



# **STAFF HANDBOOK**

## **2021-2022**

## STAFF HANDBOOK ACKNOWLEDGMENT

I acknowledge that on the date indicated below, I received a copy of the Pullman Community Montessori (PCM) schools staff handbook. I have been asked to read and familiarize myself with its contents.

I also acknowledge this PCM staff handbook is intended to provide general guidance only and does not constitute a contractual commitment (expressed or implied) between PCM and any or all of its employees, nor does it contain promises of specific treatment in specific situations.

I also understand that PCM may change information contained in this handbook and that management reserves the right to change any and all such plans, policies, or procedures, in whole or in part, at any time, with or without notice.

**I understand that my employment at PCM is at-will. I can terminate my employment at any time with or without notice for any reason I think is appropriate. Similarly, PCM can terminate my employment relationship at any time with or without notice for any reason PCM believes is appropriate.**

I understand that no supervisor or representative of PCM, except for the Head of School of the organization, has the authority to execute any agreement for employment or to make any agreement or promise that is contrary to the foregoing.

I understand the goal of a safe and productive work environment and acknowledge my responsibility toward that goal.

I also understand that all staff handbook amendments, revisions, and updates are maintained by PCM. I agree to read all new amendments, revisions, and updates when notified by PCM.

Employee's Signature

Date

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Employee's Printed Name

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## I. INTRODUCTION

We believe ALL students deserve the opportunity to have the education that works best for them. PCM's K-9th grade program offers whole-child education personalized to students' needs that prepares them, through rigorous academics, a robust social emotional program, and career and life skill development.

### *The Mission*

PCM endeavors to prepare all students to reach their full potential for future success in high school, college, career, and life, using the rich resources of our community.

### *The Vision*

PCM seeks to serve as an instrument of change, helping to progress our education system to better meet the needs of students, families, and educators.

As an employee of PCM, you are receiving this staff handbook. Please read and become familiar with its contents. This handbook provides you with an overview of various aspects of the employer-employee relationship and allows us to administer benefits and guidelines in an equitable and consistent manner. It is not intended as a complete statement of your rights and responsibilities, nor is it a contract of employment. It is simply a summary of our current plans, policies, procedures, and benefits. Accordingly, we reserve the right to change any of these plans, policies, procedures, and/or benefits at any time, with or without notice. We will endeavor to keep you apprised as any changes are made.

It is the policy of PCM that all employees are employed at the will of the organization for an indefinite period. Employees may resign from the organization at any time for any reason and may be terminated by the organization at any time, for any reason, with or without notice.

This staff handbook is not intended to replace direct and regular communication. Rather this staff handbook will serve as a readily available reference on many matters concerning your employment. We hope that after reading this handbook, you will better understand the work environment and the broad range of benefits offered to you as an employee.

### **Human Resources**

As a small, efficient nonprofit, PCM may choose to outsource certain aspects of the Human Resources function. The PCM administrative team can provide any information an employee requests about third-party providers.

PCM employs a Chief Financial Organization (CFO) who also supports in overseeing all aspects of human resources. If you have questions related to human resources, benefits, or need to discuss something confidentially in terms of the practices at PCM, please contact Matt Paolini, CFO account manager for PCM ([matt.paolini@joulegrowth.com](mailto:matt.paolini@joulegrowth.com)).

## II. FAIR EMPLOYMENT PRACTICES

### **Equal Employment Opportunity**

PCM is committed to equal employment opportunity for all qualified job candidates and employees and expects that all employees support diversity in the workplace.

Equal employment opportunity and respect in the workplace are fundamental principles at PCM. PCM prohibits and does not tolerate harassment, intimidation, bullying, discriminatory, or retaliatory behavior. All aspects of employment are based upon personal capabilities and qualifications.

PCM does not discriminate in any programs or activities and shall not discriminate against any student, employee, or any other person on the basis of age, sex, race, creed, belief system/religion, color, marital-partnership status, status as a victim of domestic violence, national origin, alienage or citizenship status, honorably discharged veteran or military status, sexual orientation, gender expression, gender identity, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal, and provides equal access to the Scouts and other designated youth groups. Furthermore, PCM shall not discriminate on any other ground that would be unlawful if done by any other public school. PCM shall take all steps necessary to ensure that discrimination does not occur, as required by state and federal civil rights, and anti-discrimination laws.

*The following PCM employee has been designated to handle questions and complaints of alleged discrimination: Civil Rights, Title IX, and Section 504 Coordinator: Laylah Sullivan, 509-336-5909, LSullivan@myPCM.org; Address: 115 NW State St STE 212, Pullman, WA 99163*

For information regarding the organization's policies for addressing complaints of harassment, please refer to the organization's Harassment policy below. Please also review our policies on Reasonable Accommodation if you need accommodations for a disability or your religious beliefs.

This equal employment opportunity policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of the CFO or the PCM administrative team, who will report any such notices to the Board of Trustees.

Employees can raise concerns and make reports without fear of reprisal, harassment, intimidation, threats, coercion or discrimination because they:

- 1) file a complaint with the organization or with federal, state, or local agencies;
- 2) assist or participate in any investigation, hearing, or any other activity related to the administration of any federal, state, or local equal employment opportunity statute;

- 3) oppose any act or practice made unlawful by federal, state, or local law requiring equal employment opportunity; or
- 4) exercise any other employment right protected by federal, state, or local law or its implementing regulations. Any concerns about retaliation must be promptly reported.

**Reasonable Accommodation – Disability:** PCM recognizes that employees with physical or mental conditions that significantly limit their major life activities may need reasonable accommodations to enable them to perform their essential job functions. Any employee who believes that they need reasonable accommodation should notify the PCM leadership team. Although the need for accommodation is determined on a case-by-case basis, generally PCM and the employee engage in an interactive process. This process may require input from the employee's healthcare provider to confirm the existence of a disability and its limitations in the workplace and to explore reasonable accommodations. The employee has an obligation to cooperate with the organization in this process, which may include authorizing the organization to communicate with the employee's healthcare provider concerning the employee's condition, its limitations, and possible accommodations.

**Reasonable Accommodation – Religion:** PCM will make reasonable accommodation for employees' religious beliefs. An employee should share any suggestions about how we might accommodate his or her religion. The PCM leadership team will explore available, reasonable accommodations with the employee's supervisor.

### **Nepotism**

PCM permits the employment of qualified relatives of employees, of the employee's household or immediate family as long as such employment does not, in the opinion of PCM, create actual conflicts of interest. For purposes of this policy, "qualified relative" is defined as a spouse, child, parent, sibling, grandparent, grandchild, aunt, uncle, first cousin, corresponding in-law, "step" relation, or any member of the employee's household. PCM will use sound judgment in the placement of related employees in accordance with the following guidelines:

- ✓ Individuals who are related by blood, marriage, or reside in the same household are permitted to work in the same department, provided no direct reporting or supervisor to subordinate relationship exists. That is, no employee is permitted to work within "the chain of command" when one relative's work responsibilities, salary, hours, career progress, benefits, or other terms and conditions of employment could be influenced by the other relative.
- ✓ Related employees may have no influence over the wages, hours, benefits, career progress and other terms and conditions of the other related staff members.
- ✓ Employees who marry while employed, or become part of the same household are treated in accordance with these guidelines. That is, if in the opinion of PCM a conflict arises as a result of the relationship, one of the employees may be transferred at the earliest practicable time.



