



Mississinewa Community Schools

21st Century Community Learning Center

Employee Handbook

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Welcome!

Hello and welcome! You are officially a part of the Mississinewa Community School Corporation (MCSC) 21st Century Community Learning Center (21st CCLC) after school program team! We are excited and thrilled that you chose to work with us and serve our students and families! We hope to clarify your role and our role within this handbook. Our goal is that you can understand what is expected of you and what to expect from us as your employer.

Purpose of Handbook

This employee handbook defines who we are and how we work together. We will do everything possible to create an equitable and productive workplace, but we need your help! We've created this handbook to guide you.

This handbook isn't a contract or a guarantee of employment. It's a collection of our expectations, commitments and responsibilities. Please read this employee handbook carefully and consult it whenever you need to.

This handbook is an overview of MSCS employee/workplace policies, and those policies which are most relevant to our program. You can find the complete Bylaws and Policies below.

<https://olemissk12.diligent.community/home/public/document/1ca32ebd-fbd1-4b41-88ed-2239195b85de>

Workplace Policies

This section describes policies that apply to everyone at our company: employees, contractors, volunteers, vendors and stakeholders alike. These policies help us build a productive, lawful and pleasant workplace.

Time

In this section, we explain our provisions for your working hours and time off. We include working hours and holidays, and time commitment expectations.

Working Hours

The program operates between **2:45 pm - 5:15 pm** weekly, Monday through Thursday. You may come to work at any time between **2:30pm - 2:45pm**, depending on your team's needs.

If you are a Mentor who will be serving as a bus aid for after program transportation your hours will roughly be **2:45 pm - 5:45 pm**. Noting that the end time for Mentors who serve as bus aid is subject to daily attendance and necessity of after program transportation.

* Extra scheduled times will be used for field trips, business and college visits.

Attendance

We expect you to be present during your scheduled working hours. If you face an emergency that prevents you from coming to work one day, contact the program director via phone call/voicemail or text message, as soon as possible. We will excuse unreported absences in cases of ***serious accidents and acute medical emergencies***. But, whenever possible, we should know when you won't be coming in and each employee is responsible for communicating that for themselves.

Paid Time Of (PTO)

Employees receive **10 days** of Paid Time Off (PTO) per year. Your PTO accrual begins the day you join our team and you receive **1 day per month**. You can take your PTO at any time after your first **2 weeks** with us.

Employees receive an additional **2 days** PTO for mental health needs and self-care.

If you want to use a PTO day, a request must be made ***through and approved by the program director***. Once the program director approves your absence, you are permitted to take your leave. ***You do not have to specify a reason for requesting PTO.***

As this position is a temporary 1-year position, employees ***cannot*** transfer any remaining PTO to the next year.

When the law doesn't have provisions, we will compensate accrued leave to employees who were not terminated for cause.

Holidays and Breaks

Our company observes the following holidays and breaks:

- September 2 Labor Day – No School
- October 21-25 Fall Break – No Program/Staff Meeting*
- November 27-29 Thanksgiving Break – No School
- December 21-January 5 Christmas Break – No School
- January 8 1/2 Teacher Day – No Program/Staff Meeting
- January 20 MLK Day – No School
- February 17 Presidents’ Day – No School
- March 21 – 31 Spring Break – No School/ No Program/Staff Meeting*

Our company offers a **floating day**, which you can take as a holiday any day you choose. If you want to observe a religious holiday that isn’t included in our list, we may allow you to take unpaid time off for that day. Or, you may use your PTO.

* Meetings on days that are outside of the Monday - Thursday schedule, will be determined by the whole team and subject to the whole team's availability. These will occur on Professional Development Fridays one time per month for mentors and every other month for tutors.

Also see <https://www.olemiss.k12.in.us/Page/439>, for the district calendar of the 2023-2024 school year.

Other Excused and Unexcused Leaves

If you need to be gone for an extended amount of time due to a medical reason and plan to return to your position, we will have a substitute mentor or tutor in your place. You will not be paid for this time. The payment will go to the substitute. You will return to your position when possible and your pay will continue.

Confidentiality

We want to ensure that private information about clients, employees, partners and our company is well-protected. Examples of confidential information are:

- Employee records
- Unpublished financial information
- Student data
- Student and family personal information

We also expect you to act responsibly when handling confidential information.

You must:

- Only view student grades through students’ PowerSchool portal or teacher portal.
This can be on their device or a school-issued device.
- Log-out and secure confidential information at all times on company-issued devices.
- Make sure you view confidential information on secure devices only.
- Only disclose information to other employees when it’s necessary and authorized.
- Keep confidential documents inside our school’s premises unless it’s absolutely necessary to move them.

