



Employee Handbook

ACKNOWLEDGEMENT OF RECEIPT OF EMPLOYEE HANDBOOK AND NOTICE OF AT-WILL EMPLOYMENT

This is to acknowledge that I have received – in electronic or paper form- a copy of the Employee/Faculty Handbook (“Handbook”) of Rectory School (“School”) and I understand that it contains information about the employment and other policies and practices of the School. I agree to read and comply with this Employee/Faculty Handbook, as may be amended from time to time I understand that the policies outlined in this Handbook are guidelines only and the School retains the right to make decisions involving employment and related policies at its discretion as needed for the effective and efficient operation of the School and for the benefit of our students and school community. I understand that this Handbook supersedes and replaces any and all prior Employee and/or Faculty Handbooks as well as any inconsistent verbal or written policy statements.

I understand that all employees of the School are considered at-will employees, and that such status may be altered only by the Head of School through a signed written contract between the School and the employee. The School reserves the right to revise, delete or amend the provisions of this Handbook at any time without further notice. All such revisions, deletions or additions to the Employee/Faculty Handbook will be in writing and will be made available to employees I understand that no oral statements or representations can change the provisions of this Handbook.

The Handbook is not intended to create contractual obligations with respect to any matters covered herein and does not create a contract guaranteeing that I will be employed for any specific time period.

THE SCHOOL IS AN AT-WILL EMPLOYER. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS HANDBOOK, THE SCHOOL OR I MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE. NOTHING IN THIS HANDBOOK OR IN ANY DOCUMENT OR STATEMENT, WRITTEN OR ORAL, SHALL LIMIT THE RIGHT TO TERMINATE EMPLOYMENT AT-WILL. NO REPRESENTATIVE OF THE SCHOOL, OTHER THAN THE HEAD OF SCHOOL, IS AUTHORIZED TO ENTER INTO AN AGREEMENT WITH ANY EMPLOYEE FOR EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME AND SUCH AGREEMENT MUST BE IN A WRITTEN CONTRACT SIGNED BY THE HEAD OF SCHOOL.

I understand that this Handbook refers to current benefit plans maintained by the School and that I must refer to the actual plan documents and summary plan descriptions as these documents are controlling.

In signing below, I acknowledge and understand that if a written contract is inconsistent with the language and/or provisions of this Handbook, the written contract is controlling.

If I have questions about the content or interpretation of the Employee Handbook, I will contact the Chief Financial Officer

_____ Date _____
EMPLOYEE SIGNATURE

Print Name

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I. INTRODUCTION

Rectory School's mission is to provide students, from early childhood through middle school, with an enriched and supportive academic, social and ethical community that addresses individual learning styles, aptitudes and needs while promoting personal self-worth and accountability. The School community lives the Rectory School Creed: Responsibility, Respect, Honesty, and Compassion.

Rectory School provides its employees, including faculty and administrators, with this Employee/Faculty Handbook (the "Handbook") to assist them in understanding the practices and procedures of the School, as well as to provide relevant employment information and related policies. This Handbook is a resource to be used as a reference to provide a general overview and is intended for informational purposes only.

This Handbook explains many of the School's present policies. Please read it thoroughly. This Handbook supersedes and replaces any prior Handbooks issued by Rectory School. You are responsible for abiding by the School's rules and policies and knowing and understanding the contents of this Handbook, as well as your obligations under these policies. If you have any questions after reviewing the contents of this Handbook, please direct them to the Head of School or to the Chief Financial Officer.

This Handbook is not intended to create, nor should it be construed to create a contract of employment. Neither the Handbook, nor any other School policy, practice, nor communication, creates an employment contract or obligation of any kind on the part of the School. No manager, supervisor, or other employee of the School has the authority to make promises, statements, or agreements to the contrary unless they are signed in writing by the Head of School.

All employees of Rectory are employed on an "at will" basis, which means that both you and the School have the right to terminate employment at any time, for any reason or no reason, with or without cause and with or without notice, except as otherwise noted in this Handbook.

The School reserves the right to revise, modify, delete, or add to any policies, programs, practices, procedures, or benefits described in this Handbook at any time, with or without advance notice. Your continued employment after any of these changes indicates your agreement to these changes.

This Handbook may not contain all of the information that you will need during the course of your employment. As such you may receive additional information and instructions from the School from time to time. If you have any questions regarding this Handbook, or any School policies, practices, procedures, or benefits, please contact the Head of School or the Chief Financial Officer.

For clarification purposes, in the explanations contained in this handbook, the School's year is July 1 to June 30.

II. RECTORY COMMUNITY POLICIES

Non-Discrimination Statement

Rectory School complies with all applicable civil rights laws and does not discriminate on the basis of any protected characteristics in any of its educational programs or activities, including employment. Protected characteristics (or protected classes) include race, color, religion, age, sex, sexual orientation, marital status, national origin, alienage, disability, pregnancy, veteran status, gender identity or expression, or any other basis prohibited by state or federal law.

Non-Discrimination and Harassment Policy

It is also the express policy of Rectory School to prohibit any form of discrimination or discriminatory harassment whether by students, School employees or third parties subject to the control of Rectory School. Students, employees and third parties are expected to adhere to a standard of conduct that is respectful of the rights of all members of the school community.

Students and employees are entitled to an employment and educational environment that is free of discrimination and discriminatory harassment. This policy is intended to provide notice of compliance with federal and state civil rights laws to all employees, students, parents/guardians, applicants for admission and employment, and other interested persons, as appropriate. Rectory School requires all persons, agencies, vendors, contractors, and other persons and organizations doing business with or performing services for the school to adhere to this non-discrimination policy and to all applicable federal and state laws pertaining to school operations.

For an employee, discrimination is defined as when an employer refuses to hire, disciplines or discharges any individual, or otherwise discriminates against an individual with respect to his or her compensation, terms, conditions, or privileges of employment on the basis of the individual's actual or perceived membership in a protected class. For students and others, discrimination may also occur when a person, is denied participation in, or the benefits of, a program or activity of the School because of their actual or perceived membership in a protected class.

Protected class harassment is a form of discrimination that is prohibited by law and by this policy. Harassment in this context is defined as any unwelcome conduct on the basis of actual or perceived membership in a protected class that creates a hostile environment such that the conduct unreasonably interferes with, limits or denies an individual's educational or employment access, benefits or opportunities. The discriminatory effect can result from conduct that is verbal, written, graphic or physical conduct that is severe or pervasive and objectively offensive. Sexual violence is a form of sexual harassment. For the purposes of this policy, sexual violence refers to physical acts that are sexual in nature, perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol.

Any individual who engages in a protected activity under this policy is protected from reprisal or retaliation, which is defined as any materially adverse action taken because of a person's participation in such protected activity. Protected activity includes reporting an incident that may be a violation under this policy, participating in the grievance process, supporting a person who participates in the grievance process as described in the School's policies or assisting in providing information relevant to an investigation under

this policy.

The Rectory School provides for the prompt and equitable resolution of any complaint alleging discrimination or unlawful harassment. When harassment rises to the level of creating a hostile environment, the School may take disciplinary action or other corrective action as appropriate. Students who engage in discrimination/harassment may be subject to dismissal; employees who engage in discrimination/harassment may be subject to discharge from employment. In addition, anyone who engages in retaliation as defined under this policy is also subject to other interventions and corrective action as determined by the School.

Designation of Responsible Employee(s)

Lisa Levesque is the individual appointed by Rectory School to serve as its Responsible Employee.

The Responsible Employee oversees implementation of this policy and coordinates efforts to comply with and carry out the School's responsibilities under this policy, including the investigation of any complaint about which the School has actual notice. The Responsible Employee may coordinate and designate other school employees to assist in carrying out these responsibilities, including assistance in investigating and resolving complaints and implementing corrective measures to stop, remediate and prevent discrimination, harassment and retaliation prohibited under this policy.

The Responsible Employee (or their designee) shall make specific and continuing steps to notify students, parents/guardians, employees, applicants for admission and employment and the public of where and how to initiate the grievance (complaint) process described in this policy. The Responsible Employee will also ensure adequate non-discrimination policies are in place, recommend new procedures or modifications to procedures and monitor the implementation of this policy.

Anyone with any questions about Rectory School's non-discrimination policies, or who is alleging a violation of this policy should contact the Responsible Employee:

RESPONSIBLE EMPLOYEE

Lisa Levesque
P.O. Box 68
Pomfret, CT 06258
860-928-9025
levesque@rectoryschool.org

In the alternative, allegations of violations of this policy may also be made to either of the following individuals:

- **Tonya Rayment, CFO**
 - tonya.rayment@rectoryschool.org
- **Fred Williams, Head of School**
 - fwilliams@rectoryschool.org

For more detailed information about how to file a complaint and the grievance procedures, please refer to

the Non-Discrimination Grievance Procedures in Section III of this Manual.

Other Resources

In addition to filing a complaint internally with the Rectory School in accordance with this policy, individuals may also make inquiries and/or file a complaint with the following agency:

Office of Diversity, Inclusion & Civil Rights (ODICR)
U.S. Small Business Administration
409 Third Street, SW, Suite 6400
Washington, DC 20416,
Tel: 202-205-6750
TTY/TTD: 1/800-877-8339
<https://www.sba.gov/offices/headquarters/odicer>

Any student, parent/guardian or employee may also file a complaint with the Connecticut Commission on Human Rights and Opportunities:

Connecticut Commission on Human Rights and Opportunities
450 Columbus Blvd.
Hartford, CT 06103-1835
Tel: 800-477-5737

Employees may also file a complaint regarding employment discrimination with the Equal Employment Opportunity Commission:

Equal Employment Opportunity Commission, Boston Area Office
John F. Kennedy Federal Building
475 Government Center
Boston, MA 02203
(800-669-4000)

Non-Discrimination Grievance Procedures

Reporting Non-Discrimination Complaints

- A. Any individual who has experienced discrimination or harassment on the basis of a protected class, or believes that a student or employee has been discriminated against or harassed in violation of this policy should report their concern promptly to the Responsible Employee at the contact information in Section I of this Manual. Any person (including students) who need assistance in preparing a written complaint, are encouraged to discuss the situation with the Responsible Employee.
- B. Students who feel they have been discriminated against or harassed may also report their concern to any of the following:
 - o **Fred Williams, Head of School**

- fwilliams@rectoryschool.org
- **Melissa Zahansky, Co-chair of the DEIJ Committee**
 - melissa.zahansky@rectoryschool.org

C. Employees who feel they have been discriminated against or harassed may also report their concern to the following individual:

- **Tonya Rayment, CFO**
 - tonya.rayment@rectoryschool.org

D. Timely reporting of complaints facilitates the investigation and resolution of such complaints. For this reason, complaints should be filed within thirty (30) calendar days of the alleged incident.

E. The complaint should be in writing and include the following information:

- Name of the reporter;
- Name of the alleged target/victim;
- Date of the complaint;
- Date(s) of the alleged harassment/discrimination;
- Name(s) of the person alleged to have engaged in harassment/discrimination;
- Location where incident occurred;
- Names of any witness(es) or persons with relevant information;
- Statement or summary of what occurred;
- Proposed remedy (if applicable);
- Other relevant information.

See Appendix A of this Manual.

Responding to a Complaint/Investigations

- A. Any complaints that are made to anyone other than the Responsible Employee should be forwarded immediately to the Responsible Employee. The Responsible Employee may inform the Head of School, CFO, Division Head or other appropriate administrators depending on the nature of the complaint and persons involved (e.g., employees, students, etc.). If the complaint involves the Head of School, notice should be given to the President of the Board of Trustees for Rectory School.
- B. If the allegation involves a minor child or student, the person receiving the complaint should consider whether a child abuse report should be completed in accordance with the School's Policy on Mandated Reporting of Child Abuse.
- D. Rectory School will conduct an adequate, reliable and impartial investigation. A complaint may be investigated by the Responsible Employee or his/her designee. Any complaint about an employee who holds a supervisory position shall be investigated by a person who is not subject to that supervisor's authority. Any complaint about the Responsible Employee should be submitted to the

Chief Financial Officer or Head of School; and any complaint about the Head of School should be submitted to the President of the Board of Trustees.

- E. Any investigation shall be conducted discreetly, maintaining confidentiality insofar as possible while still conducting an effective and thorough investigation.
- F. The Responsible Employee may pursue a prompt and equitable informal resolution of the complaint with the express agreement of the parties involved. Any party to the complaint may decide to end an informal resolution and pursue a formal process at any point. Even if the parties wish to engage in informal resolution, the Responsible Employee must consider if such process is appropriate in light of the circumstances and all applicable policies and laws. There may be circumstances where even with the consent of the parties, an informal resolution is not appropriate or recommended.
- G. In investigating a complaint, the Responsible Employee or designee shall:
 - a) offer to meet with the reporting individual (complainant) to discuss the nature of the complaint.
 - b) provide the individual against whom the complaint is made (respondent) an opportunity to be heard as part of the investigation. The complainant shall not be required to attend meetings with the respondent but may choose to do so as part of the resolution process.
 - c) provide the complainant and respondent with a copy of the School's Non-Discrimination Policy and grievance procedures.
 - d) give the complainant and respondent an opportunity to suggest witnesses and/or submit materials they believe are relevant to the complaint.
 - e) investigate the factual basis for the complaint, including conducting interviews with individuals with relevant information and reviewing relevant materials. The investigation must be prompt, adequate, reliable, and impartial.
 - f) maintain the privacy of all parties to the extent practicable and advise the parties, including any witnesses, of the confidential nature of the investigation.
 - g) advise the parties and any participating witnesses that retaliation is strictly prohibited.
 - h) maintain a written record of the investigation process.
 - i) consider whether any interim remedial measures may be appropriate to reduce the risk of further discrimination or harassment while the investigation is pending. Examples of such interim measures include, but are not limited to, no contact orders, changing schedules or classes, etc.
 - j) consult with the Head of School, CFO or other appropriate administrators as may be needed concerning the investigation, conclusions and/or any remedial and/or disciplinary measures.

- k) complete the investigation promptly. Typically, investigations should be completed within 30 business days of receiving a complaint, if practicable. The timeline may be extended at the discretion of the Responsible Employee or designee for good cause.
 - l) determine whether, based on the factual conclusions of the investigation, alleged discrimination or harassment occurred, including whether the conduct created a hostile environment.
- H. If the Responsible Employee or designee determines that discrimination or harassment occurred, he/she shall, in consultation with the Head of School and/or other appropriate School administrators:
- i) inform both the complainant and respondent in writing of the results of the investigation and its resolution (to the extent permitted in light of applicable law and confidentiality requirements). If the complainant is a witness and not a party, information shared with the complainant may be limited.
 - ii) take steps that are reasonably calculated to end the discrimination, take corrective and/or disciplinary action aimed at preventing the recurrence of the harassment or discrimination.
- I. If the complainant or respondent is dissatisfied with the resolution, either may make an appeal in writing to the Head of School within 10 business days after receiving notice of the resolution. The Head of School or their designee shall review the investigation report and other relevant materials collected as part of the investigation, along with the recommended disposition of the complaint. The Head of School or designee may conduct further investigation if deemed appropriate at his/her discretion. The Head of School or designee shall respond to the complainant in writing within fifteen (15) business days following the receipt of the written request for review.
- J. Retaliation against any individual for protected activity pursuant to the School's policy and procedures is strictly prohibited. The School will take actions necessary to prevent retaliation as a result of filing a complaint.

Other Complaint or Grievance Procedures

Reporting Other Complaints or Grievances

- A. Complaints or grievances that are not related to non-discrimination or harassment should be taken to your immediate supervisor.
- B. If the complaint or grievance is regarding your immediate supervisor, it should be taken to their immediate supervisor.
- C. If the complaint involves the Head of School, notice should be given to the President of the Board of Trustees for Rectory School.

I. Related Policies

Guidance for Maintaining Professional Boundaries

In order to promote the safety and well-being of our students, it is the expectation of the School, that all adults in our community maintain appropriate professional boundaries with our students at all times. Adults in our community occupy a special position of authority and students must be able to trust and rely upon the faculty and other adults in our school. For these reasons, it is important to avoid even the appearance of impropriety in interactions with students, their families, and others. In order to maintain a code of conduct that honors every member of our community, and at the same time helps to avoid misunderstanding, the School has developed the following guidelines:

1. Employees should avoid physical touching of students, limiting such interactions to those with a situation with a clear educational purpose, or situations such as offering a supportive or congratulatory hug
2. Employees must avoid or limit closed door meetings with students and are prohibited from after-hour activities involving only one student, particularly outside of academic buildings and academic classrooms. Any interaction or meeting with a student should be interruptible and as transparent as possible.
3. Windows in classroom and office doors should not be blocked or covered unless there is clear educational reason for doing so. Classroom and office doors without windows should remain open during one-on-one meetings with students.
4. Employees must report known or suspected concerns about inappropriate or questionable conduct or behavior on the part of fellow employees, faculty, volunteers, students, or any other adult in the school community.
5. All campus activities involving students should be properly scheduled and authorized by the Head of School, or his designee.
6. No employee may take a student off campus for any reason unless the Head of School has approved. Missions of mercy such as taking a child to the emergency room are exceptions.
7. At least two chaperones must accompany overnight off-campus student trips.

