

# THREE CEDARS WALDORF SCHOOL

## EMPLOYEE HANDBOOK

April 2, 2014

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### MISSION STATEMENT

We educate our students to fulfill their highest potential – think clearly, feel deeply, impart meaningful purpose to their lives, and actively contribute to the positive development of society.

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## INTRODUCTION

The Employee handbook gives you an overview of your employment relationship with the Three Cedars Waldorf School (hereafter 'TCWS' or 'School'). Employment is only one element of your relationship with the school and is by nature a mutual agreement which requires definitions and boundaries for both parties. Many of these boundaries are defined by State and/or Federal laws, while others are self-selected by the school.

By virtue of its choice of status as a not-for-profit organization, the school has adopted an approach which considers those who choose the school as a place to contribute their talents, skills, and inspirations, as Employees. In the context of the Three Fold Social Order as presented by Rudolf Steiner, employment is a legal agreement which lies in the domain of the Rights and is subject to laws, ideally intended to bring clarity, protection, and morality between parties.

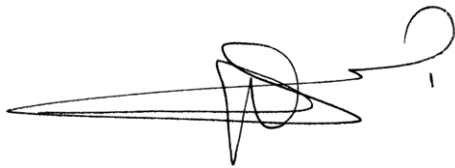
The school's organizational structure is presented in the TCWS Community Handbook. The school uses Policy Governance, a model of governance designed to empower Boards of Trustees to fulfill their obligation of accountability for the organizations they govern. The board charges the Executive Director with the task of implementing the school's vision. The school's Executive Director is thus responsible for bringing about a organizational structure best suited for the successful implementation of the school's vision.

The table below gives you a snapshot of how I, as the school's Head of School, currently work with the three domains of activities presented by Rudolf Steiner. His indications pertained to the organization of society as a whole. No indications regarding a specific three-fold organizational structure for schools has been identified as of yet. This means that our school's current organizational structure is simply an attempt at furthering a shared understanding of a possible application of these principles to our organization.

Activity	System	Gesture	Principle
<b>Development</b>	Metabolic	Receiving	Brotherhood
<b>Rights</b>	Circulatory	Integration/Balance	Equality
<b>Pedagogy</b>	Nerve - sense	Giving	Freedom

While this Employee Handbook occasionally touches upon the two other spheres of activity, its primary purpose is to articulate the terms of the mutual agreement between you and the school, in the domain of Rights.

It is my sincere hope that the information included in the Employee Handbook will support you in understanding and honoring the agreement we make in the domain of Rights, and that this understanding will foster the depth of consideration needed to fully take hold of the two other domains of activity, leading us and our school closer towards the fulfillment of the whole of its mission.

A handwritten signature in black ink, appearing to read 'Geraldine Kline', with a large, stylized flourish extending from the end.

Geraldine Kline, Executive Director

We are pleased to provide you with this Employee Handbook, which outlines our policy guidelines. Our goal with this handbook is to answer most of your policy and benefits questions while you are employed at TCWS. Please feel free to contact the Executive Director for more information.

## GOALS, PHILOSOPHY, AND MISSION

Founded in 1995 in Bellevue, Washington, the Three Cedars Waldorf School offers the highest standards of Waldorf education to students in preschool through grade 8 on the east side and surrounding region.

### **Mission**

We educate our students to fulfill their highest potential - think clearly, feel deeply, impart meaningful purpose to their lives, and actively contribute to the positive development of society.

### **Educational Philosophy**

Waldorf education is based on the pedagogical insights of Rudolf Steiner, his corresponding views of the stages of human development, and the ongoing research of the international Waldorf Movement. Working from the ideals of Waldorf Education, TCWS highly values the uniqueness of each individual and their contribution to the positive development of society. Through a broad, rich, and unique curriculum, we develop our students to their fullest potential - spiritually, ethically, intellectually, socially, and physically – while inspiring a life-long love for learning.

**Core Values** - We achieve our mission through our commitment to these fundamental values:

#### **Inspiring a Love of Learning**

We are committed to delivering a Waldorf curriculum based on Rudolf Steiners' pedagogical insights, to guiding students towards mastery of fundamental academic and artistic subjects, and to inspiring creativity and a genuine life-long love of learning.

#### **Achieving Academic Excellence**

We are committed to providing our students with excellent academic preparation, and to guiding them towards the mastery of academics.

#### **Integrated Arts and Academics**

We value each student's artistic and academic development as a fundamental element of a healthy physical, emotional, and spiritual life. Academics and the arts, including performance arts, music, movement, fine arts, and practical arts are integrated into TCWS educational experience in order to enhance the students' physical and emotional well-being, intellectual capacities and performance, and healthy moral and spiritual development.

#### **Understanding our Connection to the Natural and Social Environment**

We are committed to cultivating beauty, harmony, and sustainability in all aspects of our environment – physical, relational, local, and global. We cultivate reverence for nature through our practice of environmental awareness and stewardship.

#### **Healthy Social Life**

Three Cedars Waldorf School is committed to creating a safe and affirming environment and cultivating a vibrant community for its students, their parents, faculty, and staff members. Inherent in the school's mission is the belief that, as articulated by Rudolf Steiner: "The healthy social life is found when in the mirror of each human soul, the whole community finds its reflection and when in the community, the strength of each one is living." The school community recognizes and nurtures its diversity in all its forms, and fosters a welcoming environment through open and considerate dialogue, creating a culture of mutual trust, understanding, and embracing of differences.

## OUR STUDENTS AND THEIR FAMILIES

Families who choose the Three Cedars Waldorf School value a close cooperation between parents and teachers in the education of students and an age-appropriate learning methodology. They are open to the philosophical foundation of Waldorf education and interested in developing a supportive relationship with their child's teachers and with the school. They understand and support the beneficial nature of rhythms and habits, and the natural alignment of the Waldorf curriculum in relation to child development.

These families view independent education as a choice and a priority, and are willing to work collaboratively with the school's teachers regarding their child's development and needs. They are open to and respect the value that the school places on the cultivation of physical, social, and emotional development in balance with intellectual capacities. In particular, families understand and respect the school's purposeful avoidance of electronic entertainment media in the lives of our younger students. They appreciate the school's qualitative approach to assessment. They understand and value the school's manner of supporting each child in working to high standards of achievement within the curriculum, while deliberately avoiding an approach of academic acceleration.

Families are committed to fully understand TCWS' unique educational approach, and are open to active participation in a school community based on mutual respect, inquiry, and contributions.

## A BRIEF HISTORY OF TCWS

Three Cedars Waldorf School was founded as Evergreen Waldorf School by a group of parents who were seeking Waldorf Education on the Eastside for their children. In 1993, these parents determined that a Waldorf Program or charter school affiliated with the Lake Washington School District or Bellevue School District was not feasible and, in accordance with the Association of Waldorf Schools of North America guidelines, established an independent 501(c)(3) non-profit corporation.

In September 1995, the school opened in a temporary space in the Friendship Room at Unity Church of Bellevue and shortly thereafter moved next door to a rental house owned by the church. The school community slowly developed its unique forms of governance and management over many years, as the faculty, board of trustees, administrative, and parent volunteer groups evolved into a stable structure.

Because several schools in Puget Sound use the name 'Evergreen', the school chose the name of 'Three Cedars' in the spring of 1998. In the summer of 2001, a site search and acquisition process was completed, resulting in the move to our current location, previously owned by the Temple De Hirsch Sinai.

Within a few years, as existing classroom space became insufficient, the school community embarked on the implementation of the school's master site plan for expansion. This plan, only partially realized at this time, includes additional buildings to host expanded programs. In 2009, the Association of Waldorf Schools of North America (AWSNA) approved Three Cedars as a "candidate" member, allowing the addition of Waldorf to the school name. Three Cedars Waldorf School is affiliated with the Northwest Independent Schools ([NWAIS](#)) and the Association of Waldorf Schools of North America ([AWSNA](#)).

Supporting a high quality of Waldorf education has been an important life-focus for many Three Cedars Waldorf School community members since 1993. The health of the school has arisen as much out of a dedication to developing a healthy partnership between the families and faculty of Three Cedars Waldorf School as it has out of a growing awareness of the value of Waldorf education.

## SPECIAL NOTICE CONCERNING THIS HANDBOOK

The information contained in this Handbook should be regarded as internal guidelines only. It cannot anticipate every situation nor answer every employment question. It is not intended to be, and does not represent a contract of employment and does not give rise to legal rights. Nor does it intend to reflect promises of specific treatment under any particular circumstances.

Whereas the policies summarized herein have been adopted voluntarily by the School, TCWS reserves the right, whether in an individual case or more generally, to alter, amend, change or discontinue any policy, procedure, employee benefit or other term and condition of employment, or any provision of this booklet at any time, with or without notice, as it deems appropriate in its sole and absolute discretion. Employee Handbook updates are distributed electronically to all regular Employees when a policy change, addition or elimination occurs.

The School requests that you keep an updated version of this handbook readily available so that you have access to current information at all times. A current printed copy of this handbook is available in the office.

