or reduced work schedule basis, and must be taken at one time.

When an employee receives approval to take leave on a reduced work schedule or an intermittent basis that is foreseeable based on planned medical treatment for the employee, a family member, or a covered service member, including during a period of recovery from one's own serious health condition, a serious health condition of a spouse, parent, son, or daughter, or a serious injury or illness of a covered service member, or if BRCPS agrees to permit intermittent or reduced schedule leave for the birth of a child or for placement of a child for adoption or foster care, BRCPS may require the employee to transfer temporarily, during the period that the intermittent or reduced leave schedule is required, to an available alternative position for which the employee is qualified if the alternative position would better accommodate the recurring periods of medical leave, and subject to applicable legal requirements

Subject to their medical limitations, employees taking leave on reduced schedule or intermittent basis should consult with Human Resources, in an effort to schedule such leave in a manner that will minimize disruption to the operations of BRCPS.

#### **F. Protection of Group Health Insurance Benefits**

During FMLA leave, eligible employees are entitled to receive group health plan coverage on the same terms and conditions as if they had continued to work.

#### **G. Notice of Eligibility for, and Designation of, FMLA Leave**

Employees requesting FMLA leave are entitled to receive written notice from BRCPS telling them whether they are eligible for FMLA leave and, if not eligible, the reasons why they are not eligible.

When eligible for FMLA leave, employees are entitled to receive written notice of: 1) their rights and responsibilities in connection with such leave; 2) BRCPS' designation of leave as FMLA-qualifying or non qualifying, if not FMLA-qualifying, the reasons why; and 3) the amount of leave, if known, that will be counted against the employee's leave entitlement.

BRCPS may retroactively designate leave as FMLA leave with appropriate written notice to employees provided BRCPS failure to designate leave as FMLA-qualifying at an earlier date did not cause harm or injury to the employee. In all cases where leaves qualify for FMLA protection, BRCPS and employees can mutually agree that leave be retroactively designated as FMLA leave.

### III. Employee FMLA Leave Obligations

#### **A. Provide Notice of the Need for Leave**

Employees who take FMLA leave must timely notify BRCPS of their need for FMLA leave. The following describes the content and timing of such employee notices.

#### **B. Content of Employee Notice**

To trigger FMLA leave protections, employees must inform BRCPS of the need for FMLA-qualifying leave and the anticipated timing and duration of the leave, if known. Employees may do this by either requesting FMLA leave specifically, or explaining the reasons for leave so as to allow BRCPS to determine that the leave is FMLA qualifying.

Calling in "sick," without providing the reasons for the needed leave, will not be considered sufficient notice for FMLA leave under this policy. Employees must respond to BRCPS' questions to determine if absences are potentially FMLA-qualifying.

If employees fail to explain the reasons for FMLA leave, the leave may be denied. When employees are seeking leave due to FMLA-qualifying reasons for which BRCPS has previously provided FMLA protected leave, they must specifically reference the qualifying reason for the leave or the need for FMLA leave.

#### **C. Timing of Employee Notice**

When the need for FMLA leave is foreseeable, employees must provide 30 days advance notice of the need to take FMLA. When 30 days' notice is not possible, or the approximate timing of the need for leave is not foreseeable, employees must provide BRCPS notice of the need for leave as soon as practicable under the facts and circumstances of the particular case.

#### **D. Submit Medical Certifications Supporting Need for FMLA Leave (Unrelated to Requests for Military Family Leave)**

Depending on the nature of FMLA leave sought, employees may be required to submit medical certifications supporting their need for FMLA-qualifying leave. As described below, there generally are three types of FMLA medical certifications: an initial certification, a recertification, and a return to work/fitness for duty certification.

It is the employee's responsibility to provide BRCPS with timely, complete and sufficient medical certifications. Whenever BRCPS requests employees to provide FMLA medical certifications, employees must provide the requested certifications within 15 calendar days after BRCPS' request, unless it is not practicable to do so despite an employee's diligent, good faith efforts. BRCPS shall inform employees if submitted medical certifications are incomplete or insufficient and provide employees at least seven calendar days to cure deficiencies. BRCPS will deny FMLA leave to employees who fail to timely cure deficiencies or otherwise fail to timely submit requested medical certifications. With the employee's permission, BRCPS (through individuals other than an employee's direct supervisor) may contact the employee's health care provider to authenticate or clarify completed and sufficient medical certifications. If employees choose not to provide BRCPS with authorization allowing them to clarify or authenticate certifications with health care providers, BRCPS may deny FMLA leave if certifications are unclear.

Whenever BRCPS deems it appropriate to do so, it may waive its right to receive timely, complete, and/or sufficient FMLA medical certifications.

### **1. Initial Medical Certifications**

Employees requesting leave because of their own, or a covered relation's, serious health condition, or to care for a covered service member, must supply medical certification supporting the need for such leave from their health care provider or, if applicable, the health care provider of their covered family or service member. Medical Certification from a qualified health care professional must document the need for the leave, and setting forth sufficient medical facts to demonstrate that the medical condition qualifies for leave under the FMLA. Unless extenuating circumstances are present, this Medical Certification must be provided within 15 calendar days of the request for leave.

If BRCPS has reason to doubt initial medical certifications, it may require employees to obtain a second opinion at the School's expense. If the opinions of the initial and second health care providers differ, BRCPS may, at its expense, require employees to obtain a third, final and binding certification from a health care provider designated or approved jointly by the School and the employee.

BRCPS shall provide employees with copies of second or third medical opinions, upon request by employees. Requested copies shall be provided to employees within five business days unless extenuating circumstances prevent such action. This requirement does not apply to the birth or adoption of a child, nor does it apply to leaves by a spouse, son, daughter, parent, or next of kin, caring for a covered service member with a serious illness or injury.

### **2. Medical Recertification**

Depending on the circumstances and duration of FMLA leave, BRCPS may require employees to provide recertification of medical conditions giving rise to the need for leave.

### **3. Return to Work/Fitness for Duty Medical Certifications**

Unless notified that providing such certifications is not necessary, employees returning to work from FMLA leaves that were taken because of their own serious health conditions that made them unable to perform their jobs must provide BRCPS medical certification confirming they are able to return to work and the employees' ability to perform the essential functions of the employees' position, with or without reasonable accommodation. BRCPS may delay and/or deny job restoration until employees return to work/fitness for duty certifications.

