

THREE CEDARS WALDORF SCHOOL
EMPLOYEE HANDBOOK

September 2012

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.

INTRODUCTION

This handbook gives you an overview of your relationship with the Three Cedars Waldorf School (hereafter 'TCWS' or 'School'). We value you, our employees, and look forward to an ongoing and mutually rewarding employment relationship. As an employee of TCWS, you enjoy many advantages. Some of them are tangible and described in the following pages. Some, less tangible but no less real – include a commitment to quality education, considerable independence in performing your task, a stimulating work environment, and pride that comes from knowing that the school contributes to the quality of life and education in our society.

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 your supervisor or the Executive Director for more information.

GOALS, PHILOSOPHY, AND MISSION

Description

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
- Appreciate the school's qualitative approach to assessment
- 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 contribution.

A BRIEF HISTORY OF TCWS

Three Cedars Waldorf School was founded as Evergreen Waldorf School by a group of dedicated 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 spheres 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 currently engaged in a joint-accreditation from the Pacific Northwest Association of Independent Schools (PNAIS) 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, and are posted on the TCWS Internal Documents web-based site. The School requests that you keep an updated version of this handbook readily available so that it is current at all times. A current printed copy of this handbook is also made available in the administrative office of the School during office hours.

Unless otherwise stated, employment at TCWS is "at-will", meaning 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 personnel employed by TCWS. This Employee Handbook supersedes all previous handbooks, policies and management memos that may have been issued on subjects covered herein.

BUSINESS ETHICS AND CONDUCT

The successful business operation and reputation of Three Cedars is built upon the principles of fair dealing and ethical conduct of our Employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of Three Cedars is dependent upon our students', parents', and donors' trust and we are dedicated to preserving that trust. Employees owe a duty to Three Cedars, its clients, and supporters to act in a way that will merit the continued trust and confidence of the public. Additionally, Three Cedars expects that all Employees will conduct business in a manner that benefits the organization. At the same time, the Executive Director seeks to make decisions that ensure the well-being of the organization.

Three Cedars will comply with all applicable laws and regulations and expects its Employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your Supervisor in a formal meeting. Compliance with this policy of business ethics and conduct is the responsibility of every Three Cedars Employee.

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.

It is not possible to provide Employees a complete list of every possible type of misconduct. However, in order to provide Employees some guidance concerning unacceptable behavior, the following are some examples of types of conduct that may result in disciplinary action, up to and including termination:

1. Actual or threatened physical violence or use of abusive language.
2. Destroying or damaging Three Cedars or Employee property, records or other materials.
3. Disclosure of confidential information.
4. Discrimination.
5. Dishonesty.
6. Disparagement of Three Cedars, its Board, Management, Administration, Faculty, Parents, Donors, or Employees.
7. Embezzlement or theft.
8. Excessive absence/tardiness.
9. Falsification or the making of a material omission on Three Cedars forms, records or reports, including time cards or reports, or application materials.

10. Gambling on Three Cedars property or while representing Three Cedars.
11. Noncompliance with direct instructions.
12. Reporting, being at work, or representing Three Cedars 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 Three Cedars.
13. Sexual harassment or other forms of unlawful harassment.
14. Unauthorized possession, use, or removal of Three Cedars or Employee property, records, or other materials.
15. Use or possession of firearms and/or other instruments regarded as dangerous weapons on work premises.
16. Use, possession, sale, trade, or delivery of illegal drugs or other controlled substances.
17. Violation of any Three Cedars policy, including established safety and security rules.
18. Violation of ethical and/or professional standards.
19. Working unauthorized overtime.

As previously stated, the foregoing list is not meant to be exhaustive but simply illustrative of the kinds of misconduct that will not be tolerated in the workplace. Accordingly, the absence of any rule shall not restrict Three Cedars' right to carry out its function of managing Three Cedars or to otherwise manage, direct or discipline its Employees.

All Employees are required to conduct themselves using common sense and good judgment at all times. Three Cedars also expects former employees—particularly those with volunteer roles outlasting their employment—to continue to comply with these expectations. Although Three Cedars may generally counsel Employees concerning any improper behavior, no warning or counseling is required. Employment with Three Cedars Waldorf School is at will. An Employee can be terminated with or without cause at any time.

Confidential Information

Information regarding current or former students, parents, employees, board members, donors, or other affiliates of the school is not to be given out, informally or formally. All such inquiries are to be directed to the attention of the Executive Director.

Three Cedars policies, personnel records, procedures and manuals, customer lists and business records are trade secrets proprietary to Three Cedars. This information is kept confidential for Three Cedars use only. In addition, Employees are not permitted to discuss any school business with the media. It is understood and agreed between you and Three Cedars that confidential Three Cedars, Employee, student, or client information is not to be disclosed at any time, including after your employment, to people outside of Three Cedars, or to other Employees of Three Cedars who do not have a legitimate need to know. Failure to follow this policy may result in disciplinary action, up to and including discharge, and legal action may be taken against you.

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.

I. EMPLOYMENT

The primary responsibility for making a decision to hire a new employee or to promote/transfer a current employee for a vacant position rests with the Executive Director. Employees are encouraged to apply for vacant positions and to refer other qualified applicants. 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 individually supervised by a relative. The School, in its sole discretion, reserves the right to resolve such situations in any way necessary, up to and including termination of an involved individual.

Further, relatives generally will not be placed in positions where the School feels that they work with or have access to sensitive information regarding a close family member or if 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

All employees are classified for administrative purposes.

All employees are 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. An employee must regularly work at least 20 hours per normal work week to be salaried.

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 shall 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. Temporary, standby and substitute employees are paid only for hours worked or units of service completed.

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.