Throughout the document, the school asks that you initial a particular section. Your initials are an indication that you understand the relevant section and agree to its terms.

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## AT WILL EMPLOYMENT

Unless otherwise stated, employment at TCWS is 'at-will'. This means that an employee has no contractual right, expressed or implied, to remain in the School's employ. This means that you may resign at any time or may be terminated at any time. Nothing in this handbook or in TCWS's policies, procedures or employment practices constitutes, nor should be interpreted as constituting, an expressed or implied promise of continued employment or employment for a specific period of time. Any agreement modifying an employee's at-will employment must be made expressly in writing and signed by the Executive Director to be effective. Oral modifications of the at-will employment relationship will have no effect.

The policy guidelines contained in this handbook apply to all employees of TCWS. This Employee Handbook supersedes all previous handbooks, policies and management memos that may have been issued on subjects covered herein.

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## ETHICS AND CONDUCT

The success and reputation of TCWS is built upon the principle of ethical conduct of our Employees. TCWS complies with all applicable laws and regulations and requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The school's approach to ethics and conduct is rooted in our commitment to honesty and genuine kindness. Our pedagogy rests on the view of the Human Being presented by Rudolf Steiner which informs the quality of human relationships we strive to cultivate in all areas of school life. The ways in which we conduct ourselves finds its reflection far beyond our own school community, to reach the local community of Bellevue and its region, as well as the continent through our involvement with the Association of Waldorf Schools of North America.

The school's mission lives beyond our work with the students to extend to the community of adults through the conscious nurturing of mutual respect, appreciation, and support in all its endeavors.

The continued success of TCWS is dependent upon our students', parents', and donors' trust. We are committed to preserving and expanding that trust. Employees owe a duty to TCWS and its supporters to act in ways that merit their continued trust and confidence and that benefit the organization.

In general, the use of good judgment based on high ethical principles, will guide you with respect to appropriate conduct. If a situation arises where you find it difficult to determine the proper course of action, you should discuss the matter openly with the Executive Director in a formal meeting.

Disregarding or failing to comply with this standard of business ethics and conduct may lead to disciplinary action, up to and including termination of employment.

To provide you with some guidance concerning unacceptable behavior, the following includes examples of conduct which may result in disciplinary action, up to and including termination. This list is not exhaustive and is used for illustration purposes only. Accordingly, the absence of any rule shall not restrict TCWS' right to carry out its function of managing TCWS or to otherwise direct or discipline its Employees.

- Actual or threatened physical violence or use of abusive language.
- Destroying or damaging TCWS or employees' property, records or other materials.
- Disparagement of TCWS, its Board, Management, Administration, Faculty, Parents, Donors, or Employees.
- Embezzlement or theft.
- Falsification or the making of a material omission on TCWS forms, records or reports, including time cards or reports.
- Noncompliance with direct instructions.
- Reporting, being at work, or representing TCWS off premises while under the influence of alcohol, unlawful drugs, and legally obtained drugs if such use may affect the safety of co-workers, members of the public, your job performance, or the safe or efficient operation of TCWS.
- Sexual harassment or other forms of unlawful harassment.
- Unauthorized possession, use, or removal of TCWS or Employee property, records, or other materials.
- Use or possession of firearms and/or other instruments regarded as dangerous weapons on work premises.
- Use, possession, sale, trade, or delivery of illegal drugs or other controlled substances.

Employees are required to conduct themselves using common sense and good judgment at all times. TCWS also expects former Employees who take on volunteer roles outlasting their employment to continue to comply with these expectations. Although TCWS generally counsels Employees concerning any improper behavior, no warning or counseling is required. Employment with TCWS is at will. An Employee can be terminated with or without cause at any time.

#### Confidential Information

The school does not allow Employees to formally or informally disclose Information regarding current or former students, parents, Employees, board members, donors, or other affiliates of the school without prior written authorization from the Executive Director. TCWS policies, personnel records, procedures and manuals, parents and donors lists and business records are proprietary to the school. This information is confidential and reserved for TCWS use only. Employees are not permitted to discuss any school affairs with the media.

#### TCWS – Non-discrimination Policy

The Three Cedars Waldorf School admits students of any race, color, national and ethnic origin, to all rights, privileges, programs, and activities generally accorded or made available to students at the school. TCWS does not discriminate on the basis of race, color, sexual orientation, national and ethnic origin in administration of their educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

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## I. EMPLOYMENT

The primary responsibility for the decision to hire a new employee or to promote/transfer a current employee for a vacant position rests with the Executive Director. TCWS employs only individuals who are legally authorized to work in the United States.

An employee's ability to exercise good judgment on behalf of the School may be impaired if an employee directly or indirectly supervises or is supervised by a relative. The School reserves the right to resolve such situations if necessary. Relatives may be placed in positions other than those for which the School feels that there is an actual or apparent conflict of interest. 'Relatives' are defined to include, but are not limited to: spouses, children, siblings, parents, in-laws and step-relatives.

### I.1 Employment Status Definitions

For administrative purposes, all Employees are classified as either exempt or nonexempt, as determined by the federal Fair Labor Standards Act.

**Exempt** - Employees who are not entitled to compensation for overtime in accordance with applicable federal and state wage and hour laws. Employees classified as exempt are paid an annualized salary to accomplish certain work; they are not paid on an hourly basis. Managers, supervisors and class teachers are usually included in this category.

**Non-exempt** - Employees who are entitled to compensation for overtime. These Employees are paid overtime wages for hours worked in excess of forty (40) hours in one week. Hourly, piecework and certain salaried support personnel are included in this category.

The following terms describe various classifications of Employees based on their working status. These categories are not mutually exclusive and more than one definition may apply to any given employee:

**Classroom Employees** whose main duties are to teach or assist in the teaching of students, and whose duties are usually performed primarily during the school term.

**Administrative** - Employees whose main duties are managerial or administrative in nature, and whose duties are usually performed year-round.

**Executive** - Employees whose main duties are executive in nature and performed year-round.

**Salaried** - Regular Employees who are paid fixed compensation each pay period.

**Hourly** - Employees who are paid a fixed rate of compensation for each hour worked.

**Piecework** - Employees who are paid a fixed rate of compensation for each unit of service.

**Combination** - Employees who are Salaried + Hourly, Salaried + Piecework, or Hourly + Piecework. Separate compensation agreements govern each component of work.

**Regular** - Employees who are hired for positions that are not temporary, standby or substitute positions.

**Temporary, Standby or Substitute** - Employees engaged on an as-needed basis, usually for a particular project or for leave coverage. Assignments may vary from partial days to extended coverage.

**Qualified Regular** - Employees who regularly work at least 20 hours per normal work week. Qualified Employees may be eligible for benefits, subject to individual program requirements.

**Non-qualified** - Employees who work on average less than 20 hours per normal work week. Nonqualified Employees are not eligible for most benefits.

### I.2 Equal Opportunity Policy

TCWS provides equal opportunity for employment and advancement to qualified individuals with regard to all terms and conditions of employment. TCWS complies with federal and state laws prohibiting discrimination on the basis of race color, religion, sex, national origin, ancestry, sexual orientation, marital status, political affiliation, disability, veteran status, age, or any other status protected by local, state, or federal law.

### I.3 Disability and Accommodation

To the extent required by law, TCWS will make reasonable accommodations for disabilities that affect your ability to perform the essential functions of your job. Although all Employees must be able to properly perform their essential job duties, TCWS may be able to adjust work schedules, transfer you to another position for which you are qualified, or make other modifications or accommodations so you can continue working.

If you have a disability that affects your ability to work and believe that you may need an accommodation, you are strongly encouraged to discuss your circumstances with the Executive Director . Your supervisor will treat such information confidentially except to the extent that other Employees need to know to evaluate your request for an accommodation or to accommodate your disability.

#### **1.4 Employment of Minors**

Employees must be 18 years of age or older to be employed by TCWS.

#### **1.5 Fingerprinting**

Fingerprinting is required of all Employees upon hire and before working with children. Results are protected in compliance with Washington State law.

#### **1.6 Tuberculosis Testing**

Tuberculosis testing is required of certain child care workers. In the event of a positive TB test, further testing or chest X-ray may be required.

#### **1.7 CPR, First Aid, Child Abuse Reporting**

Employees whose job duties require them to be at the School during substantial parts of the academic day are required (and other Employees encouraged) to complete CPR and First Aid training and to keep such certifications current. All Employees working with preschool age children are required to renew their First Aid, CPR and blood-borne pathogens (HIV/AIDS) training every two years. All Employees, whether working directly with children or not, are required to take a mandatory Child Abuse Reporting training. These trainings are provided by the school on a yearly basis.

#### **1.8 Personnel Records**

Important events in your employment with TCWS are recorded and kept in your personnel file. Application materials, agreements or engagement letters, performance reviews, status change records, commendations, corrective actions, education records, and benefits enrollment forms are examples of some of the records maintained.

Personnel files are considered School property and are accessed only by administrative office personnel. You have the right to inspect your personnel file in the presence of a School representative at a mutually convenient time and with reasonable advance notice. These appointments may be arranged with the Executive Director or other Administrative staff. Reasonable requests for copies of documents in your personnel file will be considered but not guaranteed. You may add to your file a written response to any item in dispute. You may not remove any materials from your file.