## Harassment Free Workplace

Workplace harassment will not be tolerated. This includes harassment on the basis of an employee's race, color, creed, believe system/religion, sex (including pregnancy, childbirth, or related medical conditions), age, status as a victim of domestic violence, national origin, alienage or citizenship status, marital-partnership status, veteran or military status, medical condition, sensory, physical or mental disability (including HIV status or use of a service animal), genetic information, sexual orientation, gender expression, gender identity, political ideology, whistleblower actions, or any other factor protected by local, state, or federal law. Harassment is a form of discrimination and is an "unlawful employment practice" under Title VII of the 1964 Civil Rights Act. Prohibited harassment includes all derogatory comments about protected groups or individuals. Examples include, but are not limited to:

- Written or verbal comments
- Unfounded assumptions
- Jokes and pranks
- Physical contact
- Cartoons, pictures, posters
- Innuendoes and gestures

Harassment also includes activities that are derogatory on the basis of an employee's protected class membership and any negative actions based on an employee's participation in activities identified with or promoting the activities of the protected group. At PCM, we take harassing conduct seriously, and this policy is intended to prohibit harassing conduct, even if that conduct does not rise to the level of a violation of the law.

Sexual harassment is harassment that is unwelcome and sexual in nature. It includes unwelcome sexual advances, requests for sexual favors, graphic verbal or written comments about an individual's sex life or body, sexually degrading words used to describe an individual, or other visual, verbal, or physical conduct of a sexual nature. It also includes harassment based on a person's gender, including pregnancy, childbirth, and related medical conditions. Sexual harassment may also include excessive, one-sided romantic advances, such as requests for dates, love notes, gifts, phone calls, and e-mails. The *recipient* of the action defines an "unwelcome advance," and such definitions must be respected by all individuals affiliated with PCM.

Employees are strongly encouraged to report concerns about unwelcome behavior before the situation becomes severe. PCM aims to stop behaviors before they rise to the level of sexual harassment or discrimination. If you believe you are being harassed by fellow employees or others, promptly notify your immediate supervisor. If your immediate supervisor is responsible for the harassment or discrimination, or if for any other reason you are uncomfortable discussing the matter with your supervisor, you should report the matter directly to Travis Franklin or a member of the leadership team as soon as possible.

All employees should be confident that complaints of harassment or discrimination will be promptly and adequately investigated and will be kept confidential except for disclosure

reasonably required by the investigation. After the investigation has been completed, prompt and effective corrective action will be taken against anyone found to have violated this policy.

Corrective action in each case will depend upon the gravity and circumstances of the offense and may include termination of employment. PCM will also take whatever action is determined necessary to prevent an offense from being repeated. PCM expressly prohibits any retaliation against any employee who, in good faith, makes complaints or who provides information about possible violations of this policy. Any individual who feels that he or she has been retaliated against for bringing forward a complaint or participating in an investigation should promptly notify the PCM administrative team.

### III. EMPLOYMENT

#### **Employee Orientation**

PCM is a collaborative organization whose employees work across functional areas toward the accomplishment of organization goals. At PCM all staff are LEADERS and are expected to uphold and model PCM's LEADERS values. As a new employee, formal orientation will include completion of all new hire paperwork, an explanation of the employee benefits package and handbook, and orientation to PCM's mission, vision, pillars, and LEADERS values. Informal orientation will include introductions to key stakeholders related to your position's responsibilities and meetings and work with the PCM team. Any additional or specific questions you may have regarding your role, employment, benefits, or the handbook may be addressed to your supervisor.

For the 2020-21 school year, employee contract hours will be 8:00-4:30 PM. For a complete, up to date yearly calendar, see the PCM website.

#### **Employment-at-Will**

PCM is an "at-will" employer. Employees may resign from the organization at any time, for any reason, and may be terminated by the organization at any time, for any reason, and with or without notice.

#### **Background and Reference Checks**

PCM will obtain and retain copies of fingerprint and background checks (record checks) through the Washington state patrol criminal identification system under RCW 43.43.830 through 43.43.834, 10.97.030, and 10.97.050, and through the federal bureau of investigation before hiring an employee or allowing contractors on school premises when the employee, board member, or contractor will have unsupervised access to children. This shall be an ongoing requirement; background checks will be renewed every two years to determine whether conduct has occurred post-employment. If the employee or contractor has had a record check within the previous two years, the school, may rely on the information contained in OSPI's record check data base to satisfy this requirement. When necessary, applicants may be employed on a conditional basis pending completion of the record check(s) but shall never have unsupervised access to children until their record check is cleared.

Employees can complete this fingerprint requirement by making an appointment at the ESD101 or retrieving a fingerprint packet from PCM's main office in STE 212. Each year PCM will conduct record checks on volunteers using the Washington Access to Criminal History (WATCH) program before the volunteer is allowed to have unsupervised access to children at the school, or during school sponsored or affiliated events. Volunteers may also be asked to complete a fingerprint check as well. A copy of the results of the check shall be maintained by the school.

Employment verification: PCM or an outside firm will verify previous employment listed by the applicant, including dates employed, position(s) held, reasons for departure, eligibility for rehire,

and performance information. All teaching experience must be verified with a Verification of Experience form to confirm placement on our salary schedule.

Education verification: PCM or an outside firm will verify education listed by the applicant, including dates attended, major(s), and degree(s) earned. All certificated staff must provide the PCM Administrative team with official transcripts for any degree(s) earned and provide verification forms for all past employment. Any other education such as clock hours must be verified with documentation and is the sole responsibility of the employee to provide accurate records.

**Classifications**

It is vital that both employment classifications and exempt/nonexempt status are correctly identified for each position in the organization. The following table defines the employment classifications for PCM:

<b>CLASSIFICATION</b>	<b>DEFINITION</b>
<b>Regular Full-Time</b>	<ul style="list-style-type: none"> <li>● Regularly scheduled to work 40 or more hours per week</li> <li>● Eligible for all benefits</li> </ul>
<b>Regular Part-Time</b>	<ul style="list-style-type: none"> <li>● Generally scheduled to regularly work 30 to 40 hours per week</li> <li>● Eligible for all benefits if anticipated to work at least 630 hours in a school year</li> </ul>
<b>Temporary</b>	<ul style="list-style-type: none"> <li>● Work a specified time frame</li> <li>● Work normally does not exceed six consecutive months</li> <li>● Eligible for all benefits if anticipated to work at least 630 hours in a school year</li> </ul>

**Exempt and Nonexempt Status**

Exempt and nonexempt employment status is defined under the Fair Labor Standards Act (FLSA) and applicable state law and is based on the nature of the work and the job responsibilities.

Each position at PCM is classified as Exempt or Nonexempt.

- **Exempt Employees:** Those who are not required to be paid overtime under the Fair Labor Standards Act because their positions are classified as executive, administrative, professional, outside sales, or other applicable exemptions.
- **Nonexempt Employees:** Those who are required to be paid overtime for all hours worked in excess of 40 in a workweek under the Fair Labor Standards Act and state law.

PCM adheres to the federal and state regulations that require exempt employees to be paid on a salary basis. Generally, this means that after any applicable type of paid leave is used, an

exempt employee's salary is reduced for full-day absences occasioned by personal reasons, illness, or injury. PCM continues an exempt employee's salary during workweeks while the exempt employee is on jury or witness duty or temporary military leave, as long as the exempt employee is still providing services to the organization during part of those workweeks. PCM also limits the use of unpaid disciplinary suspensions for exempt employees to full days, and to those circumstances allowed by the salary basis regulations. Exempt employees who are FMLA eligible may have their salaries reduced during workweeks in which they take unpaid FMLA leave, whether in full or partial-day increments.