#### **IV. Substitute Paid Leave for Unpaid FMLA Leave**

Employees must use any accrued paid time while taking unpaid FMLA leave, unless the employee also qualifies for and is using their entitled leave under the Massachusetts Parental Leave Act. If the employee is using leave under the MPLA, that employee may elect to use accrued paid time off concurrently with their leave under the MPLA but may not be compelled to do so. The substitution of paid time for unpaid FMLA leave time does not extend the length of FMLA leaves and the paid time will run concurrently with an employee's FMLA entitlement.

Leaves of absence taken in connection with a disability leave plan or workers' compensation injury/illness shall run concurrently with any FMLA leave entitlement.

#### **V. Pay Employee's Share of Health Insurance Premiums**

As noted above, during FMLA leave, employees are entitled to continued group health plan coverage under the same conditions as if they had continued to work. Unless BRCPS notifies employees of other arrangements, whenever employees

are receiving pay from BRCPS during FMLA leave, the School will deduct the employee portion of the group health plan

premium from the employee's paycheck in the same manner as if the employee was actively working. If FMLA leave is unpaid, employees must pay their portion of the group health premium 30 days in advance by personal check or money order.

BRCPS' obligation to maintain health care coverage ceases if an employee's premium payment is more than 30 days late. If an employee's payment is more than 15 days late, BRCPS will send a letter notifying the employee that coverage will be dropped on a specified date unless the co-payment is received before that date. If employees do not return to work within 30 calendar days at the end of the leave period (unless employees cannot return to work because of a serious health condition or other circumstances beyond their control) they will be required to reimburse BRCPS for the cost of the premiums BRCPS paid for maintaining coverage during their unpaid FMLA leave.

#### V. Coordination of FMLA Leave with Other Leave Policies

The FMLA does not affect any federal, state or local law prohibiting discrimination, or supersede any State or local law which provides greater family or medical leave rights. For additional information concerning leave entitlements and obligations that might arise when

Where applicable, an employee who has a medical condition or illness that qualifies him/her for BRCPS' disability insurance may use that insurance to cover his/her time out of work due to illness or injury.

FMLA leave is either not available or exhausted, please consult BRCPS' other leave policies in this handbook or contact the benefits coordinator.

#### VI. Questions and/or Complaints about FMLA Leave

If you have questions regarding this FMLA policy, please contact Human Resources. BRCPS is committed to complying with the FMLA and, whenever necessary, shall interpret and apply this policy in a manner consistent with the FMLA.

The FMLA makes it unlawful for employers to: 1) interfere with, restrain, or deny the exercise of any right provided under FMLA; or 2) discharge or discriminate against any person for opposing any practice made unlawful by FMLA or involvement in any proceeding under or relating to FMLA. If employees believe their FMLA rights have been violated, they should contact the Human Resources Department immediately. BRCPS will investigate any FMLA complaints and take prompt and appropriate remedial action to address and/or remedy any FMLA violation. Employees also may file FMLA complaints with the United States Department of Labor or may bring private lawsuits alleging FMLA violations.

## **Paid family and medical leave (PFML)**

Paid Family Medical Leave is a state-offered benefit for anyone who works in Massachusetts. Employees are eligible to take up to 26 weeks of paid leave for medical or family reasons. The length of the approved leave is dependent on the specific reason for the leave of absence. PFML is funded through a Massachusetts tax, and is separate from both the federally mandated benefits offered by the Family Medical Leave Act (FMLA) and from leave benefits that are offered at BRCPS. Employees must provide notice to Human Resources prior to applying to receive PFML benefits.

Most PFML benefits were available beginning on January 1, 2021, except for paid family leave to care for a family member with a serious health condition which became available on July 1, 2021.

#### Who is eligible:

All staff members whether full-time or seasonal are eligible for benefits under PFML.



## When can PFML leave be taken?

Paid family leave may be taken to:

- Care for a family member with a serious health condition
- Bond with a child during the first 12 months after the child's birth
- Bond with a child during the first 12 months after adoption or foster care placement
- Care for a family member who is or was a member of the Armed Forces, National Guard or Reserves and developed or aggravated a serious health condition in line of duty on active duty while deployed to a foreign country
- Manage family affairs when a family member is on or has been called to active duty in a foreign country while in the armed forces, including the National Guard or Reserves

Paid medical leave may be taken to:

- Manage your own serious health condition

## How to Apply:

Although PFML is a state run program BRCPS' PFML cases will be managed by Reliance Standard. Once staff members have notified the HR department of their intent to take a leave of absence covered under PFML, the employee will begin the application process with Reliance Standard, staff should send all forms to [claimsintake@rsli.com](mailto:claimsintake@rsli.com).

## **Short Term Disability Leave and Eligibility:**

BRCPS' short-term disability plan refers to the organization's provisions for paid leave to employees who are medically unable to work for a short time. BRCPS believes that its employees should receive some benefits during an unfortunate time when they will not be able to work. BRCPS' short term disability benefit is managed by the provider Reliance Standard. This benefit is an employer-funded plan providing income replacement for employees unable to work due to illness, pregnancy, or injury. It doesn't refer to those who have, for example, sustained minor injuries (e.g. a sprained ankle). STD cannot be used for an intermittent leave or to care for a family member. Staff can apply for Short Term Disability through the Reliance Standard website at [www.reliancestandard.com](http://www.reliancestandard.com).

The use of the STD will run concurrently with FMLA's 12 weeks of job and benefits protection and whenever applicable with any other leave entitlement under both federal and state law.

Staff members are not eligible for holidays or special vacation periods which may occur while he/she is receiving short-term disability payments. Additional sick leave and paid time off are not accrued during periods of short-term disability. Employees approved for short-term disability are prohibited from working at the workplace or at any other location, including the employee's home.

### **Eligibility**

Short Term Disability is available to all regular, full-time employees who have completed one (1) year of continuous employment and who are unable to work due to illness, pregnancy, or injury are eligible. Employees must have exhausted all paid leave, including vacation, personal days, and sick leave in order to access short term disability. Employees receiving workers' compensation or disability pay under any state or federal plan are ineligible for this benefit.