#### **1.9 Employment References**

All requests for references must be directed to the Executive Director. No other manager or employee is authorized to release references for current or former Employees. The School's policy for employment references is to disclose title, employment dates and positions held. With your written authorization, the School will also provide your prospective employer with earnings and performance information.

The School will cooperate with requests from law enforcement or local, state or federal agencies conducting official investigations.

#### **1.10 Change in Personal Data**

You are responsible for notifying the School in writing of changes in name, address, telephone number, names and birthdates of dependents, marital status, beneficiary designations, and emergency contacts. Employees on leave of absence also have this responsibility. Income tax status and group insurance may be affected by these changes. A name change request requires proof of acknowledgment by the Social Security Administration before it will be processed.



### **I.11 Hours of Work**

The school's workweek begins at 12:01 a.m. Monday morning and ends at 12:00 midnight the following Sunday. For each four-hour work shift, non-exempt Employees are entitled to a paid fifteen-minute break or rest period. Overtime for non-exempt Employees will be paid for all hours worked beyond 40 hours in a one-week period. A non-exempt employee may not work overtime hours without the permission of his or her supervisor.

An employee's specific work schedule is determined by his or her employment agreement and/or supervisor. With the prior approval of the Executive Director an employee may be permitted to work a flexible schedule ("flextime"), which may be revoked at any time with or without notice or cause.

### **I.12 Resignation**

To provide for an orderly transition, Employees are asked to submit resignations in writing to the Executive Director at least two weeks prior to the final day of work. Teachers are asked each year in January to let the Executive Director know whether or not they wish to remain employed by TCWS for the following academic year. Resignation letters must include your anticipated final day of work and your reason(s) for leaving the School. You should meet with the Business Manager during your notice period to make arrangements to pick up your final paycheck and return School property (e.g. keys, books equipment, educational materials, etc.).

### **I.13 Reductions of Staff**

Under some circumstances, the School may need to restructure or eliminate positions. If it becomes necessary to restructure the School's operations or reduce the number of Employees, the School will attempt to provide advance notice, if possible, so as to minimize the impact on those affected. If possible, Employees subject to layoff will be informed of the nature of the layoff and the foreseeable duration of the layoff, whether short-term, indefinite or final.

### **I.14 Telecommuting**

Employees may telecommute if approved by the Executive Director. Telecommuting may be revoked at any time with or without notice or cause. Employees who are requested by the School to telecommute may be eligible for reimbursement of certain associated out-of-pocket expenses if pre-approved by the Executive Director

### **I.15 Driving School-Owned Vehicles**

School Employees and volunteers who drive vehicles owned or rented by TCWS must be on the approved school driver list. Employees should report to the administrative office to apply to be placed on the list.

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## **2. PERFORMANCE MANAGEMENT**

### **2.1 Job Descriptions**

TCWS uses job descriptions to support your understanding of what is expected of you and help us develop a shared understanding of your responsibilities. Job descriptions are intended as guidelines only and may change from time to time. Occasionally you may be asked to perform duties and handle responsibilities that are not part of your normal job description. If these additional duties are held for a long period of time, the school will amend your job description to reflect this change in responsibilities.

### **2.2 Performance Standards**

TCWS believes that Employees are mature and talented individuals who honor the responsibility they have been entrusted with. We will support you to the best of our ability in understanding what is expected, the policies, practices and procedures of TCWS, and will provide performance feedback.

You share in this responsibility to clarify what your responsibilities are, which goals to reach and how to reach them, and what you need to improve and grow professionally. TCWS's professional culture is one of mutual help and support as well as clear expectations of professionalism and full participation. TCWS expects your full participation to the school's culture of collegial learning.

### **2.3 Performance Reviews**

Performance reviews takes place according to the Personnel Advisory Group (PAG) 'Performance Management Process'. For teachers performance management may from time to time include an independent evaluation by an external consultant. You also may request a performance assessment, either verbal or written, at any time.

If your performance is less than satisfactory, PAG will discuss the performance problem(s) with you. In certain instances, a more formal verbal and/or written warning may be issued if performance does not improve. If you disagree with your evaluation, you may state the area(s) of disagreement on the evaluation or a separate addendum to your file. Your comments will become part of your personnel file. Termination is the final action that may occur if performance remains unsatisfactory.

Certain situations may occur where normal performance discussions/warning procedures are not appropriate and an employee may be dismissed immediately. Examples of such dismissals include, among others, dismissal of Employees with significant managerial and/or financial responsibility or Employees with the ability and opportunity to compromise the educational or operating systems of TCWS.

Employees may also be terminated immediately for gross misconduct, which is detailed in the "STANDARDS OF CONDUCT & CORRECTIVE ACTION" section of this Handbook.

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## **3. WAGE AND SALARY POLICIES**

### **3.1 General Wage and Salary Philosophy**

TCWS sets and maintains rates of pay competitive with similar positions in the community and profession and compensates its Employees equitably, fairly and consistently.

### **3.2 Overtime Pay**

Working extra hours beyond your regular schedule may be required from time to time.

Exempt Employees do not receive overtime pay and are expected to budget their time so as to meet the needs of Non-exempt Employees' overtime is defined as hours worked in excess of 40 hours per week and is not permitted without prior authorization from the Executive Director. Overtime will be paid at time and one-half for authorized hours worked beyond forty (40) hours in one week. Vacation and holiday time do not count as time worked for the purposes of computing overtime.

### **3.3 Payroll Deductions**

Payroll deductions are made in compliance with federal and Washington state law.

You will receive a Wage and Tax Statement (W-2) Form after the end of each calendar year, which summarizes your income and deductions for the year. You should check this Statement against your own records each year, and advise the Business Manager immediately of any discrepancy.

### **3.4 Lost Paychecks**

We strongly recommend that you opt for direct deposit of your paycheck. This option eliminates potential delays and the possibility of loss. If you choose to receive printed paychecks, lost or stolen paychecks should be immediately reported to the Business Manager who will attempt to put a stop-payment order on the check issue another paycheck. You will be responsible for the stop payment fee.

Because we offer direct deposit, the school does not take responsibility for lost or stolen paychecks. If we are unable to put a stop-payment order on the check, the employee will bear the responsibility for the loss.

### **3.5 Payroll, Time Records and Paydays**

Employees are paid semi-monthly on the basis of either an hourly rate, a piecework rate, a semi-monthly salary or a combination of these. Non-exempt Employees are required to record time worked for payroll purposes. Time sheets are legal records of the hours an employee works, and paychecks are based on these time records.

Non-exempt Employees must submit time sheets for any time worked during the preceding pay period, signed by themselves and by their supervisors, to the Administrative Assistant on or before the deadlines shown on the time sheet forms. Employees who repeatedly fail to submit time sheets on time are subject to discipline, up to and including dismissal. Overtime must be authorized in advance by your supervisor, and any addition, correction or change must be approved as well. In addition, any time worked which will or is likely to result in exceeding a non-exempt employee's compensation budget must be authorized in advance by the Executive Director. Falsification of time keeping records is strictly forbidden and grounds for disciplinary action.

Hourly Employees are compensated for time they are reasonably expected to work in the event of school closure determined by the school such as snow, power outage, or other unpredictable event. Hours will also be paid for time reasonably expected to work in the event of a school sponsored event such as field trip or assembly.

Paydays are the fifteenth (15th) and the last day of each month for all Employees. If a payday falls on a weekend or a school holiday, payroll is issued on the prior business day.

### **3.6 Garnishments and Attachments**

TCWS regards any legal debt incurred by an Employee as a personal matter. However, Employees are advised that if the Employee does not pay his/her debts the school may in certain instances be required by law to withhold a certain amount from the Employee's paycheck over a set period of time in order to meet the debts. This process of law is called "garnishment." When required by law, TCWS is obligated to comply with any garnishment of an Employee's pay.

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## **4. EMPLOYEE BENEFITS**

TCWS benefit program is designed to support Employees in achieving financial security and in meeting the costs of illness and injury for you and your family.

Employees who meet eligibility requirements qualify for a range of programs and services. Detailed descriptions of certain benefits are provided in Summary Plan Descriptions distributed to eligible Employees at the time of employment or after completing eligibility requirements. The descriptions in this handbook are only brief summaries for general information. Specific benefit plan documents and/or contracts govern our benefit policy and override the information included here should that information differ from what is presented here.

The School reserves the right to modify, amend or discontinue any benefit plan or program, with or without notice at any time.

## 4.1 Benefits

Three Cedars Waldorf School offers Benefits to eligible employees. Eligibility is defined as:

- Medical insurance - Employed for the equivalent of a 50% position or more, determined by the school's Teaching Faculty Workload Protocol for faculty, and on the basis of a 40 hour work-week for administrative personnel.
- The school's contribution to qualified employees' benefits is calculated on the basis of their respective percentage of employment, except for short-term and long-term disability insurance which is offered to employees who work a minimum of 75% FTE.