Any exempt employees who believe that improper deductions have been made from their salaries should bring their concerns to the attention of the PCM leadership team. Such concerns should be shared as soon as they are discovered. The leadership team will investigate the concerns promptly. If improper deductions were made from salaries, PCM will reimburse the employees for any improper deductions. Contact your supervisor with any questions about your position status.

### **Immigration and Employment Eligibility**

In compliance with the Immigration Reform and Control Act of 1986, PCM will hire only those individuals who are authorized to work in the United States. All employees will be required to submit documentary proof of their identities and employment authorizations. Employees will also be required to complete and sign the U.S. Citizenship and Immigration Services' form I-9. Form I-9 requires employees to attest that they are authorized to work in the job for which they are hired and that the documents submitted are genuine.

If an employee is authorized to work in this country for a limited period of time, the employee must submit proof of continued employment eligibility and sign another I-9 form before the expiration of the initial period in order to remain employed by PCM.

### **Outside Employment**

An employee may hold a job with another entity, as long as the outside employment does not create a conflict of interest, and the employee satisfactorily performs his or her job responsibilities with PCM. All employees will be judged by the same performance standards and will be subject to PCM's scheduling demands and the full performance of their role responsibilities, regardless of any existing outside work requirements.

In accepting outside employment, each employee must avoid any situation that will:

- Adversely impact performance on the job, such as being too tired to perform effectively or being unable to devote required time and effort to PCM. PCM exempt employees understand that their position may require greater than 40 hours per week on a frequent basis and substantial outside commitments may interfere in such roles.
- Include working in any capacity for an employer offering goods or services that compete with those offered by PCM.
- Be or give the appearance of being a conflict of interest.
- Require responding to telephone, fax, e-mail, or other correspondence during PCM's regular working hours.

If PCM determines that an employee's outside work creates a conflict of interest and/or interferes with performance or the ability to meet the requirements of PCM as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with PCM. Outside employment will present a conflict of interest if it has an adverse impact on PCM, as determined solely by PCM.

### **Volunteer Work**

PCM is a mission-driven organization and as such, is happy to support school- and community-related volunteer work. All conditions noted under Outside Employment apply equally to volunteer opportunities; however, employees are welcome to present volunteer opportunities to the PCM administrative team for consideration should an interesting opportunity be available. As a rule of thumb, volunteer work must not reduce the amount of time an employee devotes to PCM. Volunteer work will present a conflict of interest if it has an adverse impact on PCM, as determined solely by PCM.

### **Personnel Records**

Your personnel files contain information about your employment, such as your employment application and performance reviews. PCM generally regards these files as confidential and limits access to such information. I-9 documents are kept separate from general employment records and are available to others only in very limited circumstances. Please contact the PCM Administrative Team if you would like to review the information in your file. If you disagree with anything in your file, you may add a statement reflecting your disagreement.

### **Verification of Employment**

If we are asked to provide a reference for an employee, we will limit it to the following:

- Position(s) held
- Dates of employment

We will not release any other information concerning employment with us unless the request is in writing and is authorized by the employee. PCM may also require that the employee sign a written release before any information is provided.

### **Updating Personal Information**

Personal information should always be kept up-to-date as it can have an effect on your personal tax status, filings, and employment records. Please make sure the following information is accurate:

- Name, address, and/or home telephone number
- Marital status change: you may need to update your W-4 form and health benefit enrollment forms
- Change in your designated beneficiary
- Newly eligible dependent children: they must be enrolled within 30 days to receive health benefits

## **Professional Development**

PCM is committed to supporting the professional growth and development of its guides and will offer frequent, relevant "in house" development opportunities. Additional, outside resources can be proposed to the administrative team, and will be considered on a case-by-case, limited basis.

Strong Start summer professional development for Guides will occur between July 6 & July 30 in year 1. Assistants Strong Start summer professional development will occur between July 14 & July 30 in year 1. Compensation will be paid at an hourly rate commensurate with the staff members agreed upon annualized salary. School year professional development will take place on Wednesday during our ½-academic day schedule. Guides and Assistants will also engage in 5 Deep Data dive professional development and collaboration sessions annually.

## **Offer Letters (Renewal and Nonrenewal)**

All new employees are given an initial offer letter as a term of employment. The offer letter will clearly identify: term of employment, expected compensation, and pre-requirements for qualifying for work. Employment Agreements will be provided after verification of employees pre-requisites.

- **Non-Renewal of Offer Letter:** At the time designated by PCM, a supervisor may recommend Non-Renewal of an employment offer, effective at the end of the current school year. The reasons for non-renewal cannot be based on an employee's exercise of Constitutional rights, or based unlawfully on an employee's race, color, religion, sex, national origin, disability, or age. Reasons for a recommendation of Non-Renewal must be based on one of the following:
  - o Deficiencies pointed out in observation reports, appraisals or evaluations, supplemental memoranda, or other communication.
  - o Failure to fulfill duties or responsibilities. Incompetency or inefficiency in the performance of required or assigned duties.
  - o Inability to maintain discipline in the classroom or at assigned school-related functions.
  - o Insubordination or failure to comply with official directives.
  - o Failure to comply with policies or administrative regulations.
  - o Conducting personal business during school hours when it results in neglect of duties.
  - o Reduction in Force (RIF) because of financial exigency or program change.
  - o Drunkenness or excessive use of alcoholic beverages; illegal use of drugs, hallucinogens, or other substances.
  - o The possession, use, or being under the influence of alcohol, alcoholic beverages, or drugs and narcotics while on school property, working in the scope of the employee's duties, or attending any school or school-sponsored activity.
  - o Conviction of a felony or any crime involving moral turpitude.

- o Failure by an employee to report his or her indictment, conviction, or deferred adjudication for any felony or any crime involving moral turpitude as required by policy.
- o Failure to meet the PCM's standards of professional conduct.
- o Failure to comply with reasonable requirements regarding advanced coursework or professional improvement and growth.
- o Disability, not otherwise protected by law, which impairs performance of required duties.
- o Immorality, which is conduct the school determines, is not in conformity with the accepted moral standards of the community.
  - Immorality is not confined to sexual matters, but includes conduct inconsistent with rectitude, or indicative of corruption, indecency, or depravity.
- o Any activity, school-connected or otherwise, because of the publicity given it, or knowledge of it among students, faculty, community, impairs or diminishes the employee's effectiveness in the PCM.
- o Reasons specified in individual employment offer letters reflecting special conditions of employment such as but not limited to failure to fulfill requirements for certification.
- o Failure to maintain an effective working relationship, or maintain good rapport, with parents, the community, or colleagues.
- o A significant lack of student progress.
- o Assault on an employee or student.
- o Falsification of records or other documents related to the PCM's activities.
- o Falsification of required information on an employment application.
- o Misrepresentation of facts to a supervisor.
- o Any attempt to encourage or coerce a child to withhold information from the child's parent.

### **Renewal**

Renewal Employment Agreements will be issued at the end of the school or fiscal year, or at a time designated by the Administrative Team. Renewal Employment Agreements will include new salary for upcoming school year and reflect any changes in employment relationship/job function.