### **Medical Certification**

When applying for short term disability employees must provide medical certification of the disability that includes the start and expected end date of the disability. This certification must be submitted to the Director of Human Resources, who will review the certification and make a determination on benefit qualification. Employees approved for Short Term Disability must provide updated medical documentation every four (4) weeks, except for situations involving child birth.

### **Benefit Payment**

The short-term disability benefit payment is 60 percent of the employee's base weekly wages or salary to a maximum benefit of \$2,000 per week. The benefit may be paid for a maximum of 12 weeks per calendar year. The benefit is taxable income.

### **Return to Work**

The employee must return to work as soon as permitted by his or her health care provider. The employee must submit a fitness-for-duty clearance to the Director of Human Resources. An employee whose absence has been designated as Family and Medical Leave Act (FMLA) leave is eligible for reinstatement as provided by the FMLA.

## **Small Necessities Leave Act (SNLA)**

In accordance with Massachusetts law (Gen. Laws c. 149, § 52D), the School provides up to twenty-four (24) hours of "small necessities" leave during any 12-month period to all eligible employees for the following reasons:

1. Participate in school activities directly related to the educational advancement of the employee's son or daughter. (For example, this includes attending a parent/teacher conference, or interviewing for a new school).
2. Accompany the employee's son or daughter to routine medical or dental appointments. (For example, check-ups or vaccinations).
3. Accompany an elderly relative of the employee to routine medical or dental appointments or to appointments for other professional services related to the elder's care. (For example, interviewing at a nursing home or a group home).

Just like the Family and Medical Leave Act (FMLA), the SNLA leave applies to employees with at least one year of service, who have worked at least 1,250 hours in the past year. When the SNLA is foreseeable, the eligible employee must provide a written notice of seven (7) days to HR or direct supervisor. When the need for leave is not foreseeable, the employee must provide as much notice along with an explanation of the emergency nature of the leave. SNLA leave is granted as unpaid leave. However, employees will be required to use any available earned vacation, personal or sick pay during this leave period.

## **Nursing Parent Accommodation**

In accordance with the Fair Labor Standards Act section 29 USC §207(r) as amended in March 2010 and the Pregnant Workers Fairness Act, the School will provide nursing parents with unpaid "reasonable" break time "each time an employee has need" to express breast milk following the birth of a child. Further, the School will work with the parent to identify a suitable private, non-bathroom location for the purpose of expressing breast milk.

## **Bereavement Leave**

Bereavement leave is available for all regular, full-time employees. In the event of a death in the family of a full time employee or the employee's significant other, absence from work with pay may be granted for a period not to exceed three (3)-scheduled workdays. "Family" means the following: mother, father, brother, sister, wife, husband, life partner, daughter, son, mother/father/sister/brother-in-law, stepparents, stepchildren, aunt, uncle, grandson, granddaughter, and grandparent.

## **Jury Duty**

The School recognizes that its regular employees may be called upon for jury duty. We understand the importance of this civic responsibility and will grant time off accordingly without the loss of benefits for the first three days of service. The School will pay the difference between your regular salary and payment from the court for any days served after the first three. The staff member who has served must provide documentation of service to the School.

## **Witness Duty Leave**

We recognize that an employee might be subpoenaed or otherwise required to serve as a witness in court cases or arbitrations. Employees called to testify will not be paid for the time they are away from work as a result of their participation in a court case or arbitration, but may use available vacation and personal days to cover their time away from work. Absence as a result of participation in a court case or arbitration will be treated the same as absence for any other reason and employees must comply with the School's policy regarding attendance. If you are called to serve as a witness, notify Human Resources as soon as possible.

You will not be paid for the time you are away from work participating in a court case or arbitration, but may use available vacation and personal days to cover the time. You will not be terminated solely for an absence made necessary by participating in a court case or arbitration.

## **Time off to Vote**

Employees who are eligible to vote but do not have sufficient time outside of regular working hours to vote in a statewide election, may request time off to do so. The time off will be without pay. Such time off will be granted at the discretion of Human Resources.

## **Annual Military Training Leave**

Employees, other than temporary employees, are entitled to take up to 17 days of unpaid leave in a calendar year for training with the United States Armed Forces (including National or State Guard). A regular full-time employee, absent from work in order to fulfill an annual military training obligation as a member of the United States Armed Forces (including National or State Guard), will continue to receive her usual salary for up to two weeks in each calendar year less the amount paid while on duty.

An employee called for military training must present official orders to her supervisor in order to be granted an official absence.

Upon return to work, a regular full-time employee must present to the supervisor evidence of pay received so that adjustments to compensation can be computed. In no case should military pay plus the School pay exceed the employee's usual salary for the two-week period.

If a regular full-time employee's annual military training period extends beyond two weeks in a calendar year, the additional time will be taken as vacation time or leave without pay.

## **Unpaid Leaves of Absence**

BRCPs recognizes that employees may need to be absent from the workplace in order to address personal needs and obligations.

Leaves are defined as voluntary time off without pay and are granted for a specific period of time. It is the policy of Renaissance to ensure all requests for leave of absence are administered fairly and consistently.

Typically a leave of absence is granted only for one or more of the following reasons:

1. Personal - A leave provided to employees to enable them to respond to personal issues or emergencies not covered under any other leave.
2. Educational - A leave provided to enable an employee to complete a degree or other significant planned educational programs.
3. Military - A leave provided for employees who are activated from reserve or National Guard Units, or who join the armed forces of the United States on a full-time active duty basis, or who perform qualifying "uniformed services" under applicable federal law. Renaissance also provides leave to employees performing National Guard Service pursuant to applicable law.

### ***Requesting Leave***

1. Educational: All regular full time employees are eligible to request a leave of absence for educational reasons. Such employees must have completed 12 months of regular full time continuous service. The decision to grant or deny such leave for educational reasons is within the discretion and judgment of the Head of School.
2. Personal: All regular full time employees are eligible to request a leave of absence for personal reasons. The personal reasons must be stated, in writing to the Head of School. Such employees must have completed 12 months of regular full time continuous service. The decision to grant or deny such leave for personal reasons is within the discretion and judgment of the Head of School.
3. Military: All regular employees are eligible for military leave. There are no prior service requirements necessary for military leave. Leaves are granted, subject to the provisions and requirements of applicable law regarding "uniformed service," to eligible employees after submission of such request along with appropriate military orders or other supporting information, to the Head of School or his/her designee. Employees taking a qualifying military leave may be eligible for continuation of health benefits and reinstatement as provided by applicable law.