TCWS does not offer coverage to spouses and dependents who have an alternative access to insurance.

TCWS benefits include:

- A. **Group medical insurance** (includes vision, dental, life) – open to spouses and dependents. The school contributes to the employee's premium only.
  - a. Class 3 - 50-70% FTE – TCWS contributes 60% of premium.
  - b. Class 2 - 71-90% FTE – TCWS contributes 65% of premium.
  - c. Class 1 - 91-100% FTE – TCWS contributes 70% of premium.Amounts of employee contribution vary by year and by class. For specific information, please contact our business office.
- B. **Group dental insurance only** – open to spouses and dependents. Employees may select this benefit independently of the health benefit. The school contributes 75% to the employee's premium only.
- C. **Short-term and long-term disability insurance** – for employees who work a minimum of 75% FTE.
- D. **Tuition remission**
  - a. School tuition – For employees' dependents enrolled at Three Cedars Waldorf School. Tuition remission is granted at a percentage equivalent to the employee's percentage of employment, to a maximum of 90%.
  - b. After-School Care – For dependents enrolled in ASC at parents' discretion – ASC remissions is granted at a percentage equivalent to the employee's percentage of employment, to a maximum of 90%.
    - 1. When used by employee's choice – up to 90%
    - 2. When used at the school's request (meetings, additional duties) – no charge

Where the employee benefit is set forth in a Plan Document, the Employee should refer to the Plan Document for additional information on the benefits in the Plan. In the event the Plan Document is in conflict with this policy, the Plan Document prevails. If total employee premiums exceed the annual budgeted amount for employer-paid benefits, an additional employee co-pay of the premiums balance may be deducted from payroll on a semi-monthly basis. Such a change will not take place without prior communication to employees.

Upon termination or loss of coverage, TCWS will continue to pay for medical and dental insurance through the end of the month. You and any eligible dependents may continue to participate in the group health and dental insurance programs if you leave TCWS, or if a reduction in scheduled hours of work eliminates eligibility, or under other circumstances described by federal law.

You and your enrolled dependents will receive a detailed explanation of this self-pay program (called "COBRA") upon loss of coverage.

For more details and terms of the above plans, refer to the individual plan booklets prepared by the insurance carriers or contact the Business Manager.

## **4.2 Health Insurance Portability and Accountability Act (HIPAA)**

Employees who leave the school will be provided by the insurance carrier with proof of the medical insurance coverage they received, if any, while employed by TCWS. Please contact the Business Manager with any questions you may have regarding your rights under this Act.

## **4.4 Social Security**

Employees are covered by the Federal Social Security Act. A required percentage of salary is deducted from each paycheck to pay your portion of this protection. Social Security provides retirement, disability, death, survivor and Medicare benefits.

## **4.5 Unemployment Insurance**

This program is funded entirely by employers in Washington State. It provides weekly benefits if you become unemployed through no fault of your own or due to circumstances described in the law. When a claim is filed, the appropriate agency determines eligibility for benefits.

## **4.6 State Industrial (Workers Compensation)**

Industrial insurance, commonly called Worker's Compensation, is a no-fault insurance program covering work-related injuries and illnesses. Benefit levels are set by the state legislature. To be assured of maximum coverage, you must report work-related accidents or illnesses immediately to your supervisor and the Business Manager.

## **4.7 Tuition Benefits**

Based on employment status, the Three Cedars tuition remission is as follows:

1. Category 1- TCWS grants a maximum of 90%\* tuition remission and 100% After-School Care benefit to salaried full-time Employees. (\*The remaining 10% correspond to supplies and activity fees).

After-School Care benefit applies only in instances where after-school care is used because of a school requirement such as meetings or additional duties. For personal use, After-School Care benefit is granted at the 90% level.

2. Category 2 –TCWS grants salaried part-time Employees a tuition benefit for their children who attend the school at the same percentage level as their percentage of employment. After-School Care benefit of 100% applies only in instances where after-school care is used because of a school requirement such as meetings or additional duties. For personal use, After-School Care benefit is granted is calculated at the same percentage rate as the tuition remission.

The following rules apply for partial tuition benefits:

- a) Partial tuition benefits may not be used in addition to Financial Aid. The employee must choose either Financial Aid or the employee tuition benefit.
- b) The employee tuition benefit factor cannot be used in addition to any other tuition discount.

3. Category 3- Employees who are not salaried are not entitled to tuition remission benefit.

Employees will not be paid in lieu of benefits and Employees who can afford to pay a higher rate of tuition are encouraged to make additional donations to the school. We do not offer accrual of any unused benefits, or funding for dependents' enrollment at schools other than TCWS.

All policies pertaining to students and their families, including Admissions procedures, apply to TCWS Employees. Further information about this benefit is available from the Business Manager.

## **4.8 Education Benefits – Professional Development**

Employees may periodically attend training programs, seminars, conferences, lectures, or other outside activities for their personal benefit or the benefit of the School. Attendance at such activities may be either required by the School or requested by individual Employees. If you wish to attend an educational or professional activity, you must first obtain approval by submitting a formal written request to your supervisor. Forms are available in the administrative office. Employees must provide the School with proof of attendance at programs required or authorized by the School

Where attendance is required or authorized by the School, reasonable expenses may be prepaid or reimbursed by TCWS upon timely submission of proper documentation. This generally includes registration fees, may include lodging, and generally exclude materials, transportation and parking. Please submit your expense report, signed by the Executive Director to the Business Office within 30 days of incurring an expense and no later than July 31<sup>st</sup> of the school year during which the expense was incurred. The school is not able to reimburse expenses incurred in a given school year after July 31<sup>st</sup> of the same school year.

#### **4.10 Travel and Business Expenses**

Business travel may periodically be required of certain TCWS Employees. Business travel is defined as movement on officially authorized School business from one's home or the School to another destination; and return from this destination to one's home or the School. Normal commuting between place of employment and home is not included.

Business travel and associated reimbursement may be authorized for certain School meetings, such as offsite meetings, and other authorized School business. In addition, Employees may periodically incur other types of business expense on behalf of the School, such as purchase of supplies. Requests for reimbursement of business expenses such as supplies can be submitted to our business office within 30 days of expense and must be accompanied by a receipt.

Upon submission of proper documentation, TCWS will reimburse you for reasonable expenses incurred in the ordinary course of School business. Reimbursement of car travel expenses for purposes of travel requested by TCWS of its Employees or parents shall be based on actual gas expense. We kindly request that drivers fill their gas tanks prior to leaving on a trip, and upon return, fill up again and obtain a receipt to submit for reimbursement. Requests for reimbursement can be submitted to our business office within 30 days of expense and must be accompanied by a receipt. TCWS does not reimburse expenses submitted after July 31<sup>st</sup> that pertain to the preceding fiscal year.

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### **5. TIME OFF AND LEAVE BENEFITS**

#### **5.1 Time Off**

Time off policies for eligible TCWS Employees are based on two simple beliefs. Employees need enough time off to relax and refresh themselves, and we consider our Employees to be responsible adults who, given sufficient latitude to manage their work and personal lives, will be more productive, energetic and innovative on the job.

#### **5.2 Vacations**

Based on length of service through each fiscal year - August 1 through July 31 - TCWS paid vacation policy includes five weeks accrued vacation in the first year of employment and six weeks of accrued vacation in subsequent years. For Part-time Employees the number of vacation days is pro-rated on the basis of percentage of employment. Vacation time is computed by half-days sections or 4 hours.

Accrued vacation time may be used as it is earned. Up to 100 hours of your vacation entitlement for a given fiscal year may be carried over to the following fiscal year. Unused vacation time will be paid out at the time of termination provided proper advance notice of resignation has been given. Employees discharged for cause may not receive vacation pay.

For qualified teaching staff – teachers - vacation includes all school holidays and portions of the summer break not needed for school preparation or summer programs. Summer vacation begins on the day following submission of all reports, grades and students' work, generally within two weeks following the last day of school.

The subsequent school year begins on the third Monday in August. On occasion, meetings may be called which require teachers' participation during the winter, mid-winter, and spring breaks. For qualified administrative staff, the vacation schedule is established to ensure adequate staffing of the office when the school is open.

### **5.3 Holidays**

All Full-Time Employees are eligible to take the holidays listed below as paid holidays if they occur on weekdays. Part-Time Employees are eligible for Holiday pay if the holiday falls on a day for which they are normally scheduled to work. If a recognized holiday falls on a weekend, it will be observed on the following Monday.

New Year's Day Memorial Day Independence Day - Labor Day - Thanksgiving Day and Following Friday - Christmas Day.

### **5.4 Renewal Policy (Sabbatical)**

Sabbaticals are not available at Three Cedars Waldorf School.

### **5.5 Sick/Emergency Leave**

Qualified Employees accrue ten paid sick/emergency leave days per year. Sick/emergency leave may be used for personal emergencies or special occasions such as planned family events such as weddings for example. Part-time qualified Employees accrue sick/emergency leave on a prorated basis. Unused sick/emergency leave may be carried over from year to year to accrue up to a maximum of 30 days. Sick/emergency leave has no cash value and the School does not provide pay in lieu of unused sick/emergency leave.