### **Exit Interviews**

In a termination or voluntary resignation situation, PCM management may conduct an exit interview to discuss an employee's reasons for leaving and any other impressions that the employee may have about PCM. During the exit interview, employees can provide insights into areas for improvement that PCM can make. Every attempt will be made to keep all information confidential.

### **Termination**

If you resign, it is important to:



- **Notify your supervisor immediately.** It is preferred that employees provide PCM with written notice of two weeks whenever possible. More notice is always preferred and encourages to effectively plan transitions and staffing.

It should be noted that:

- Vacation or termination pay does not extend the effective date of termination beyond the last day worked.
- Your final paycheck will be processed with the normal pay schedule.
- Health benefits extend to the last day of the month in which your employment ended.
- Long-Term Disability coverage ends on your date of termination.
- All property belonging to PCM must be returned promptly and PCM must be notified immediately if your contact information changes after your departure.
- You may be eligible for COBRA benefits and the State Employee Benefits Board (SEBB) will ensure you receive information on how to access those benefits.

## IV. COMPENSATION

### **Pay Practices**

Our objective is to pay fair and reasonable wages to all employees in accordance with their job knowledge, quality and quantity of work performed, dependability, cooperation and job responsibility. Your pay is determined by several factors, such as job responsibilities, performance, and market rate for jobs requiring similar experience, training and skills.

Each employee's hourly wage or annual salary will be reviewed at least once each year. The employee's review date will usually be conducted on or about the end of the school or fiscal year. Such reviews may be conducted more frequently for a newly created position or based on a recent promotion.

Salary schedules for guides and instructional assistants are subject to change without notice but are available on request from employees.

Every effort is made to avoid errors in your paycheck. Employees who believe an error has been made should notify school leadership and the finance team immediately. They will take steps to research the problem and endeavor to make any necessary corrections by the next regular pay day.

### **Pay Days**

PCM's pay frequency (pay period) is semi-monthly. If you are being paid on an hourly basis, your paycheck will reflect your salary assignment that will be annualized and paid in equal payments plus any adjustments needed based on your monthly timesheet.

Timesheets will include hours worked from the 1<sup>st</sup> to the 15<sup>th</sup> and 16<sup>th</sup> to last day of the month. Time sheets should be signed by your supervisor within 2 days of the end of the pay period and then turned into the Office Manager. If you are being paid on a salaried basis, your salary will be annualized and paid in equal payments each pay period. If you are being paid hourly your pay may be annualized as well and paid in equal payments each pay period. Any overtime incurred will be paid out within the respective pay period it was accrued.

The workweek is from Monday to Friday. Paydays are the 15<sup>th</sup> day of the month (or closest business day) and last business day of each month. However, if the payday falls on a holiday, you will be paid on the last business day preceding the holiday.

### **Time Sheets (hourly employees only)**

For hourly employees, time sheets are PCM's way of keeping track of actual hours worked so that you will be paid correctly. Even if the employee is paid on an annualized basis a time sheet must be maintained to reconcile the annualization and track time and effort. Your responsibility is to:

- Fill out your timesheet, indicating hours worked
- Review your timesheet

- Obtain your supervisor's approval
- Return it to the office manager no later than the 5<sup>th</sup> of each month for the first pay period and 20<sup>th</sup> of the month for the second pay period.

### **Payroll Deductions**

Two kinds of deductions are made from your earnings:

- Those required by law, including federal and, where applicable, state withholding taxes, Social Security/Medicare taxes (an amount determined each year and matched equally by PCM), and, by court order, garnishments/wage levies as required in the settlement of certain legal matters.
- Those authorized by you, such as contributory benefit plans, insurance, charitable donations, etc.

### **Automatic Payroll Deposit**

As a service to you, we have implemented a system whereby payroll checks may be automatically deposited into your bank account(s). You may have all or part of your check directly deposited into your bank account(s). A paycheck stub will still be prepared for you, indicating the amount of the deposit(s) and will be accessed online. You will not receive a paper copy of your paycheck stub unless requested. The direct deposit service can be arranged through the PCM payroll process. Please contact the PCM leadership team if you have additional questions.

### **Overtime Pay**

Fluctuations in PCM's work schedule may require your supervisor to ask you to work overtime for after school tutoring, Montessori Feast, Curriculum Night, International Feast, and other school events.

- **Nonexempt Employees:** Nonexempt employees who are eligible for overtime pay, according to the Fair Labor Standards Act (FLSA) or their state's law, will be paid at one and one-half times their regular hourly rate for hours worked in excess of 40 in a defined work week. Holiday and vacation hours will not be considered time worked for purposes of calculating overtime pay. In all cases, prior supervisor approval is required to work overtime.
- **Exempt Employees:** Exempt employees are generally professional positions and such roles often require employees to work more than 40 hours in a given week. Compensation for this expectation is included in an exempt employee's salary rate and such employees are not eligible for overtime by law and will not be paid for overtime. Exempt employees are expected to work the hours necessary to perform their job duties.

Your cooperation in adjusting to changes in your work hours due to fluctuating work requirements is appreciated. Any request you may have for an adjustment to your regular or overtime work schedule should be discussed with your supervisor. We reserve the right to establish different workweeks in different work groups.

### **Additional Compensation**

Employees may be eligible from time to time to receive additional compensation for additional work. This may come in the form of stipend contracts for leading clubs, extended travel with students, or teaching summer school. The amount paid on a stipend contract will be based on an hourly rate for the work being asked to do and established on a separate stipend schedule. All employees working a supplemental contract will receive their contract at the beginning of the activity and will be paid on the first check following the end of the activity.

### **Inclement Weather and Natural Disasters**

PCM will coincide with decision of Pullman School District regarding the closure of school for inclement weather. If there is a question about whether the facility will remain open, you should call the Head of School in advance of your starting time.

If you are reluctant to drive in threatening weather, you are encouraged to carpool with others whose vehicles might be better equipped to handle the conditions, or to use public transportation. You are encouraged to make every effort to arrive at work on time whenever the facility is open. Employees who do not report to work when the facility is open must use paid vacation time or take an unpaid day. That said, PCM strongly values employee personal safety and concerns should be discussed with the PCM leadership team.

PCM will utilize email to text emergency notification, school email, local news and radio stations and social media accounts to notify parents, students, and staff of any closures.

### **Travel Time (hourly employees only)**

PCM compensates nonexempt employees for business travel. The following are some of the criteria that establish what is - and what is not - business travel. Check with your supervisor if you have any questions regarding travel time.

- Time spent in ordinary travel to and from work is not considered hours worked and is not paid.
- When travel to a temporary job site is required, such time may be paid if you are a nonexempt employee who is: (1) required to report to your regular office at the beginning or end of the day; (2) required to perform work for PCM while traveling; or (3) required to drive an organization vehicle or transport other workers to a temporary job site.
- Exempt employees are not eligible for additional compensation for travel time.

All employees who operate vehicles in connection with their employment with us must possess valid driver's licenses and may be asked to sign forms authorizing PCM to examine their driving records.

### **Performance Evaluations**

PCM founders believe to build and maintain a culture that supports our mission, vision, and core values and that acknowledges the Montessori Developmental Core, we must be constantly intentional about constructing and tending to our team. The founders are not only committed

to serving all students and helping them to develop to their full potential but are equally committed to the same endeavor for PCM staff. With this goal in mind and the recognition that high quality guides are another foundational component to a successful school, PCM will employ practices and tools from National Center for Montessori in the Public Sectors (NCMPS) Montessori Assessment Playbook. The Playbook tools are specific to developmental models and are tailored to requirements for operation of a high-quality public Montessori program. All personnel will be trained in use of these tools, not only to understand how they are administered but also to obtain a broader picture of how their role fits in and supports other roles within the PCM program.