Education and Training Requirements

The School will provide education and training on the subject of child abuse prevention, including sexual and physical abuse to employees who work with students. Such education and training shall include training regarding the process for reporting to both the School and appropriate authorities.

Guidelines for Appropriate Affection

Rectory School is committed to creating and promoting a positive, nurturing environment for our children and youth while protecting them from abuse and school personnel from misunderstandings. In order to create safe boundaries for children and youth, it is important to establish which types of affection are appropriate and which are inappropriate. The following guidelines are to be carefully followed by all School Personnel working with or around children or youth.

- A.** Affection is part of school life. There are many ways to demonstrate affection while maintaining positive and safe boundaries with children and youth.

Some positive and appropriate forms of affection are listed below:

- Brief hugs; Pats on the shoulder or back.
- Handshakes; High-fives and hand slapping.
- Verbal praise; Touching hands, faces, shoulders, and arms of children or youth.
- Arms around shoulders; Holding hands while walking with small children.
- Sitting beside small children; Kneeling or bending down for hugs with small children.
- Holding hands during prayer.

B. The following forms of affection are considered **inappropriate** with children and youth in school settings:

- Inappropriate or lengthy embraces; Kisses on the mouth.
- Holding children over three years old on the lap.
- Touching bottoms, chests, or genital areas other than for appropriate diapering or toileting of infants and toddlers.
- Showing affection in isolated areas such as bedrooms, closets, staff-only areas, or other private rooms.
- Occupying a bed with a child or youth; Any form of unwanted affection.
- Comments or compliments (verbal or written) that relate to physique.

Code of Conduct for Protection of Children and Youth

1. School Personnel agree not to physically, sexually, or emotionally abuse or neglect a child or youth.
2. School Personnel agree to comply with the policies for general conduct with children and youth as defined in this Handbook.
3. All School Personnel agree to comply with the Guidelines for Appropriate Affection with children and youth.
4. In the event that School Personnel observe any inappropriate behavior or possible policy violations with children or youth, School Personnel must provide an oral report to the Connecticut Department of Children and Families (DCF) as soon as practicable, but no more than twelve hours after the observation of possible violations. A written follow-up report must be provided to DCF with a copy to the Head of School within 48 hours of the initial oral report. This should apply to non-mandatory reporters as well.
5. School Personnel understand that the School will not tolerate the abuse of children and youth and agree to comply with this position in spirit and in action.

Touching for CARE & Elementary Programs

For the CARE program through 2nd grade the issue of “touch” is important to address. The School believes that physical contact and nurturing in early childhood programs are essential in all forms—carrying, swinging, holding, hugging, patting, high-fives, and rough and tumble play. The School also believes that withholding touch can be just as physically and emotionally harmful to a child as sexual abuse or physical abuse such as hitting, grabbing, spanking, and shaking. When children of any age are

denied touch, or when they experience it only in the context of aggression or punishment, they are deprived of the nurturing environment that they need to thrive and grow.

Teachers must understand what is age-appropriate, individually appropriate, and culturally appropriate. Recognizing that it is the School's responsibility to protect children from abusers and to maintain an environment that limits the potential of abuse, the following guidelines are established for CARE and kindergarten through 2nd grade:

- Teachers may touch students in a nurturing fashion, provided another adult is present.
- The CARE and elementary school staff will regularly participate in a program to review what constitutes sexual abuse and suspicion of abuse and to review the School's policy on how to report abuse.
- Parents will be informed of this policy and School Personnel will honor any parental requests not to touch their children.

For the 3rd and 4th grades, teachers may hug, pat, or high-five a child provided there is another adult present. For this age group, back rubs, lap-sitting, and rocking are not acceptable.

Employee Protection in Abuse, Molestation, and Harassment Proceedings

The School's policies on abuse and molestation, as well as harassment, carefully detail and clarify all Rectory employees' responsibilities and obligations, both legal and professional. The School supports employees in complying with these policies and will not discharge or in any way discriminate or retaliate against any employee who in good faith makes, or in good faith does not make, a report pursuant to this policy or who is involved in any proceeding concerning abuse, molestation, or neglect.

Mandatory Reporting of Child Abuse and Neglect

Matters involving the possible abuse of a minor must be immediately reported to the School and to appropriate outside officials. All school employees are considered mandated reporters. Mandated reporters are required by law to report suspicions of abuse or neglect if, in the ordinary course of their employment, they have reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent risk of serious harm, or if a student has been the victim of a sexual assault by a school employee. A mandated reporter must report, or cause a report to be made, as soon as practicable, but **not later than twelve (12) hours** to the Connecticut Department of Children and Families (DCF) or local law enforcement. Any school employee with a concern related to possible abuse or neglect of a minor must report such concern immediately in accordance with the School's Mandated Reporting Policy outlined below.

What Must Be Reported

Connecticut law requires that a mandated reporter must report to DCF if, in the ordinary course of such person's employment or profession, the person has reasonable cause to suspect or to believe that a child under the age of 18:

- 1) Has been abused or neglected;
- 2) Has had non-accidental physical injury, or injury which is at variance with the history given for such injury, inflicted upon him/her; or

3) Is placed at imminent risk of serious harm.

“Abused” means that a child:

- (a) Has had physical injury or injuries inflicted upon him other than by accidental means.
- (b) Has injuries which are at variance with the history given of them; or
- (c) Is in a condition which is the result of maltreatment, such as, but not limited to, malnutrition, sexual molestation or exploitation, deprivation of necessities, emotional maltreatment, or cruel punishment.

“Neglected” means that a child:

- (a) Has been abandoned.
- (b) Is being denied proper care and attention, physically, educationally, emotionally, or morally.
- (c) Is being permitted to live under conditions, circumstances or associations injurious to his well-being.
- (d) Has been abused.

The suspicion or belief of a mandated reporter may be based on factors including, but not limited to, observations, allegations, facts or statements by a child or victim, or a third party. Such suspicion or belief does not require certainty or probable cause.

If a faculty or staff member, or other school employee, has reasonable cause to suspect that another school employee has sexually assaulted a student, regardless of the student’s age, the employee should also report such suspicion to the Head of School, Chief Financial Officer, or Assistant Head of School, Director of Residential Life, Director of Nursing, or the Athletic Director who will then in turn contact law enforcement or other agencies as appropriate in accordance with the procedures below.

Procedures for Reporting Suspicions of Child Abuse or Neglect

If a faculty member or other mandated reporter has a reasonable suspicion of abuse, neglect, or sexual assault, he/she must immediately report such suspicion to the Head of School; the Chief Financial Officer; the Assistant Head of School; the Director of Residential Life; the Director of Nursing; or the Athletic Director. It is the obligation of any mandated reporter to make an oral report, or cause such report to be made, to DCF within 12 hours. The Head of School or other Administrator will provide assistance and guidance with respect to the procedures for contacting DCF and submitting written reports, and will coordinate any ensuing investigation with appropriate agencies.

Should the allegation involve the Head of School, then he/she should not be notified, but rather the notification should be made to the Rectory School Chairperson of Board of Trustees.

Board of Trustees Chairperson
Keven Lewis
kevin.t.lewis@pwc.com

Contents of Reports

Any oral or written report made pursuant to this policy shall contain the following information, if known:

- a) The names and addresses of the child and his/her parents or other person responsible for his/her care.
- b) The age of the child.
- c) The gender of the child.
- d) The nature and extent of the child's injury or injuries, maltreatment or neglect.
- e) The approximate date and time the injury or injuries, maltreatment or neglect occurred.
- f) Information concerning any previous injury or injuries to, or maltreatment or neglect of the child or his/her siblings.
- g) The circumstances in which the injury or injuries, maltreatment or neglect came to be known to the reporter.
- h) The name of the person or persons suspected to be responsible for causing such injury or injuries, maltreatment or neglect.
- i) The reasons such person or persons are suspected of causing such injury or injuries, maltreatment or neglect.
- j) Any information concerning any prior cases in which such person or persons have been suspected of causing an injury, maltreatment, or neglect of a child; and
- k) Whatever action, if any, was taken to treat, provide shelter or otherwise assist the child.

Notification of Parents

Mandated reporters are under no legal obligation to inform parents that they have made a report to DCF about their child, unless the allegation concerns an employee of the School. In cases not involving a school employee, the Head of School, acting in coordination with DCF, will make a determination of whether or not the parents should be notified.

Investigation of the Report

- a) The Head of School or his/her designee shall thoroughly investigate reports of suspected abuse, neglect or assault if/when such report involves an employee of the School (or other individual under the control of the School), provided such investigation does not impede an investigation by DCF. In all other cases, DCF shall be responsible for conducting the investigation with the cooperation and collaboration of the School, as appropriate.

- b) Recognizing that DCF is the lead agency for the investigation of child abuse and neglect reports, the School's investigation shall permit and give priority to any investigation conducted by DCF or the appropriate local law enforcement agency. The School shall conduct its investigation and take any disciplinary action, consistent with state law, upon confirmation from DCF or the appropriate local law enforcement agency that the School's investigation will not interfere with the DCF /police investigation. The School shall coordinate investigatory activities in order to minimize the number of interviews of any child and share information with other persons authorized to conduct an investigation of child abuse or neglect, as appropriate.
- c) Any employee reporting child abuse/ neglect/ assault or having any information relevant to alleged abuse, neglect, or assault shall provide the Head of School or designee with all information related to the investigation that is in the possession or control of such person, except as expressly prohibited by state or federal law.

Evidence of Abuse, Neglect or Assault by School Employees or Independent Contractors

If, following an investigation, it is concluded that a child has been abused, neglected or assaulted by a school employee or other individual under the control of the School, Rectory School may take appropriate disciplinary action, up to and including termination of employment, regardless of the outcome of any investigation by DCF and/or the police, in accordance with state and federal law.

Disciplinary Action for Failure to Follow Policy

Except as provided below, any employee who fails to comply with the requirements of this policy shall be subject to discipline, up to and including termination of employment.

Non-discrimination Policy/Prohibition against Retaliation

The School expressly prohibits retaliation against individuals reporting child abuse or neglect and shall not discharge or in any manner discriminate or retaliate against any employee who, in good faith makes, or in good faith does not make, a report pursuant to this policy, or testifies or is about to testify in any proceeding involving abuse or neglect. The School also prohibits any employee from hindering or preventing or attempting to hinder or prevent any employee from making a report pursuant to this policy or state law concerning suspected child abuse or neglect or testifying in any proceeding involving child abuse or neglect.

Reporting Sexual Activity Involving Students

There may be times when sexual activity between or among students may require a report to DCF. In making a decision about reporting, consideration should be given to the relative ages of the students, the nature of the activity, whether it was consensual, or whether there were any other factors that might indicate a student's inability to consent. Faculty and other employees are encouraged to immediately report **any** concerns about sexual activity between or among students, particularly if there is a significant age difference between the students, to the Head of School or Director of Residential Life.

As general guidance, DCF provides the following suggested criteria for reporting sexual activity involving minors, regardless of gender:

Mandated reporters must report sexual activity involving:

- 1) Children under 13 years of age who are engaging in sexual intercourse, have a sexually transmitted disease, are pregnant or who are engaging in sexual activity that is developmentally inappropriate.
- 2) Children of any age who are engaging in sexual activity with a member of their family regardless of the age of the individuals involved.
- 3) Children of any age that are in a condition that is the result of sexual molestation or exploitation; or
- 4) Children of any age who are engaging in sexual activity and:
 - a. the relationship is non-consensual, hostile, contains the use of force, is threatening, and one individual is being exploited, degraded, or humiliated.
 - b. the child has emotional, psychological, or intellectual disabilities that may preclude him/her from consenting or understanding the consequences of consenting regardless of the child's age; or
 - c. the child is under the age of 16 years and the partner is 21 years or older.

Under Connecticut law, employees should also be aware that sexual activity involving a student younger than 13 years old may also be considered a crime (i.e., statutory rape), regardless of whether the activity is consensual and regardless of whether it warrants a report to DCF. Sexual contact between any school employee and a current student is also prohibited by law and must be reported.

Additional Guidelines for Supervising Students

The following guidelines are intended to assist school employees in monitoring and supervising behaviors and interactions with students and youth to identify and stop behaviors which may be inherently harmful. These guidelines should also be used to make decisions about interactions with children and youth in school-sponsored and affiliated programs. They are not designed or intended to address interactions within families. If any employee believes he/she needs to deviate from these guidelines, the employee should contact the Head of School to alert them as to the circumstances.

1. School employees should not release children under six (6) years old to anyone other than their parents or legal guardians, those designated by their parents or legal guardians, or to a school employee responsible for the student. .
2. School employees are prohibited from use, possession, distribution, or being under the influence of alcohol and illegal drugs, or the misuse of legal drugs, while participating in or assisting with any school programs or activities.
3. School employees must ensure that there is a written permission form on file before an authorized employee may transport a student in connection with any school activity. Employees may not transport any student for any other reason that is not directly related to a school program or activity.
4. All employees will interact with and respond to our students with respect, consideration, and equal treatment, regardless of sex, race, religion, sexual orientation, culture, or socio-economic status, avoiding even the appearance of favoritism. The School expects that all school employees will portray a positive role model for our students by maintaining an attitude of respect, patience, and maturity.

5. Employees are prohibited from possessing any sexually oriented materials (magazines, cards, videos, films, clothing, etc.) on school property or in the presence of our students as expressly permitted as part of a pre-authorized educational program.
6. Employees should not discuss their own personal problems with students and are prohibited from discussing their own intimate relationships, sexual activities, including dreams and fantasies, or discussing their use of sexually oriented or explicit materials such as pornography, videos, or materials on or from the internet, with students.
7. Employees are prohibited from dressing, undressing, bathing, or showering in the presence of students.
8. Employees may not use physical punishment in any way for behavior management. No form of physical discipline is acceptable. This prohibition includes spanking, slapping, pinching, hitting, or any other physical force. Physical force may only be used to the extent necessary to stop a behavior that may cause immediate harm to the individual or to a student or others.
9. Employees are prohibited from using harsh language, degrading punishment, or any physical or mechanical restraint such as a rope or tape for behavior management.
10. Employees are expected to enforce school rules. This includes an expectation that employees will report and intervene as appropriate anytime they observe or become aware of any harmful behavior of others, including behavior which might constitute bullying, hazing, harassment, or abuse. All employees are required to report any unprofessional or inappropriate behavior by anyone in the school community, including any conduct that may violate school policy.

If any School employee observes inappropriate behavior or actions that are inconsistent with the above guidelines, any inappropriate affection involving children or youth, or actions that may violate any provision of the above policies, s/he must immediately report his or her observation to the Head of School, Chief Financial Officer, Assistant Head of School, Director of Residential Life, Director of Nursing, or Athletic Director. All reports should be followed up with a written report. This report to the Head of School or a Designee may be made on the form on page 11 or in another form of the employee's choosing.

Examples of inappropriate behaviors or policy violations include (but are not limited to): seeking private time with children or youth; taking children or youth on overnight trips without other adults; excessive swearing; or making suggestive comments to children or youth.

Whistle Blower Policy

Rectory School's Board of Trustees ("The Board") and administration do not condone actions that are detrimental to the School's resources, facilities, community members, or image. It is not possible for the administration of the School to be at all places at all times and for this reason, it is the policy of the School for all employees, trustees, students or other individuals under the control of the School to report any concerns regarding suspicious or concerning conduct that may be detrimental to the school community. The Board has created the following policy so that community members may effectively report suspicious or malicious behavior by a Rectory School representative without fear of personal or professional retaliation.

Procedure:

Any Rectory School employee, trustee, student, applicant, or third-party vendor must report in good faith **suspected illegal or malicious activity** to the Head of School, the Chief Financial Officer, the Assistant Head of School, or the Board. Trustees are listed on the Rectory School website.

Contact information can be obtained from the Head of School's Office or the Business Office. **Rectory School will in no way retaliate against the reporting party for any good faith report.**

A good faith report can be described as a report made where the reporter has reasonable cause to suspect or believe that malicious or illegal activity is occurring.

The Board realizes that intentional filing of a false report can have a serious effect on innocent community members. Just as the Board will not retaliate against anybody who makes a good faith report, it will not tolerate reports made in "bad faith." If after investigation it is determined that a false report was deliberately filed, the accuser will be subject to appropriate disciplinary action, up to and including termination of employment.

Follow-Up

The Head of School or Trustee will report to the accuser whether the report will be investigated. The actual results or findings of any investigation will be handled appropriately and not be separately reported to the original accuser.

Formal Complaints of Retaliation

Any retaliatory acts to or toward an accuser must be reported immediately to the Head of School or to the Chief Financial Officer or the Assistant Head of School.

Records Retention and Document Destruction Policy

The School's records retention policy is posted electronically to the Faculty Portal. A hardcopy of the policy may also be requested from the Business Office. This policy extends to electronic records as well as records in a paper format.