TCWS may require documentation of physician visits. Excessive absences may warrant disciplinary action up to and including dismissal.

### **5.6 Leaves of Absence**

Authorized absences that extend beyond available paid time off (i.e. vacation and sick/emergency leave) constitute a leave of absence. From time to time, qualified Employees may need to be away from work for an extended period for medical, personal or family-related reasons. Requests for leave should be submitted in writing to your supervisor as soon as the need for such a leave is known. The following paragraphs outline the absence/leave options for these situations.

During a leave of absence your job may be filled on a temporary basis; however, at the end of the leave you are eligible to return to the same job or a comparable one if the original job no longer exists. TCWS cannot guarantee return to the exact same position which existed prior to the leave. However, the School will make every effort to offer you the same or an equivalent position. If your former job or a comparable one is not available when you return, you will be paid notice for job elimination. If you choose not to return from a medical leave or do not wish to accept an offer of a comparable job, you will be deemed to have resigned from TCWS. If it is known before the end of your leave that you will not be returning to work, your position may be filled.

#### **A. Medical Leave of Absence**

A combination of sick/emergency leave, vacation, and/or unpaid time off may be used for medical leaves of absence by qualified Employees. Requests for leave should be made in writing as far in advance as possible. You must also provide medical certification of your need for a leave of absence and your anticipated return to work date. A medical leave begins on the first day your doctor certifies that you are unable to work and ends when your doctor certifies that you are able to return to work. Your physician and your supervisor will determine the maximum length of medical leave allowed (paid and/or unpaid). An employee returning from a medical disability leave must present a doctor's medical release prior to being allowed to return to work. If your leave expires and you have not contacted your supervisor or the School regarding your intention to return, it will be assumed that you do not plan to return and that you have voluntarily terminated your employment.

If permissible under the terms of its contracts with the insurers, the School will continue to pay medical and dental insurance premiums for Employees on unpaid medical leave for up to two months from the date unpaid medical leave commences. If not permissible under the terms of its contracts, or, if permissible, after two months,

Employees may self-pay the premiums under the provisions of COBRA. Additional information will be made available to Employees on medical leave.

### **B. Personal Leave of Absence**

Personal leaves of absence may be granted to qualified Employees for such situations as, but not limited to: short-term, non-serious illness or injury of an immediate family member (e.g. spouse, child), time off for professional development, personal business and personal travel. Any combination of vacation and unpaid time off may be used for such absences.

Requests for leave should be made in writing as far in advance as possible. Your supervisor will approve the length of personal leave (paid and/or unpaid). If your leave expires and you have not contacted your supervisor or the School regarding your intention to return, it will be assumed that you do not plan to return and that you have voluntarily terminated your employment.

The School does not continue to pay medical or dental insurance premiums for Employees on unpaid personal leaves of absence. Employees may, however, self-pay the premiums under the provisions of COBRA. Additional information will be made available to Employees on personal leave.

### **C. Parental Leave of Absence**

TCWS grants a paid parental leave of absence to male and female qualified Employees at the time of the birth or placement with them of a child for adoption or foster care. To be eligible for a parental leave, you must be a qualified employee with at least six months of service at the time of the birth or adoption. A female qualified employee who does not qualify for a parental leave because she does not have six months service is eligible for paid maternity medical disability.

A parental leave of absence for the birth or adoption of a child consists of two distinct periods:

- 1) a maternity medical disability portion of up to six weeks (for female qualified Employees who are disabled during pregnancy and/or the disability period immediately following delivery);
- 2) a parental leave portion of up to six weeks. These two periods may be paid or unpaid, depending upon vacation and/or sick leave balances available at the time of the event. The total time away for any combination of these periods may not exceed twelve (12) weeks.

The School continues to pay medical or dental insurance premiums for Employees on paid parental leaves of absence.

### **D. Medical Appointments**

You are expected to make medical appointments for yourself and family members before or after work, or during scheduled breaks. If this is not possible and you expect to be out of the School for several hours, exempt staff should make every effort to complete the day's work around the appointment. For non-exempt personnel, time off for medical and dental appointments may be treated as sick leave.

### **E. Bereavement Leave**

Paid bereavement leave for the death of an immediate family member or immediate family of your spouse, may be granted for a period of up to five days to qualified employee. Extensions of bereavement leave may be granted without pay at the school's discretion.

### **F. Jury Duty**

Regular Classroom Staff should ask for deferment from jury duty until summer vacation. Up to five days of paid time off is granted to all qualified Employees if required to report for jury duty or to appear as a subpoenaed witness in a case/action in which you are not a litigant. Pay beyond one week is at the discretion of the Executive Director. Hourly and piecework Employees are not paid during jury service. Employment status and benefits will remain the same for the duration of jury service. If you are released from the court appearance or jury duty for a partial or full day, you are expected to report to work as scheduled. Please contact the Executive Director promptly after receiving notification to appear. You may be requested to provide written verification from the court clerk of having served.



### **G. Military Duty**

Employees who are required to attend annual military reserve training or other short-term active duty may take the time either as vacation or approved, unpaid time off. Insurance benefits, if applicable, will continue during such leave periods. Reservists are entitled to return to their jobs as provided under federal and state laws. Employees who enter state or federal armed services for an extended tour of duty are eligible for extended leaves up to four years, and are entitled to re-employment consistent with relevant state and federal laws. Please contact your supervisor promptly upon receipt of notices for training, standby alerts or emergency duty.

### **H. Time Off to Vo**

Generally, you will have time to vote before or after work; voting polls are open from 7:00 a.m. to 8:00 p.m. on Election Day. If additional time is needed for extenuating circumstances, it may be granted at the beginning or the end of the day, with pay, with your supervisor's approval.

### **I. Personal Conscience or Religious Observance Days**

Personal conscience or religious observance days may not always coincide with established holidays. Qualified Employees should use vacation days for these absences. Other Employees may request unpaid time off.

### **J. Inclement Weather Office Closures**

We ask all Employees to stay tuned to local news sources for weather-related school closures. During inclement weather conditions, TCWS will determine closure independently of the Bellevue Public Schools. Unless TCWS is closed, you will be expected to be at work. If the weather deteriorates after the start of a business day, the Director of Administration or, in his or her absence, other administrative office personnel, will determine whether to remain open or to close the office based on weather conditions at the time. Missed days due to inclement weather are not considered as sick/emergency or vacation days.

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## **6. EMPLOYEE COMMUNICATIONS**

### **6.1 Faculty Orientation Handbook**

Policies and protocols pertaining to the life of the school are updated regularly and are available in the Faculty Orientation Handbook located on the password protected section of the school website reserved for employees. It is your responsibility to read, comprehend, and implement all school policies and protocols at all times.

### **6.2 Suggestions**

We encourage you to make suggestions and share ideas that you believe may improve quality or efficiency within our school. The school solicits your input regularly, in meetings or informal conversations. However, you should always feel free to make suggestions to the Executive Director.

### **6.3 Complaint Problem-Solving**

If you have a question or comment relating to the terms or conditions of your employment, you should discuss the matter with the Executive Director.

TCWS encourages you to resolve any complaints or concerns regarding general employee relations matters, discrimination or sexual harassment internally so that recourse outside the School will not be necessary. If you experience any problems or concerns related to your work situation, you are encouraged to discuss them with an appropriate administrative employee so that the problem can be addressed and resolved swiftly and effectively. Under normal conditions, if you have a work-related problem the school asks that you follow the steps indicated below:

- a. Discuss the matter directly with the involved colleague(s). Do not hesitate to ask for support from colleagues either by asking them to attend your meeting, or to provide you with advice and coaching prior to your discussion.

b. If a discussion with the involved colleague or colleagues does not result in resolution of the matter to your satisfaction, bring the situation promptly, verbally or in writing, to the attention of the Executive Director who will then investigate and provide a response.

For complaints about the Executive Director, please contact the Chair of TCWS Board.

#### **6.4 Whistle-Blower Protection**

TCWS will investigate any possible fraudulent or dishonest use or misuse of TCWS resources or property by Employees or volunteers. Anyone found to have engaged in fraudulent or dishonest conduct is subject to disciplinary action by TCWS up to and including civil or criminal prosecution if warranted.

Employees who report actual or suspected financial impropriety or mismanagement will not be subjected to retaliation such as firing, demotion, suspension, harassment, failure to consider the employee for promotion or any other kind of discrimination, even if the claims for illegal or unethical activity are unfounded.

Employees are encouraged to report possible fraudulent or dishonest conduct directly to the Executive Director. For more information about definitions, rights and responsibilities, procedures, and contacts read the following.