### ***Leave Duration***

1. Educational Leaves may be granted for a period of up to one year
2. Personal leaves may be granted for a period up to 12 weeks
3. All other leave durations are defined by applicable law(s).

Requests for the extension of any leave or the termination of an approved leave must be submitted in advance and approved in writing.

### ***Notification/Approval Process***

A written request for Leave of Absence must be submitted for all leaves of absence. Information included must describe the length, purpose and other details of the leave. The Head of School will review all requests for a leave of absence.

An employee is expected to give the Head of School as much advance notice as possible of his/her intention to take a leave of absence.

### ***Violations***

If an employee violates the term of the leave, he/she is subject to disciplinary action, including but not limited to immediate termination of employment. Some examples of violations of a leave of absence include, but are not limited to:

- Working without the prior approval of the Head of School while on leave
- Failure to return to work as agreed to by the terms of the leave, or as stated by Renaissance (subject to reasonable

accommodations where leave is based upon an employee's medical condition).

- Engaging in activity incompatible with the reasons given for the leave
- Engaging in behavior, while on a leave, that is contrary to school policy or practice

### ***Return from Leave of Absence***

The following criteria must be used to determine the status of employees returning from a leave of absence unless otherwise required by law.

1. Educational: Employees returning from an Educational leave must contact the Boston Renaissance Charter School within 90 days of their expected return. The Head of School or his or her designee makes a reasonable effort to place the employee in the same position. If this is not practical, the Head of School or his/ her designee places the employee in an equivalent position with similar status or in a position as close to the previous position as possible.
2. Personal: The Head of School will attempt to place an employee returning from a Personal Leave of Absence in the same or equivalent position that he/she held prior to the leave or another vacant position for which the employee is qualified. However, a position is not guaranteed upon return.
3. Military: Employees returning from a Military Leave under the Uniformed Services Employment and Reemployment Rights Act (USERRA) shall notify the Employer of their intent to return to work based upon the following time periods:
  - Less than 31 days service: By the beginning of the first regularly scheduled work period after the end of the calendar day of duty, plus time required to return home safely and an eight hour rest period. If this is impossible or unreasonable, then as soon as possible.
  - 31 to 180 days: The employee must apply for reemployment no later than 14 days after completion of military service. If this is impossible or unreasonable through no fault of the employee, then as soon as possible.
  - 181 days or more: The employee must apply for reemployment no later than 90 days after completion of military service.
  - Service-connected injury or illness: Reporting or application deadlines are extended for up to two years for persons who are hospitalized or convalescing.

## **Parental Leave Policy**

In accordance with the Massachusetts Parental Leave Act, the School will grant eight weeks of unpaid leave (per child) for the purpose of giving birth, for the placement of a child under the age of 18, or under the age of 23 if the child is mentally or physically disabled, or for adoption with the employee who is adopting or intending to adopt the child. The following conditions must be met:

- The employee has completed the introductory period.
- The employee must provide two weeks' written notice of the anticipated date of departure and state in writing the intention to return to his or her position or provide notice as soon as practicable based on the situation
- The employee must state the anticipated date of return to work.

During this period of leave, no vacation leave is accrued. Health insurance coverage will continue during this leave time, as described in this Handbook for active employees. Other benefits resume as of the date the employee returns to Full Time employment. This leave will not affect the employee's rights to receive vacation leave or other benefits for which he or she was eligible at the date of his or her departure. An employee returning to work at the completion of the eight week leave will be restored to his or her previous position or a similar position. To the extent that the employee is eligible for Parental leave and Family and Medical Leave pursuant to the FMLA, PFML such leaves run concurrently.

Employees anticipating Parental Leave, who wish to use unused vacation, sick, or personal time during all or part of the leave, may do so, and should submit the request in writing to the Human Resources Department prior to taking the leave.

Any 2 employees of the School shall only be entitled to 8 weeks of Parental leave in aggregate for the birth, placement, or adoption of the same child.

## **Domestic Violence Leave**

All employees are permitted to take up to 15 days of unpaid leave per year to address any needs resulting from incidents of “abusive behavior,” which include domestic violence, sexual assault, stalking, and kidnapping. “Domestic violence” includes physical, mental, and sexual abuse, including threats, by persons with specific relationships to the employee or the employee’s family member.

Employees must use all vacation leave, personal leave, and sick leave available to the employee before becoming eligible for leave under this law.

The employee cannot be the perpetrator of the abusive behavior, and the victim must be the employee, or have one of the following relationships to the employee: spouse, parent or step-parent, child or step-child, sibling, grandparent, grandchild, person with whom the employee cohabitates, or person with whom the employee has a child in common.

An employee may only take this leave in order to address issues directly related to the abusive behavior, including but not limited to seeking professional treatment, securing housing, and engaging with law enforcement officials.

The employee must give advance notice pursuant to the employer’s leave policy, except in cases of imminent danger to the employee or covered family member. In cases of imminent danger, the employee has three (3) work days to notify the employer of the need for leave under this policy.

The employer may require documentation as specified by the law before allowing or recognizing time off as leave under this law. For unscheduled absences, the employee has 30 days after the leave terminates to provide any required documentation. The employer will keep all documents and information confidential as required by law.

After taking leave under this law, the employee has the right to the same or an equivalent position, as well as all accrued benefits, as they existed on the last day before taking leave. Additionally, the employer may not interfere with or retaliate against the employee’s valid exercise of these rights.

If you have any questions regarding your rights please contact Human Resources.

## **VII. PROFESSIONAL GROWTH**

### **Conferences and Seminars**

With prior approval, BRCPS staff can apply to attend conferences and seminars that support the development of skills and knowledge within their area of professional work. The guidelines on the application form need to be followed properly, and approval by the director, CFO and Head of School is required. Teachers are responsible for enrolling in the conference, seminar, or workshop and completing the necessary paperwork.

### **In-House Professional Development**

A range of in-house professional development opportunities are also available mostly to the teaching staff but at times to all staff.