It is against the law to alter, hide, destroy, or falsify documents to prevent their use in litigation or official proceedings. This includes documents which are in electronic as well as paper form. No documents are to be destroyed or altered once the School knows or has reason to know that the School is involved in an official action or investigation which may require the production of documents at some time in the future.

Communications Policy

Voice and Email

The success of our work at Rectory School depends on timely communication, particularly in regard to the school/home relationship. To this end, employees are expected to check voice and email daily. It is the expectation that teachers should respond to all parental communications within two business days, though urgent communications may require a more immediate response. Colleagues also deserve quick responses to email queries and the same two business day response time is expected here as well.

When communicating with parents about a student matter, it is recommended that teachers document sensitive communications for the purpose of record keeping by emailing a summary of the communication to the appropriate department and/or division head. Faculty and staff should be mindful that email is not

a secure method of communication and therefore information that is private or highly sensitive may not be appropriate for use of email and should consider more direct form of communication such as phone call or meeting.

Proofreading

All documents distributed to large segments of the immediate or extended school community, which includes placement of material on the school website, shall be proofread by at least two persons other than the author, one of whom shall be the Head of School or Director of Communications or another member of the Senior Administrative Team. Nothing should be posted to the School's website or distributed to the community at large without approval of the Head of School or Director of Communications.

Longer documents and those going to a greater constituency must be proofread by at least three persons other than the author, two of whom shall be administrators, and subject to their approval.

Solicitation for Interviews or Quotes

At times, faculty and/or staff may be approached by individuals within the Rectory community for an interview or a quote related to Rectory matters. When the individual seeking the interview or quote is a Rectory employee, such as the Director of Communications, or a student (such as a member of the student newspaper), and the comment is intended to be printed in a Rectory sponsored publication or posted on the Rectory website, the approached employee is welcome to provide an appropriate response, but should be made aware of the quote in its entirety before it is printed/posted.

With respect to inquiries from outside the Rectory community, no employee except the Head of School or his designee is to engage in an interview or offer a quote for publication from a source or for a publication outside Rectory School without the express consent of the Head of School or the Director of Communications.

Policy on Smoking, Marijuana and Drug Testing

Smoking

Rectory School is a smoke-free and tobacco-free campus. In accordance with state law, the School prohibits smoking or vaping (including smoking or vaping of recreational or medical marijuana) anywhere on campus. This prohibition extends to any School-owned property (including School vehicles) and any buildings or facilities used by the School or under the School's control.

Marijuana

Although use of recreational marijuana has been made legal in Connecticut, it is the policy of Rectory School that employees may not use or possess marijuana for recreational purpose on Rectory's campus or at any school activity, whether on or off campus. Employees are also prohibited from using or ingesting marijuana on campus for medical purposes, even if they are qualifying patients authorized to do so. The School also prohibits the illegal possession or unauthorized use of any illegal drug, marijuana or other controlled substance, including the unauthorized possession and use of prescription drugs.

Substance Use While Performing Job Responsibilities

Being under the influence of alcohol, marijuana, illegal drugs or other impairing substances while on the job poses serious health and safety risks to employees, students, and will not be tolerated. Therefore the School expressly prohibits faculty and staff from using or being under the influence of alcohol, marijuana, illegal drugs or other impairing substances at any time while they are working, conducting School business , or actively representing the School in any activity, whether on or off campus. The exception to this policy is school sponsored events where no children are present and alcohol is being serve. This prohibition extends to any time that an employee is reasonably expected to be available to perform job responsibilities such as when faculty or staff are on duty or on call, regardless of whether the employee is on or away from campus.

Possession and Use of Marijuana Off School Grounds

The School prohibits employees who are required to maintain a PSL endorsement on their driver's license from off-duty, off-premises possession and use of recreational marijuana. The School may refuse to hire new employees, and discipline existing employees(up to and including termination) , based on their off-duty, off-campus use of recreational marijuana.

Qualifying Patient

Nothing in this policy is meant to prohibit an employee, who is a qualifying patient under state law, from possessing medical marijuana in accordance with applicable law. However, employees may not ingest or be under the influence of marijuana while on duty or at work, even if the employee has a valid prescription for medical marijuana or possesses, uses, or consumes medical marijuana in accordance with applicable law. In addition, the School will not refuse to hire, penalize or discharge an employee based on an individual's status as a qualifying patient unless being a qualifying patient will prevent them from fulfilling the responsibilities of the position.

Drug Testing of Applicants and Employees

In accordance with state law, and furtherance of the School's commitment to a safe, healthy, and productive workplace, job applicants and current employees may be requested or required to submit to drug and alcohol testing in certain situations. This policy is intended to comply with applicable laws regarding drug and alcohol testing and current and prospective employee privacy rights.

Pre-Employment Testing

All job applicants are subject to drug testing. All offers of employment with the School are conditioned on the applicant submitting to and successfully competing and passing a drug and alcohol test in accordance with the testing procedures described in this policy.

At the time of application, the School will require prospective employees to submit to pre-employment urinalysis drug testing, in accordance with applicable state law. The School will inform each applicant, at the time of application, of the School's intent to conduct such a test, will conduct the test in accordance with statutory procedures, and will provide the applicant a copy of any positive result.

Drivers of Student Activity Vehicles (PSL Endorsement)

Any faculty or staff who are expected to drive students in school buses or other school owned student

transportation vehicles will be required to undergo a pre-employment urinalysis drug test and will be subject to random drug testing during employment in accordance with state and federal laws. Employees are reminded that federal law continues to classify marijuana as a controlled substance, even if recreational and medicinal use is authorized in Connecticut. **Therefore, it is important for faculty and staff to keep in mind that even the otherwise lawful use of recreational marijuana could disqualify them from being able to drive students, and thus, may have adverse employment consequences.** The School reserves the right not to hire and applicant and/or to take adverse employment actions against any faculty or staff who test positive for the presence of illegal drugs and/or marijuana, consistent with applicable law.

Drug Testing Based on Reasonable Suspicion

If the School has reasonable suspicion that the employee is under the influence of alcohol, marijuana, or other drugs, which adversely affects or could adversely affect the employees job performance, the School may require the employee to submit to a drug and alcohol test.

Employees who take over-the-counter medication or other lawful medication that can be legally prescribed under both federal and state law to treat a disability should inform the Chief Financial Officer or Head of School if they believe the medication will impair their job performance, safety, or the safety of others or if they believe they need a reasonable accommodation before reporting to work while under the influence of that medication. All records relating to an employee or applicant's drug and alcohol tests will be kept confidential and maintained separately from the individual's personnel file. Employees who test positive for alcohol or drugs will be subject to discipline, up to and including immediate termination of employment.

Consequences for Refusing to Submit to Testing or Failing to Complete the Test

Employees who refuse to submit to testing as required by the School or who fail to complete the test will be subject to discipline, up to and including immediate termination of employment. Job applicants who refuse to submit to a drug and alcohol testing will be deemed to have withdrawn themselves from the application process and will no longer be considered for employment.

Administration of this policy

The School expressly reserve the right to change, modify, or delete the provisions of this substance Abuse and Drug Testing Policy, and will provide notice of such changes to employees

The Head of School is responsible for the administration of this policy. If an employee has any questions regarding this policy or workplace-related substance abuse that are not addressed in this policy, please contact the Chief Financial Officer or Head of School.

Keys to School Property

Keys to School property, including faculty apartments, are granted by the permission of the Head of School and must be signed for by the individual who will hold them.

These keys are issued to allow the employee to fulfill the duties of his/her job and are not to be given to another person, including family members or friends. Careful control of these keys is necessary to provide a safe and secure campus for our students, faculty, and staff. Upon termination of employment, all

keys must be returned to the Business Office. **Lost Key Fee- Employees will be charged \$25.00 per key for replacement of lost keys.**

Use of School Property

Personal use of School property is prohibited. Employees may not borrow vehicles, equipment, furniture, or other School-owned property for their personal use.

Electronic Resources

Electronic resources include, but are not limited to computers, e-mail, network folders, wireless network, printers, photocopiers, digital cameras, smart phones, and other electronic storage devices that are either the property of Rectory School or that are used in the School's operation and achievement of its educational mission.

A. The Role of the Technology Department

The Technology Department is fully and exclusively committed to serving the technology needs of the Rectory community and supporting the achievement of the School's mission. Accordingly, Technology staff members may not assist employees with personally-owned hardware and software, except in situations where doing so is necessary for the employee to perform his or her job.

B. Use of Rectory Electronic Resources for Personal Use

Electronic resources available at Rectory School are intended for school-related purposes. Though such resources may be used in a limited fashion for personal reasons, employees must be aware that significant amounts of time spent browsing the Internet, writing personal e-mail, or other personal uses of electronic resources during work hours may be subject to disciplinary action. Under no circumstances should Rectory School's electronic resources be to be used in the pursuit of a personal enterprise or gain, such as a private business or other similar venture.

Only the Technology Department is permitted to service or install hardware on Rectory's electronic resources. Members of the Rectory community are prohibited from installing hardware of any type, personal or otherwise, on a Rectory machine.

C. Privacy Rights

Users of the School's electronic resources should have no expectations of privacy in the use, transmittal, receipt, or storage of information at Rectory School. Users should also have no expectation of privacy when using electronic resources owned by the School. Rectory School reserves the right to monitor its electronic resources, including e-mail, to ensure appropriate use or as needed to maintain and protect the School's electronic resources.

Therefore, it is important for all employees to understand that when using Rectory School electronic resources, all work transmitted or created electronically is subject to viewing or searching with or without notice. In addition, in the course of maintaining the School's technology assets, the equipment may be monitored or accessed by the Technology Department.
Employees should not expect to maintain personal privacy when using Rectory School electronic resources.

Our network security systems cover our entire network, encompassing all devices, faculty, staff and student. If an employee connects a personal device(s) to our wireless network, your activity while using our network *may also be* monitored. Such personal devices may include laptops, tablets, smart TVs, game systems, smart phones and all other devices that may be connected to Rectory internet. ***By connecting such personal devices to the Rectory School network employees knowingly and voluntarily agree to the application of this entire policy to their use of personal devices through the Rectory School network.***

D. Appropriate use of Rectory Electronic Resources

Electronic resources should be used appropriately and in accordance with all school policies and expectations. Inappropriate uses include but are not limited to use of electronic resources to access or distribute pornography, sexually explicit materials, and materials containing questionable content; illegally obtaining information or unauthorized access; conducting personal transactions related to a personal enterprise or for personal profit; engaging in any criminal behavior, including, misrepresentation, or fraud; any attempts at hacking, cracking, or gaining access to unauthorized information; and damaging or infecting systems. Any of these acts may result in disciplinary action, up to and including termination of employment.

Rectory electronic resources should not be used to forward articles, jokes, chain letters, or similar material or to communicate personal messages such as political messages, advertisements or solicitations of a personal nature. Such unsolicited sharing of such content can create discomfort or cause offense. Please be sensitive to others' perspectives and feelings when sharing and/or forwarding material through use of email.

Employees should be aware that even private use of electronic media, such as email, social media or online use may result in disciplinary action by the School if such use has an adverse impact on the School or our community, negatively affects the School's reputation or otherwise substantially and materially interferes with an employee's ability to perform his/her job.

E. Importance of Security

Security is a high priority and employees are expected to keep their user names and passwords private. If a door is locked when you enter a computer room, lock it when you leave. Please sign out of the computer completely when you are finished. Never post your password near a computer. Never let anyone use your user name and password. Guests should contact the Technology Department if they need access to the network.

Any computer brought on the campus network must be registered and approved by the Technology Department. Failure to do so will result in that computer being blocked from the network.

F. Personal Use of Technology

The use of technology devices for **personal** purposes (mobile phones, computers, etc.) should be kept to a minimum during school hours. Employees should never use these devices for **personal** activity (to conduct calls, texts, email messages, etc.) during times when they are actively responsible for students (during classroom time, supervisory duties, coaching, etc.). An employee's personal mobile device, etc. should be either turned off or on vibrate mode while the employee is working with or actively supervising children. Personal use of technology, even when an employee is not actively working with

students, should be limited and should not interfere with the performance of an employee's duties and responsibilities to the School.

Social Media Policy

Given the explosive growth and expansion of "social networking" technology such as Facebook, YouTube, Twitter, Instagram, etc. and related resources such as blogs and other web-based discussion forums across all areas of modern life, Rectory School has developed the following policy to provide guidance to employees when using these networks.

Rectory School recognizes the importance of social media tools both when used as a curricular resource, and as part of a larger communication network, that fosters education and personal growth, as well as institutional development. Additionally, the School realizes that social networking bridges both the work life and personal life of employees and thus, some cross-over and conflict of responsibilities may occur. Rectory's interest is to publish this policy for the use of social networking and blogging so as to protect Rectory and our employees, students, and the School community as a whole.

Interacting with people online is no different than interacting with individuals face-to-face in that School employees are expected to maintain the respect, dignity, and professionalism that is consistent with our mission and our calling, and act with concern for the safety and protection of students, the School, and themselves. The School therefore expects employees to follow School policy and guidelines regarding the use of social media, though nothing in this policy is intended to limit an employee's rights under applicable law, including but not limited to labor and employment laws. In the event that there is any conflict between the School's policy and guidelines and applicable law, the law will control.

For purposes of this policy, social media is defined as any electronic tool that allows for social, interactive, and connective communication and learning, allowing for, but not limited to:

- Video and photo sharing (YouTube, SlideShare, Flickr, Vimeo),
- Social Networking (Instagram, Facebook, Ning, Twitter, LinkedIn, Foursquare, Snapchat),
- Blogging,
- Micro-blogging (Tumblr, Posterous),
- Use of a Wiki,
- Instant messaging,
- Use of Short Message Service (texting), and
- Web conferencing (Zoom, Teams, ConnectNow, DimDim, TinyChat, Skype).

Key Principles

Interacting on-line with each other, with students, with alumni, and with others outside of the School community is, in its essence, no different than interacting with these groups face-to-face -- i.e., we are required to maintain the principles of respect, dignity, prudence, professionalism, concern for and protection of children, and safety in all interactions. With specific regard to use of social media, all employees must:

- Understand that they are accountable for their postings and other electronic communications. This includes responsibility for any on-line activities conducted with a Rectory e-mail address, or while using Rectory property, networks, or resources, or other similar means of transmission which can be

traced back to Rectory or relate to Rectory or its students, employees or other members of the Rectory community.

- Exercise appropriate discretion when using social networks for personal communications (such as with friends, colleagues, parents, former students, etc.) that can in any way impact their role at the School -- with the knowledge that adult behavior on social networks may be used as a model by our students. If you choose to list or reference your work affiliation (where permitted by this policy) on a social network, blog, or similar venue, you should treat all such communications with the same care and discretion as you would on your professional network and make clear that any opinions or viewpoints expressed therein are yours alone and do not represent the views of the School.
- Err on the side of caution when interacting on-line, remaining cognizant that social networking activities may be visible to past, current, or prospective students, parents, colleagues, and community members -- and thus reflect (positively or negatively) directly or indirectly on the School, affecting current students and community members.
- Keep in mind that the uneven power dynamics of the School, in which adults have implied authority over former students, continues to shape those relationships after the end of the school day and year, and even after graduation. Employees must act in a manner that always respects and never exploits the power inherent in these relationships.
- Balance their right of individual free expression with the valid interests of the School in promoting and presenting its mission, culture, and values to the community at large as reflected by the public actions and statements of its employees.
- As in all communications, extreme caution must be taken in revealing any information of a personal nature. Divulging personal information about students, including last names, home addresses, phone numbers, as well as information about parents or other employees is strictly prohibited.

Please be aware that Rectory School considers discretion and prudent judgment in social networking activities to be a serious matter with regard to protecting the School, its students, and employees. As such, violation of this policy may lead to corrective action, up to and including termination of employment.

Social Networking Guidelines

1. Classroom / Professional Use of Social Networking

Teachers who are considering the use of social networking or other interactive web tools in their classes should consult with the Director of Technology, who will assist in selecting, approving and configuring appropriate sites. School-sanctioned use of social media as well as other web tools will be limited to those that can be monitored and supervised, that are not likely to distract students from their academic work, and that do not encourage or enable students to expose personal information about themselves and others on the Internet. Faculty should not use or create social media accounts on behalf of the school or any school organization without approval of the School.

Employees are encouraged to participate in social media activity that furthers their professional knowledge and expertise but are reminded that social networking sites are increasingly interconnected -- i.e., linking to one another -- in ways that may be largely outside the direct control of the users on any given site. Therefore, cautions regarding posting of inappropriate content to any networks -- as described in further detail in the remainder of this policy -- should be carefully observed. When interacting with social media for professional reasons employees may or may not, at their discretion, identify themselves as employees of Rectory School. However, employees must adhere to professional standards in all of these communications and recognize they are acting as representatives of the School. Inappropriate interactions using social media may subject an employee to disciplinary action.

2. "Friending" Students, Alumni, and Parents

Employees who have knowledge of any rule-breaking or risk of harm to students or others via posts, messages, conversations, photographs, or videos posted online are responsible for addressing or reporting such rule-breaking, in accordance with School policy and applicable law.