#### **Definitions**

- **Baseless Allegations** - allegations made with reckless disregard for their truth or falsity. People making such allegations may be subject to institutional disciplinary action and /or legal claims by individuals accused of such conduct.
- **Fraudulent or Dishonest Conduct** - a deliberate act or failure to act with the intention of obtaining an unauthorized benefit. Examples of such conduct include, but are not limited to:
  - Forgery or alteration of documents
  - Unauthorized alteration or manipulation of computer files
  - Fraudulent financial reporting
  - Pursuit of a benefit or advantage in violation of the TCWS conflict of interest policy
  - Misappropriation or misuse of TCWS resources, such as funds, supplies, or other assets
  - Authorizing or receiving compensation for goods not received or services not performed
  - Authorizing or receiving compensation for hours not worked
- a) **Whistleblower** - an employee who informs TCWS Executive Director about an activity which that person believes to be fraudulent or dishonest.

#### **6.5 Rights and Responsibilities**

TCWS administrative staff members are responsible for maintaining a system of management controls, which detect and deter fraudulent or dishonest conduct.

Reasonable care should be taken in dealing with suspected misconduct to avoid:

- Baseless allegations
- Premature notice to persons suspected of misconduct and/or disclosure of suspected misconduct to others not involved with the investigation
- Violations of a person's rights under law

Accordingly, an employee faced with a suspected misconduct:

- Should not contact the person suspected to further investigate the matter or demand restitution
- Should not discuss the case with anyone other than the Executive Director, TCWS legal counsel, or a duly authorized law enforcement officer
- Should direct all inquiries from any attorney retained by the suspected individual to the Executive Director, who will refer them to TCWS legal counsel
- Should direct all inquiries from the media to the Executive Director, or in the event the Executive Director cannot be contacted, to TCWS legal counsel.

## **Whistleblower Protection**

TCWS will use best efforts to protect whistleblowers against retaliation. It cannot guarantee confidentiality and does not consider reports as “unofficial” or “off the record”. TCWS will keep the whistleblower's identity confidential, unless (1) the person agrees to be identified; (2) identification is necessary to allow TCWS or law enforcement officials to investigate or respond effectively to the report; (3) identification is required by law; or (4) the person accused of policy violations is entitled to the information as a matter of legal right in disciplinary proceedings.

TCWS may not retaliate against a whistleblower with the intent or effect of adversely affecting the terms or conditions of employment (including but not limited to, threats of physical harm, loss of job, punitive work assignments, or impact on salary or wages). Whistleblowers who believe that they have been retaliated against may file a written complaint with the Executive Director. Whistleblowers who believe that they have been retaliated against by the Executive Director may file a written complaint with the Board of Trustees.

A proven complaint of retaliation shall result in a proper remedy for the person harmed and the initiation of disciplinary action, up to and including dismissal, against the retaliating person. This protection from retaliation is not intended to prohibit supervisors from taking action, including disciplinary action, in the usual scope of their duties and based on valid performance-related factors.

Questions related to the interpretation of this policy should be directed to Executive Director.

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## **7. EMPLOYEE HEALTH AND SAFETY**

### **7.1 Life-Threatening Illnesses**

TCWS is committed to providing equal opportunity to all Employees, including those who have life-threatening illness as well as providing a safe work environment for all Employees. Consequently, Employees who have life-threatening illnesses will be treated like other Employees provided they meet performance standards, and if medical and other evidence indicates that their condition is not a threat to themselves or others. Information regarding an employee with a life-threatening illness are kept private and confidential. The school expects all personnel to treat Employees with life-threatening illnesses with compassion and understanding.

### **7.2 Safety**

TCWS provides safe working conditions for you by observing applicable safety laws and regulations promulgated by various government agencies. No one will knowingly be required to work under unsafe conditions. Safety is everyone's responsibility, and all Employees are expected to do everything reasonable and necessary to keep TCWS a safe place to work, including reporting unsafe conditions immediately to the administrative office.

### **7.3 Fires and Emergencies**

In case of emergency, **call 911**. Employees are responsible for familiarizing themselves with the location of all fire extinguishers and school exits. Areas around fire extinguishers and exits must be kept clear at all times. Fire drills are conducted regularly. Employees are expected to be fluent with the TCWS Crisis Management Plan and to respect all protocols related to the safety of students.

### **7.4 Lockdown / School Closure**

The Executive Director or, in their absence or through their delegating, other administrative office personnel, is responsible for making school closure or lock down decisions in emergency situations. The Executive Director or delegate, in consultation with other Employees and relevant external authorities, will decide the course of action to be taken. When a decision to lock down or close the School is made, all functions and activities of the School are canceled. No single individual, teacher, coach, volunteer or parent may hold any practice, performance, game, etc., in exception to this decision. All Employees are expected to cooperate in whichever way asked of them during times of school closure or lock down.

## 7.5 On- the-Job Accidents

No matter how insignificant an injury may seem when it occurs, notify your supervisor or office personnel immediately. All incidents (whether they involve students, Employees or visitors) including falls, loss or damage of belongings, etc. must be reported immediately for evaluation. Written reports may be required in some cases.

## 7.6 Employee Right to Know

TCWS complies with the Washington State Hazard Communication Standard. All hazardous materials are to be labeled and have a Material Safety Data Sheet (MSDS) on file. The Facilities Manager maintains the MSDS file. The School will inform Employees of any known exposure to a chemical known to cause cancer or reproductive toxicity.

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## 8. STANDARDS OF CONDUCT AND CORRECTIVE ACTION

### 8.1 Conduct

TCWS sets high standards for performance and professional conduct and expects respects and courtesy from its employees at all times.

### 8.2 Discipline

Although employment may be terminated at will by either the employee or the School at any time, without following any formal system of discipline or warning, TCWS may at its discretion use forms of discipline that include verbal warnings, written warnings, probations, suspension and termination. One or more of these forms of discipline may be taken in connection with a particular employee.

TCWS strives to take a constructive approach to disciplinary matters to insure that actions that interfere with operations or your duties do not continue. Our intention is to provide guidance and to prevent small problems from growing. In general, at the first instance of unacceptable performance or a policy violation, your supervisor may discuss the problem with you. We want to be sure that you are aware that a problem exists and understand requirements, standards of performance, and school policies. Some performance issues are of such a serious nature that immediate discipline or termination may be necessary.

TCWS retains sole discretion for evaluating these factors and determining the appropriate discipline. The following is a partial list of infractions which will result in corrective action, up to and including termination:

- b) Falsifying employment application, time keeping records, personnel or other School documents or records
- c) Unauthorized possession or removal of School or employee property; gambling; carrying weapons . or explosives of any kind; use, possession, or being under the influence of alcohol or illegal substances on the job, or violating criminal laws on School premises.
- d) Fighting, throwing things, physically assaulting colleagues or students, practical jokes, violations of safety regulations, or other disorderly conduct which may endanger the well-being of any employee or student on School premises. TCWS does not practice corporal punishment.
- e) Engaging in acts of dishonesty, fraud, theft or sabotage; protecting others who break these and other policies or who commit illegal acts.
- f) Threatening, intimidating, coercing, using abusive or vulgar language, or interfering with the rights of other Employees or students.
- g) Insubordination; refusal to comply with instructions; failure to perform reasonable assigned duties; or abusive treatment of other employees.
- h) Unauthorized use of School materials, time, equipment or property.
- i) Damaging or destroying School or employee property through careless or willful acts.
- j) Conduct the School feels reflects adversely on the employee or School.
- k) Disparagement of the School, its Board, employees, students, parents, or donors.
- l) Performance which, in the School's opinion, does not meet the requirements of the position.

- m) Negligence in performing work or observing safety rules.
- n) Sexual and other forms of harassment.
- o) Absence without notice for three or more consecutively scheduled workdays and/or failure to return to work, or unjustified and/or excessive absence/tardiness.
- p) Involvement in or failure to report any form of suspected child abuse as defined by CPS.
- q) Violation of any School policy.
- r) Other circumstances for which the School feels that corrective action is warranted.

The list above is intended to be representative of the types of activities which may result in disciplinary action and is not comprehensive. Additional standards of conduct are described below. Individuals terminated for cause are not entitled to notice. Termination for cause includes violations of policies, rules of behavior, or laws.

### **8.3 Harassment, Including Sexual**

TCWS strives to create and maintain a professional and productive work environment. As such, the School does not tolerate verbal or physical conduct by any employee that harasses, disrupts or interferes with another's work performance or that creates an intimidating, offensive or hostile environment. This policy pertains to any form of employee harassment, whether it is sexual, racial, ethnic, or any other type prohibited by law. The School's anti-harassment policy applies to all persons involved in the operation of the School, including volunteers, contractors and interns, referred to below as associates. It prohibits unlawful harassment by any employee or associate of the School. Unwelcome conduct of a sexual or offensive nature can constitute sexual harassment when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or when submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual. Sexual harassment can also occur when the conduct of an employee has the purpose or effect of interfering with another employee's work performance or of creating an intimidating, offensive or hostile work environment. Some examples of the latter include slurs, threats, derogatory comments, unwelcome jokes, teasing and sexual advances. It can also occur in third-party situations, when the sexual interaction, conduct or communications between others offends one individual.

Preventing sexual harassment is our shared responsibility. If you witness or are the victim of sexual harassment, you should inform the Executive Director immediately without fear of retaliation or reprisal. If the Executive Director is the person who is harassing the employee, volunteer, contractor or intern, or if the Executive Director fails to act in compliance with this policy, the employee may report the harassment to the Board of Trustees. All allegations of sexual harassment will be investigated. Any employee found to have engaged in sexually harassing behavior or who retaliates against another employee for lodging such a complaint may be disciplined up to and including termination.