1.2 Introductory Period

The first 90 consecutive days of employment is considered an introductory period. An employee may be terminated at any time during or after the introductory period. During this period, employees are given the opportunity to assess their compatibility with the new job's duties and responsibilities while the School initially assesses their job performance.

Employment during and/or after the introductory period is not guaranteed for any definite period of time. Both the employee and the School are free, at any time, with or without notice or cause, to end the employment relationship.

1.3 Equal Opportunity Policy

It is the policy of the Three Cedars Waldorf School to provide equal opportunity for employment and advancement to qualified individuals with regard to all terms and conditions of employment.

The Three Cedars Waldorf School 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.

1.4 Disability and Accommodation

To the extent required by law, TCWS will make reasonable accommodations if you have a disability that affects 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 a vacant position for which you are qualified, or make other modifications or accommodations to permit you to perform the essential functions of your job and to 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 your supervisor. Your supervisor will treat such information as confidential, except to the extent that other employees need to know to evaluate your request for an accommodation or to accommodate your disability.

1.5 Employment of Minors

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

1.6 Fingerprinting

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

1.7 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.

1.8 CPR and First Aid

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.

1.9 Personnel Records

Important events in your employment with TCWS will be recorded and kept in your personnel file. Application materials, agreements or engagement letters, regular 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 typically accessed only by administrative office personnel. You do have a 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 Director of Administration. 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.

1.10 Employment References

All requests for references must be directed to the Executive Director. No other manager, supervisor, or employee except the Executive Director is authorized to release references for current or former employees. The School's policy for employment references is to disclose only 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.

1.11 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.

1.12 Hours of Work

TCWS is generally open for business Monday through Friday, from 7:30 a.m. to 5:00 p.m. Our workweek begins at 12:01 a.m. Monday morning and ends at 12:00 midnight the following Sunday. A full-time Administrative workday is 8 hours.

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.

Without the permission of his or her supervisor, a non-exempt employee may not work any hours, whether overtime or not, that appear likely to result in exceeding his or her known compensation budget.

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

1.13 Resignation

To provide for an orderly transition, all employees are requested to submit resignations in writing to the Executive Director at least two weeks prior to the final day of work. Further, Classroom staff members are requested to inform their supervisor during the month January 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.).

1.14 Reductions In Force

Under some circumstances, the School may need to restructure or reduce its work force. 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.

1.15 Telecommuting

Employees may telecommute if approved by their supervisor. Telecommuting privileges may be revoked at any time by an employee's supervisor 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 supervisor.

1.16 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.

2. PERFORMANCE MANAGEMENT

2.1 Job Descriptions

At TCWS we use job descriptions to aid in staffing and training. They also enable you to understand what is expected of you, and they help managers and employees to communicate about job responsibilities. However, job descriptions are not fixed policy; they are meant to be guidelines and can be expected to change over time.

From time to time, you will be expected to perform duties and handle responsibilities that are not part of your normal job. If, over a number of weeks or months, the new duties and responsibilities remain a significant part of the assignment, your job description may be changed.

2.2 Standards for Performance

TCWS operates in the belief that its employees are mature, talented individuals who can be trusted with the responsibility to produce excellent educational results for students, families and the community. Your supervisor will help ensure that you know what is expected, the policies, practices and procedures of TCWS, and will provide performance feedback.

You also share in this responsibility with an obligation to yourself and to the School to clarify what your responsibilities are, what goals you are to reach, how they are to be achieved and what you need to do to improve and develop. TCWS's professional culture is one of mutual help and support among colleagues, as well as clear expectations of professionalism and full participation. Your active contribution to this culture of collegial learning is expected. Employees who are classified as salaried, qualified, regular, classroom employees are expected to participate in work groups as per TCWS' operational structure, or as defined further by their supervisor or the Executive Director.

At every job level, performance management is an ongoing exchange of information between you and your supervisor. While simple in principle, in practice, performance management is something that takes effort by both parties. You and your supervisor must talk about your job responsibilities and objectives, about what needs to be done and about how it can be done best. This two-way communication should occur frequently throughout the year.

2.3 Performance Reviews

Your supervisor should have in-depth performance conversations with you from time to time. Performance reviews takes place according to the Personnel Advisory Group (PAG) 'Performance Management Process'. For Classroom staff, performance management may from time to time, at the request of your supervisor, include an independent evaluation by an external consultant. You may request a performance assessment, either verbal or written, at any time.

If your performance is less than satisfactory, your supervisor 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.

3. WAGE AND SALARY POLICIES

3.1 General Wage and Salary Philosophy

It is the policy of TCWS to set and maintain rates of pay competitive with similar positions in the community and profession and to compensate 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, but are expected to budget their time to be able to meet the needs of their job description. Overtime for non-exempt employees is defined as hours worked in excess of 40 hours per week. Overtime is not permitted without prior authorization. Overtime will be paid at time and one-half for authorized hours worked beyond forty (40) hours in one week. Non-exempt employees are not permitted to volunteer time to TCWS without prior written authorization, and in no case will authorization be granted for voluntary performance of duties for which you are normally compensated. Vacation and holiday time do not count as time worked for the purposes of computing overtime.

3.3 Payroll Deductions

Any payroll deductions will be made in compliance with federal and Washington state law.

You may also designate in writing that certain other deductions be made (403(b), etc.).

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 Stolen Paychecks

Lost or stolen paychecks should be immediately reported to the Business Manager. We will attempt to put a stop-payment order on the check. If we are able to do so, we will issue another paycheck and you will be responsible for the stop payment fee. Unfortunately, we are unable to take responsibility for lost or stolen paychecks and, if we are unable to put a stop-payment order on the check, the employee must 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.

All 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 the 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 supervisor. Falsification of time keeping records is strictly forbidden and grounds for disciplinary action. Non-exempt employees are not permitted to volunteer their time to TCWS without prior written authorization, and in no case will authorization be granted for voluntary performance of duties for which you are normally compensated.