For your own protection and for that of Rectory School and its students, employees who use social networking tools shall adhere to the following guidelines:

- Do not initiate or accept social network "friend" or "contact" requests with any current students or former students under the age of 18.
- Use professional discretion even when "friending" or "following" alumni 18 and over. When doing so, recognize that many former students have online connections with current students (including younger siblings and underclassmen friends), and that information shared between School-related adults and recent alumni is likely to be seen by current students as well.
- Use caution when "friending" or otherwise connecting with parents of current or prospective students due to the inherent conflicts of interest that this may raise, and also keeping in mind that many parents have online connections with their own children and with other current or prospective students.

All electronic communications with students and all School-related electronic communications of any sort should be conducted via your School-supplied e-mail and web accounts.

3. School Use of Social Networks for Advancement, Marketing and Alumni Relations

The School may establish or maintain a social networking presence (e.g., such as a Facebook page) for purposes of admissions, development, alumni relations, marketing, and/or other School-related purposes. All official contacts or postings to this site or sites will be initiated under the direction of the Development, Communications and/or Technology departments. Employees are not permitted to create or develop social networking sites purporting to represent the School without authorization.

4. School-Related Colleagues (co-workers, supervisors, and subordinates)

Employees are asked to use good judgment when making and/or accepting "friend" (or "link" or "connection") requests to or from School colleagues or other Rectory employees. Employees in supervisor/subordinate relationships are particularly encouraged to use caution, due to the potential for both parties to feel awkward or pressured to accept the request for business purposes and thus potentially impacting the work and social relationship (as well as possibly raising conflict of interest, unequal treatment, discrimination, or similar concerns). Always respect the privacy of others in the School community and do not post anything about another employee - friend or not- that may disclose private or confidential information or that may violate School rules and policies.

5. Non-School Related Friends

Remind all other members of your network of your position as an educator whose profile could be accessed by current or former students, as well as other members of the School community. Please ask them to monitor their posts to your network accordingly. Conversely, be judicious in your postings to all friend sites and act immediately to remove any material from your site that may be inappropriate and/or in violation of this policy. This includes (but is not limited to) being "tagged" in photos on the sites of friends or others, especially where the photos may indicate or imply activities not appropriate for viewing by students and other members of the School community.

7. Privacy Settings and Content

Exercise care with privacy settings and personal profile content, to ensure that posted content does not reflect poorly on the School in any way or otherwise create a conflict of interest. Content should be placed thoughtfully and periodically reviewed. On most sites, privacy settings can be changed at any time to limit access to profiles and searchability, and changes should be made when necessary.

8. Time on Social Sites

Employees should refrain from using social networking or blogging sites for personal use during work hours except for incidental usage (e.g., spending a moment or two checking a site in between other work activities). Employees are primarily expected to limit this activity to off hours -- except for explicitly class-related use of these sites. In no case may the use of social networking resources interfere or impede the employee's completion of his/her job duties and responsibilities to the School, our students, and other members of the school community.

9. Online Identity and Posting to Blogs

As a vibrant academic community, we encourage all employees to maintain active interest and engagement in a wide range of activities, intellectual pursuits, causes, missions, and the like – including social, political, religious, and civic-oriented groups, organizations, blogs, publications, etc. At the same time, such activity must be balanced with the School's need to manage public communications issued directly or indirectly in its name or on its behalf. With specific reference to posting messages to blogs (i.e., meant to broadly include a variety of discussion-type forums viewable on the Internet), employees may not post messages

indicating or implying a connection to the school in any way without the prior written consent of the Head of School. Faculty and staff may identify themselves as employees of the School without Head of School approval when participating in professional social media sites connected to one's job responsibilities.

Example: If an employee chooses to post a personal message on a blog, they must not sign the post, "John or Jane Smith, Faculty Member, Rectory School" but rather only "John or Jane Smith." Similarly, when making personal, non-work-related posts to blogs, employees should not use their school e-mail address in the message or for reply purposes, as this may inadvertently and inappropriately imply approval of the message's content by the School.

10. Protecting Confidential Information

Any posting on social media must comply with the School's obligation to maintain the confidentiality and privacy of students, families and colleagues. Employees should not share proprietary information about the School in any forum, including online. If an employee believes that he or she may have inadvertently revealed confidential information in a post, blog, etc., the employee is required to communicate this immediately to the Head of School.

11. Use of Logos, Trademarks, and Intellectual Property

Employees are not permitted to use Rectory School's logo, trademarks, official photographs, and all other intellectual property or proprietary materials of the School in any postings without the written consent of the Director of Communications or Head of School.

12. Illegal Activities

Employees are prohibited from engaging in illegal activities or accessing websites with illegal or otherwise prohibited content when using School networks or School equipment on or off of school property, during or after working time, or while directly or indirectly representing the School in any way.

13. Monitoring

Employees are reminded that – as one means of ensuring compliance with this policy the School reserves the right to monitor employee electronic communications and activities that are transmitted through School networks and/or using school-provided equipment. This enables the School to take steps designed to prudently protect the School, its students, employees, and other community members from potential harm, liability, or other risk. As a result, employees do not have an expectation of privacy in this regard.

Counseling Policy

Students often seek support in making choices from adults, which requires that faculty members act responsibly in an understanding manner. The School has developed support services to assist students in

making personal decisions. The resources of the health and counseling services are available to offer student care and support in a variety of areas.

To best support the needs of our community Rectory School staff include a licensed therapist available to students throughout the course of the academic year. To ensure uniformity in the process of identifying which students would most benefit from this support, the following process has been put into place:

Any adult in the community who believes a student might require therapeutic support should contact the Director of Counseling Services and provide all pertinent information. Examples of this might include: a student appearing physically or emotionally different than is typical for that student, a significant drop in grades or handing in assignments, or information gained through regular conversation that is of a concerning nature (not eating, recent ending of a relationship, problems in the dorm or with roommate, to name a few).

The Director of Counseling Services will meet with the student of concern for an assessment to determine the appropriate level of response. If long term services are deemed most appropriate, parents will be contacted to provide consent.

All appropriate faculty in contact with the student of concern will be notified of the outcome of assessment and, as permissible in accordance with confidentiality issues, the plan developed to best suit the needs of the student.

It is School policy that confidentiality be maintained between students and the School nurse and the School counselor whenever possible. However, it is important for the student and faculty to understand that any policy governing confidentiality does not apply if there is any threat or risk of harm to the student or others, such as suicidal or homicidal ideation, severe emotional issues, eating disorders, substance abuse or other situations where a student may be at risk. In such situations, where the students' well-being may be at risk, students are informed that relevant information must be shared with the appropriate people at School and at home. In addition, there may be times when the law requires that information must be disclosed, such as in cases of required reporting of abuse or neglect. In all cases, the School will comply with the law and professional ethical obligations with respect to the confidentiality of student disclosures and other information relating to students.

III. EMPLOYMENT POLICIES

Equal Employment Opportunity Policy

Rectory School is an equal employment opportunity employer. The School complies with all relevant federal, state, and local laws with respect to equal employment opportunity for employees and applicants in all aspects of employment, including the terms or conditions of employment, recruitment, hiring practices, benefits, discipline, and termination. The School strictly prohibits discrimination because of race, color, creed, sex, religion, national origin, age, gender, disability, veteran status, sexual orientation, gender identity or expression, genetic information and any other protected classes under the law. If you feel you may have been discriminated against, please contact the Head of School or the Chief Financial Officer. It is Rectory's policy not to retaliate against anyone who makes a claim of discrimination or who participates in any investigation of a claim of discrimination.

Rectory School complies with state and federal law with regards to individuals with disabilities and will provide reasonable accommodations for a qualified applicant or employee in accordance with applicable law. Any employee who believes he or she may require such accommodation should contact the Head of School or Chief Financial Officer. This policy applies to all employees and job applicants in connection with recruiting, hiring, placement, advancement, training, benefits, compensation, discipline, and termination.

Hiring Policy

In order to promote the safety of the School and its community, Rectory School requires that applicants must comply with the requirements below before any unconditional offer of employment can be made:

1. **Employment Application:** Every prospective employee must complete an application.
2. **Background Check:** Every employee must undergo a comprehensive background check in compliance with state law requirements. Please note that the results of such background checks will be treated as confidential and background check information will be maintained by the Business Office and reported only to the prospective employee, the Head of School, and the Chief Financial Officer. Credit checks may be required for positions involved in the School's finances.
3. **Drug Test:** Every employee, full or part time, other than student summer camp counselors, must undergo drug testing at the time of hire. Rectory School will test for both illegal and prescription drugs, including amphetamines, barbiturates, benzodiazepine, cocaine, ethanol, marijuana, methadone, opiates, and PCP. The cost of the test is covered by Rectory School. Please note that the results are confidential and will be reported only to the employee, the Head of School, and the Chief Financial Officer.
4. **Reference Check:** Every applicant is required to list references in the application. Three professional references are recommended. It is the responsibility of the supervisor responsible for hiring to contact these references and keep a record of the references given, and to comply with the requirements of state law.
5. **Interview.** All potential employees must participate in a personal interview prior to hire.

6. In addition to state law requirements for background checks, it is the policy of Rectory School to verify whether an employee is included on any official Sexual Offenders Registry in any state where the applicant claims to have resided or worked.

Copies of the application, background check authorization forms, and instruction for drug-testing procedures can be obtained from the Business Office or the Head of School's Office.

Results from the various components of the required background check may take longer than anticipated. To ensure the smooth operation of the School, if necessary, an individual may be hired on a conditional basis provided that, at a minimum, the application has been completed, references have been checked, and the background check has been initiated. In such cases, it must be made clear to the prospective employee that the offer is conditional upon the receipt of satisfactory results from the background check.

Requests for Personnel Records or Credit Information

Occasionally, the School receives requests from credit agencies, banks, or prospective employers for information regarding our current or past employees. Absent other legal authority, the School will not disclose information about the employee other than to verify dates of employment and position without authorization from the employee.

To the extent the School maintains or otherwise possesses an employee's consumer information as derived from a consumer report for business purposes, it must properly dispose of such information. In doing so, the School will take reasonable measures to protect against unauthorized access to or use of the information in connection with its disposal. Such information will be disposed of in accordance with applicable laws once the business purpose for maintaining such records has expired.

Employment-at-Will Statement

Unless an employee has a written contract as described in this section, all employees of Rectory School are considered "employees-at-will. This means that both the employee and Rectory School have the right to terminate the employment relationship at any time for any reason, with or without cause and with or without notice.

An employee's status as an at-will employee may only be altered through the existence of a written contract signed by the Head of School. No manager or other employee of Rectory School, other than the Head of School, has the authority to enter into any such written contract for employment.

In addition, no supervisor or employee has the authority to make promises, statements, or representations of continued employment, of employment for a definite period of time, or to in any way alter the employment-at-will relationship. Any such promises, statements, or representations are not authorized by the School and should not be relied upon.

Yearly Appointment for Faculty and Administrators

Subject to, and without waiving or otherwise affecting each employee's at-will employment status, each faculty and administrative appointment is for a one-year period to coincide with the academic school year. Salaries are determined on an annual basis by the Head of School.

During the late winter or spring, the Head of School issues a notice of appointment for any faculty member or administrator to whom they are offering continued employment for the following academic year. The individual, if they accept the terms, is expected to sign the letter of appointment by the date indicated and return it to the Head of School to confirm intent to return. The Head of School will return a copy of the appointment letter to the individual; the original will be maintained by the School.

Any faculty member or administrator who would like additional time to consider the offer of continued employment should request an extension from the Head of School in writing. Any faculty or administrator who knows earlier in the school year that they may not be returning should let the Head of School know as soon as possible. Similarly, the Head of School will normally advise a faculty member or an administrator through conference and by letter, if there is likelihood that they will not receive a letter of appointment for the following school year, except in cases of immediate discipline and/or termination of employment.

Performance Review

Each faculty member is subject to an annual evaluation and/or performance review conducted by his/her Department Head and the Director of Studies. The results of such performance review will be shared with and considered by the Head of School in his spring discussion with each member of the faculty in determining the duties and salary for the following year and other terms for the letter of appointment.

Salary and Wage Adjustments for Other Employees

For employees who are not members of the faculty or the administration, salary and wage changes, if any, are normally determined on an annual basis and implemented in July. The Head of School or the department supervisor will communicate this information to individual employees.

Payroll

All employees are paid twice a month, on the 15th and the last day of each month. When the 15th or the last day of the month falls on a weekend or a holiday, the School will pay the payroll on the Friday immediately prior to the weekend or holiday.

The electronic pay stubs and W-2's are available for download in your individual account on ADP HR Online. Hardcopy W-2's will be provided for tax preparation purposes. Please contact the Business Office if you have difficulty logging into HR Online.

Direct deposit is encouraged, to ensure pay in the event of unexpected closures or delays due to weather and the like. Forms for direct deposit are available in the Business Office.

Overtime Policy

In order to meet school objectives, overtime may be necessary on occasions. Whenever possible Rectory School will attempt to provide employees with advance notice of the need to work overtime. Advance notice may not however, always be possible and Rectory School reserves the right to expect employees to work a reasonable amount of overtime, with or without advance notice.

Only non-exempt employees are eligible to receive overtime pay, which will be calculated at the rate of one and one-half times the employee's current, regular straight-time rate and will be paid for hours worked in excess of 40 hours in a given workweek.

Only actual hours worked will count as hours worked in the calculation of overtime.

Employees must receive approval from their supervisor prior to working overtime hours. Employees who work overtime without obtaining advance authorization may be subject to discipline up to and including termination.

Remote Work Policy

Rectory School prides itself on its strong community and the tight bonds of a boarding school environment with people living and working together with students. Therefore, it is usually best for employees to be physically present on campus to engage and interact with coworkers, students, parents, and other constituencies. That being said, the School is aware that certain times of the year the need for face to face interaction is reduced (summer months) and employees may be interested in working remotely during those times.

Student-facing staff roles and work that cannot be done remotely due to the nature of the work are ineligible for a remote work arrangement.

However, the work for some positions can be effectively performed remotely and a remote working arrangement may be permitted, including a partial remote working arrangement. Employees who are interested in remote working, during certain times of the year, should discuss details of the arrangement with their supervisor. A written agreement should be created and signed by both the employee and the supervisor. This agreement must be approved by the Chief Financial Officer and will be included in the employee's employment file and continually evaluated. Once approved you will be expected to enter the remote work schedule in the appropriate calendar(s) as "Employee Name-Remote".

School Expectations:

- The School expects the remote work employees to devote their full time and effort and attention to work while they are working during regular work hours.
- Remote workers are expected to be accessible while working remotely by way of telephone, email, Zoom, or other methods of electronic communication and to be responsive to such communications.
- Consistent with the school's expectations of information security, employees are expected to protect proprietary and confidential information while working remotely.
- The School will not be responsible for the costs associated with the setup of a remote office, such as remodeling, modifications, equipment, furniture, or lighting.
- The school has the right to modify or terminate a remote working arrangement if they determine that the needs of the school are not being met or if the school feels the employee performance is unsatisfactory.

The employee must determine any tax or legal implications under IRS, state, and local government laws, and/or restrictions of working out of a home-based office. Responsibility for fulfilling all obligations in this area rests solely with the employee.

Faculty must be in person during scheduled commitments (i.e., class, afternoon activities, weeknight, and weekend duties, etc.). A remote arrangement can be considered in extenuating circumstances and would need to be discussed with and approved by the Director of Academics.

Professional Conduct

Employment is subject to meeting the performance and conduct requirements for the designated position of employment to the satisfaction of Rectory School. Employees who violate School policies or otherwise fail to satisfy these requirements may be subject to disciplinary action, which may include warning notices, suspension, or termination. In each case of misconduct or unsatisfactory performance, the appropriate disciplinary action will be determined at the School's discretion, on the basis of the particular facts and circumstances. All employees are expected and encouraged to conduct themselves in a spirit of cooperation in order to assure smooth operation of the School.

Professional Dress Policy

Employees of Rectory School are expected to arrive at work in attire that mirrors the dress code policy of students. If you have a question or concern about the appropriateness of an article of clothing, ask the Head of School or Assistant Head of School for clarification.

There are some positions at the school that because of the nature of the work done are excluded from this expectation. These positions include CARE and all positions in facilities.

Americans with Disabilities Act Policy

Rectory School is committed to comply with all applicable provisions of the American with Disabilities Act (ADA). It is Rectory School's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with this policy of nondiscrimination, Rectory School, will provide reasonable accommodations to a qualified individual with a disability as defined by the ADA, who has made Rectory School aware of his or her disability, provided that such accommodation does not constitute undue hardship on Rectory School.

Employees with a disability who believe they need reasonable accommodation to perform the essential functions of their job should contact the Chief Financial Officer. Rectory School encourages individuals with disabilities to come forward to request reasonable accommodation.

An employee who has questions regarding this policy or believes that they have been discriminated against based on a disability should notify the Chief Financial Officer. All such inquiries or complaints will be treated as confidential to the extent permissible by law.