## **Individual Professional Development Plans (IPDP)**

DESE requires all educators who hold a license at the professional level to prepare an IPDP for each five-year renewal cycle, as required by 603 CMR 44.04(3). The proposed activities in your plan must be consistent with and aligned to school and district goals and designed to improve student learning. It is the teacher's responsibility to maintain his/her IPDP in his/her files. The IPDP regulations require educators to review their individual plans with supervisors at least every two years to review goals and amend the plan if needed. Please note, if you are audited by the DESE during a five year renewal cycle you will be asked to present your IPDP along with copies of your PDP certificates.

## **Teacher Licensure/MTEL Required**

In general, except for teachers of English as a second language (ESL), teachers in Commonwealth charter schools, including special education teachers, are not required to be licensed. Commonwealth charter school teachers hired at any charter school after August 10, 2000, must either take and pass, within their first year of employment at the charter school, the Massachusetts Tests for Educator Licensure (MTEL) or be already certified or licensed to teach in Massachusetts. This includes a passing score on the Communication and Literacy Skills test and a passing score on the relevant subject matter knowledge test(s). In addition, the Education of English Learner regulations, 603 CMR 14.07 require that all core academic teachers responsible for the education of one or more ELL students hold an Sheltered English Immersion (SEI) Teacher Endorsement within one year of employment.

The Educator Licensing and Recruitment (ELAR) system allows current and prospective Massachusetts educators to complete most licensure related transactions on the internet at <http://www.doe.mass.edu>. Within ELAR, individuals may apply for new licenses, renew Professional licenses, check licensure status, edit personal information, and more.

## **Types of Licenses and Validity Dates**

***Temporary license*** – valid for one year of employment (cannot be extended; must advance to Provisional or Initial)  
Requires 3 years teaching under a valid out-of-state license; and possession of a valid educator license/certificate from another state/jurisdiction that is comparable to at least an Initial license in Massachusetts.

***Provisional (AKA Preliminary)*** – valid for five years of employment (cannot be extended, must advance to initial). Starting on July 1, 2019, individuals who hold more than one Provisional license will have no more than five total years of prospective employment under the Provisional licenses.

***Initial*** – valid for five years of employment (may be extended once, must be advanced to Professional)

***Professional*** – valid for five calendar years (renewable every five years thereafter)  
Certain educators and directors are required to be Sheltered English Immersion (SEI) endorsed if they have an English language learner in their classroom.

## **Credits Earned and Lane Change Due to Additional Degree**

Most professionally licensed Related Service Providers staff are now part of the teacher's salary scale. The teachers' salary scale covers teachers, counselors, nurses, school psychologist, speech pathologist, occupational therapist, etc.

It is important to note that individuals who have worked as a day to day substitute teacher, paraprofessional, and long term substitute teacher or as student teaching will not be awarded prior teaching experience.

BRCPS teacher's salary scale is designed to compensate employees based on years of service and educational credentials. It is important to note that graduate credits beyond the Master's degree (Master's +15, 30, 45 and 60) must be earned after the date that the Master's degree was conferred on the transcript.

Many clinical degree programs (such as speech pathologists, psychologists, social workers, etc.) require more credits than what is typical for a Master's degree in teaching. While BRCPS appreciates the additional work that is required by the institution to complete the degree, no additional credit on the salary scale will be awarded for any credits that are required as part of a Master's program. Credits beyond the Master's degree will only be recognized after the date that the Master's degree was awarded. Compensation for an advanced degree (or any change on the salary schedule) may become effective only on September 30<sup>th</sup> of each year following the granting of the degree.

## **Evaluation Period**

The first 90 days of employment are considered an evaluation period. This evaluation period provides you with the opportunity to demonstrate your ability, dedication and skills required to perform the job for which you were hired. We believe that this period of time is adequate for employees to adapt to our work environment and for the School to determine you are suited for the position. The successful completion of this evaluation period should not be construed as a guarantee of employment for any specific duration or as establishing a termination standard. When necessary, the School may extend the duration of the evaluation period.

It is the intent of Renaissance to process all new hires in a timely manner and to provide a comprehensive orientation to the school.

School Directors/Department Directors, and/or the Human Resources Office are responsible for providing all new employees with information pertaining to Renaissance policies and procedures. This includes, but is not limited to school calendar, employee handbook, and pertinent school rules and regulations.

School Directors/Department Directors are responsible for providing new hires with specific information pertaining to job assignment, work schedule, school employee phone listing, lunch break, payroll time sheets, pay period calendar, holiday, emergency closing, and the use of technical equipment.

# **VIII. TEACHER, PARENT AND STUDENT RESPONSIBILITIES**

## **Teachers' Review of Student Files**

Administrators are expected to make available to teachers Individual Education Plans (I.E.P.s), Title 1 Reports, and any other pertinent correspondence relating to the academic, emotional and medical concerns of each student in their classes. Such documents are considered student records and must be handled in a confidential manner.

## **Student/Staff Photographs**

Staff may be photographed from time to time in the performance of their duties on behalf of BRCPS. Students are not to be photographed without a prior release obtained by parents/guardians. It is the policy of BRCPS to make this information routinely available unless parents have requested in writing, in advance, that they do not wish to have this information published. Staff are prohibited from posting student's pictures or videos to their personal Facebook, Twitter, Snapchat, YouTube, Tumblr account.

## **Student Records**

State law provides that the schools furnish any student or former student with a transcript of his/her record as a student;



the original to be furnished without charge for review and copies furnished at limited charges established by the law.

Records are maintained in the best interest of the student, and with a concern for the school's right to collect certain information in order to carry out the educational function in the most effective and best possible manner. BRCPS will make every effort, within reason and consistent with state regulations, to inform parents and students about the kinds of information collected or that will be collected and their rights under said regulations.

*Please see Massachusetts Department of Elementary and Secondary Education Student Record Regulations (603 CMR 23.00).*

## **Staff Conduct With Students**

The purpose of this policy statement is to provide all employees with guidance and direction with respect to physical contact between employees and students at school and during school sponsored functions. What constitutes appropriate physical contact in one circumstance may be totally inappropriate in another. Generally, staff should avoid physically interacting or touching students unless necessary. At the outset, the decision of whether or not to touch a student must be made by the employee involved. Once it occurs, its appropriateness will depend on a variety of factors, not the least of which will be the student's reaction and responses of other adults. BRCPS believes that its employees individually and collectively possess the wisdom and expertise necessary to conduct themselves in a manner which is educationally sound and acceptable both within the professional community and the community at large.