Part-Time Employees are eligible for Holiday pay if the holiday falls on a day for which they are normally scheduled to work.

Hourly employees will be 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, you will be paid on the prior business day.

3.6 Garnishments and Attachments

Three Cedars 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, Three Cedars 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, Three Cedars will comply with any garnishment of an Employee's pay.

4. EMPLOYEE BENEFITS

TCWS employee benefit programs are designed to help you achieve financial security for the future and meet the costs of illness and injury for you and your family.

Employees who meet minimum 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 shall govern should any information differ from what is presented here.

The existence of these employee benefits and plans, in and of themselves, does not signify that you will be employed for the requisite time necessary to qualify for these benefits and plans. The School reserves the right to modify, amend or discontinue any benefit plan or program, with or without notice at any time.

4.1 Insurance Benefits

TCWS offers group health, dental, and short-term and long-term disability insurance to qualified personnel. Coverage usually begins thirty days after you begin employment with TCWS. Your eligible dependents may also enroll at this time, or within thirty (30) days of acquiring a new dependent (e.g. marriage, birth of a child, etc.). TCWS contributes towards the health and dental premiums for qualified employees only.

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 our organization 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

All 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 90% After-School Care benefit to salaried full-time employees. (*The remaining 10% correspond to supplies and activity fees).
2. Category 2 –TCWS grants salaried part-time employees a tuition benefits for their children who attend the school at the same percentage level as their percentage of employment, and 100% After-School Care remission. Supply and activity fees are included in the percentage of tuition paid. 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. There is no accrual of any unused benefits. There is no funding for dependents' enrollment at schools other than Three Cedars.

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

Employees may periodically attend training programs, seminars, conferences, lectures, or other outside activities for the benefit of the School and/or themselves. Attendance at such activities may be 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, customary and reasonable expenses may, at TCWS's discretion, be prepaid or reimbursed by TCWS upon timely submission of proper

documentation. Customary and reasonable expenses generally include registration fees, may include lodging, and generally exclude materials, transportation and parking. You must submit your expense report, signed by your supervisor, to the Business Office within 60 days of incurring an expense and no later than July 31st of the school year during which the expense was incurred.

Authorized employee attendance for outside activities will be considered hours worked and will be compensated in accordance with normal payroll practices. This policy does not apply to an employee's voluntary attendance at educational sessions outside of normal working hours, even if such sessions may generally lead to improved job performance.

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 will 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 for the 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. You will be reimbursed for actual business expenses only. 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.

5. TIME OFF AND LEAVE BENEFITS

5.1 Time Off

Time off policies for eligible TCWS employees are based on two simple beliefs. First, employees need enough time off to relax and refresh themselves. Second, 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

For qualified Classroom staff, vacation includes all school holidays and portions of the summer break not needed for school preparation or summer programs. Additional full day absences during the school year may be taken as unpaid time off with your supervisor's approval. Summer vacation begins one week after the closing of the academic year or upon submission of all reports, grades and students' work, whichever occurs later, or at such time as your supervisor deems appropriate. All qualified Classroom Staff are due in the classroom on the third Monday in August each year to begin preparations for the upcoming school year. On occasion, meetings may be called which require Classroom Staff participation during the Winter, Mid-winter, and Spring closures.

Qualified Administrative staff are accorded vacation according to the following schedule unless otherwise negotiated: From year one onward Vacation Benefit (pro-rated for employees working less than full time): 20 work days.

Your vacation schedule must be approved by your supervisor. Employee seniority may be taken into account when scheduling vacations. Accrued vacation time may be used as it is earned. Up to half of your vacation entitlement for a given year may be postponed to the following year. Any additional vacation unused by July 31st of the year earned will be forfeited. 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.

Based on length of service through each fiscal year (August 1 through July 31), the Three Cedars paid Vacation policy is as follows:

<u>Employment Class</u>	<u>Maximum Paid Vacation</u>
Salaried Full-Time Faculty	Four weeks accrued vacation. There is also one additional fifth week of paid time off in August for Full-Time faculty who are continuing in employment from one fiscal year to the next.
Salaried Full-Time Managerial and Administrative Staff	Four weeks accrued vacation, used throughout the school year. There is also one additional fifth week of paid time off for Full-Time staff who are continuing in employment from one fiscal year to the next.
Salaried Part-Time Employees	Number of vacation days pro-rated on the basis of percentage of employment.

Full-time Employees who terminate employment before the start of the following fiscal year may be eligible to accrue up to a maximum of four weeks' worth of vacation depending upon the date of termination.

Holidays

All Full-Time Employees are eligible to take the following as paid holidays if they occur on weekdays:

New Year's Day
Memorial Day
Independence Day

Labor Day
Thanksgiving Day and Following Friday
Christmas Day

TCWS generally has two-week school breaks at the end of the calendar year and two weeks in the spring. Administrative Staff are given approximately one week off at the end of the calendar year on a schedule to be established by the Director of Administration. These weeks off are in addition to regular vacation and may neither be accrued nor paid out upon termination of employment. If a recognized holiday falls on a weekend, it will generally be observed on the following Monday. However, the School may close on another day or grant compensatory time off instead of closing. Holiday observances will be announced in advance.

5.4 Renewal Policy (Sabbatical)

Sabbaticals are not available at Three Cedars Waldorf School.

5.5 Sick/Emergency Leave

Qualified employees who have completed the introductory period accrue ten paid sick leave days per year. Part-time qualified employees who have completed the introductory period accrue sick leave on a prorated basis. The School provides 10 days' paid sick leave in order to reduce the likelihood that employees feel pressured, for economic reasons, to work when they are ill. Unused sick leave may be carried over from year to year and will accrue up to a maximum of 30 days. Sick leave has no cash value and the School does not provide pay in lieu of unused sick leave. TCWS may require documentation of physician visits. Excessive absences may warrant disciplinary action up to and including dismissal. The School does not tolerate abuse or misuse of sick leave privileges. If authorized by your supervisor, sick leave may also be used for personal emergencies or special occasions such as planned family events (such as weddings for example).