You must not:

- Use confidential information for your personal benefit or profit.
- Disclose confidential information to anyone outside of our school.
- Replicate confidential documents and files and store them on insecure devices.
- Use personal devices to check student grades/data/information.

This policy is important for our school’s legality and reputation. We will terminate any employee who breaches our confidentiality guidelines for personal profit. We may also discipline any unintentional breach of this policy depending on its frequency and seriousness. We will terminate employees who repeatedly disregard this policy, even when they do so unintentionally.

Reporting Important Information

All 21st CCLC staff are required to abide by MSCS employee policies and procedures. Additionally, reporting important information is crucial and needs to be done in a timely manner. Here are the **three steps to reporting important information**:

- I. Always take note of any incident/accident and report it directly to the program director immediately after the event occurs.
- II. Fill out an incident report and submit it to the program director.
- III. Participate with further meetings and actions in relation to the incident.

**** Important Information***, is any information that pertains to the mental, emotional, physical and financial safety of students, families, staff, and the Mississinewa Community School Corporation.

Employee Code of Conduct

As an employee, all school policies mentioned above apply to you. We have some additional expectations about your behavior at work, which we outline here. We can't cover every single case of conduct, but we trust you to always use your best judgment. Reach out to the program director if you face any issues or have any questions.

Phone Policy

This section is in addition to the Mississinewa social media policies. All MCSC Employee Policies should be followed, including:

Personal Use

We allow use of cell phones at work. We also want to ensure that your devices won't distract you from your work or disrupt our workplace. We ask you to follow a few simple rules:

- Use your cell phone in a manner that benefits your work (business calls, productivity apps, calendars.)
- Keep personal calls brief and use an empty meeting room or common area so as not to disturb your colleagues.
- Avoid playing games on your phone or texting excessively.
- Avoid using your phone for any reason while driving a school vehicle.
- Don't use your phone to record confidential information, students or other staff (without their permission.)
- Don't download or upload inappropriate, illegal or obscene material using our school internet connection.

Also, you must not use your phone in areas where cell phone use is explicitly prohibited (e.g. laboratories.)

Social Media

In addition to MSCS Social Media policies, our expectation for social media use during the program are as followed:

- Always ask the program director for permission
- Use with discretion/discernment when doing activities with students that involve the use of social media
- It's better to ask for permission!

Employee Relationships

We want to ensure that relationships between employees are appropriate and harmonious. We outline our guidelines and we ask you to always behave professionally.

Fraternization

Fraternization refers to dating or being friends with your colleagues. In this policy, “dating” equals consensual romantic relationships and sexual relations. Non-consensual relationships constitute sexual violence and we prohibit them explicitly.

Dating Colleagues

If you start dating a colleague, we expect you to maintain professionalism and keep personal discussions outside of our workplace. You are also obliged to respect your colleagues who date each other. We won't tolerate sexual jokes, excessive public display of affection, malicious gossip and improper comments. If you witness this kind of behavior, please report it to the program director.

Friendships at Work

Employees who work together may naturally form friendships either in or outside of the workplace. We encourage this relationship between peers, as it can help you communicate and collaborate. But, we expect you to focus on your work and keep personal disputes outside of our workplace.

Compensation, Training and Development

In this section, we outline our guidelines for compensating employees according to their employment status. We also describe our performance management and employee development policies.

Employment Status

All program staff, excluding the program director, are classified employees of Mississinewa Community School Corporation and are categorized as federally funded employees. All mentors, tutors, and the site-coordinator must reapply for their positions each year. It is necessary to do this because the budget, programming, and staff needs can change from year to year.

Out-Of-Hour Activities and Overtime

Occasionally, there will be events, meetings, field trips, etc., where employee attendance is encouraged and asked for. Due to the nature of our work there are out-of-hour activities that will not be financially compensated and are strictly on a volunteer basis.

Payroll

We pay employees a specific amount in the form of a stipend, either monthly or bi-weekly depending on the position.

Mentors and tutors are paid monthly.

The site-coordinator is paid bi-weekly.

The director is paid bi-weekly.

Performance Management

We have built our performance management practices to:

- Ensure you understand your job responsibilities and have specific goals to meet.
- Provide you with actionable and timely feedback on your work.
- Invest in development opportunities that help you grow both personally and professionally.
- Recognize and reward the work you do and ways you improve

To meet these objectives, we have:

- Established **monthly performance reviews**. During these reviews, the program director will fill out your performance evaluation report and arrange a meeting with you to discuss it. Through these discussions, the program director aims to recognize employees and the work they do, identify areas of strength and areas where improvement is needed. There won't be any forced ranking or other comparison between employees, as our goal is to help all employees improve and develop their skills and add to their resources.
- Designed **5 minute check-in** meetings with the program director. The director will meet with tutors and mentors **once a week** to see where we can help further support each employee in the work they are doing, provide feedback to each employee and answer any questions or help bring clarity to the job. This way, you can receive feedback in a timely manner and avoid surprises during your monthly performance review, while also being able to voice your opinions and concerns frequently.