## **Use of Physical Restraint**

The following statement of policy applies to BRCPS, pursuant to Massachusetts Department of Elementary and Secondary Education Regulations 603 CMR 46:00, which designates that physical restraint shall be used only in emergency situations, and with extreme caution. Such restraint shall be used only in emergency situations as a last resort and with extreme caution after other lawful and less intrusive alternatives have failed or been deemed inappropriate. This policy shall not limit the protection afforded students under other state or federal laws, nor preclude any teacher, employee, or agent of the BRCPS from using reasonable force to protect students, other persons, or themselves from assault or imminent harm.

The use of mechanical restraint, medical restraint, and seclusion is prohibited.

Physical restraint is defined as "direct physical contact that prevents or significantly restricts a student's freedom of movement. Physical restraint does not include: brief physical contact to promote student safety, providing physical guidance or prompting when teaching a skill, redirecting attention, providing comfort, or a physical escort."

Physical restraint, including prone restraint where permitted under 603 CMR 46.03, shall be considered an emergency procedure of last resort and shall be prohibited except when a student's behavior poses a threat of assault, or imminent, serious, physical harm to themselves and/or others and the student is not responsive to verbal directives or other lawful and less intrusive behavior interventions are deemed inappropriate.

The Head of School will develop procedures identifying:

- Appropriate responses to student behavior that may require immediate intervention;
- Methods of preventing student violence, self-injurious behavior, and suicide including crisis planning and de escalation of potentially dangerous behaviors among groups of students or individuals;
- Descriptions and explanations of alternatives to physical restraint as well as the school's method of physical restraint for use in emergency situations;
- Descriptions of the school's training and procedures to comply with reporting requirements including, but not limited to making reasonable efforts to orally notify a parent of the use of restraint within 24 hours of its imposition;
- Procedures for receiving and investigating complaints;
- Methods for engaging parents in discussions about restraint prevention and use of restraint solely as an emergency procedure;

- A statement prohibiting: medication restraint, mechanical restraint, prone restraint unless permitted by 603 CMR 46.03(1)(b), seclusion, and the use of physical restraint in a manner inconsistent with 603 CMR 46.00; •
- A process for obtaining Director approval for a time out exceeding 30 minutes.

Each Director will identify staff members to serve as a school-wide resource to assist in ensuring proper administration of physical restraint. These staff members will participate in an in-depth training program in the use of physical restraint.

In addition, each staff member will be trained regarding the school's physical restraint policy and accompanying procedures. The Director will arrange training to occur in the first month of each school year, or for staff hired after the beginning of the school year, within a month of their employment.

Physical restraint is prohibited as a means of punishment, or as a response to destruction of property, disruption of school order, a student's refusal to comply with a school rule or staff directive, or verbal threats that do not constitute a threat of imminent, serious physical harm to the student or others.

Physical restraint is prohibited when it is medically contraindicated for reasons including, but not limited to, asthma, seizures, a cardiac condition, obesity, bronchitis, communication-related disabilities, or risk of vomiting;

The use of "time out" procedures during which a staff member remains accessible to the student shall not be considered "seclusion restraint."

This policy and its accompanying procedures shall be reviewed and disseminated to staff annually and made available to parents of enrolled students. The Head of School shall provide a copy of the Physical Restraint regulations to each Director, who shall sign a form acknowledging receipt thereof.

## IX. Employee Resource Information

Topic	Contact
Attendance and Absent Line all staff	Your Immediate Supervisor
Certification/Licensure	Human Resources
Direct Deposit	Payroll
School Civil Rights Compliance Officer	Human Resources
School Policies/Procedures	Human Resources
Employee Assistance Program (EAP)	Confidential
Employment Process	Human Resources
Family and Medical Leave Act (FMLA)	Human Resources
Flexible Spending	Payroll
Health Insurance	Payroll
Massachusetts Teachers' Retirement System	Payroll

Section 504 Compliance	Unified Student Services
Title IX Compliance	Human Resources
Sexual Harassment & Violence	Human Resources
Tax-Sheltered Annuities-403 (b)	Payroll

### **BRCPS Civil Rights Compliance Officers**

Title IX Officer Ms. Nerlande Mintor Director of Human Resources (617) 357-0900 Ext 1106 1415 Hyde Park Ave Hyde Park, MA 02136	Section 504 Officer Ms. Nerlande Mintor Director of Human Resources (617) 357-0900 Ext 1106 1415 Hyde Park Ave Hyde Park, MA 02136
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### **State & Federal Offices**

Massachusetts Commission Against Discrimination (MCAD) 1 Ashburton Place, Room 601 Boston, MA 02108 Phone (617) 994-6000 Fax (617) 994-6024 <a href="http://www.mass.gov/mcad">http://www.mass.gov/mcad</a>	Office U.S. Department of Education J. W. McCormack Post Office & Courthouse Boston, MA 02109-4557 Phone (617) 223-9662 Fax (617) 223-9669 <a href="http://www2.ed.gov">http://www2.ed.gov</a>
Equal Employment Opportunity Commission (EEOC) John F. Kennedy Federal Building 475 Government Center Boston, MA 02203 Phone (617) 565-3200 Fax (617) 565-3196 <a href="http://www.eeoc.gov/field/boston/">http://www.eeoc.gov/field/boston/</a>	Massachusetts Department of Elementary & Secondary Education (DESE) 75 Pleasant Street Malden, MA 02148 Phone (781) 338-3000 <a href="http://www.doe.mass.edu">http://www.doe.mass.edu</a>

## **Educator Ethics/Protocol**

### **Healthy Boundaries for Educators/Staff**

**More than ever, kids need healthy, clearly-defined relationships** with adults to feel safe and to develop into competent and responsible human beings. As educators, we are their role models, this is not a responsibility that should be taken lightly.

All BRCPS staff members are expected to uphold professional behavior, values and responsibilities both in and outside of the school. .

As professionals in the building students are likely to access support regarding a variety of matters, it is recommended when necessary to recommend the student contact the counseling/mental health team for additional support..