5.6 Leaves of Absence

Authorized absences that extend beyond available paid time off (i.e. vacation and sick 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.

5.7 Medical Leave of Absence

It is the policy of TCWS to treat each individual case of personal illness or injury fairly, based on the particular situation. A combination of sick leave, vacation, and/or unpaid time off may be used for medical leaves of absence by qualified employees. Excessive absences for personal illness or injury situations, however, may warrant disciplinary action.

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 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.

During a medical leave, 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 supervisor may fill the position after discussions with you.

5.8 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. You must coordinate such absences with your supervisor.

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 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.

During an extended personal leave, your job may be filled on a temporary basis. Upon return to work, 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 receive notice for job elimination. If you choose not to return to work or do not wish to accept an offer of a comparable job, you will be deemed to have resigned from the School. If it is known before the end of your leave that you will not be returning to work, your supervisor may fill the position after discussions with you.

5.9 Parental Leave of Absence

TCWS grants an unpaid 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. This leave is intended to give new parents an opportunity to care for their new child and, if needed, to arrange for child 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, nonetheless, 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);

and 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 from the office for any combination of these periods may not exceed twelve (12) weeks.

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

During a parental leave, your job may be filled on a temporary basis; however, at the end of the parental 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 parental 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 supervisor may fill the position after discussions with you.

5.10 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.

5.11 Bereavement Leave

Paid bereavement leave for the death of an immediate family member (defined as a spouse, domestic partner, child, parent, sibling, grandparent, grandchild) or immediate family of your spouse, may be granted for a period of up to five days to any qualified employee. Your supervisor determines the amount of time approved based on the time needed to attend the funeral and to make any associated arrangements. Extensions of bereavement leave may be granted without pay at the discretion of your supervisor.

5.12 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 your supervisor promptly after receiving notification to appear. You may be requested to provide written verification from the court clerk of having served.

5.13 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.

5.14 Time Off to Vote

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.

5.15 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. Requests for time off should be coordinated with your supervisor.

5.16 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. Qualified Administrative employees have the option of using vacation days to cover absences related to poor weather conditions; in these cases, you are expected to notify your supervisor or the administrative office before your normal arrival time.

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. If the office closes, employees who opted in advance to use a full vacation day will still be charged accordingly.

6. EMPLOYEE COMMUNICATIONS**6.1 Faculty Orientation Handbook**

Policies and protocols pertaining to the life of the school are updated regularly and are available on the Internal Document section of our internal website. It is the responsibility of all employees to read, comprehend, and implement all school policies and protocols at all times.

6.2 Suggestions

We encourage you to suggest ideas that you believe may improve quality or efficiency within our organization. In the life of our School, many opportunities are provided for employee input. However, you should always feel free to make suggestions in writing to your supervisor, with sufficient detail that they may be evaluated adequately.

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 your supervisor.

You are encouraged 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 relating to your job performance or work situation, you are encouraged to discuss them with an appropriate administrative employee so that the problem can be addressed and resolved most effectively. Under normal conditions, if you have a work-related problem you should discuss the matter directly with the involved colleague(s). If a discussion with the involved colleague or colleagues does not result in resolution of the matter to your satisfaction, bring the situation, within a week of the occurrence or as quickly as possible, either orally or in writing, to the attention of your supervisor, who will then investigate and provide a response. (If the issue involves your supervisor, you may speak to the Executive Director without fear of reprisal.)

The simplest, quickest and most satisfactory solution will often be reached at this level. If the problem persists, you may present your matter formally, in writing, to the Executive Director, who will render a final decision after appropriate investigation. TCWS recommends you bring the matter to the appropriate parties as soon as possible, usually within one week, after you believe your initial efforts to resolve the problem have failed. Difficulties using this procedure should be brought to the attention of the Executive Director. Complaints about the Executive Director can be brought to the attention of 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 when warranted.

With regard to employees who report actual or suspected financial impropriety or mismanagement, no retaliation or punishment is allowed. This includes actions such as: firing, demotion, suspension, harassment, failure to consider the employee for promotion or any other kind of discrimination. Even if the claims of illegal activity are unfounded, TCWS will not reprimand the employee.

All employees are encouraged to report possible fraudulent or dishonest conduct. An employee should report his or her concerns 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

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

Employees

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 protect whistleblowers as defined below.
- TCWS will use best efforts to protect whistleblowers against retaliation, as described below. It cannot guarantee confidentiality, however, and there is no such thing as an "unofficial" or "off the record" report. 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. 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.
- Whistleblowers must be cautious to avoid baseless allegations (as described earlier in the definitions section of this policy).

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

7. EMPLOYEE HEALTH AND SAFETY

7.1 Life-Threatening Illnesses

We are committed to providing equal opportunity to all employees, including those who have life-threatening illness. We are also committed to 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.

We also believe that all information regarding an employee with a life-threatening illness must remain private and confidential. We expect all personnel to treat employees with life-threatening illnesses with compassion and understanding.

7.2 Return to Work

If you take a medical or disability leave, you must return to work when your physician determines that you are able to resume normal duties. We may require your physician's release before reinstatement to active payroll. If you wish to extend your leave beyond this point, you may request a personal leave of absence.

Depending on case-by-case circumstances, a physician's release may also be required when returning to work from other short-term, medically related absences. Your supervisor will advise you of this requirement.

7.3 Safety

It is the policy of TCWS to provide 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 in any unsafe manner. 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.

7.4 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.