PCM is committed to maintaining productive working relationships with all employees through frequent feedback on a formal and informal basis. Feedback includes knowing what is expected and how current performance is meeting the standards, goals, and expectations set. To establish a clear path for continuous cycle of improvement PCM employees will work with their supervisor to establish and Annual Growth Portfolio where they will establish and track goals, keep appraisal instruments and resources, coaching notes, and evidence of progress toward goals.

PCM's evaluation system will not be punitive or perfunctory in nature, but rather will be used as a tool for holding high expectations, making those expectations transparent to all, and constructing a staff culture of excellence and collaboration with a unified vision of quality. PCM founders believe that for guides to feel truly valued, they must be treated as the professionals they are. To this end our leadership model includes guides as part of our leadership team. Our leadership team collaborates weekly to discuss students, examine available data, identify student and program needs, plan interventions, and ensure we are all working cohesively to create a consistent high-quality experience for all PCM students and families.

Formal opportunities to review and reflect on AGP's will occur each trimester and each employee will engage in a mid-year and end of year evaluation meeting with their supervisor. PCM evaluations may also include confidential feedback from managers and other employees. The results of these evaluations will include both a celebration of an employee's strengths, identification of growth areas, and reflection on goals and establishment of new goals when appropriate.

### **Employees' Responsibility**

Your career development depends on effective performance in your current job and taking the initiative to continue your growth.

A performance evaluation provides an opportunity for frank discussion about your job performance and goals. The value of the evaluation is directly related to a mutual understanding between you and your supervisor about your job. If you do not understand what is expected of you, be sure to ask questions until you do. Your annual goals and evaluations should reinforce your job description. At times, your job description may need alteration, and this should be discussed with the PCM Administrative team.

The performance review process requires employee participation. You may be asked to submit a self-evaluation of your performance to your supervisor. This will help to ensure that you have input into the performance evaluation process as you highlight your perception of your accomplishments and desires for future development. Performance evaluation is a cooperative process.

### **Management's Responsibility**

Supervisors share the responsibility for staff development by setting expectations for performance and monitoring employee progress. Supervisors will support and guide employees to create and maintain their Annual Growth Portfolio, something each supervisor engages in as well. Supervisors will arrange an initial meeting to reach a mutual understanding of the responsibilities, duties, goals, and behaviors upon which your performance will be evaluated. The purpose of the formal evaluation is to review progress toward previously established goals, develop and discuss new goals, and determine individual career development. Frequent, ongoing feedback throughout the year is important for improved performance and growth.

You will be asked to sign the review form verifying that you participated in the evaluation and discussion. You will be encouraged to submit comments about the appraisal, which will become part of the record. If you disagree with the performance review, you may discuss the differences with your supervisor in an effort to reach a mutually satisfactory resolution.

### **Reimbursed Expenses**

Employees are reimbursed monthly for authorized school business related expenses. **All expenses must be supported with receipts or approved documentation and the PCM Reimbursement Form.** Business expense forms can be obtained in the school office and should be returned to the Office Manager.

PCM recognizes that employees may be required to travel or incur other expenses from time to time to conduct business and to further the mission of this non-profit organization. The purpose of this Policy is to ensure that:

- adequate cost controls are in place
- travel and other expenditures are appropriate
- a uniform and consistent approach for the timely reimbursement of authorized expenses incurred by employees

It is the policy of PCM to reimburse only reasonable and necessary expenses actually incurred by employees.

**Qualification of Expenses:** When accruing business expenses, PCM expects employees to:

- Exercise discretion and good business judgment with respect to those expenses
- Be cost conscious and spend PCM's money as carefully and judiciously as the individual would spend his or her own funds.
- Report expenses with supporting documentation

**Expenses must be submitted within 30 days of the qualifying expense in order for the employee to receive reimbursement and will be paid at the end of that month.**

Submission requirements are applicable to both employees seeking reimbursement for their expenditures, as well as those who have access to a PCM credit card. Paying for expenses on a PCM credit card shall not be used to circumvent these requirements.

### **Local Travel**

For the purpose of this Policy, local travel shall be considered any travel within the Pullman region (i.e. close enough that an overnight stay is not included). In these instances, PCM will reimburse employees for reasonable parking expenses incurred. Parking/speeding tickets will not be reimbursed.

*Note: Miles travelled in excess of one's normal daily commute are tax deductible to the employee at rates determined by the IRS to the extent that they have not been reimbursed by the employer. Please keep note of all such miles travelled and be sure to include on your itemized personal income tax deductions!*

Employees using their own vehicle for organization business must agree to maintain, at all times, automobile liability and property damage insurance covering the employee's own car and any other car that may be used in the conduct of his or her business. The Organization requires that third-party liability coverage should be a minimum of \$1,000,000, property damage coverage be a minimum of \$100,000, and reserves the right to see proof of such insurance.

### **Overnight Travel – Airfare/Transportation**

Fares and hotels should be booked as soon as is reasonable after travel dates are confirmed.

PCM will pay for Coach-class tickets; any upgrades can be purchased by employees personally. Extraordinary ticket prices will be reviewed and may not be reimbursable.

Other methods of travel (rail, personal vehicle mileage) will be 100% reimbursable to the degree they are cheaper than airfare to the same destination.

PCM will reimburse employees for up to \$40 per day for meals.

### **Itemized receipts are required for all meals included in the reimbursement request.**

Whenever group meals are covered by a single individual, this individual should submit an itemized receipt listing all others included in the meal and the amount of their daily allowance to be allocated from each.

### **Additional Reminder**

PCM maintains a strict policy that expenses in any category that could be perceived as lavish or excessive will not be reimbursed, as such expenses are inappropriate for reimbursement by a nonprofit, charitable organization. Expenses that are not reimbursable include, but are not limited to:

- First class tickets, upgrades or excessive baggage fees
- Travel insurance
- Movies, entertainment, or liquor
- Overnight travel without prior approval

**2020-21 Guide Salary Schedule**

Years Exp.	BA	BA+90	MA	MA+90
0	44,199	48,936	49,746	55,888
1	44,795	49,620	50,299	56,463
2	45,361	50,262	50,856	57,035
3	45,944	50,871	51,384	57,611
4	46,519	51,539	51,938	58,208
5	47,110	52,180	52,499	58,806
6	47,718	52,825	53,076	59,377
7	48,787	54,009	54,156	60,584
8	50,350	55,771	55,854	62,429
9	50,350	57,588	57,570	64,331
10	50,350	59,456	59,378	66,281
11	50,350	61,412	61,236	68,286
12	50,350	63,421	63,171	70,375
13	50,350	65,480	65,169	72,511
14	50,350	67,546	67,228	74,731
15	50,350	69,305	68,975	76,673
16+	50,350	70,691	70,354	*78,207

*\*Employees who have maxed out the salary schedule will be allocated the state implicit price deflator (IPD) on top of this step in on the scale.*

**Private Montessori School experience will be counted under the following conditions at the following rate:** 4 years' service as a qualified lead guide with MACTE accredited training at a Montessori private school will be considered as equivalent to 1 year of service on the schedule above.