Access to Personnel Files

The School maintains a personnel file for each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salaries adjustments, and other employment records. Personnel files are the exclusive property of Rectory

School, and access to the information they contain is restricted. Generally, only management personnel who have a legitimate business reason to review information in a file are allowed to access such information.

Part of an employee's personnel file is kept in the Head of School's Office. The other part is kept in the Business Office.

Upon advance request, an employee may review material in his or her file within seven (7) days of such request, at or reasonably near the employee's work location, up to two times in a calendar year. Such an inspection will take place in the presence of an authorized individual appointed by Rectory School to maintain the file. In addition, employees may obtain a copy of their personnel file within seven (7) days of their written request.

For up to one (1) year from date of separation, former employees may inspect their personnel file within ten (10) days of their request to do so, at a mutually agreeable location, or submit a written request and a copy of the file will be mailed to him or her within ten (10) days of receipt.

In addition, Rectory School will provide a copy of documentation of any disciplinary action or termination to an employee, and the employee may submit a written statement disagreeing with such disciplinary action or termination. Employees may also submit a statement disagreeing with any performance evaluation. All such submissions will be maintained as part of the personnel file thereafter.

Reference Policy

All requests for reference information, or other information concerning a current or former employee, must be referred to the Head of School. Absent permission from the employee, it is the policy of the School to verify dates of employment, position held and salary. *No other information will be provided unless a specific and signed authorization form is provided by the current or former employee.* The authorization form is located on the faculty portal. Any faculty, administrator or other employee who leaves the School will be asked to provide such written authorization to facilitate responses to reference checks from prospective employers.

Any current or former faculty member or other employee who is seeking a letter of reference or recommendation should direct such requests to the Head of School. Official letters of recommendation and/or reference letters shall be written only by the Head of School, his/her designee or other individual authorized by the Head of School or his/her designee to write such letter on behalf of the School. School letterhead should not be used by anyone writing an unofficial personal reference for a current or former employee. In the event a faculty member or other employee is asked to write an unofficial personal reference, care should be taken to be clear that the writer is not writing the letter in his/her official capacity as a representative of the School.

Exit Interviews

Any faculty, administrator or other employee who resigns from Rectory School will be asked to participate in an exit interview conducted by the Chief Financial Officer, in their capacity as head of Human Resources, prior to their departure. The purpose of this interview will be to solicit the departing employee's suggestions, comments, and recommendations. The source of any information will be confidential.

Termination of Employment

When an employee's working status with the school is terminated the following should be expected:

Voluntary Termination

- Email access terminates.
 - Faculty- One month from last day of work
 - Staff- One month from last day of work
 - Tech- Immediately
- All other computer access.
 - Faculty- One week
 - Staff- Immediately
 - Tech- Immediately
- Rectory owned devices, keys, and credit cards
 - Turn keys and credit cards to Business Office prior to departure.
 - Rectory owned devices turned into Technology department on last day worked.
 - Please make arrangements with the Technology department if the device is needed past last day to fulfill work obligations (i.e. faculty comments).
- Rectory Employee Accounts
 - All employee accounts are supposed to be paid off prior to the last paycheck.
 - Outstanding balances associated with computer purchases and other employee requested payroll deductions will be collected from the last paycheck.
- Rectory Provided Residences
 - Resident's official move out day is June 20th.
 - Schedule final walk through with the Business Office.
 - Residences are expected to be clean and showing normal wear and tear when a resident vacates the property.
 - Employees will be financially responsible for damage beyond normal wear and tear.
 - This includes damage as a result of pets living with faculty.
 - Damaging exceeding any pet deposits on hand will be the employee's responsibility.
 - Employees will be charged for the cost of the removal of any furniture or other items left in the dwelling without approval of the Head of School or the CFO.
 - Employees will be charged for the cost of painting over an unapproved color on the walls of the dwelling.
- Payroll
 - Last check will be on the last normally scheduled pay date as follows:
 - Faculty August 31st
 - Staff Payroll following last day worked.

Involuntary Termination

- Email access terminates.
 - Faculty- Immediately
 - Staff- Immediately
 - Tech- Immediately
- All other computer access.

- Faculty- Immediately
- Staff- Immediately
- Tech- Immediately
- Rectory owned devices, keys, and credit cards
 - Turn keys and credit cards to Business Office on last day of employment.
 - Rectory owned devices turned into Technology department on last day of employment.
- Rectory Employee Accounts
 - Outstanding balances associated with computer purchases and other employee requested payroll deductions will be collected from the last paycheck.
 - Outstanding charges to employee account will be collected from the last paycheck.
- Rectory Provided Residences
 - Residents are expected to move out immediately.
 - Residences are expected to be clean and showing normal wear and tear when a resident vacates the property.
 - Employees will be financially responsible for damage beyond normal wear and tear.
 - This includes damage as a result of pets living with faculty.
 - Damaging exceeding any pet deposits on hand will be the employee's responsibility.
 - Employees will be charged for the cost of the removal of any furniture or other items left in the dwelling without approval of the Head of School or the CFO.
 - Employees will be charged for the cost of painting over an unapproved color on the walls of the dwelling.
- - Last check will be on as follows:
 - Faculty Within 24 hours of last day
 - Staff Within 24 hours of last day

IV. ATTENDANCE AND LEAVE POLICY

Working Hours

Faculty

When school is in session,

- Middle School faculty are expected to be on campus from 7:45 a.m. to 3:45 p.m., and
- Elementary School faculty are expected to be on campus from 7:45 a.m. to 3:30 p.m.

Faculty may be expected to attend events scheduled outside regular school hours such as Fall and Spring family weekends.

Outside of daily working hours, full time faculty participate in the Shared Duty Initiative. This equates to approximately 60 hours of residential life support across the school year. Duties are assigned by the Director of Residential Life.

Staff

Office hours are 8:00 am to 4:30 pm. Staff are expected to work either from 7:30 a.m. to 4:00 p.m. or 8:00 a.m. to 4:30 p.m., as approved by their supervisor. Maintenance and housekeeping staff hours may vary according to the needs of the School. Outside of daily working hours, exempt staff may participate in the Shared Duty Initiative. This equates to approximately 60 hours of residential life support across the school year. Duties are assigned by the Director of Residential Life.

Professional Development

Funds are available for faculty and staff to take classes or attend conferences related to their areas of responsibilities at Rectory. For more information, please contact the Director of Teaching and Learning.

Professional Leave of Absence

Faculty are given the opportunity to seek a professional leave of absence. Such leaves are granted by the Head of School. These unpaid leaves are for substantial projects that faculty would normally not have time to undertake during the academic year, and are granted at the discretion of the School. The Head of School selects recipients on the basis of the written proposals for leave time outlining the intended purpose of the leave, e.g. to write for publication, do research, plan a new project or course, or similar pursuits. Proposals are reviewed based on their merit and benefit to the School as well as to the faculty member.

Vacation for Faculty

Faculty should expect to be on campus from August 20th and are expected to remain on campus until June 20th. Between these times, all faculty are expected to devote sufficient time to meet all standard academic obligations for teaching, coaching, dormitory duty, and related activities. These obligations may include committees. Faculty are presumed not to have any specific obligations to the School during stated vacation periods at Thanksgiving, Christmas, and Spring Break. Given the nature of a boarding school environment,

Rectory reserves the right to alter calendars, assignments and duties as may be needed to meet our operational needs and the flexible needs of our students

Vacation for Administrators and Staff

New hires are not eligible to take vacation during the first 90 days of employment. Vacation must be used during the fiscal year in which it was accrued. Any vacation not used by June 30 will otherwise be forfeited. Employees will not be compensated for forfeited vacation time. However, where an employee is requested by the School to cancel vacation plans, and the vacation cannot be rescheduled before the end of the vacation year, the employee will be permitted to carry over the remaining vacation to the next year. This will be approved by the Chief Financial Officer, and must be taken before July 31st.

All vacation and other time off requests must be approved by ones supervisor. Approval will be granted based on the needs of the school.

Non-exempt Employees

Full-time non-exempt employees accrue vacation time according to the following schedule of years of employment at Rectory School:

Years 1-2	accrue 4.0 minutes per hour, up to 80 hours (10 days) per year.
Years 3-4	accrue 6.12 minutes per hour up to 120 hours (15 days) per year.
Years 5-7	accrue 8.33 minutes per hour up to 160 hours (20 days) per year.
Years 8-9	accrue 10.64 minutes per hour up to 200 hours (25 days) per year.
Year 10+	accrue 13.04 minutes per hour up to 240 hours (30 days) per year.

CARe Vacation Policy: CARe non-exempt staff receive two weeks' vacation corresponding to when CARe is closed (one week in July and in December). No additional vacation time is granted.

Administrative Staff- Exempt-10 month

Administrative staff on a 10-month schedule do not accrue vacation time. Their time off will coincide with the times the academic program is closed or on break. 10-month staff are presumed not to have any specific obligations to the School during stated vacation periods at Thanksgiving, Christmas, and spring break. It is expected that the administrative staff will devote as much time before and after these dates as necessary to perform your duties in a professional and proper manner.

In addition to the appointed responsibilities, administrative staff are responsible for other reasonable academic and non-academic duties related to Rectory School ("Rectory" or "School") programs as may be required by the School or assigned by the Head of School. These other duties may be required to be performed when the academic division of the school on break or closed. Given the nature of a boarding school environment, Rectory reserves the right to alter assignments and duties as may be needed to meet our operational needs and the flexible needs of our students.

Exempt Employees (12 month)

Part-time salaried employees receive vacation prorated to their full-time equivalency. For instance, a part-time employee who has been here two years working 30 hours per week would be considered 0.75 FTE and would accrue vacation at the rate of 5 hours per pay period up to 120 hours per year.

Full time 12-month exempt positions accrue vacation as follows:

Years 1-4	160 hours (20 days) per year
Years 5-9	200 hours (25 days) per year
Years 10+	240 hours (30 days) per year

Termination of Employment and Vacation

Voluntary Termination

When an employee terminates employment with the School voluntarily, the employee will receive pay for accrued, unused vacation, at 100% of his or her current pay rate. Negative vacation accrual at the time of termination will be repaid to the School from the last payroll.

Termination for Cause

When an employee is terminated for cause accrued vacation time will be forfeited. The terminated employee will only receive compensation for the amount of time actually worked in their final check.

Staff & Administrative Holiday Schedule

School offices are closed, and full-time staff and administrators receive paid holidays, on the following days. The number of paid holidays may vary from year to year, depending on the school calendar.

Holiday Schedule for the Academic Year

Offices Closed

Holiday	Date	Days
Independence Day	07/04/23	1
Labor Day	09/04/23	1
Columbus Day/Indigenous Peoples Day Alternate	10/16/23	1
Thanksgiving Break	11/22/23	3
Winter Break*	12/22/22	6
New Year's Day	01/01/24	1
Memorial Day Alternate	06/10/24	1
Juneteenth	06/19/24	1

CARe Closed

Holiday	Date	Days
Summer Break	07/03/23	4
Labor Day	09/04/23	1
Thanksgiving Break	11/22/23	3
Winter Break *	12/22/23	6
New Year's Day	01/01/24	1

Memorial Day Alternate	06/10/24	1
Juneteenth	06/19/24	1

*Due to the needs of the School, employees in departments related to care and maintenance of facilities may be required to work on one of the weekdays during the December shutdown. If facilities employees work holidays other than days noted in December, they will be given a floating holiday that must be used within the same month as the holiday worked.

*CARE may be closed on the Friday before the Winter Holiday if the scheduled holiday falls on the weekend.

The Head of School reserves the right to issue additional paid holidays or floating holidays.

Snow Days

As a residential school with a large day population and an early childhood center with a day care program, Rectory seeks to take the needs of a broad range of constituencies into mind when evaluating school status in light of inclement weather. The safety of our students, their families, and our faculty and staff will always be the most important factor when considering whether or not Rectory should hold classes.

In the event of severe inclement weather, the Head of School may decide to cancel classes or to have a delayed opening. All delays or closings will be announced by 6:00 AM with information at the following locations:

- (1) On the homepage of the School's website (www.rectoryschool.org)
- (2) On the School's Inclement Weather line (860-963-7145)
- (3) On NBC News (television and web - www.nbcconnecticut.com). ***You can sign up through this NBC website to have text notifications sent to you immediately when a decision is made.***

Day faculty, administrators, and staff are expected to make every effort to be at work if school is in session. Under certain conditions, staff may be allotted a paid snow day at the discretion of the Head of School. If an employee has scheduled a vacation day when school is cancelled due to weather, there will not be any adjustments to the vacation time as a result.

Personal Days- Full-Time Faculty and CARE Employees

Rectory understands that events occur that faculty/CARE employees are unable to schedule during academic and ELC breaks. Personal days have been made available for this purpose. Each full-time faculty and CARE employee is eligible to request up to three (3) personal days per academic year.

Faculty should formally request a personal day, by submitting a request in Faculty Absence Request form, 14 days prior to the date for which time off is needed. CARE employees should request personal days through ADP. Personal days only apply to the academic day and faculty need to arrange their own coverage for shared duty responsibilities during personal leave. Personal days must be taken in ½ day or whole day increments.

10-month staff

While 10-month staff are not eligible for personal days or vacation accrual, in certain circumstances they may request time off from the Head of School.

Why would my request for personal days be denied?

The approval of personal days is subject to the needs of the school, some days may be designated as blackout days in which no personal day requests will be approved, and any days requested beyond three (3) may be denied or granted without pay. Other days may have too many requests for personal time which would lead to a personal day request being denied.

The following days are considered blackout days and are not eligible for personal or vacation day requests:

Blackout Days

- The week before the start of school.
- First week of school.
- The days before and after long school breaks (i.e. Thanksgiving, Winter Break, Spring Vacation).
- Professional Days/In service days (Faculty)
- MLK Day of Service.
- Last week of school including graduation
- Black and Orange Days (Faculty & Administrators)

Sick Leave

Rectory School recognizes that inability to work because of acute illness or injury may cause economic hardship. Rectory also recognizes that it is desirable and important to provide time for sick employees to recover from an illness and not bring a communicable sickness into the School. Additionally, the School recognizes that employees may require time off to secure necessary medical treatment for themselves and/or their dependents. For this reason, Rectory School provides paid sick leave to permanent employees who work an average of 20 hours or more per week.

For absences of more than three consecutive days, the School may require reasonable documentation such as a signed letter from a health care provider. Excessive, undocumented use of sick leave of more than 5 days (40 hours) in a calendar year may indicate a performance issue and be subject to disciplinary action.

Staff who are unable to report to work due to personal illness or injury must contact their immediate supervisor (or his/her designee) as soon as possible, and no later than 7:00 a.m. for administrators and staff on the day of absence.

Faculty must submit a request for sick time through ADP and call the Substitute Coordinator. The Substitute Coordinator needs time for scheduling and thus calls to them between 5:30 a.m. – 6:30 a.m. are necessary. Faculty are encouraged to call the evening before, if possible, up until 10:00 p.m. Employees must follow this procedure for each and every day they are unable to work. The Substitute Coordinator's contact information may be found in the Faculty Handbook. In order for sick time to be paid, faculty must enter their sick time in ADP for each occurrence.

If an employee becomes sick or injured during the day, the immediate supervisor, as well as the Education Office for faculty, must be notified before the employee leaves campus.

Maternity Leave

Refer to Short Term Disability Leave Policy

Paternity Leave

Expectant fathers make take five (5) consecutive days within sixteen (16) weeks of the birth of their child.

Short-Term Disability Leave

Short Term Disability is for short-term extended absences from work due to a medical related condition. Regular employees who regularly work 30 or more hours per week are eligible for short term disability coverage. Short term disability benefits come into play after the eligible employee has exhausted all available sick leave, personal days, and vacation time. Short-Term Disability coverage is managed by Sun Life and paid for by Rectory School.

Short Term Disability coverage provides 100% of salary for up to 6 weeks of disability with zero exclusion time. This leave may be applied to consecutive days of absence. Rectory School reserves the right to require a satisfactory statement of a licensed physician whenever an employee misses work due to an illness, injury, or disability. The employee may be asked to provide a physician's statement that verifies the nature of an illness, injury or disability, its beginning and ending dates, and/or the employee's ability to return to work without endangering his/her own safety or the safety of others. When requested, such verifications and releases may be a condition to receiving short-term disability leave benefits or returning to work. *Short-term disability leave runs concurrent with FMLA leave whenever the employee is also eligible for FMLA leave.*

Long-Term Disability Leave

Long-Term Disability is for extended absences from work due to a medical related condition. Regular employees who regularly work 30 or more hours per week are eligible for long term disability coverage. Long term disability benefits come into play after the eligible employee has been out of work for 13 weeks and has exhausted all available leave, including sick time, personal days, and vacation time. Long-term disability coverage is provided though Sun Life and paid for by Rectory School.

Family and Medical Leave Act (FMLA)

Federal law requires employers to provide for a family or medical leave of absence for eligible employees. Please note that this is unpaid leave. Also, please note that while there is also a Connecticut FMLA Act, the School, as a private elementary and secondary school, is excluded from this statute. Therefore, the School handles all FMLA within the requirements of the federal law only. Your rights under this law are detailed below.