7.5 Lockdown / School Closure

The Director of Administration, or, in his or her absence, other administrative office personnel, is responsible for making school closure or lock down decisions in emergency situations. The Director of Administration, 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 has the authority to hold any practice, performance, game, etc., in opposition to this decision. All employees are expected to cooperate during times of school closure or lock down.

7.6 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.

7.7 Employee Right to Know

It is TCWS policy to comply 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.

8. STANDARDS OF CONDUCT AND CORRECTIVE ACTION

Groups of people who are working together for any purpose require guidelines pertaining to conduct and relationships. Accordingly, you must be aware of your responsibilities to the School and to co-workers.

8.1 Conduct

We set high standards for performance and professional conduct. We have high expectations for you and wish to support you in performing at your best while on the job. Treating each person with courtesy and respect promotes teamwork and ensures cooperative relationships with fellow employees and School contacts. Working as part of a team benefits you and TCWS.

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 exercise its discretion to utilize forms of discipline that include verbal warnings, written warnings, demotions, suspensions and discharge. While one or more of these forms of discipline may be taken in connection with a particular employee, no formal order or procedures are necessary.

We strive to take a constructive approach to disciplinary matters to insure that actions that interfere with operations or your job are not continued. It is our intent 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 the job requirements, standards of performance, and the policy. Some performance issues are of such a serious nature that immediate discipline or discharge may be necessary.

Violations of our standards will result in corrective action. In arriving at a decision for proper action, the following factors will be considered:

- Seriousness of the infraction
- Past record
- Circumstances surrounding the matter

TCWS retains sole discretion for evaluating these factors and determining the appropriate discipline. While there is no way to identify every possible violation of our standards of conduct, the following is a partial list of infractions which will result in corrective action, up to and including discharge:

1. Falsifying employment application, time keeping records, personnel or other School documents or records.
2. 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.
3. Fighting, throwing things, physically assaulting colleagues or students, practical jokes, violations of stated 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.

4. Engaging in acts of dishonesty, fraud, theft or sabotage; protecting others who break these and other policies or who commit illegal acts.
5. Threatening, intimidating, coercing, using abusive or vulgar language, or interfering with the rights of other employees or students.
6. Insubordination; refusal to comply with instructions; failure to perform reasonable assigned duties; or abusive treatment of a superior.
7. Unauthorized use of School materials, time, equipment or property.
8. Damaging or destroying School or employee property through careless or willful acts.
9. Conduct that the School feels reflects adversely on the employee or School.
10. Disparagement of the School, its Board, executives, managers, administrators, faculty, parents, donors or employees.
11. Performance which, in the School's opinion, does not meet the requirements of the position.
12. Engaging in such other practices as the School determines may be inconsistent with the ordinary and reasonable rules of conduct necessary to the welfare of the School, its employees, or families.
13. Negligence in performing work or observing safety rules.
14. Sexual and other forms of harassment.
15. Absence without notice for three or more consecutively scheduled workdays and/or failure to return to work.
16. Unjustified and/or excessive absence/tardiness.
17. Involvement in or failure to report any form of suspected child abuse.
18. Violation of any School policy.
19. 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. It is not intended to be comprehensive. Additional standards of conduct are described in the sections that follow.

Individuals discharged for cause are not entitled to notice. Discharge for cause includes violations of policies, rules of behavior, or laws.

8.3 Harassment, Including Sexual

TCWS endeavors to create and maintain a professional and productive work environment. As such, it is the policy of the School not to 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. It prohibits unlawful harassment by any employee of the School, including supervisors and co-workers, as well as by any person, including volunteers, contractors or interns doing business with or for 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 the responsibility of us all. If you witness or are the victim of sexual harassment, you should inform your supervisor without fear of retaliation or reprisal. If your supervisor is the person who is harassing the employee, volunteer, contractor or intern, or if your supervisor fails to act in compliance with this policy, the employee may report the harassment to any other member of

the School's management or 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 efficient 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. Employees should also 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.

School Events Attendance

Full-time employees – attendance required when indicated as such.

Part-time employees – please check with your supervisor for specific events when marked required.

Event	Held by	Faculty & Staff Attendance
B & G Work Parties	Admin – Office Manager, Facilities Manager	Once/year as per Director of Administration's request
School Tours and Open Houses	Admin – Director of Admissions, ED	All required as per Director of Administration or ED information.
Class Parent Nights	Respective teachers leaving must lock up/check windows	At Class Teachers' invitations
Rose Ceremony	Faculty	Required: Faculty Requested: Admin
Back to School Night	Faculty	Required: Faculty and Administration
Michaelmas	Faculty-Pageant and Activities	Required: Faculty
Class Plays	Class Teacher	At Class Teachers' invitation
Portrait Days	Admin	
Benefit Evening	Admin and Parent Volunteers	Requested: Faculty & Staff
Día de los Muertos	Faculty - Spanish Teacher	
Lantern Walk	Festivals Team, Faculty	Required: KG, I, 2 Teachers Faculty invited
Winter Garden of Light	Faculty	Required: Class Teachers

Adult Education events	Admin	All: Strongly Encouraged
Mochi Pounding	Japanese teacher/s	At teacher's invitation
MLK Assembly	Elementary Faculty	Required: Elementary faculty when regularly scheduled
KG Potluck and Games night	KG Faculty	Required: KG Faculty
KG Experiential Morning	KG Faculty, Admin support	Required: KG Faculty
KG and Grade I Spring Parade	Kg Faculty	Required: KG Faculty, Gr. I teacher
Friends & Relatives Day	Admin and Faculty	All required when regularly scheduled
Volunteer Appreciation	Admin, Parent Volunteers	All requested
May Faire	Admin, P.A., Parent Volunteers, Faculty	Required: all faculty for May Pole Requested: all faculty for rest of May Faire
Sharing Assembly	Faculty, Admin support (venue rental, programs)	Required: Elementary Faculty
Last Day of School KG	KG Faculty	Required: KG Faculty
Last Day of School Elem	Faculty, Admin support (ice cream, volunteers)	Required: Elementary Faculty
Commencement Ceremony	Grade 8 teacher: Ceremony Administration: planning	All required

8.5 Campus hours - School Days, Week-ends, Holidays

Campus is open to faculty and staff from 6:45 am through 9:30 pm every day.