### **Rationale for the above salary schedule**

The salary schedule for PCM was modeled after the 2019-20 Pullman School District Certificated Salary Schedule. It was developed in order to be competitive with rural districts serving students in eastern Washington. All guides entering PCM will be placed on the salary schedule for their documented years of experience and professional degree. In addition, indirect incentives to work at PCM include: a family-like community of professionals with a common mission and vision, a high level of professional development, an exceptional coaching model, high-quality teaching teams, opportunities for innovation and creativity with a strong evidence-based curriculum, and being valued as a professional.

### **Masters Degrees**

In order to qualify for an increase in pay for a Bachelors or Masters degree, the degree must come from an accredited institution recognized by the state of Washington (<http://www.k12.wa.us/certification/colleges/default.aspx>). Partial progress towards credit hours earned or experience (example ½ a year or +83 credit hours earned) will not be used in salary calculations. Exact thresholds must be met or exceeded for the employee to be placed at that level.

### **2020-21 Instructional Assistant Salary Schedule**

<b>Years of Service</b>	<b>No Teaching Cert.</b>	<b>Teaching Cert.</b>
0	\$17.30/hr	\$20.00/hr
1	\$17.82/hr	-
2	\$18.35/hr	-
3	\$18.90/hr	-
4	\$19.47/hr	-

### **Rationale for the above salary schedule:**

PCM's proposed compensation schedule, modeled after the 2019-20 Pullman School District Paraprofessional Compensation Schedule, is featured above. Our proposed compensation schedule is comparable with rural districts serving students in eastern Washington.

Pay for someone with a teaching certificate is based on the rate of pay they would receive as a substitute in our building. These employees are often called upon to sub and we want to ensure they are compensated for the experience they bring to our organization.

**2020-21 Stipend Compensation Schedule**

<b>Activity/Position</b>	<b>Compensation</b>
Special Education Guide-Director of Specialized Programs	\$10,000 on top of salary determined from the 2021-22 Teacher/Guide Salary Schedule

## IV. BENEFITS

### **Benefit Programs**

Information about benefits coverage is available on the staff section of the school website. We may modify, add to, or eliminate any of the benefits described in this guide. Employees will be informed about all changes to their benefit package. *The official plan documents supersede this summary; please refer to them for more detailed information.*

### **Eligibility for Health Benefits**

**You are eligible for School Employee's Benefits Board (SEBB) if you are a regular employee who is regularly scheduled to work at least 630 hours per year.** If the employee's first day of work is on or after September 1st, but no later than the first day of school, coverage begins on the first day of work OR if the employee's first day of work is any other date of the school year after the first day of school, coverage begins the first day of the month following the employee's first day of work.

Eligible members of your family may also participate. They include the following:

- Your spouse
- Domestic partner (Affidavit of Domestic Partnership required)
- Dependent children under age 26 (unmarried and tax dependents of the subscriber)
- Disabled children may be eligible, regardless of age, if approved by the insurance organization

You may enroll your family when you are first hired. Their coverage will begin when your coverage begins. If you do not enroll eligible dependents at the time of hire, you have only two options available to you to obtain coverage. They are:

1. Open enrollment dates in the fall where changes made will take effect January 1<sup>st</sup>, or
2. Qualifying Events, examples of which include marriage/divorce, birth or adoption of a child, spouse's new coverage or loss of coverage through their employer, and others (please contact the PCM leadership team if you believe you have or will have a qualifying event). When specified, you will need to provide proof of the qualifying event. Acceptance under this option is at the discretion of the insurance organization.

***For more specific details about the health care benefits, please refer to a summary of the health care benefits and the official plan document.*** In case of a conflict between the employee handbook, the benefit summary sheet and/or the official contracts and documents, the official documents will govern.

PCM reserves the right to modify, add to, or eliminate any of the benefits offered at any time. We will keep you informed about all changes to your benefit package.

If you choose to enroll in benefits and have premium payment responsibility, you will be charged the cost of these benefits through regular payroll deductions.

### Medical/Dental/Vision Benefits

You have a choice in selecting medical, dental and vision coverage for yourself and your dependents. The plans offered cover necessary services and supplies as outlined in the plan booklet. Please refer to the benefit summary for a description of each plan.

### COBRA - Continuing Health Benefits

If your health benefits end due to a "qualifying event" for you and/or your dependent(s), you may continue the same coverage you had as an active employee for a period of time. The federal law that permits this extension of coverage is known as the Consolidated Omnibus Budget Reconciliation Act, commonly referred to as *COBRA*.

If you qualify, you and your dependents may choose COBRA coverage under our current organization health insurance plans. To preserve your rights under COBRA, you must submit notification within 60 days of a qualifying event (which may include a reduction in hours of work, divorce, employment termination, or a covered dependent ceasing to be a dependent). While you continue coverage under COBRA, your health benefits provide the same features of coverage as those for active employees.

Following is information about qualifying events and length of coverage:

Qualified Beneficiary	Qualifying Event	Length of Continuation
Employee and/or covered dependent(s)	<ul style="list-style-type: none"><li>• Voluntary or involuntary termination of employment (except for gross misconduct), including retirement</li><li>• Reduction of hours</li></ul>	18 months  29 months if due to employee/ dependent disability
Covered dependent(s)	<ul style="list-style-type: none"><li>• Death of employee</li><li>• Divorce or legal separation</li><li>• Dependent child ceases to qualify as a dependent under the plan (limiting age)</li><li>• Active employee becomes entitled to Medicare</li></ul>	36 months

### Life Insurance and Accidental Death and Dismemberment (AD&D) Insurance

The SEBB Program provides basic life insurance and basic accidental death and dismemberment (AD&D) insurance at no cost to employees who are eligible for the employer contribution

toward SEBB benefits. If eligible, you will automatically be enrolled in basic coverage, even if you waive medical coverage.

**Other Supplemental Benefits**

Under the SEBB program employees who qualify for benefits are eligible for supplemental benefits such as Life Insurance, AD&D, Medical Flexible Spending Arrangements (FSA) and Dependent Care Assistance Program (DCAP). The employee is responsible for any additional costs associated with these supplemental benefits.

## IV. RETIREMENT

### **School Employee's Retirement System (SERS)**

SERS became effective September 1, 2000 and has both a Plan 2 and a Plan 3. An individual establishes membership in the system by being employed as a classified employee of a school district or an educational service district.

- Beginning July 1, 2007 new SERS members and potential SERS members (substitutes) with no prior PERS Plan 2 service hired into eligible positions have 90 calendar days to choose between Plan 2 or Plan 3, or the employer defaults them into Plan 3.
- Effective August 1, 2009 new SERS members with prior PERS Plan 2 are also given the 90-day plan choice option.

Plan 2 members can retire at age 65 with five years of service or at age 55 with 20 years of service. Retirement benefits for members who retire before age 65 are actuarially reduced. Plan 2 provides disability and survivor benefits.

Plan 3 members have a two-component benefit structure: a defined benefit component and a defined contribution component. Members are eligible for the defined benefit component at age 65 if they have:

- Ten service credit years; or
- Five service credit years, including 12 service credit months after attaining age 44; or
- Five service credit years by September 1, 2000, under Plan 2 and transferred to Plan 3.

Members are also eligible for the defined benefit component at or after age 55 if they have at least ten service credit years. Retirement benefits for members who retire before age 65 are actuarially reduced. Plan 3 provides disability and survivor benefits. Members who separate from employment, at or before the defined benefit eligibility date, have immediate access to the defined contribution component.