Leave Policy: Under the federal law ("FMLA"), an eligible employee may take up to 12 weeks of unpaid leave within a 12-month period, with the 12-month period measured forward from when an employee first takes FMLA leave.

Eligible Employees: For a FMLA leave, the employee must have worked for Rectory for at least 12 months *and* for at least 1,250 hours (actual hours worked) in the 12 months immediately preceding the commencement of the leave.

Reasons For Leave: Family/medical leave may be used for: (1) the birth of a child and to care for a newborn child (must be taken within 12 months after the birth of the child); (2) the placement of a child for adoption or foster care and in order to care for the newly placed child (must be taken within 12 months after the placement of the child); (3) to care for a covered relative, which includes your spouse, child, parent, (4) because of your own “serious health condition”; (5) to care for an injured service member or covered veteran in the family; or (6) to address qualifying exigencies arising out of a family member’s deployment.

A serious health condition means an illness, injury, impairment, or physical or mental condition that involves (a) inpatient care in a hospital, hospice, nursing home or residential medical care facility; or (b) continuing treatment by a healthcare provider.

If both spouses are employed by the School, the combined leave cannot exceed the individual maximum, except to care for a child with a serious health condition, or for the employee’s own serious health condition, in which case each spouse is entitled to his or her full leave.

Notice of Leave: Employees must give Rectory School at least 30 days’ notice of intent to take FMLA, where circumstances allow. When the need for leave is not foreseeable, employees must notify the School as soon as possible.

Medical Certification: If you are requesting leave because of your own or a covered relation’s serious health condition, the appropriate health care provider must supply medical certification concerning the nature and expected duration of the illness. The medical certification should be provided with your request for leave, if possible, and no later than 15 days after your request for leave.

The School may require an examination by a second health care provider designated and paid for by the School. If this second opinion is in conflict with the original medical certification, the School at its expense may require a third, mutually agreeable, health care provider to conduct an examination and provide a final and binding opinion. Also, the School may require subsequent medical recertification during the leave. Failure to provide requested certification within 15 days if such is practical may result in delay of further leave until it is provided.

Medical and Other Benefits: During your family/medical leave, Rectory will continue to contribute its share of your health insurance premium, as if you continued to be actively employed. You are responsible for paying your portion of the premium. Your health care coverage may cease if your premium payment is more than 30 days late.

Intermittent and Reduced Scheduled Leave: Leave due to a serious health condition may be taken intermittently (in separate blocks of time due to a single health condition) or on a reduced leave schedule (reducing the usual number of hours you work per week or day), if medically necessary. While on an intermittent or reduced schedule leave, the School may temporarily transfer you to an available alternate position that better accommodates your recurring leave and that has equivalent pay and benefits.

Leave to care for an Injured or Ill Service Member or Covered Veteran:

In addition to the reasons for leave listed above, an eligible employee may take up to 26 workweeks of FMLA leave during a 12-month period to care for (i) an injured or ill service member who is the employee’s

spouse, parent, child or next of kin and who incurred the injury or illness in the line of duty and while on active duty in the Armed Forces, or had a preexisting injury or illness prior to beginning active duty that was aggravated by service in the line of duty on active duty in the Armed Forces; or, (ii) an injured or ill covered veteran who is the employee's spouse, parent, child or next of kin.

For service members, the injury or illness must render the service member medically unable to perform the duties of his or her office, grade, rank or rating. This provision applies to service members who are undergoing medical treatment, recuperation, or therapy, or are in outpatient status or are on the temporary disability retired list, for a serious injury or illness.

For covered veterans, the veteran must be undergoing medical treatment, recuperation or therapy for a serious injury or illness and s/he (1) was a member of the Armed Forces (including the National Guard or Reserves); (2) was discharged or released under conditions other than dishonorable; and (3) was discharged within the five-year period before the eligible employee first takes FMLA military caregiver leave to care for the veteran¹.

For covered veterans, serious injury or illness means any of the following:

- (i) a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the service member unable to perform the duties of the service member's office, grade, rank, or rating; or
- (ii) a physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability Rating (VASRD) of 50 percent or greater, and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or
- (iii) a physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or
- (iv) an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

When combined with any other type of FMLA qualifying leave, total leave time may not exceed 26 weeks in a single 12-month period. Standard FMLA leave procedures described below apply to all requests for and designation of leave for this purpose. *However*, in the case of leave to care for an injured or ill service member, the 12-month period begins on the day such leave actually commences.

At the end of Family/Medical Leave: At the end of the leave, you will be returned to work in your former position or one with similar pay and status in accordance with federal law. If you are medically unable to perform the essential functions of your original job the School will consider whether you may be able to do so with reasonable accommodations in accordance with the Americans with Disabilities Act, or you may be transferred to work suitable to your physical condition if such work is available. If your leave

¹ The employee's first date of leave must be within the five year period. However, the employee may continue to take leave throughout the single 12 month period even if the leave extends past the five year period. Note - special rules may apply to calculating the five year period for veterans discharged between October 28, 2009 and March 8, 2013. This period will effectively be excluded from the five year calculation.

extends beyond the allowed number of weeks, you may be returned to your former or a like position if one exists, but the School cannot guarantee reinstatement.

If your leave is because of your own serious health condition, you must provide medical certification that you are fit to resume work. You will not be permitted to return to work until such medical certification is received.

If at the end of your leave, you do not return to work, for whatever reason, your employment with the School may be terminated.

To Apply for Family and Medical Leave: To apply for a family and medical leave of absence, please obtain the necessary forms from the Business Office.

Bereavement Leave

Rectory School provides up to five days of paid bereavement leave for the death of an immediate family member (spouse, child, parent); up to three days for a sibling, grandparent, grandchild or in-law (mother-in-law, father-in-law, brother-in-law, or sister-in-law); and one day for other family members. Additional days may only be taken with the written permission of the Head of School, and such days will be unpaid.

Victim of Domestic Violence Leave

“Family violence” is an incident resulting in physical harm, bodily injury or assault, or an act of threatened violence that constitutes fear of imminent physical harm, bodily injury or assault between family or household members. Verbal abuse or arguments generally will not constitute “family violence” unless there is a present danger and the likelihood that physically violence will occur.

A victim of family violence may take up to 12 days of leave during any calendar year in which the leave is reasonably necessary to:

- seek medical care or counseling for physical or psychological injury or disability,
- obtain services from a victim services organization,
- relocate due to the family violence, or
- participate in any civil or criminal proceeding related to or resulting from such family violence.

If the need for leave is foreseeable, the employee should give at least seven days’ notice to the School. If the need for leave is not foreseeable, the employee should provide notice to the School as soon as practicable.

An employee is required to provide a signed, written statement certifying that the leave is for a purpose authorized by this law. Further, Rectory is entitled to request that an employee provide a police or court record related to the family violence or a signed written statement that the employee is a victim of family violence from an employee or agent of a victim services organization, an attorney, an employee of the office of the Judicial Branch’s Office of Victim Services or the Office of the Victim Advocate, a licensed medical professional or other licensed professional from whom the employee has sought assistance with respect to the family violence.

Such documentation will be kept confidential and not further disclosed except as required by law or as necessary to protect the employee's safety in the workplace, but in these situations the employee will be given notice before the disclosure.

Victim of Domestic Violence Leave does not affect any other Leave provided under state or federal law.

V. EMPLOYEE BENEFITS

Health Insurance

Employees who are regularly scheduled to work at least 30 hours per week are eligible to participate in the School's medical insurance plan.

The School is part of the Connecticut Independent School Health Plan (CISHP), which runs from July 1 to June 30 and offers a variety of coverage options. The School contributes a set amount monthly for employee coverage, employee plus one coverage, and family coverage. Rate and plan details are available in the Business Office. Where there are differences between the provisions of this manual and more specific statements contained in the School's files (such as insurance policies), those statements shall control.

Retirement Plan (a 403(b) Plan)

Rectory School 403(b) plan is managed by The Principal Group

All full-time employees who are regularly scheduled for 1,000 hours or more within a 12-month period and who are over the age of 21 are required to participate in Rectory School's Retirement Plan. Participation in this plan is a condition of employment. The waiting period for the mandatory contribution plan is 60 days.

The School's retirement plan is managed by the Principal Group. Employees are required to contribute 5% of base salary, through payroll deduction. The School also contributes 5% of eligible employee's base salaries. Note- base salary excludes stipends, overtime payments, bonuses, or seasonally derived income (i.e., summer camp, summer school, paint crew, etc.)

Please note that the above summary **is not a legal description** of the School's Retirement Plan. A full Retirement Plan document is available in the Business Office and will be provided upon request.

For employees wishing to contribute more than 5% of their salaries to their retirement accounts with the Principal Group, the School offers an SRA (supplemental retirement annuity) plan. The SRA is available to all employees upon hire and is an employee-funded, tax-deferred benefit. The School does not contribute to employee SRA plans. Enrollment packages may be obtained in the Business Office.

Maximum Allowable Contribution to Retirement & SRA

The government does not limit contributions to the RA (Retirement Annuity), because participation in this benefit is required as a condition of employment.

There is a limit on the annual contribution to the SRA (Supplemental Retirement Annuity) plan.

- For calendar year 2023 the maximum amount is \$22,500.
- Individuals aged 50 or older may contribute an additional amount (currently \$7,500).

Employees aged 50 or older may be eligible for additional contributions under the 15-year rule. Please contact The Principal Group to determine eligibility under the 15-year rule.

Advice on Retirement and SRA Investments

While the Business Office will assist you in establishing your 403(b) plan, its staff cannot provide advice in allocating your contributions or choosing investments.

You may contact Principal for guidance in these areas.

The Principal Call Center is open 8:00AM- 10:00PM EST Monday thru Friday. The Center's toll-free number is **800-547-7754**.

Principal's website (www.principal.org) offers information and interactive tools to help you determine such things as your risk profile, asset allocations, how much you should contribute given your desired retirement age, and the like.

COBRA

COBRA stands for the "Consolidated Omnibus Budget Reconciliation Act of 1985." It is a federal law that requires your employer under certain circumstances to allow you and your covered dependents to continue being covered under your company's group health insurance plan - at your expense - for a limited period of time upon the onset of a qualifying event. COBRA coverage is not automatic; you must notify your employer if you wish to continue your insurance coverage.

The following are qualifying events under which COBRA may be triggered:

- Voluntary termination of employment
- Involuntary termination of employment (other than gross misconduct)
- Reduction of hours (layoff, leave of absence, etc.)
- Employee's death
- Divorce or legal separation of employee or spouse
- Employee's Medicare entitlement
- A dependent child ceases to be a dependent (under the terms specified in the insurance plan)
- Employer's bankruptcy (certain individuals)

In certain instances, the law requires the plan administrator to inform you and your dependents of this right to coverage when the plan administrator is aware of a qualifying event.

You have 60 days from the date you would lose coverage because of the events described above to elect continuation coverage. **If you do not choose continuation coverage, your group medical insurance will end on the last day of the month in which employment was terminated.**

If you choose continuation coverage, the School is required to provide coverage, at your cost, which is identical to the coverage provided under the plan to similarly situated employees or family members. The length of the COBRA continuation coverage period varies, depending on the circumstances and the nature of the qualifying event. Additional information regarding coverage and cost, as well as a complete copy of the COBRA law, may be obtained from the Business Office.

Life & Accidental Death and Dismemberment Insurance

Employees who are regularly scheduled to work at least 30 hours per week are eligible for life and accidental death and dismemberment insurance on the 1st of the month following date of hire. This coverage is paid

for by Rectory School. The life insurance policy face value is one times the annual salary of the employee or a minimum value of \$50,000 to a maximum value of \$120,000. Should the employee die in a manner qualified as accidental by the insurance company, the value of the policy is increased to \$100,000 under the accidental death and dismemberment policy.

Please note the following limits to the face value of the policy. The accidental death and dismemberment policy has reduced benefits for employees over the age of 65.

- Upon turning 65 years of age, the value of an employee’s life insurance decreases to 65% of the face value benefit.
- Upon turning 70 years of age, the value of an employee’s life insurance decreases to 50% of the face value benefit.

Long Term Disability Insurance

Employees who are regularly scheduled to work at least 30 hours per week are eligible for Long Term Disability Insurance on the 1st of the calendar month following date of hire. This benefit is paid for by the School, but the cost of the long-term disability insurance is a taxable benefit to the employee and will appear as such on the employee’s year-end W2 statement.

This policy provides a benefit of up to 60% of salary after being disabled for a period of 90 days.

Please note that your payment may be reduced by deductible sources of income and disability earnings, such as Social Security. Also, some disabilities may not be covered or may have limited coverage under this plan. Please also note the following table detailing maximum period of payment:

Age at Disability	Maximum Period of Payment
Less than 60	To age 65, but not less than 5 years
Age 60 through 64	5 years
Age 65 through 69	To age 70, but not less than 1 year
Age 70 and over	1 year

Section 125 Plan

Rectory offers a pre-tax benefits contribution option for employees, known as a Section 125 Plan.

A Section 125 plan allows employees to make contributions toward premiums for medical and dental insurance along with Flexible Spending Accounts (FSA) on a before-tax, rather than an after-tax basis. This means your premium contributions are deducted from your gross pay through a payroll deduction before income taxes and Social Security taxes are calculated.

Health Insurance

Participants in the School's health insurance plan will pay their portion of the premium through pre-tax payroll deduction – which is under the umbrella of Section 125.

Health Care Flexible Spending Account

Health Care Flexible Spending Accounts (Health Care FSA) and Limited Use Health Care Flexible Spending Accounts allow the participant to set aside pre-tax dollars to pay for qualifying medical expenses such as co-pays, dental expenses, orthodontics, and prescription glasses. Tax savings are determined by your tax rate and your contributions to the FSA. **A plan document fully describing this program is available in the Business Office.** The following is a summary of the plan's key points. Before electing to participate, you should carefully review the plan document.

- The limit for the fiscal year (July 1 to June 30) is \$2,500. Please note that this amount is per family and only one participant per family is allowed. If you are enrolled in a high-deductible health plan with a Health Savings account, you are not allowed to open a standard Health Care FSA. You may enroll in a Limited Use Health Care FSA which covers vision and dental expenses only. Information on this option is available in the Business Office.
- You can be reimbursed in pre-tax dollars for any qualified medical expense up to the amount you contribute to the FSA.
- FSA contributions will be deducted from your paychecks in equal installments over the course of the year. Once your plan is initiated, you cannot change the amount of the contribution unless you incur a qualifying event as defined by the IRS. These definitions can be found in the plan document.
- In exchange for receiving the tax benefits, federal law gives you the plan year in which to use the funds in your account. With the exception of the clause below, you can only use the funds contributed in a fiscal year to fund expenses incurred in the same fiscal year. **If you do not fully use the funds, they are forfeited.**
- If you have funds remaining the Health Care FSA at the end of the fiscal year, you are allowed to submit qualified expenses incurred within the next 2.5 months for reimbursement from any funds that remained on June 30. Whether or not you take advantage of this 2.5 month "grace" period, all receipts for qualified expenses which apply to the previous fiscal year must be submitted within 90 days of the end of the fiscal year. The 2.5-month grace period ends on September 15. The 90-day submission deadline is September 28.
- You may use the Benny Card provided upon enrollment to pay for valid expenses, or you may submit valid receipts to be reimbursed through Advanced Benefits Strategies, which manages the School's Flexible Spending Accounts.

Dependent Care Flexible Spending Accounts

Dependent Care Flexible Spending Accounts (Dependent Care FSA) allow the participant to set aside pre-tax dollars to pay for qualifying expenses incurred in providing care for dependent children or parents as defined by IRS code. Tax savings are determined by your tax rate and your contributions to the FSA. **A plan document fully describing this program is available in the Business Office.** The following is a summary of the plan's key points. Before electing to participate, you should carefully review the plan document.

- The limit for the fiscal year (July 1 to June 30) is \$5,000. Please note that this amount is per family and only one participant per family is allowed. You can be reimbursed in pre-tax dollar for any qualified care expense up to the amount you contribute to your FSA.
- FSA contributions will be deducted from your paychecks in equal installments over the course of the year. Once your plan is initiated, you cannot change the amount of the contribution unless you incur a qualifying event as defined by the IRS. These definitions can be found in the plan document.
- You may submit valid receipts to be reimbursed through Advanced Benefits Strategies, which manages the School's Flexible Spending Accounts.

Employee Assistance Program (EAP)

Rectory School provides an employee assistance program through EAP Complete. The EAP is available to assist employees in the areas of emotional support, work-life issues, legal guidance, financial resources, online will preparation, and other online support. All services are confidential.

Employees can contact EAP Complete at 877-595-5284

Graduate School Tuition Assistance

A limited amount of funds are set aside each year to assist faculty and staff with graduate school tuition. To request assistance with graduate school funding an employee needs to request a meeting with the Head of School when employment agreements are generated (usually February). Priority for funding is given to employees who are currently enrolled in an accredited graduate program.