Full-Time Faculty members are required to be on campus from 7:30 a.m. to 3:45 p.m. and may occasionally be required to remain on campus after 3:45 pm for events including for example afternoon and evening meetings, lectures, and classes, facilities work, administrative office hours, and weekend school events and trainings.

Additional information

- For reasons of safety, security, and risk management the school campus is closed between the hours of 9:30 p.m. and 6:45 a.m. unless presence on campus is specifically required by the Executive Director as part of an employee's assignment.

- Occasionally facilities work requires unobstructed access to campus for extended periods of time (for example for electrical work). In such cases, the Executive Director may make the decision to close the campus and allow campus access to selected employees only. Such instances are generally scheduled during week-ends and school breaks so as to not interfere with the conduct of school business. However, there may be exceptional circumstances when campus will be closed for a limited period of time between 5:30 pm and 6:45 am while school is in session. In such instances, the Director of Administration informs all employees of the campus access restrictions in writing, with at least 2 business days advance notice.
- Faculty members who wish to be on campus at times other than those indicated above are asked to obtain permission from the Executive Director. This is to ensure the safety and security of all employees.

8.6 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.

8.7 Solicitation And Distribution

Soliciting money by one employee of another, or collecting from one employee by another, except for the 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 are also prohibited. Trespassing, soliciting or distributing non-TCWS literature by or to anyone outside the School (including the parent body) are prohibited on School premises.

The School has established rules, applicable to all employees, to govern 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.

1. No employee shall 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;
2. No employee shall distribute or circulate any written or printed material in work areas at any time, during his or her working time, or during the working time of the employee or employees at whom the activity is directed; and
3. Under no circumstances will non-employees (including the parent body) be permitted to solicit or to distribute written material for any purpose on School property.

8.8 Alcohol And Drugs - Drug Free Workplace

Individuals who consume illegal drugs, controlled substances and/or alcohol may pose a serious potential hazard to themselves, other employees, students and parents in the workplace. The School is committed to providing a healthy, safe work environment. Therefore, TCWS is declared to be a drug-free workplace.

Use of prescription medication is permissible provided job performance and safety are not adversely impacted.

Use, possession, manufacture, sale, distribution, purchase or being under the influence of alcoholic beverages, 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 prohibited.

(The only exception to this prohibition 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.)

The illegal use of any drug, narcotic or controlled substance at any time is prohibited. Employees must not report for duty, drive a vehicle on School business or be on School property while under the influence of, or having in their possession, any alcoholic beverage, marijuana or illegally obtained drug, narcotic or other illegal substance. Breach of this policy may be grounds for immediate disciplinary action, including discharge. The School may also bring the matter to the attention of appropriate law enforcement authorities.

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, even though off duty, reflects adversely on the School. Additionally, the School is committed to keeping people who sell or possess controlled substances off the School's premises in order to keep such drugs off School grounds.

Employees who voluntarily disclose alcohol or drug problems may be eligible for unpaid time off to seek rehabilitative treatment, provided they are not already subject to related disciplinary action. Reasonable accommodation, such as unpaid leave, may be granted during the course of treatment provided the School suffers no undue hardship in granting it. The School is not obligated to continue the employment of any person whose job performance is impaired because of drug or alcohol use. Nor is the School obligated to re-employ any person who has participated in treatment for chemical dependency if that person's job performance remains impaired as a result of former or current dependency. Additionally, employees who are given the opportunity to seek rehabilitation but who fail successfully to overcome their dependency will not be given a second opportunity to seek treatment.

8.9 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 9A.1.250;
- (c) Any device commonly known as "nun-chu-ka sticks", 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; or
- (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 is guilty of a gross misdemeanor, will be reported to law enforcement authorities and will be dealt with under the full force of the law. TCWS employees in violation of this law will be guilty of gross misconduct and subject to immediate dismissal.

8.10 Confidentiality

During the course of your employment, you may work with or have access to proprietary information. Examples include confidential information regarding the School, its suppliers, its parents and students, and employee records. 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) when it is scheduled for destruction, and discussing it only with those who have a legitimate business 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 discharge.

8.11 Conflict of Interest

TCWS has no wish to interfere in its employees' broad range of activities. However, the School does have a policy regarding possible conflict between an employee's personal interests (including the interests of his or her 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 are general guidelines that apply to all employees.

Outside Work - No employee should accept outside work if it will interfere with his or her job performance. The most common forms of conflict of interest are performing work for another business entity 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 - No employee or any member of his or her immediate family 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 or romantic involvement with a competitor, supplier or subordinate can impair an employee's ability to exercise good judgment on behalf of the School. The School, in its sole discretion, reserves the right to resolve such situations in any way necessary, up to and including termination of an involved individual for business reasons.

Using TCWS 's 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. Usually, some way may 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 shall constitute grounds for disciplinary action.

8.12 Dress and Personal Appearance

Personal appearance is instrumental in our work with the students, an integral part of our efforts to create a beautiful and inspiring school environment. The appearance of school employees is also a reflection of the school in the eyes of the public including our students' 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 the level of professionalism expected by TCWS.

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.

8.13 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 requested to clean up after meals, to dispose of trash properly and to recycle appropriately.

8.14 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, 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.

8.15 Personal Property

TCWS is not responsible for personal property. The best protection is to put all valuables out of sight, locked up if possible. 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 vehicles or contents while parked on School property.