### **Teachers' Retirement System (TRS)**

Beginning July 1, 2007, new and potential (substitute) TRS members hired into eligible positions have 90 calendar days to choose between Plan 2 or Plan 3, or the employer defaults them into Plan 3.

An individual establishes membership in the system by being employed as a guide in the public schools. "Guide" means any person who is qualified to teach and who is employed by a public school as an instructor, administrator or supervisor.

Plan 2 members can retire at age 65 with five years of service or at age 55 with 20 years of service. Retirement benefits for members who retire before age 65 are actuarially reduced. Plan 2 provides disability and survivor benefits.

Plan 3 members have a two-component benefit structure: a defined benefit component and a defined contribution component. Members are eligible for the defined benefit component at age 65 if they have:

- Ten service credit years; or
- Five service credit years, including 12 service credit months after attaining age 44; or
- Five service credit years by September 1, 2000, under Plan 2 and transferred to Plan 3.

Members are also eligible for the defined benefit component at or after age 55 if they have at least ten service credit years. Retirement benefits for members who retire before age 65 are actuarially reduced. Plan 3 provides disability and survivor benefits. Members who separate from employment, at or before the defined benefit eligibility date, have immediate access to the defined contribution component.

### **Eligibility**

You are eligible to enroll in SERS/TRS on the date of your hire.

### **Employee Contributions**

When you enroll, you choose how much you want to contribute, up to the IRS annual limit. Your contributions come straight out of your paycheck before federal income taxes are withheld.

The IRS limits the annual dollar amount you can put into tax-deferred retirement plans. This dollar limit may change from one year to the next. The payroll system recognizes when you have reached the limit, and deductions will automatically stop.

### **Organization Contributions**

PCM will make an annual contribution to your account. The organization contribution amount may vary annually, but you will be given 60 days' notice of any changes. You qualify for the organization contribution if you are currently participating in the plan.

### **When Participation Ends**

Your participation in SERS/TRS will end on the day you leave PCM for any reason, including termination, retirement, and disability, or otherwise cease to be an eligible employee.

### **Your Beneficiary**

When you enroll in SERS/TRS, you will name a beneficiary who will receive the vested balance of your plan account if you die. Your beneficiary can be anyone you want, but if you choose someone other than your spouse, your spouse will have to sign a consent form. Opening and management of your account will be explained as part of onboarding and any questions should be addressed to the PCM leadership team.

### **Workers' Compensation Insurance**

If you are injured on the job or contract an occupational disease, you may be entitled to medical care and wage replacement (time-loss) benefits through the workers' compensation insurance

provided by PCM. A small portion of this premium may be paid by you through payroll deduction, as provided by state law.

If you suffer an on-the-job injury or become aware that you have contracted an occupational disease, you must notify the PCM administrative team as soon as possible and complete an accident report.

### **Social Security/Medicare**

As you are aware, the federal government requires you to contribute a portion of your wages to Social Security/Medicare, which should provide you with income and medical benefits when you retire or become disabled. This deduction is a percentage of your annual compensation, up to a predetermined amount. PCM also contributes a matching amount to this program on your behalf.

### **Unemployment Insurance**

Unemployment Insurance is a federal/state program that provides some compensation to workers who are temporarily and involuntarily unemployed. PCM contributes to this program on your behalf with each payroll.

For more information regarding this benefit, contact the PCM leadership team or your local Employment Security Office.

### **Questions?**

Since this section of your Staff Handbook provides only plan highlights, please refer to the SEBB (State Education Benefits Board) and DRS (Department of Retirement Systems) portals for more details. Links to these portals can be found on the school website on the Staff page. You may also contact our Chief Financial Organization account manager Matt Paolini at [matt.paolini@joulegrowth.com](mailto:matt.paolini@joulegrowth.com)



## VI. Leaves

### **Description of Leave**

The following section describes PCM's (PCM) approach to annual leave for both salary and hourly employees. It is the mission of the school to deliver a world-class education to students and this requires staff to be present as much as possible. Washington State is also facing a substitute shortage which inhibits most schools in our area from finding qualified guest guides. Staff are encouraged to take personal time during the year to refresh when needed. They also are encouraged to take sick leave when necessary to ensure a healthy recovery and to prevent the spread of infectious disease.

Salaried Employees - At the beginning of the year guides and administrative staff will be allotted the following annual leave amounts. All of the following information is assumed per 1.0 FTE. Any employee working less than full-time will receive a prorated amount per their contract.

- Professional Leave -
  1. Up to 24 hours (3 days) may be cashed out at the end of June of the current school year at the current pay rate for a substitute guide.
  2. No personal leave will be allowed to be rolled over to the following school year, nor will they be cashed out.
  3. Unused professional leave days will not be paid to employees upon termination of employment.
- Personal Leave -
  1. 16 hours (2 days) to be used at the employee's discretion. This bank of time may be used for any purpose, but needs to be pre-approved by the Head of School or Montessori Coach prior to accessing these days.
  2. No personal leave will be allowed to be rolled over to the following school year, nor will they be cashed out.
  3. Unused personal leave days will not be paid to employees upon termination of employment.
- Sick Leave (Illness, Injury, or Emergency) -
  1. 48 hours (6 days) to be used when the employee is unable to perform their duties because of personal illness, injury or disability.
  2. 32 hours (4 days) may be rolled over into the following school years for a total of 12 days to be banked at any one time.
- Additional types of leave -
  1. Maternity/Paternity/Adoption: This leave may also be used for pregnancy, childbirth and related temporary disability to employees, to the extent the employee's physician certifies the employee's temporary disability.
  2. Family Illness: This leave may be used in the event of illness within the immediate family of the employee. For purposes of this provision, immediate family shall mean spouse, parent, child, grandchild, grandparent, sibling(s), or a person living in the same household as the employee.
  3. Emergency: This leave may also be used in the event an employee has an emergency, defined as, a problem that has been suddenly precipitated or is

unplanned; or where pre-planning could not relieve the necessity for the employee's absence.

Hourly Employees - At the beginning of the year hourly staff will be allotted the following annual leave amounts. All information following is assumed per 1.0 FTE. Any employee working less than full-time will receive a prorated amount per their contract.

- Personal Leave
  1. 16 hours (2 days) to be used at the employee's discretion. This bank of time may be used for any purpose, but needs to be pre-approved by the Head of School prior to accessing these days.
  2. No days may be cashed out at the end of the year. Unused days will expire at the end of the school year.
- Sick Leave (Illness, Injury or Emergency)

Employees will accumulate the greater of:

  1. 40 hours (5 days) to be used when the employee is unable to perform their duties because of personal illness, injury or disability. or
  2. One (1) hour of sick leave accrued for every 40 hours worked
  3. 24 hours (3 days) may be rolled over into the following school years for a total of 64 hours (8 days) to be banked at any one time.

Additionally, employees are entitled to the following forms of leave:

- Maternity/Paternity/Adoption: This leave may also be used for pregnancy, childbirth and related temporary disability to employees, to the extent the employee's physician certifies the employee's temporary disability.
- Family Illness: This leave may be used in the event of illness within the immediate family of the employee. For purposes of this provision, immediate family shall mean spouse, parent, child, grandchild, grandparent, sibling(s), or a person living in the same household as the employee.
- Emergency: This leave may also be used in the event an employee has an emergency, defined as, a problem that has been suddenly precipitated or is unplanned; or where pre-planning could not relieve the necessity for the employee's absence.

### **Recording Absences**

It is the responsibility of the employee to record their absence in Gusto on the day that it is taken. PCM staff will monitor and reconcile absences for payroll and accounting purposes.