Employees Expectations of Leadership

As the employer, we are responsible for employees' actions and performance in direct correlation to the Mississinewa 21st CCLC after school program. Therefore, we will conduct effective

regular meetings and performance evaluations.

What you should expect from us:

Clear Objectives. Employees should know what is expected of them. We will ensure employees understand their job and its responsibilities. Specific goals will be co-created with each employee as well as team-wide. Goals can be redesigned during monthly performance reviews.

Provide Useful Feedback. During the monthly performance review, feedback will be given to employees. In no way is feedback meant to be a negative thing but something that will help grow each employee and the program as a whole. As feedback is given, we will also make sure the feedback is understood and redesign goals around new feedback when appropriate,

Listen, Learn, and Lean in. We value each employees' observations, opinions and ideas. We vow to listen to employees and learn from their experience working hands-on with each student. We will also discuss training and development opportunities that may interest your team members when applicable.

Keep Logs of Performance Reviews. These logs help us to evaluate your performance and the overall program's performance. Logs are an open book, you may ask to see a log or obtain a copy of them. During each monthly performance review, logs will be shared with and explained to each employee.

Employee Training and Development

We are who we are because of our employees. To show our gratitude, we will invest in our employees' professional development. We want employees to feel confident about the work we are doing. We also want to help our employees achieve personal growth and success.

Each employee is required to attend/make up all required training for the *Mississinewa 21st CCLC Program*.

Required trainings, include but are not limited to:

- Orientation – August 8, 2024
- 21st CCLC Program Policy Training (The week of August 12, 2024)

In addition to required trainings, **we offer these development opportunities:**

- Formal/In-Formal Training Sessions (Based on the needs of the employees)
- Employee Coaching
- Physical/Emotional Wellness Initiatives

Development is a collective process. Tutors, mentors, and site-coordinators should regularly discuss learning needs and opportunities. And it's the program director's responsibility to facilitate any development activities and processes.

Parking and Entrances

Parking spaces are on a **first-come, first-served** basis. We suggest parking in the employee parking lot by **door 1**, as that is where you must enter the building to receive your employee layard in the front office.

We expect you to keep our parking lot clean. Please behave responsibly to avoid causing damage, injury or loss of property.

We will not assume any liability for theft, vandalism, fire or damage regarding an employee's vehicle in our parking lot.

Discipline and Further Action

In this section, we describe our procedures regarding resignation and termination of our employees. We also refer to our progressive discipline process that may sometimes result in termination.

We remind you that in the U.S. employment is "at-will." This means that you or our company may terminate our employment relationship at any time and for any non-discriminatory reason.

Progressive Discipline

Here we outline steps we will take to address employee misconduct. We want to give employees a chance to correct their behavior when possible and assist them in doing so. We also want to ensure that we thoroughly investigate and handle serious offenses.

Our progressive discipline process has six steps of increasing severity.

These steps are:

- i. Verbal warning
- ii. Informal meeting with 21st CCLC Director and Director of Grants/Title/Intervention.
- iii. Formal reprimand
- iv. Formal disciplinary meeting
- v. Penalties
- vi. Termination

Different offenses correspond to different steps in our disciplinary process. For example, minor, one-time offenses (e.g. breach of our dress code policy) will trigger Step 1. More severe violations (e.g. sexual harassment) will trigger step 5.

The program director may skip or repeat steps at their discretion. Our program may treat circumstances differently from that described in this policy. But, we are always obliged to act

fairly and lawfully and document every stage of our progressive discipline process.

Keep in mind that our company isn't obligated to follow the steps of our progressive discipline process. As you are employed "at-will" in the U.S, we may terminate you directly without launching a progressive discipline process. For serious offenses (e.g. sexual harassment), we may terminate you without warning.

Resignation and Termination

For further specifics on resignation and termination policies, **please refer to MSCS Bylaws and policies.**

Policy Revision

We will always strive for fairness and equal opportunity and penalize offensive and illegal behaviors. **But, as laws and our environment change, we may revise and modify some of our policies.**

We will revise *our* handbook *annually* to bring it up to date with legislation and employment trends. We also ask you to talk with the program director if you spot any inconsistencies or mistakes. And, if you have any ideas about how to improve our workplace, we are happy to hear them!

Employee Acknowledgement

Please **sign to acknowledge** that you've read/understand this handbook and that you are committed to following our policies. If you need any clarifications, feel free to ask the program director.

Signature: _____ Date: _____