VI. OTHER BENEFITS

Tuition Remission Policy (K-9)

Employee's children must follow Rectory School's regular application process to be accepted into the school. All full-time employees are eligible for tuition remission for their dependent children. Full-time employees qualify for full tuition remission without a waiting period. Remission benefits are available for current employees, and for employees who return to full-time employment at Rectory School after a pre-approved leave of absence. New employees are immediately eligible for remission, however, in the event the desired grade is fully enrolled, they may have to wait until next academic year to enroll their children. Employees are responsible for the Tuition Remission Fee for each enrolled child. The IIP program is excluded from the tuition remission benefit for employees. *All outstanding account balances must be paid before remission is awarded.*

Tuition Remission Fee

All tuition remission students will be charged a Tuition Remission Fee annually. The fee is based on the grade in which the student is enrolled. Check with Admissions or the Business Office for the fee applicable to your child's grade.

Fees not covered by remission must be paid in full before school begins unless the employee enrolls in a monthly payment plan through payroll deduction.

For children on remission, certain fees are charged. For the middle school, these include, but are not limited to, tuition remission fee, equestrian fee, private music lessons, and Rectory Parents Association Fee. In elementary school, these include, but are not limited to, tuition remission fee and the Rectory Parents Association fee charged per family.

Remission Policy- Summer Programs

Fees not covered by remission must be paid in full before school begins unless the employee enrolls in payroll deduction.

Seasonal Employees of the Summer Programs

- Scheduled to work 30 hours per week or more.
 - S@R or Day Camp Programs
 - 100% remission for the first child enrolled.
 - 50% for additional siblings enrolled.
- Employees who work 20-29 hours per week.
 - 50% remission in either program.
- Employees who work less than 20 hours do not receive remission

Permanent employees- 12 month

- Day Camp- 25% discount.
- S@R- 75% remission for the day program. If your child would like to attend the boarding program, you will be responsible for the difference between the day tuition and the boarding tuition.

Faculty and other 10-month employees

- S@R- 75% remission for the day program. If your child would like to attend the boarding program, you will be responsible for the cost difference between the day tuition and the boarding tuition.
- Day Camp- no discount

Use of School Buildings or Facilities by Outside Groups

The School may permit the use of its buildings or facilities for private use upon approval. Any outside non-profit group requesting use of the School's facilities for any function must obtain approval of the Chief Financial Officer, and comply with the following requirements:

1. Submit an Application for Use of Facilities to the Chief Financial Officer.
2. Upon approval, enter into a signed written agreement with the School confirming intended use of facilities and agreeing to indemnify and release the School from any and all claims or liability.
3. Will be responsible for custodial and other costs.
4. Produce a Certificate of Insurance or other evidence of liability insurance naming Rectory School as an additional insured and indicating that the group's carrier provides primary coverage.

Athletic Facilities

Rectory School offers the use of its weight room, swimming pool (seasonal), and tennis courts to Rectory employees when these facilities are not in use by students or other scheduled programs. Outside individuals or groups seeking to use athletic facilities, including fields, must request permission from the Chief Financial Officer and comply with the requirements applicable to outside groups.

Health Services

The School does not offer ongoing, regular medical service to employees and their families. However, the School may provide limited service such as flu vaccines, and the nurses are authorized to provide care in life-threatening situations.

Children at Rectory (CARE) Program

Rectory School operates a full-time child-care program, for ages 6 weeks through 12 years, on campus. The CARE program is licensed by the State of Connecticut Department of Health. Rectory employees are given preference over community children for available slots and employees pay a discounted tuition rate.

CARE operates Monday through Friday, 7:30 A.M. to 5:00 P.M., and is open year-round except in cases where summer enrollment is too low to operate.

CARE closes for one week in December (the same week as the school) and one week in July. The program is not open for Thanksgiving break, New Year's Day, floating Memorial Day, Juneteenth, Fourth of July, and Labor Day.

Families are responsible for paying tuition for all contracted days even if your child does not attend CARE (i.e. March break, family vacation). For further information, please contact CARE at extension 353.

VII. HOUSING AND OTHER CAMPUS-RELATED POLICIES

Introduction

Rectory School requires certain faculty and staff to live on campus or in other School-provided housing in order to be able to offer care, support, and supervision of its resident students and to ensure that critical support functions are available during non-working hours in the event of emergencies or problems. The School expects that residents will treat school property as their own homes, living in and caring for the space in a responsible and conscientious manner.

All residents of School-provided housing are subject to zoning and other regulations of the Town of Pomfret. This includes fire control, animal control, safety, sanitation, and other matters of public concern.

Residents are required to sign and abide by an Occupancy Agreement, which will be provided by the Business Office when housing assignments are made.

Housing Policy

Rectory School's housing policy is intended to provide clarity and codify protocol around how decisions will be made regarding placement of residential life faculty. This formal process will typically begin at the same time faculty intentions for the following year are due and continue, as needed, until the end of April; as such, contracts may be issued to residential life faculty that indicate housing is included without specifying which placement ultimately will be made.

Faculty who currently live in Rectory housing and are not interested in moving will not need to participate and will not be asked to move unless prior communication has been made.

Each faculty housing location will be identified by letter (A, B, C,) based on the number of bedrooms (A=1, B=2, etc); Additional on campus housing may be assigned to select administrators whose job responsibilities preclude them from on campus dorm housing. These decisions will be determined by the Head of School in consultation with the Director of Residential Life.

Faculty interested in moving into a vacated unit will apply via a Google form. This form will include categories such as Residential Life experience, school employment experience, spouse/partner's residential life contributions, and others with points being allocated to arrive at a point tally. Tie breakers will be determined by length of employment at Rectory.

Housing will be assigned in reverse order (C, B, A) so that family units will be accommodated first. It is possible that a single-person family would be assigned housing "out" of their category needs; in these circumstances, that particular housing will only be guaranteed for the upcoming academic year and that unit may go back into the pool. As the units get assigned, others will become vacant and those will, in turn, go into the pool and another email be sent signaling the beginning of a new round. This cycle will continue until such a time, as deemed by the Head of School, that housing decisions have been finalized for the year. Any vacant units will be assigned to incoming Rectory faculty and may, in certain situations, be guaranteed only for the following academic year.

Occupancy and Departure Dates

Unless otherwise authorized in writing by the Head of School or Chief Financial Officer, occupancy and departure dates for School-owned housing are as follows:

- Newly arriving employees may move in on August 15 unless otherwise instructed.
- Departing employees who complete the academic year must move out by no later than 20th of June or their last day of employment (for mid-year departures).
- Departing employees who leave during the academic year must vacate their residence immediately, unless the Head of School provides permission in writing for the employee to stay.
- On campus moves will be coordinated with the Chief Financial Officer.

The School customarily does not provide moving services or reimburse moving costs for new or departing employees.

School Rights, Duties, and Responsibilities Related to Housing

The following are the rights, duties, and obligations of the School in providing housing for employees. The rights, duties, and obligations listed here apply to resident employees in all School-owned housing unless modified or amended by a written agreement between an employee and the School. The School reserves the right to modify the following rights and obligations either generally or in specific cases by written notice to the affected employee resident.

Fulfillment of Responsibilities services

The School expects that all employees living in School-owned housing will satisfactorily fulfill their employment and other related responsibilities that accompany living in School-owned housing.

Initial Condition

The School will provide premises in a clean and livable condition when the employee moves in.

Furnishings

The School will provide the following appliances, equipment, furniture, and fixtures in all school-provided housing:

- Refrigerator; stove; smoke detector.

Washers and dryers are provided for the faculty in the basement of Dining Hall Dormitory and DGB Dormitory, and in on-campus housing where the necessary hookups are available. The School will maintain School-owned appliances. All other items, including but not limited to air conditioners, microwave ovens, fans, lamps, carpets (other than wall-to-wall carpeting), drapes, curtains, shower curtains, light bulbs, trash containers, and wall decorations such as pictures are to be furnished by the employee should he/she wish to do so. Air conditioners must be removed by October 15 and stored until the following summer.

Utilities

The School will provide the following utilities:

- Heat; electricity; hot water; basic telephone service;
- Wireless internet, if available through the School's network.

The School may levy a consumption charge to the employee if utility usage is deemed to be excessive.

Cable/Streaming

- Rectory will provide and pay for :
 - You Tube TV in the Residences

Internet

Rectory will provide access to the internet through our wireless network. Our network security systems cover our entire network, encompassing all devices, faculty, staff and student. If you connect your personal device(s) to our wireless network, employees must be aware that their activity while using our network may be monitored. Such personal devices include laptops, tablets, smart TVs, game systems, smart phones and all other devices that may be connected to Rectory internet. For further detail please see the Electronic Resources policy set out elsewhere in this Handbook.

Maintenance

The School will provide the following routine maintenance services:

- Trash collection; snow removal from driveways, as needed;
- Lawn mowing, edging, and clipping, as needed; gutter cleaning, as needed;
- Hedge trimming for pre-existing hedges and shrubs, as needed; leaf blowing and removal, as needed.

The School accepts no responsibility for maintaining personal flower beds or gardens, whether new or preexisting.

The School will provide other maintenance services, as follows:

- Necessary repairs covering plumbing, heating, electrical systems, carpentry, roofing, masonry, tiling, and floor covering;
- Painting of the interiors and exteriors of residential housing and dormitories, when needed as determined by the School;
- Replacement of plumbing, electrical, and heating fixtures, when needed as determined by the School.

The School will make all repairs needed to keep a residence in a fit and habitable condition. *If the premises are damaged or become unfit because of actions or neglect by the employee, the employee's family, or the employee's guests, the School retains the right to charge the employee for the cost of the repairs.*

Keys

Keys to School property, including faculty apartments, are granted by the permission of the Head of School and must be signed for by the individual who will hold them. The School will provide residents with two keys.

These keys are issued to allow the employee to fulfill the duties of his/her job and are not to be given to another person, including family members or friends. Careful control of these keys is necessary to provide a

safe and secure campus for our students, faculty, and staff. Upon termination of employment, all keys must be returned to the Business Office.

Lost Key Fees- Employees will be charged \$25.00 per key for replacement of lost keys or residential keys beyond the two provided by the School.

Storage

Storage of personal belongings is the responsibility of the employee. The School provides assigned storage areas in each of the dormitories for residential faculty, but is not responsible for the contents of those areas. Not all apartments have additional storage available. Please contact the Business Office if you need storage outside your unit to see if one is available.

Access

The School reserves the right to enter any School-provided residence for the purpose of inspection, maintenance, or repair. The School may at reasonable times enter any residence to show it to potential future tenants. The School will attempt to provide prior notice to the employee of the need to enter a residence, but the School reserves the right to enter a residence without prior notice.

The School will conduct at least two annual inspections of all School-provided housing at a time to be determined by the School. Employees will receive at least 48 hours' notice of such inspection.

Mail & Delivery Service

Campus residents will be provided with a mailbox in the Main House. United States mail and packages from delivery services will be delivered to mailboxes on Monday through Friday.

Liability

The School shall not be liable for personal injury to the employee or to any person who uses or is on the employee's School-provided premises, nor shall the School be liable for damage to their personal property, unless such injury or damage results from the School's negligence. The employee is responsible for all acts of the employee's family, friends, pets, and visitors and all employees residing in School provided housing are encouraged to obtain appropriate renter's or other insurance.

Employee Rights, Duties, & Responsibilities for Housing

The following are the rights, duties, and obligations of all employees residing in School-provided housing. The rights, duties, and obligations listed here apply to all employees occupying School-provided housing unless modified or amended by a written agreement between an employee and the School.

Quiet Enjoyment

Employees have the right to the quiet enjoyment of their residence in a manner consistent with the fulfillment of their responsibilities as members of the resident faculty/staff. Employees have the right to have their residence maintained in a safe and sound condition.

Use of Residence

School-provided housing may be used as a living place for a resident employee, his or her spouse, and dependent children only. Any other long-term or permanent resident must be approved in advance by the Head of School. The Rectory employee is the tenant, and the spouse's and children's residence is dependent upon the continued residence of the employee. Employees are welcome to have guests when doing so does not conflict with their duties. However, guests may not use a residence while the employee is absent overnight or longer without the prior written permission of the Head of School or Chief Financial Officer. Resident employees may not sublet all or any part of a residence.

Employee Conduct

Resident employees must behave and require other persons in their residences to behave in a manner that will not disturb the peaceful enjoyment of the community. School employees living in School-provided housing may possess, consume, and serve legal beverages to their guests only within or adjacent to their quarters. School employees and their families are forbidden to serve or otherwise distribute any alcoholic beverage or controlled substance to any Rectory student or other minor. They are forbidden to smoke in their residences at any time and may not smoke outside the residence when on campus (see Smoking Policy on page 15). They are forbidden to possess, use, or distribute, any illegal substance, including controlled substance except in accordance with appropriate medical authorization and within their own quarters. This policy applies equally to campus guests and visitors. Violators may be subject to immediate termination, removal from the campus, and/or prosecution under local, state, or federal law.

Utilities

The employee has the duty to exercise care and conservation in the use of utilities. The employee is responsible for removing all garbage, rubbish, and waste in a clean and safe manner to the place provided by the School. Long-distance phone service is provided for School business only (for example, to call parents). Residents are expected to use their own cell phones for personal long-distance calls.

Maintenance

Requests for all repairs or maintenance should be made through the Rectory Help Desk available on the School's website. The Maintenance department is responsible for performing or contracting repairs to School properties upon receiving a request for repairs from the employee or from the School as owner of the property.

Residents are expected to regularly clean and maintain their residences. Occupants are expected to care appropriately for floors, carpeting, walls, woodwork, windows, etc. While employees are encouraged to make their campus housing their home, they are also expected to entertain students or campus guests in their homes, so homes must be well-maintained, clean, and welcoming.

The employee is responsible for reimbursing the School for the expense of repairs and replacements to School property resulting from damage or loss beyond normal wear and tear caused by the resident or by anyone for whom the resident is responsible, and for any fumigation, extra cleaning, or carpet replacement that must occur due to the presence of pets, e.g. fleas, dog or cat dander, pet waste, etc.

The employee will provide the following interior maintenance services:

- Cleaning; trash removal; maintenance of employee-owned appliances.

- Replacement of light bulbs (employees are expected to purchase compact fluorescent light bulbs).
- Window blinds and other window covering are the responsibility of the employee.

The employee shall keep the grounds neat and clean. Driveways must be kept free of obstacles during winter months to permit snow plowing. Children’s outdoor toys kept out of the way of the maintenance and grounds crew who maintain the school. Ideally, they should be put away daily.

In addition, the employee will provide the following exterior maintenance services:

- Weeding and maintenance of personal garden beds.

Residents should give the School immediate notice of any damage to the premises, via the Maintenance Help Desk. In an emergency, employees should contact the Maintenance staff on call as follows:

Sunday- Saturday – Justin Herdic 860-234-0966

Changes to residence

Campus residences are assigned “as is.” While employees may decorate their residences, they may not alter, paint, change or add to the residence without the prior written consent of the Head of School or Chief Financial Officer. The requirement for written consent includes changes to the exterior such as plantings.

Residents may request repairs, repainting, or redecorating via the Maintenance Help Desk on the School’s website. Residents should submit a detailed description of the work/repair to be done, or of the request for paint. The Maintenance Department reviews and prioritizes all requests. Residential requests will be prioritized after academic campus help tickets unless it is deemed a safety issue.

School-owned housing is scheduled for partial or full repainting and/or renovation on an as-needed basis. If rooms are in good condition, they will not be repainted or re-carpeted by the School. The School does repaint and/or re-carpet when necessary. The School uses neutral paint colors on interior residential walls. Employees who wish to undertake painting on their own may do so only after securing permission from the Chief Financial Officer. Paint colors must be approved. If the painting request is deemed necessary, the School will provide all necessary materials and supplies, including paint. Otherwise the employee is responsible for purchase of the paint, equipment and actual painting of the unit. Employees are not permitted to paint using colors that are not approved.

The installation of telephone lines, cable or satellite television systems, and data or internet access lines require the prior approval of the Chief Financial Officer. The employee will be responsible for the cost of damages and/or the cost of removal of any system installed without the School’s prior approval. All appliance installations must be approved in advance by the Chief Financial Officer.

The School will not install or underwrite the installation of new fences, decks, patios, or sheds. A resident employee who wishes to install a fence, deck, or patio may do so at his or her own expense provided that the employee has the prior written permission of the Head of School or Chief Financial Officer. Any permanent fixtures installed by employees become the property of the School. Employees will receive no current or future payment or consideration for the cost of such fixtures.

Pets on Campus

Employees are permitted to have pets on campus in accordance with School policy. *Having a pet on campus is a responsibility and employees are expected to exercise care and caution when deciding to bring a pet onto campus.*

Allowed Pets

Pets are defined as dogs (excluding certain breeds), domestic cats, birds, small rodent family members (gerbils, hamsters, etc.), fish, turtles, non-poisonous frogs, and small lizards.