### **8.4 Attendance Expectations**

Punctuality and regular attendance are essential to the operation of the School. If you are unable to report to work as scheduled for any reason, if you will arrive late or must leave early, notify your supervisor as soon as possible and report the expected duration of any extended absence. Repeated tardiness and absenteeism - excused and unexcused - are problems subject to corrective action up to and including termination. Employees who leave the premises during their normal working hours, e.g. to run an errand, attend a personal appointment or go to lunch, must sign out and back in at the administrative office.

## 8.5 Attendance and Campus Closing

Closing Campus after Events	Held by	Faculty & Staff Attendance	Campus Closing Responsibility
B & G Work Parties	Admin – Office Manager, Facilities Manager	Once/year as per ED request	Facilities manager
School Tours	Admin – Director of Admissions, ED	NA	NA
Class Parent Nights	Respective teachers leaving must lock up/check windows	At Class Teachers' invitations	Class teacher of highest grade
Rose Ceremony	Faculty	Required: Faculty Requested: Admin	NA
Back to School Night	Faculty	Required: Faculty	Class teacher of highest grade
Michaelmas	Faculty-Pageant and Activities	Required: Faculty	NA
Class Plays	Class Teacher	At Class Teachers' invitation	Class teacher
Portrait Days	Admin		NA
Benefit Evening	Admin and Parent Volunteers	Requested: Faculty & Staff	NA
Dia de los Muertos	Faculty - Spanish Teacher		NA
Lantern Walk	Festivals Team, Faculty	Required: KG, I, 2 - Faculty invited	EC chair and grade 2 teacher
Winter Garden of Light	Faculty	Required: Class Teachers	Last teacher to use each day
Adult Education evenings	Administration	All: Strongly Encouraged	Administration delegates
Mochi Pounding	Japanese teacher/s	At teacher's invitation	NA
MLK Assembly	Elementary Faculty	Required: Elementary faculty when regularly scheduled	NA
KG Potluck and Games night	KG Faculty	Required: KG Faculty	EC Chair
Sharing Assembly	Assemblies Coordinator with Elementary Faculty, Admin creates and prints programs	Required: Elementary Faculty	NA
KG Experiential Morning	KG Faculty, Admin support	Required: KG Faculty	EC Chair
KG and Grade I Spring Parade	Kg Faculty	Required: KG Faculty, Gr. I teacher	NA
Friends & Relatives Day	Admin and Faculty	All required when regularly scheduled	NA
Thank You Event	Admin, Parent Volunteers	All requested	Development Coordinator
May Faire	Admin, P.A., Parent Volunteers, Faculty	Required: all faculty for May Pole Requested: all faculty for rest of May Faire	Development Coordinator
Last Day of School KG	KG Faculty	Required: KG Faculty	NA
Last Day of School Elem	Faculty, Admin support	Required: Elementary Faculty	NA
Graduation Ceremony	Grade 8 teacher: Ceremony - Administration: planning	All required	Grade 7 teacher

## **8.6 Campus hours - School Days, Week-ends, Holidays**

Campus is open to faculty and staff at all times. Please use common sense and courtesy as you consider the best times to be on campus. For example, choosing to be alone on campus at night may present unreasonable safety risks to you, such as accidents. TCWS recommends that you avoid taking such risks. Your presence on campus when school is not in session may also at times interfere with maintenance work. TCWS strongly recommends that you inquire as to whether such work will be taking place so as to limit interference.

Full-Time faculty members are required to be on campus from 7:30 a.m. to the time of dismissal of students and may occasionally be required to remain on campus after that time for events including for example afternoon and evening meetings, lectures, and classes, facilities work, administrative office hours, and weekend school events and trainings. Part-time faculty members are required to be on campus 15 minutes prior to the beginning of their first class of the day.

### **Additional information**

Occasionally, significant facilities work requires unobstructed access to campus for extended periods of time. The Executive Director may make the decision to close the campus. Such instances are generally scheduled during school breaks. There may be exceptional circumstances when campus will be closed for a limited period of time between 5:30 pm and 6:30 am while school is in session. In this case the Administration informs all Employees of the campus access restrictions in writing, with at least 2 business days advance notice. To ensure the safety of all, Employees who wish to be on campus at such times are asked to obtain permission from the Executive Director.

### **8.7 Absence without Notice**

Failure to notify your supervisor of an absence for three or more consecutive workdays will be cause for job termination. In such cases the separation will be considered a voluntary resignation.

### **8.8 Solicitation and Distribution**

Soliciting or collecting money by one employee of another for purposes other than TCWS annual fund drive or similar School fundraising effort, are prohibited while either employee is on work time. Distributing non-TCWS literature or circulating petitions during work time or in work areas at any time is not permitted. Trespassing, soliciting or distributing non-TCWS literature by or to anyone outside the School (including the parent body) is not permitted on School premises.

The School has established rules applicable to all Employees which address solicitation and distribution of written material during working time and entry onto the premises and work areas. All Employees are expected to comply strictly with these rules. Employees are not permitted to:

- Solicit or promote support for any cause or organization during his or her working time or during the working time of the employee or Employees at whom the activity is directed unless authorized by the Executive Director.
- Non-Employees (including the parent body) are not permitted to solicit or to distribute written material for any purpose on School property unless authorized by the Executive Director.

### **8.9 Alcohol and Drug Free**

TCWS is alcohol and drug-free. Use of prescription medication is permitted provided job performance and safety are not adversely impacted. Use, possession, manufacture, sale, distribution, purchase or being under the influence of alcoholic beverages, legal or illegal drugs or non-prescribed controlled substances at any time on School premises, while on School business, class trips, or during the work day including meals and rest periods is strictly forbidden. The only exception to this policy is for the serving of alcoholic beverages at properly licensed and authorized School fundraising events that take place outside of academic operating hours, when authorized in writing by the Executive Director.

Breach of this policy may be grounds for immediate disciplinary action including termination. The School may bring the matter to the attention of appropriate law enforcement authorities when warranted.

Any employee's illegal drug use, or conviction on a charge of illegal sale or possession of any controlled substance while off School property is not tolerated because such conduct reflects adversely on the School. The School is committed to keeping people who sell, possess, or use controlled substances off of the School's premises.

#### **Voluntary disclosure**

Employees who voluntarily disclose alcohol or drug problems may be eligible for unpaid time off to seek rehabilitative treatment, at the school's discretion. The School is not obligated to continue the employment or to re-hire a person whose job performance is impaired because of drug or alcohol use.

### **8.10 Smoke Free**

TCWS is designated as a non-smoking school and workplace. Smoking is prohibited anywhere on TCWS property.

### **8.11 Firearms Free Workplace**

TCWS is a firearms-free workplace. It is unlawful for a person to carry onto, or to possess on private elementary or secondary school premises, or areas of facilities while being used exclusively by private schools:

- a) Any firearm.
- b) Any other dangerous weapon as defined in RCW 9A1.250.
- c) Any device commonly known as "nunchucks", consisting of two or more lengths of wood, metal, plastic, or similar substance connected with wire, rope, or other means.
- d) Any device, commonly known as "throwing stars", which are multi-pointed, metal objects designed to embed upon impact from any aspect.
- e) Any air gun, including any air pistol or air rifle, designed to propel a BB, pellet, or other projectile by the discharge of compressed air, carbon dioxide, or other gas.



Any person violating this law will be reported to law enforcement authorities and will be faced with the full force of the law. TCWS Employees in violation of this law will be guilty of gross misconduct and subject to immediate termination.

### **8.12 Confidentiality**

Employees may be working with or have access to proprietary information such as confidential information regarding the School, its suppliers, its parents and students, and employees. TCWS expects its Employees to protect any such private and sensitive information by safeguarding it while in use, filing it properly when not in use, disposing of it properly (e.g. by shredding) and discussing it only with those who have a legitimate need to know. Disclosure of confidential information including information about individual students and the results of background checks to unauthorized individuals, and unauthorized access, misuse, theft, or sabotage of such data is considered a breach of confidentiality and grounds for termination.

### **8.13 Conflict of Interest**

TCWS' conflict of interest policy points to possible conflict between an employee's personal interests, including that of their immediate family, and the interests of the School. An actual or potential conflict of interest occurs when you are in a position to influence a decision that may result in a personal gain for you or your family as a result of the School's business. The following general guidelines apply to all Employees.