8.16 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 unescorted 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 lock buildings securely after school hours, on weekends and when school is not in session, including all windows and doors.

8.17 Visitors

All 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 to be accompanied by authorized 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.

8.18 Smoke Free Workplace

TCWS is designated as a "nonsmoking" School and workplace. Smoking is prohibited anywhere on TCWS property.

8.19 Personal Calls and Emails

Telephone calls and other activities of a personal nature are not activities for which Employees earn compensation nor do they enhance Three Cedars' business. Employees are expected to keep all personal phone calls to a minimum. Friends or relatives should be discouraged from calling during working hours except in the event of a necessity.

Employees are prohibited from using Three Cedars' address for personal mail and email. All personal mail should be addressed to the Employee's residence. Additionally, Three Cedars reserves the right to open all mail and email addressed to Employees and sent to Three Cedars Premises.

Personal visitors are to be kept to a minimum by all Employees. Visitors on Three Cedars business are to check in at the front desk and are to be accompanied by authorized Three Cedars personnel during their visit.

Employees are expected to be present on Three Cedars premises during non-work hours for business purposes only.

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, whether by an employee, Board member, parent, volunteer, or any other person shall immediately report the incident either verbally or in writing to the Executive Director, who will then report, or cause to be reported, the incident within 48 hours to Child Protective Services and, if also appropriate, to the police and/or other agencies.

Should a suspected abuser be an employee, volunteer, contractor or intern of TCWS, the incident must be reported, verbally or 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.

10. PERSONNEL FILE

Employee personnel files are initially formed with the Employment application. Personnel files 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 their direct Supervisor and the Executive Director. To keep Three Cedars personnel records accurate and to comply with applicable laws, Employees are required to notify their direct Supervisor and the Dean's Assistant 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

11. OTHER POLICIES

11.1 Faculty Workload

Introduction

A definition of full-time loads permits the school to achieve an approximately equitable distribution of teaching duties among teachers, both within and between sections (Early Childhood, Grade school) and within the Grades (Class Teachers and Subject Teachers), and for part-time teachers to determine salary and benefits in terms of the percentage of a full-time assignment.

TCWS teaching loads are determined by quantifying scheduled class time with students. Other duties, including but not limited to parent work, preparation time, correcting time, meeting time, cleaning, assigned duties, administrative work, mentoring, writing reports, leadership roles within the school, after-school study hall, sports, clubs, substituting for colleagues, field trips, supervising students during transition times, are not translated into lesson-equivalents and are not added to the workload figure.

Because of the many variables involved in determining the load which a teacher carries, TCWS does not consider it possible or desirable to achieve a precise formula for equitable distribution of teaching assignments. Therefore the definitions below are articulated in broad terms. It will continue to be imperative that those charged with applying the definition use their good judgment, considering both individual circumstances, as well as the needs of the school, in order to arrive at approximately equitable final outcomes.

Definitions

TCWS full-time teaching assignment (in terms of scheduled class time and time on campus) is defined as follows:

Early Childhood

- Programs run 4 hours/day (30 lessons/contact time per week, based on a 40-minute lesson)
- All EC teachers supervise and support extended care teachers, including substituting as needed



- Experienced EC teachers are expected to engage in additional school-wide support work beyond regular work group membership. (Examples: Leadership roles such as PCG member or Workgroup chair, admissions outreach, teaching a specialty lesson in Grade School).
- Teachers are in attendance from approximately 7:30 am to 1:15 pm
- Teachers may leave campus after students are dismissed and extended care is underway, unless needed for other tasks.

Class Teachers

- 10 to 12 lessons per week (*) in addition to Morning Lesson depending on grade and topic of lesson. Morning lesson is considered the equivalent of 2 lessons.
- Teachers attend new special subject teachers' classes as needed
- Grade 1 – May have one afternoon off.
- Grade 2 through 8 – may have one afternoon off.
- Teachers are in attendance all day (approximately 7:30 – 3:45) – with breaks for errands as needed.

Subject Teachers and Grade School

- Range of 20 to 22 lessons per week(*)
- For PE, full-time is 24 lessons per week benchmark
- Eurythmy full-time is 18 lessons per week benchmark
- Full-time teachers are in attendance all day (approximately 7:30 – 3:45) – with breaks for errands as needed.

(*) Based on five lessons per day. TCWS considers a school year to comprise an average of 34 weeks due to holidays and extended week-ends.

11.2 Use of Candles Policy

Introduction

Three Cedars Waldorf School personnel use candles on certain specific occasions so as to create and foster a celebratory mood. The policy outlined below articulates the conditions under which the use of candles is permitted on school premises and in premises rented for the purpose of school events that include students. The available options and their intrinsic limitations have been selected in the context of our school's utmost care in ensuring the safety of students, facilities, and personnel, and according to the rules and regulations the school is obligated to follow.

Permitted Use

1. Candles must be used in contained vessels such as an enclosed lantern.
2. Lit candles in lanterns must never be left unattended -
3. Lit candles in lanterns must never be placed near combustible materials.
4. Lanterns should be cleaned after each use to eliminate the build-up of creosote/soot, which is combustible.
5. Under no circumstances may open flames/candles be used while in motion.
6. For events requiring multiple lanterns, a fire-extinguisher must be kept ready to use in close proximity to the location of the candles, under the supervision of a school employee or volunteer whose sole task is to monitor the lanterns. Note: Spray bottles and buckets of water are not acceptable methods of putting out a fire.

Exceptions

- Lantern walk – students may hand-made lanterns which includes tea-lights.
- Winter Garden of Light – tapers inserted in apples.

Note – in both instances, **it is essential to implement point 6 above.**

11.3 Internet Usage and Communication Policy

1. School Use of Email

Email is a valid mechanism for official communication within Three Cedars Waldorf School. Official email communications are intended to meet the academic and administrative needs of the school community and may be used to communicate to employees regarding official business that is critical to the operation and function of the institution.