**Remember—at all times—that you are the adult, the professional, the role model**

***In School***

<p><b>Follow the Internet Use Policy.</b> Remember that Any emails sent on a school computer can be retrieved. Emails can be considered public documents. Internet activity on a school computer can be tracked.</p> <p><b>Dress professionally.</b> While certain clothes are fine for the weekend wear, they should not be worn to school by teachers and staff. The way you dress should never be a distraction to your students.</p> <p><b>Use caution with self-disclosure about your personal life.</b> Discretion is important</p>	<p><b>Avoid being alone with students.</b> One-on-one tutoring should be done in a public place like the library. Leave your door open when conferencing. Avoid letting kids “hang out” in your room.</p> <p><b>Be consistent in your treatment of students.</b> Do not make exceptions for a favored few. Do not advocate on students’ behalf to bend policies.</p> <p><b>Do not touch students.</b> Maintain a professional demeanor to avoid misinterpretation.</p>
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***Outside School***

<p><b>You are a private citizen, but you are also always an educator.</b> Your out-of-school conduct can affect your job security. The line between our public and private lives is less clear, so what you post on a blog, Facebook, Twitter, Snapchat, YouTube, Tumblr just to name a few, can be accessed by students. If you wouldn’t want the Head of School reading it aloud to you in a meeting, don’t post it.</p>	<p><b>Do not extend your contact with students outside of school.</b> Do not send text messages or IMs, give out your phone number, invite students to your house or allow them to show up. Do not drive students in your car. Always be careful when sending emails.</p>
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**Staying Within Boundaries**

**Don’t be afraid to correct inappropriate behavior.** Remind students of the limits of your relationship as an educator. Reaffirm the helping nature of the relationship. Make a plan for getting the student appropriate help. Immediately report any incidents of behavior or comments by students that might be misinterpreted later; don’t let situations escalate.

**Be open, kind, attentive and respectful, but remember you are a professional.** Conversations with students should be warm and caring and provide support for their learning and growth. Relationships should be centered on school events and activities. Student-teacher conduct should be appropriate and understood by the general population- not laced with “inside” references.

BRCPS recognizes that employees retain the right to keep their personal lives separate from their positions as BRCPS employees. Yet, due to your unique position as an educator and staff members, BRCPS requires employees to observe the following rules on any social media networks:

## **Food for Thought**

1. **Maintain Confidentiality.** Use good ethical judgment as you do in all other areas of your professional life.
2. **Maintain Privacy.** Be mindful of things you are posting on social media and information you share with staff and students.
3. **Comply with Massachusetts' Public Records Law**
4. **Do no harm** BRCPS or to yourself whether you are navigating those networks on the job or off.
5. **Understand your personal responsibility.** You are personally responsible for the content you publish. Consider whether or not a post or communication could place your reputation or the reputation of others, including BRCPS, at risk. Be aware of liability.
6. **Maintain transparency.** Be thoughtful about your postings' content and be honest about your identity.
7. **If you make a mistake,** admit it. Be upfront and quick with your corrections.
8. **Respect others** in all postings and comments.
9. **Think before you post.** Exercise extreme caution with regards to exaggeration, colorful language, speculation, characterizations or comments about individuals or organizations.
10. **Support the school culture of professionalism.** Don't ignore situations. Help create a culture of intolerance for inappropriate behavior. Letting incidents slide sends the message that you believe such behavior is acceptable.

**All employees are held to the same high standards we hold our students. It is our expectation that all staff members carry themselves in accordance with the BRCPS mission in their everyday lives. Inappropriate and/or unprofessional conduct will not be tolerated.**



## XI. Employee Acknowledgement of Receipt

I hereby acknowledge that my signature below indicates that I have received an electronic version of the Standard Operating Procedures and I have been made aware of BRCPS Policies. I understand that it is my responsibility to read and comply with these policies.

BRCPS reserves the right to modify, eliminate and/or revoke, any and all portions of the policies and procedures as described at any time, with or without notice. I understand that a change in the School policies supersedes and replaces any and all previous employee handbooks, standard operating procedures and statements issued by the School, whether written or oral. As the School provides updated policy information, I accept the responsibility for reading and abiding by the changes.

I further understand that any questions that I have regarding this handbook/standard operating procedures may be directed to my supervisor, the School website and/or the Human Resources for guidance.

This acknowledgement is not a contract for employment. I further acknowledge my employment with the Boston Renaissance Charter Public School is strictly "at will." Any oral or written statements made to the contrary are hereby expressly disavowed and should not be relied upon.

Name of Employee: \_\_\_\_\_ Signature of Employee: \_\_\_\_\_  
(Please Print)

Date Signed: \_\_\_\_\_ Assignment: \_\_\_\_\_

## **XII. BRCPS FORM**



## Employee Complaint Form

This Complaint is based on:

☐

Discrimination

☐

Sexual Harassment

☐

Bullying

☐

Violence or Threats of Violence

☐

Other Complaint, please specify: \_\_\_\_\_

Name of the Complainant: \_\_\_\_\_ Title: \_\_\_\_\_

Department: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Name/Title of the Accused: \_\_\_\_\_

Department: \_\_\_\_\_

Relationship of the Accused to the Complainant (manager, co-worker, client, etc.): \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Incident: *(If more than one event, please report each event on a separate form.)*

\_\_\_\_\_

Where did the specific event occur?

\_\_\_\_\_  
\_\_\_\_\_

(Attach additional paper, if needed.)

Please explain the events that occurred.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Attach additional paper, if needed.)



Have you reported this incident to an administrator? Yes ☐ No ☐

If yes, please provide the name(s) of the administrator you notified: \_\_\_\_\_

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*It may become necessary to disclose your identity and/or complaint, as well as to conduct a formal investigation. Should such a disclosure become necessary, it will be only to the person(s) with a need to know your identity or the details and nature of the complaint.*

*By signing this form, I acknowledge that I have read this document and understand my obligation to provide information as needed and to cooperate fully and completely with any investigation of this complaint. I agree that all of the information on this form is accurate and true to the best of my knowledge.*

**Signature:** \_\_\_\_\_ **Date Signed** \_\_\_\_\_

*Please return this form to Human Resources.*



## FAMILY AND MEDICAL LEAVE ACT REQUEST (FMLA)

Please note: Request for Family Medical Leave must be made, if practical, at least 30 days prior to the date the requested leave is to begin.