Disallowed Pets

Constricting, poisonous or large snakes, large lizards, alligators, primates, weasels, spiders, poisonous frogs, or other potential dangerous animals, are specifically prohibited. The School further disallows the following breeds of dogs on all School property, including off-campus housing, unless the dog is a service dog or has a valid AKC Canine Good Citizen Certificate: Akita, Boxer, Bull Mastiff or Mastiff, Chow Chow, Doberman Pinscher, German Shepard, Husky, Malamute, Pit Bull (or mix), Rottweiler, Wolf Dog, Wolf Hybrid or any dog that has shown aggression to people or other dogs.

Employees who wish to have dogs or cats in School-provided housing or to bring dogs or cats onto campus must register the pet with the Business Office; provide proof of all legally required vaccinations and licensing; and provide proof of renter's or homeowner's insurance covering liability arising from the pet.

Pets Must Be Removed in the Following Situations

If at any time a resident student is allergic to a pet, that pet must be removed from the dormitory until such time as the student can be moved to a different dorm or the student leaves campus. If an employee brings a pet into a classroom, office, or other school space, s/he is expected to be considerate of all community members, particularly regarding allergies and fearfulness.

Pets are strictly prohibited from the Dining Hall, Infirmary, Library, Art Barn, Art Center, playground, Gymnasium, Wrestling Room, and Swimming Pool. All pets in a School common area, including dorms and playing fields, must be under the control of the owner. **Pet owners are responsible for cleaning up their pet's waste.**

Under no circumstances may pets be brought to Rectory events such as field trips, plays, concerts, parent-teacher conferences, and the like. If uncertain if pets are welcome at a particular event, pet owners should check with the Business Office prior to the event.

Any pet that bites a person or another pet, or behaves in an unacceptably aggressive manner, will be banned from School property, including off-campus housing. The Head of School reserves the right to ban any animal from campus.

Firearms

The School prohibits anyone, including employees, from having firearms or other potentially dangerous weapons on campus, regardless of lawful licensure for possession or carrying of firearms. This policy extends to employees living in on-campus and off-campus housing provided by the School. Firearms include, and are not limited to, pellet guns, BB guns, starter guns, and paintball guns. This policy applies to firearms that you may have a lawful permit to possess. Exception to this policy is made only for law enforcement personnel or any other uses or occasions expressly approved by the Head of School.

Explosives and Flammables

Employees shall not use, store, or keep in School-provided housing or premises any explosives, flammable, or combustible materials (including LPG, gasoline, etc.) that could increase the likelihood of fire. Gas grills should be placed a minimum of fifteen feet from buildings. Fuels such as camp fuels may be stored at the Maintenance Building, with the prior approval of the Director of Buildings & Grounds.

Renter's Insurance

The School's insurance does not cover employees' personal property located or stored in School-provided housing. Residents should insure against liability claims and personal losses due to theft, fire, or damage. The School is not liable to the occupant or to any person claiming through him or her for loss or damage to persons or property arising out of any cause or condition whatsoever on the premises occupied by an employee or the approach thereto. Renter's insurance is required for all employees living in School-provided housing.

VIII. TRANSPORTATION

CT Public Service Driver Licenses (Public Passenger Endorsement)

Full-time faculty, dorm parents, and coaches have responsibilities that typically require driving a 14 passenger activity van or passenger vehicle to transport students to and from a variety of activities. These individuals are required to obtain and maintain in good standing a Connecticut Driver's license with a public passenger endorsement (PPE) "A" endorsement. The PPE is required to drive a School activity van **and** passenger vehicles used to transport students.

To obtain the PSL, employees must complete a drug test, physical examination and undergo fingerprinting. For holders of out-of-state licenses, the state also requires a five-year driving record from the previous state of issuance in order to secure the PSL.

The School will pay all expenses involved in obtaining the PSL except for the transfer to or renewal of Connecticut Driver's License. Employees must submit a copy of the license and the medical card (provided by the doctor's office at the end of the physical) to the Business Office. No reimbursement will be issued, and employees should not transport students, until these items have been submitted to the Business Office.

Waiver of the requirement to obtain a PSL is available only with the written approval of the Head of School.

When driving students, you must carry both your license and medical card.

Rectory's Random Drug Testing Program

The Connecticut Department of Motor Vehicles (DMV) requires random drug testing for drivers of all school transportation vehicles. The definition of school transportation vehicle includes Rectory School activity vans and any vehicle the school owns, rents, leases, or uses in support of school activities. During such time as you maintain the PSL license, you will be required to participate in a random drug testing program.

Testing Process: To ensure maximum convenience via on-site sample collection, as well as confidential testing, the School uses an outside firm to administer the program. The drug testing process will follow Part 382 of Title 49 of the Code of Federal Regulations for drug and alcohol testing.

Q&A Program Overview:

- 1) **Who is affected?** Anyone who drives any Rectory owned or rented vehicle used to transport students.
- 2) **What company is administering the testing?** Gregory and Howe, Inc. (G&H) www.gregoryandhowe.com. This firm currently does the testing for most of Connecticut's public schools.
- 3) **What drugs are being tested for?** Cannabis, cocaine, PCP, opiates, and amphetamines. Even though cannabis is legal in the state of Connecticut it is still illegal at the Federal level. The A endorsement is subject to Federal DOT standards so presence of cannabis in your drug test will result in the suspension of your class A endorsement
- 4) **How am I protected against a "false positive"?** All laboratory tests, confirmed positive and negative, are reviewed by an independent "Medical Review Officer"(MRO) The MRO is independent from the lab(s) that do the tests. The laboratory tests, used in conjunction with the MRO, have been designed to make sure that normal prescription drugs, cold medicines, poppy seed muffins/bagels, etc. do NOT get identified as illegal drug use. If there is a "confirmed" positive result from the laboratory, the Medical Review Officer will call the individual before any results are reported to the School to discuss whether any medications or other situations exist that could have impacted the test before "verifying" the test as a positive.
- 5) **What is the testing requirement?** The state requires that, in a 12 month period of time, 50% of the drivers are tested on a random basis. Because the names are generated randomly, it is possible that, in a given year, one person may be tested more than once, while others are not tested at all.
- 6) **What is the process?**
 - a. The School provides G&H with a list of all of our vehicle drivers.
 - b. G&H generates a random selection of the drivers to be tested each quarter. After the list is generated, they notify the School via e-mail and schedule a test date.
 - c. On the day of testing, the identified drivers are asked to report to the Infirmary to provide a urine sample. Please note that we are not allowed to provide advance notice to those being tested.
 - d. A certified technician will collect samples from each person in a manner that ensures the integrity of the samples when they are sent to the lab.
 - e. G&H will send the samples to an independent "Substance Abuse Mental Services Health Administration" (SAMSHA) certified laboratory for testing.
 - f. Test results will be sent to an independent Medical Review Officer; a medical doctor will then review any positive results and contact the donor of the positive result to discuss any possible reasons for a false positive reading.
 - g. The Medical Review Officer/Doctor will make a determination of the results, i.e., positive or negative.
 - h. The Chief Financial Officer will receive the results.
 - i. G&H will maintain records of all testing.
- 7) **Are the test results sent to anyone outside of Rectory School?** There are no current requirements that test results, positive or negative, are sent to the government. However, there is a legal requirement that, upon request, we must provide test results to any school that is hiring someone into a position that includes driving students. Additionally, our records are subject to audit by the CT DMV.

8) **What if I do not want to take the test?** Anyone driving students in a Rectory School vehicle must, if chosen, take the test. Under the regulations a refusal to take the test is treated as failing the test.

9) **What if I fail the test?**

- a. Anyone failing the test is prohibited by law from driving students for a period of two years. If, after two years, a repeat test proves positive, driving students is permanently prohibited.
- b. Anyone failing the test will be referred to the Head of School. . Suspension of a class A endorsement, for any reason, may result in termination of your employment.

School-Owned Vehicles

School-owned vehicles are only to be used for activities consistent with the educational mission of the School. School-owned vehicles may not be used for personal use.

All requests for the use of a School-owned vehicle must be made with the Assistant Head of School or his designee, or the Director of Buildings and Grounds. The safe operation of School vehicles is critical to ensuring the safety of our students. **The following rules must be fully observed when transporting students.**

Safety Precautions:

The driver and all passengers must wear seatbelts at all times. The vehicle should not be started before compliance with this rule has been checked.

- All traffic regulations and speed limits must be observed. Drivers who receive a ticket, such as for speeding or parking, are personally liable for the cost of the ticket – even if they were engaged in school business. *Drivers must report moving vehicle infractions to either the Business Office or the Director of Buildings and Grounds.*
- As a matter of law as well as safety policy, Rectory School vehicles should come to a full stop before making a railroad crossing. In keeping with best safety practices, it is also required that drivers use their flashing hazard lights as they make their stop and open the door for better visual confirmation before proceeding across the tracks.
- No driver of a Rectory School vehicle should use a cell phone, even with a hands-free device, while the vehicle is in operation.
- Except in the case of an emergency, no student should ever be allowed to exit the rear of an activity van.

Procedural Issues:

- Employees may not drive a Rectory School vehicle until the Director of Building and Grounds or his designee has cleared that person to drive. New employees and any employee who wishes refresher training will be offered the opportunity for a familiarization program and to test drive a School vehicle on a practice course.
- All drivers of School vehicles are required to complete a Bus Run Sheet. These sheets are found on a clipboard in the driver's door pocket. This is a simple sheet that takes a few minutes to complete. The Director of Facilities will explain this sheet when you complete

the familiarization program. **If you are stopped for any reason and have not completed the bus run sheet, you, as an individual, may be ticketed.**

- The driver must carry both their public service driver's license and medical card when driving a School vehicle. **If you do not, you, as an individual, may be ticketed.**
- When returning a School vehicle, the driver is responsible for inspecting the interior of the vehicle for left-behind items and for leaving the vehicle clean for the next user. It is recommended that the driver enlist the students' assistance in this effort so it does not fall entirely on his or her shoulders.

Transporting Students in Privately-Owned Vehicles

Rectory School specifically prohibits the transportation of students in vehicles owned by faculty or staff for School-sponsored events or activities, or for any other reason.

The only time that the School will allow the transportation of students in a faculty or staff member owned vehicle is if the transportation represents:

1. A mission of mercy such as transporting the child to a doctor or facility for treatment, an emergency evacuation of campus, or in similar exigent circumstances.
2. A special event outside the scope of the expected educational activities of the School such as eating dinner at a faculty home, and only with knowledge and permission of the School
3. A circumstance approved by the Head of School.

Should a faculty or other employee decide to transport a student in her or his own vehicle under one of the three scenarios above, in the case of an accident or some other incident that exposes the employee to liability, the employee should understand that his or her personal automobile insurance policy will be the first layer of coverage. Auto insurance policies make the owner of the vehicle the primary provider of insurance.

Using Personal Vehicles for School Business

If an employee should use their own vehicle in the conduct of School business, they are eligible to receive mileage reimbursement at the current mileage rate. The mileage rate is subject to change without notice. Please note that applicable School business includes such activities as attending conferences, visiting vendors, visiting alumni, etc. If there is a question of eligibility for reimbursement, the Head of School will be consulted for a final decision.

IX. GENERAL INFORMATION

Dining Hall

The Dining Hall is operated by Flik Dining Services, an independent food service company. Please note that the employees in the Dining Hall are not employees of the School but work under direction from Flik Dining Services. Seating arrangements in the Dining Hall and waiter assignments are under the direction of the Assistant Director of Residential Life. To eliminate misunderstandings about special requests for dining hall services, Flik Dining Services will honor only those requests that have been approved by the Business Office.

Lunches are provided for day faculty and staff, while breakfast, lunch, and dinner are provided for dormitory parents and their families for consumption in the Dining Hall. Faculty members are on duty whenever they are in the Dining Hall, and they are expected to act with authority when they witness improper behavior. The meals provide the time for friendly exchange between students and faculty in a pleasant and gracious atmosphere. Proper attire, good manners, and a positive tone are required at the table. Faculty guests are welcome at any time.

Education Office

The Education Office is the main source of information about students and schedules. Teachers and staff are encouraged to conduct their business with the office as quickly as possible to avoid congestion. Other space is available for classroom preparation and for socializing.

Swimming Pool

Use and Rules

Pool Opens- June (dependent upon the weather)

Pool Closes- September 30 (dependent upon the weather)

The following rules and procedures are necessary if Rectory is to allow employees to use the pool when no lifeguard is on duty. These rules are also required by insurance, health, and safety regulations.

Please note that when Rectory's Summer School and Summer Camp are in session, these programs receive priority. Each year at the start of the summer season, the Head of School will communicate a schedule indicating the times that the pool is available for general Rectory community use.

Please also note that lifeguards are not on duty other than when the Camp and Summer School are scheduled to use the pool. Community swimming is done at your own risk and Rectory requires the following.

- 1) At least two people are to be present whenever the pool is in use.
- 2) No child under the age of eighteen may swim without the supervision of someone who is at least twenty-one years old.
- 3) Families must take responsibility for the supervision of their own family members. Children under the age of eighteen should not be dropped off simply because an adult is present at the pool.
- 4) The pool may only be entered through the gate. Jumping the fence is strictly prohibited.

The Maintenance Shop is for School-related use only. Employees may not use the Shop or equipment for personal use.

Parking

Cars are to be parked in lots provided and not on lawns or sidewalks, and particularly not in fire lanes or in front of fire exits. The following areas are closed to parking: in front of the Infirmary entrance, in front of Dining Hall, and in front of Memorial Building. Parking in the Grosvenor House lot is restricted to employees who have been assigned parking spaces in that lot. Parking spot assignment is determined by the Head of School.

During the winter months it is not uncommon for Maintenance to ask residents to move their vehicles to facilitate snow removal. Vehicles that are not moved to the designated area may be plowed in. It will be the resident's responsibility to dig their car out in this situation.

Rectory is not responsible for damage to vehicles while parked in the campus lots.

Purchasing and Disposition of School Property

Whenever possible, school purchases should be ordered directly from the vendor and billed to the School, or purchased using a Rectory credit card. The School is exempt from sales tax in the State of Connecticut. For this and other reasons, the School discourages employees from making purchases on their own and submitting the receipts for reimbursement. In the event such a purchase is unavoidable, the School will **not** reimburse the employee for any sales tax paid.

No School property may be sold or disposed of without written permission from the Chief Financial Officer.

School Telephones

While there may be an occasional need for employees to make or receive personal phone calls at School, employees should use their personal cell phones whenever possible and must never use school phones for personal long-distance calls.

Cell Phones

The School provides cell phones to a limited number of employees who must be reachable at all times. These phones belong to the School and employees must pay for any overage charges related to personal calls, texts, or data usage.

Employees who are expected to regularly use their cell phones for School business (while traveling, for instance), may receive a monthly stipend towards their personal cell phone costs. Anyone with questions as to whether they would qualify for a stipend should contact the Head of School or CFO.

School Store/Other Charges

Personal purchases from the School store may be charged to employee accounts. Employees are expected to pay their accounts promptly. Accounts more than 90 days overdue may be subject to the loss of charging privileges. Past due accounts will be subject to the School's regular finance charge.

Mail at Rectory

Each faculty member is assigned a mailbox in the Faculty Mailroom. Faculty are expected to check their boxes daily. All U.S. mail comes to the Pomfret Post Office before being delivered to faculty mailboxes at School. If a faculty member chooses, he or she may rent a box from the town's post office. Each department is responsible for purchasing needed stamps. Faculty and staff are expected to stamp their own mail. School owned stamps are not to be used for personal mail. However, employees may place outgoing stamped personal mail in the bin for delivery to the Post Office. Mail is taken to the post office midday Monday through Friday. When the school offices are closed the residents will be responsible for coordinating the pickup of the mail from the post office.

Babysitting

There is no organized baby-sitting service on campus. Faculty residents should be careful not to impose on students for baby-sitting. Daycare and before- and after-school care are available through the CARE program.

X. APPENDIX

FORMS

Appendix A
Discrimination/ Harassment Complaint Form

To be submitted to the Responsible Employee or their Designee

Name of the complainant _____

Date of the complaint _____

Date(s) of the alleged discrimination/harassment _____

Name of person(s) alleged to have engaged in discrimination/harassment

Location where such discrimination/harassment occurred _____

Name(s) of any witness(es) to the discrimination/harassment _____

Detailed statement of the circumstances constituting the alleged discrimination or harassment

Proposed remedy or other relevant information

Appendix B
Abuse and Neglect Reporting Form

To be submitted to the Head of School, Chief Financial Officer, Assistant Head of School, Director of Residential Life, Director of Nursing, or Athletic Director

Name of student(s) at risk: _____

Individual(s) suspected of abuse and/or neglect: _____

Describe the type of concern, inappropriate behavior, and/or policy violation: (e.g. sexual abuse/molestation, or physical abuse):

Describe the situation: (when and where the incident occurred; who was involved; what occurred). *Attach additional sheets as necessary*

Were there any witnesses to the incident? If so, please provide their names.

What, if any, action was taken? *Attach additional sheets as necessary*

*Submitted by: _____

Telephone number: _____

Location and address: _____

Signature: _____

Date: _____

Reviewed by: _____

Date: _____

*Although it is Rectory School's preference that reports be signed to facilitate the investigation process, this Notice of Concern may be submitted anonymously as circumstances warrant.