The ED may utilize or authorize email to send mass mailings to employees, and to any groupings of parents, according to the protocol outlined below:

- a) All communications from teaching and administrative staff to groups of parents pertaining to school life are first sent for review to the Office Manager (OM) and ED **at least 48 hours prior** to the desired sending date.
- b) OM or ED reviews and may revise a communication if deemed necessary.
- c) Revisions may be made to a document if information is incomplete, inaccurate, or in need of explicit context, when the content characterizes a policy, protocol, or general direction of the school in an imprecise or inaccurate manner, or when basic writing mechanics (spelling, grammar, punctuation) are in need of correction.
- d) When revisions are necessary, the OM or ED will review the changes with the author of the text prior to sending, in all cases except for writing mechanics and those in point e) below.
- e) On the rare occasion of a communication needing to be sent in a timeframe shorter than 48 hours, the OM or ED will review and/or modify as promptly as possible. It may be the case that revisions made in a context qualified as urgent will not be returned for approval to the original author prior to sending.
- f) Mass mailings sent directly by teaching and administrative staff to parent groups without prior approval of the OM or ED are not acceptable, and are in breach of TCWS Employment Agreement as outlined in point 13) of teaching staff job descriptions.

2. Official School Email Accounts

All school employees are given an official School email account. An official School email account is one in which the address ends with "threecedarswaldorf.org." The address of the official email account is included in a centrally maintained database accessible to employees so authorized. Requests regarding any aspects of email communication and technology must be addressed to officialemails@threecedars.org. This allows for prompt and appropriate handling of requests.

3. Expectations about employee use of email

Employees are expected to check their official school email on a regular basis in order to stay current with School-related communications. Communications pertaining to school must be sent using school email addresses.

4. Redirecting of email

If employees choose to redirect their email from their official School account to an off-campus email account, they do so at their own initiative and risk. Having email redirected does not absolve employees from the responsibilities associated with official communication sent to their school account. The School does not authorize employees to automatically forward emails from their school accounts to personal accounts.

5. School property

Any e-mail address or account assigned by the school to individuals or functions of the School, is the property of the School. E-mail services are extended for the sole use of School's faculty, staff, and other appropriately authorized users to accomplish tasks related to and consistent with the School's mission.

6. Authorized Access and Disclosure

Users are required to comply with the School's requests for access to and copies of the School's e-mail records when access or disclosure is required or allowed by applicable law or policy, regardless of whether such records reside on a computer housed or owned by the School.

7. Misuse

- Using e-mail for illegal activities is strictly prohibited.
- Failure to follow state law with regard to the disposition of mail records can lead to criminal charges.
- School e-mail services may not be used for commercial activities.
- E-mail users shall not give the impression that they are representing, giving opinions, or otherwise making statements on behalf of the School or any part of the School unless expressly authorized to do so.

8. Personal Use

The School's e-mail services may be used for incidental personal purposes provided that such use does not:

- a) Interfere with the e-mail user's employment or other obligations to the School;
- b) Violate this Policy, or any other applicable policy or law, including but not limited to use for personal gain, conflict of interest or commitment, harassment, defamation, copyright violation or illegal activities.

9. Confidentiality

- The confidentiality of e-mail cannot be assured, and such confidentiality may be compromised by access consistent with applicable law or policy, including this Policy, by unintended redistribution, or due to current technologies inadequate to protect against unauthorized access. Users, therefore, should exercise extreme caution in using e-mail to communicate confidential or sensitive matters, and should not assume that their e-mail is private or confidential.
- Users may not access, use, or disclose personal or confidential information without appropriate authorization, and must take necessary precautions to protect confidentiality of personal or confidential information encountered in the performance of their duties or otherwise.

10. General Use Cautions

- The ability of a recipient to forward a message, or accidentally respond to a listserv rather than an individual, may broadcast an e-mail message widely.



- Remember that there is no way to guarantee that the purported sender of an e-mail message was in fact the real sender of the message. It is relatively easy to disguise an electronic identity.
- Do comply with all state and federal laws.
- Do follow the normal standards of professional courtesy and conduct.
- Do respect copyright, proprietary rights, privacy laws.

YOU MAY NOT:

- Access, read, use, transfer or tamper with accounts or files that you are not authorized to use.
- Alter system software or hardware configurations without authorization.
- Libel or otherwise defame others via e-mail.
- Participate in illegal activities such as making threats, harassment, theft, breaching security measures, or violating other applicable law or policy.
- Engage in commercial activities.
- Engage in activities for personal financial gain.
- Violate school policies and guidelines.
- Send or forward chain letters or spam.
- Use a personal email to communicate about school business.

11.4 Classroom Furniture Policy

- 1) Furniture that belongs to the school is to stay in classrooms where it is currently located.
- 2) Teachers may negotiate with each other to trade furniture other than students desks and chairs.
- 3) Student desks and chairs are to remain in their current classroom with adjustments made, through the Practical Needs Group, to account for class size differences.
- 4) "Excess" furniture must stay where currently located, unless another teacher can use it in another classroom.
- 5) No new furniture is to be purchased or built without prior approval by Executive Director.

ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE HANDBOOK

TCWS Employee Handbook is made available to you electronically. Upon reception of this handbook, please print and sign two copies of this page, Acknowledgement of Receipt of Employee Handbook, and return to the Executive Director, NO LATER THAN 72 hours following reception.

This is to acknowledge that I have received a copy of the TCWS Employee Handbook.

I acknowledge that it is my responsibility to read it.

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 my supervisor regarding 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 also agree 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 will be responsible for keeping an updated copy readily available.

I acknowledge 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 _____

Employee's Name _____

Supervisor's Signature _____

Supervisor's Name _____