<b>Name:</b>  <div style="text-align: center; font-size: small;">Please Print</div>	<b>Title:</b>  
<b>Department:</b>  	<b>Status:</b> <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary
<b>Reports to:</b>  	<b>Hire Date:</b>  
<b>Today's Date:</b>  	
I am requesting to be placed on family or medical leave for one or more of the following reasons: (select at least one reasons)	
<input type="checkbox"/> Because of the birth of my child and in order to care for him/her  	Expected date of birth: _____  Actual Date of Birth, if applicable: _____  Leave to start on: _____  Expected Return Date: _____
<input type="checkbox"/> Because of the placement of a child with me for adoption or foster care  	Date of Placement: _____  Leave to start on: _____  Expected Return Date: _____
<input type="checkbox"/> In order to care for my spouse, child, or parent, who has a serious health condition. Describe serious health condition: _____ _____ <b>**ATTACH MEDICAL CERTIFICATION FORM**</b>	Leave to start on: _____  Expected Return Date: _____
<input type="checkbox"/> For a serious health condition that makes me unable to perform my job. Describe serious health condition: _____ _____ <b>**ATTACH MEDICAL CERTIFICATION FORM**</b>	Leave to start on: _____  Expected Return Date: _____
<input type="checkbox"/> Because of a qualifying exigency arising out of the fact that your <input type="checkbox"/> spouse; <input type="checkbox"/> son or daughter; <input type="checkbox"/> parent is on active duty or called to active duty status in support of a contingency operation as a member of the National Guard or Reserves	Leave to start on: _____  Expected Return Date: _____
<input type="checkbox"/> In order to care for my family member (spouse, son, daughter, parent, or next of kin) who has an injury/illness received while on active duty that may render the service member medically unfit to perform the member's duties. Attach appropriate certification form	Leave to start on: _____  Expected Return Date: _____
Proposed leave schedule (including type of leave to be taken and the number of hours)  <div style="background-color: #e0e0e0; padding: 2px; font-weight: bold; font-size: small;">           (May be subject to supervisor/employer's approval)         </div>	Number of hours (May be an estimate): _____ FMLA Sick Leave _____ FMLA Vacation Leave _____ FMLA Personal Leave _____ FMLA Leave Without Pay
Have you utilized family and medical leave in the past 12 months? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, how many days? _____	

Employee's Signature/Date

**For Human Resources Use Only:**

Approved \_\_\_\_ Disapproved \_\_\_\_

Human Resource Manager: \_\_\_\_\_

# **Boston Renaissance Charter Public School**

## **Credits Earned and Lane Change Request Form**

If you wish to request a lane change effective at the beginning of the school year please complete the attached Credits Earned and Lane Change request form prior to May 1st of the prior year. The deadline to submit the request for same year lane change is September 15.

### **Return all forms to Human Resources**

Your request will be reviewed by the Human Resources department. Instructions for submitting request:

- 1) Complete the Credits Earned and Lane Change Request Forms.
- 2) Attach Official transcripts to the completed application and submit it to Human Resources.

If information is missing or incomplete (official transcripts or other documentation), the application will be returned unapproved.

Once the lane change is approved the requester will be notified. The change in salary will begin the preceding payroll cycle.

**Please return to Human Resources by [September 15](#).**

For questions, contact: Human Resources Department

# Boston Renaissance Charter Public School Credits Earned and Lane Change Request Form

**NAME:** \_\_\_\_\_ **POSITION:** \_\_\_\_\_

Current Lane \_\_\_\_\_

Total Additional Credits  
For Proposed Lane Change \_\_\_\_\_

Proposed Lane \_\_\_\_\_

*A new request needs to be submitted for each lane advancement, even if extra credits carryover from a previous change request.*

## CHRONOLOGY OF CREDITS EARNED FOR THIS PROPOSED LANE CHANGE

Course Title	Date Span of Course	College/University	Credits	Grade Received

☐ Original, official transcript(s) enclosed reflecting credits earned.

-----**FOR HR USE ONLY**-----

Current Lane & Step: \_\_\_\_\_ New Lane & Step: \_\_\_\_\_

Current Salary: \_\_\_\_\_ New Salary: \_\_\_\_\_

Actual Credits Earned: \_\_\_\_\_ Carryover Credits: \_\_\_\_\_

For questions, contact: Human Resources Department at 617-357-0900 ext. 1106

# Name/Address/Phone Change Form

NAME: \_\_\_\_\_

DATE : \_\_\_\_\_

JOB TITLE: \_\_\_\_\_

CIRCLE CHANGE REQUESTED:      NAME

ADDRESS

TELEPHONE NUMBER

**Please Note:** When you change your legal name, your Gmail email address will automatically be changed to match AFTER the name change has been made in our Payroll/Human Resources database unless otherwise requested. Name changes CANNOT be made until ALL required documentation has been submitted. (See the text below.)

## **NAME CHANGE**

New Government Name: \_\_\_\_\_ As of: \_\_\_\_\_

### **REQUIRED DOCUMENTS:**

Name change request forms must be accompanied by a copy of your Social Security card reflecting your new name (the letter from Social Security acknowledging receipt of your request for a new card is NOT acceptable for this purpose) and a copy of the marriage license. It is recommended a new W-4 Form is also completed.

## **ADDRESS CHANGE**

Former Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

New Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **Telephone Number Change:**

Former Telephone Number: \_\_\_\_\_

New Telephone Number: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date \_\_\_\_\_

Questions? Call the Human Resources Department at 617-357-0900 ext. 1106

**RETURN THIS FORM & ALL REQUIRED DOCUMENTS TO HUMAN RESOURCES**

# ACI SPECIALTY BENEFITS EAP

## Introducing

# MYACI ONLINE

Accessing **EAP** benefits just got easier!



Join myACIonline for 24/7 instant access to all of your EAP benefits.

- Access personalized benefits information.
- Request services and referrals for any work-life need.
- Contact ACI directly for immediate concerns.

Employees and all family members are eligible for anytime, anywhere access. Responses are just as timely as other methods, including phone and email.

## How to Get Started

Logging in to myACIonline for the first time is easy.

1. Go to: <http://rsli.acieap.com> and click **Log in to myACIonline**.
2. Create a new account by clicking **GET STARTED**. The Reliance Standard company code, RSLI859, should already be filled in.
3. Complete your profile and sign in to start accessing benefits immediately.



### Questions?

Contact ACI Specialty Benefits toll-free at  
**855-RSL-HELP (855-775-4357)**