- **Outside Work** – Employees should not accept outside work if it interferes with their school duties. The most common forms of conflict of interest are performing work using TCWS resources, information or property. Employees may not use School correspondence or publications to advertise their own businesses or private paid services (e.g. tutoring, private lessons, etc.) unless authorized in writing by the Executive Director.
- **Gifts** - Employees or their immediate family members should accept entertainment, services, travel, gratuities or personal gifts from vendors, suppliers or other persons doing business with the School, including from the parents of individual students. Exceptions involve those items openly and lawfully given as part of customary business practices that are either of minimal value or have been approved by the Executive Director. No gift should obligate or appear to obligate the recipient in any way. Group gifts from the student body or parent body of the school or of a class, and gifts from colleagues do not come under this category.
- **Interpersonal Relationships** - Personal involvement with a competitor, supplier or colleague can interfere with an employee's ability to exercise good judgment on behalf of the School. The School, in its sole discretion and for business reasons reserves the right to resolve such situations in any way necessary, up to and including termination of an involved individual.
- **Using TCWS name in outside Activities** - In general, a paid endorsement of any product, service or organization, or of a political candidate, may not describe the endorser as an employee of TCWS. Because of the broad nature of the School's business involvements, conflicts of interest and other ethical/legal considerations may arise. Ways can generally be found to accomplish the desired intention without violating the School's conflict of interest guidelines. Therefore, you should take the precaution of clearing any activity that might pose an ethical or legal question with the Executive Director. Failure to disclose facts constitutes grounds for disciplinary action.

### **8.14 Dress and Personal Appearance**

Personal appearance is essential in our work with the students, an integral part of our efforts to create a beautiful and inspiring school environment. Appearance is also a reflection of the school in the eyes of the public, including students and their parents. TCWS expects Employees to dress and appear for work in a manner that is commonly regarded as appropriate for the work performed. Scrupulous personal hygiene is required. Clothing is expected to be neat, clean, tasteful, and reflecting TCWS level of professionalism. Visible body piercings (except earrings) tattoos, and unnatural-looking hair coloring are strongly discouraged. Your supervisor will inform you of any inappropriate attire or appearance.

### **8.15 Housekeeping**

All Employees are required to keep their work areas clean and organized, and to handle all furnishings as per TCWS policies. Common areas such as kitchen, shared rooms, and restrooms must be kept clean by those using them. Employees are asked to clean up after meals, to dispose of trash properly and to recycle appropriately.

### **8.16 School Property and Right to Privacy**

TCWS reserves complete ownership and discretion over School property. Such property is inclusive of, but not limited to: furniture, tools, computer hard drives, telephones, voice messages, books, School records, and e-mail. E-mail communication to and from employee e-mail addresses may be monitored by the School. Except for customary incidental personal use, employer property is to be used only for work-related purposes and must be maintained according to School standards. The School reserves the right to inspect its property at any time. Employees have no reasonable expectation of privacy in School-owned property or equipment.

### **8.17 Access to School Property**

Many employees are entrusted with keys to access the school at their convenience for the proper conduct of their duties. Outside of regular work hours, access to the offices of the Business Manager and Executive Director is strictly prohibited except when expressly authorized in writing by the Executive Director. Unauthorized access to computers, filing cabinets, telephones, and all other such school property at any time is strictly prohibited. Giving, or tolerating access to school's computers by non-employees other than those volunteers specifically asked by the school to use these tools on a specific day and time is strictly prohibited. Violation of this policy is cause for immediate termination.

### **8.18 Personal Property**

TCWS is not responsible for personal property. Employees are encouraged to secure their work areas at the end of each day and when called away from the work area for an extended period of time. Report any theft to administrative office personnel immediately. TCWS assumes no responsibility for any loss or damage to employee personal property or to vehicles and/or contents while parked on School property. The school strongly discourages the extensive use of personal belongings and tools for the conduct of its employees' work and does not take responsibility for the maintenance and integrity of employees' personal tools or belongings. Employees who use personal items for their work on a permanent or semi-permanent basis are required to submit a detailed list of such items, including a realistic cost of replacement, to the Executive Director. In the absence of such list, the school will not take responsibility for the replacement of your tools or belongings in case of loss, damage, or termination.

### **8.19 Security**

Employees must be aware of persons loitering for no apparent reason (e.g. in parking areas, walkways, entrances and exits, playgrounds, gardens and grounds). Any employee who sees an un-escorted unknown adult who is not wearing a "Volunteer" or "Visitor" nametag on the premises during times when children are present must accompany that adult to the administrative offices for identification and check-in.

Employees are required to and held responsible for locking buildings securely after school hours, on weekends and when school is not in session, including all windows and doors.

### **8.20 Visitors**

Visitors to the School's main campus are required to check in at the administrative offices at the beginning of their visit to the School. If the visit occurs during the school day, visitors are accompanied by School personnel during their visit. This policy applies to scheduled volunteers including parents of enrolled students, interns and contractors whose background checks have not been completed.

### **8.21 Personal Calls and Emails**

Employees are expected to keep all personal phone calls and personal visitors to a minimum. The school does not allow the use of its address for personal mail, or the use of school email for personal purposes. The school reserves the right to open all mail and email addressed to Employees that is sent to the school's address.

## 9. CHILD ABUSE

Child abuse is defined as the injury, sexual abuse or exploitation, negligence, or any other mistreatment of a child by any person under circumstances indicating that the child's health, safety or well-being may be or is being harmed. All Employees, volunteers, contractors, interns and members of the Board of Trustees are responsible for reporting any such incident that may come to their attention, in compliance with state laws and regulations.

### 9.1 Reporting Child Abuse

Any employee, volunteer, contractor, intern, or Board member who has reasonable cause to believe that a child has suffered abuse or neglect, whether by an employee, Board member, parent, volunteer, or any other person shall immediately:

1. Report the incident to Child Protective Services by calling **1-866- ENDHARM** (1-866-363-4276) within 48 hours of the incident as required by law.
2. Report the incident to the school licenser and inform the Extended Care Executive Director of such report.
3. If appropriate, report the incident to the police.
4. Inform the Executive Director of such reports.

Should a suspected abuser be an employee, volunteer, contractor or intern of TCWS, the incident must be reported, verbally in writing, to the Executive Director. Should a suspected abuser be the Executive Director, the incident must be reported, verbally or in writing, to the President of the Board of Trustees. Should a suspected abuser be the President of the Board of Trustees, the incident must be reported verbally or in writing to the full Board of Trustees. Any suspected abuser is suspended from all program activities involving children until TCWS's investigation is complete.

### 9.2 Failure to Report Abuse

Any employee, volunteer, contractor, intern or Board member who fails to report an incident of abuse may be suspended, terminated, or otherwise removed from his/her position with TCWS.

### 9.3 Records

A full record is maintained of every incident of abuse reported, including a description of the incident, the name of the individual who reported the incident, a record of TCWS's internal investigation, if any, and the outcome of that investigation. Such a record is maintained whether the incident report names as the abuser an employee, a volunteer, a contractor, an intern, the Executive Director, or any member of the Board of Trustees or its officers.

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(Please initial)

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## 10. PERSONNEL FILE

Employee personnel files are initially formed with the Employment application and contain forms completed upon employment as well as subsequent information. The information contained within a personnel file is in most cases confidential. Employees may receive copies of materials from their personnel file by making a written request to the Executive Director. To keep TCWS personnel records accurate and to comply with applicable laws, Employees are required to notify the school of any change(s) in the following personal information:

1. Name (whether by marriage or otherwise)
2. Home address and telephone number
3. Marital status and number of dependents
4. Whom to inform in case of emergency, including name(s) and telephone numbers
5. Withholding tax information
6. Completion of education and CE training records

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(Please initial)

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## ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE HANDBOOK

- An up-to-date version of TCWS Employee Handbook is available electronically on the Employees' password-protected section of the school website. For access to this password-protected section, please contact the Office Manager.
- The Employee Handbook is read aloud yearly at Preview Days. This reading is mandatory for all regular employees. Returning employees must sign the Acknowledgment page of the Employee Handbook at that time and return it to the Administrative Assistant.
- First time employees are given a printed copy of the Employee Handbook at the time of hire and are required to return the initialed pages and signed Acknowledgment page to the Administrative Assistant within 72 hours.
- Changes in policies included in the Employee Handbook are sent electronically to Employees, along with a PDF copy of the updated handbook. Employees are responsible for ensuring that they have access to the most current version of the Employee Handbook at all times.

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- ☐ I acknowledge that I have received a copy of the TCWS Employee Handbook.
  - ☐ I acknowledge that it is my responsibility to ask my supervisor for clarification of any policy or procedure herein that I do not understand.
  - ☐ I acknowledge that compliance with the policies and guidelines in this Handbook is a condition of my employment, and that I should consult with the Executive Director for any questions not answered in this Handbook.
  - ☐ I further acknowledge that provisions of this Handbook are subject to change at any time without prior notice.
  - ☐ I understand that revisions to the Handbook may supersede or eliminate one or more existing policies and that all such changes will be communicated in written form to current regular Employees, who are responsible for keeping an updated copy readily available.
  - ☐ I understand that a current copy of this handbook is available in the administrative offices of the School during office hours for my reference.
  - ☐ I understand and acknowledge that this Employee Handbook does not represent a contract of employment. Nothing in the handbook alters the "at-will" status of my employment.
  - ☐ I understand that two copies will be made of this signed acknowledgement, with one copy for my personal record and one copy for my employee file.

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

Employee's Name \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_

Supervisor's Name \_\_\_\_\_