### **Sick Leave: Further Details**

Unless otherwise provided for or as approved by the Head of School, sick leave is to be used by regular full-time employees in accordance with the following provisions:

- Sick leave is to be used only in the event of illness of the employee, the employee's immediate family, or someone dependent on them for care, and for no other purpose.
- Misuse of sick leave is cause for termination of employment.

- For the purposes of this section, "immediate family" is defined as a spouse, partner, parent, child, sibling, grandparent, any other relative permanently residing with the employee, or any other person as defined by the Head of School or the Board of Trustees.

Notice of absence from work due to illness should be provided to the Montessori Coach and the Head of School with as much advance notice as possible, and by 6:00 a.m. on the day of the absence, allowing reasonably enough time for the Montessori Coach to find a substitute teacher, in the instance of instructional employees, or temporary help, in the instance of administrative staff.

Employees must provide notice of absence from work due to illness each day of their absence. If an employee is absent for three (3) or more consecutive days due to illness or injury, a physician's statement must be provided verifying the illness and its beginning and end dates. When possible, such as in the event of foreseeable extended illnesses and planned medical procedures, advance notice of the use of sick leave should be given to the employee's supervisor at least five (5) days in advance.

Excessive tardiness, absenteeism, or an unauthorized absence may result in disciplinary action, up to and including termination of employment.

Notice of total sick leave used should be provided to the Montessori Coach upon an employee's return to work. Sick leave shall be used in increments of one-half workday. Unused sick leave benefits of 40 hours or less must carry over to the next year. Unused sick leave days will not be paid to employees upon termination of employment.

32 hours (4 days) may be rolled over into the following school years for a total of 12 days to be banked at any one time.

### **Blackout Dates**

There are times throughout the year when finding a substitute may constitute a significant issue for the school. These days will be blacked out and staff will not be allowed to take leave, paid or unpaid, on these days. Should an emergency take place on one of these days, the staff member must connect with their supervisor to inform them of the need to be absent.

- Blackout dates
  - July and August professional development (dates to be determined by Head of School)
  - First two weeks of school
  - Last two weeks of school
  - Wednesday afternoon staff development times
  - Conference and Conference preparation days
  - Data days
  - Major school event nights identified on the annual school calendar (ex. Montessori Feast, International Feast, etc).

- School Vacations - The day before or after school holidays or breaks (Indigenous People's Day, Veteran's Day, Winter Break, Dr. Martin Luther King Jr. Day, President's Day, Spring Break, Memorial Day)

### **Key Guidelines:**

- You must receive approval from the PCM leadership team prior to taking personal leave.
- You may not schedule your last paid workday as a vacation day. Unused leave will not be paid out should you end employment with PCM.

When possible, a minimum of one week's notice should be given to your supervisor, in order to schedule and accommodate substitutions. When advanced notice is not possible, as in the case of emergency or illness, email BOTH the office AND Head of School AS SOON AS POSSIBLE with notification of your absence and day's plans for a substitute. Should a substitute be required, time must be taken in 4-hour increments.

### **Shared Leave**

The shared paid sick leave program provides employees the opportunity to receive and use donated paid sick leave, and to donate their paid sick leave to other employees.

#### To Apply

Employees must apply to receive/donate shared paid sick leave through the Head of School or their designated representative. An employee is eligible to apply for and use shared paid sick leave 90 calendar days after the start of employment.

If an employee wishes to participate in the shared paid sick leave program, the employee must complete the Employee Request to Receive Shared Paid Sick Leave form or complete the Employee Request to Donate Paid Sick Leave form and provide the form to the Head of School or their designated representative.

Head of School or their designated representative is responsible for:

- Ensuring employees meet the eligibility criteria for receiving and donating shared paid sick leave;
- Approving requests to receive/donate shared paid sick leave; and
- Monitoring the use of shared paid sick leave.

#### Donated Paid Sick Leave

Donated paid sick leave will be recorded as if the donating employee had used the time and will reduce the donating employee's available balance of paid sick leave.

### **Unpaid Leave**

An employee needing to take unpaid leave must have the leave approved in writing by their supervisor prior to the leave being taken. It is at the sole discretion of the supervisor, in consultation with the HOS, whether or not to approve the leave.

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

After twelve months of employment with PCM, an employee who has worked at least 1,250 hours in the twelve months preceding the commencement of the leave is eligible for up to twelve weeks of unpaid leave during a twelve-month rolling period. The twelve-month rolling period is measured forward from the date when the most recent family/medical leave began. This leave will be administered according to regulations governing the federal Family and Medical Leave Act of 1993 (FMLA).

Leave may be taken for the following reasons:

- The birth of a child
- The placement of a child for adoption or foster care
- To care for a spouse, child, or parent with a serious health condition
- Your own serious health condition
- Military Exigency Leave: for urgent needs related to a relative's (spouse, child, or parent) deployment to a foreign country or call to active duty from the military reserves

**Military Caregiver Leave:** A 26-week period of unpaid leave within a 12-month period may be available to an FMLA-eligible employee whose relative (spouse, child, parent, or relative for whom the employee is next of kin) has incurred a serious illness or injury while serving on active duty in the U.S. military. The service member or veteran must be receiving medical treatment or therapy for, or recuperating from, the serious injury or illness, and the injury or illness must have occurred within the five years preceding the date of treatment.

#### **Key Guidelines:**

- Depending on the circumstances, your leave can be taken all at once, intermittently, or on a reduced leave schedule.
- Leave for birth or placement for adoption or foster care must conclude within twelve months of the birth or placement.
- Under the Washington Pregnancy Disability Act, leave taken for the period of sickness or disability due to pregnancy or childbirth will run concurrently with an eligible female employee's right to take twelve weeks of FMLA leave. FMLA leave will also run concurrently with Washington Family Leave Act (FLA) leave.
- When requesting a leave, provide your supervisor with as much advance written notice as possible (30 days is preferred). You must also complete a Family and Medical Leave Certification form.
- You may be required to provide certification from a qualified health care provider if the leave is due to a serious health condition. If certification is requested, you will have 15 calendar days to provide the certification. In some cases, an employee may be required to provide second and third medical opinions at the company's request.
- An employee on leave due to his or her own serious health condition or the serious health condition of a spouse, parent, or child may be required, depending on the circumstances, to provide periodic recertification that the leave is still necessary.
- An employee returning from leave taken for his or her own serious health condition may be required to provide medical certification of his or her ability to return to work.

- You will be required to use all of your accrued PTO and Emergency PTO, as well as, any floating holidays, as applicable. After your paid leave is exhausted, the remaining part of your leave will be unpaid.
- While on FMLA leave, you will continue to receive the same group health coverage that you held prior to the start of the leave. While you are on leave, you will be responsible for paying any portion of premiums you normally pay as an active employee.
- When you return from your leave, you will generally be eligible to return to the same position that you held prior to the leave. If that position is not available, the company will attempt to place you in an equivalent position.
- While on FMLA leave from PCM, you may not perform work for any other employer.
- If two employees who are married to one another both work for PCM, their annual leave entitlement may be limited to a combined total of twelve workweeks.

During FMLA leave, PCM will continue your health benefits just as if you had continued being at work. However, if you choose not to return to work, you will be required to reimburse PCM for any health insurance premiums the company has paid on your behalf during the leave.

Please contact the PCM leadership team to assist you with any questions you may have regarding FMLA leave or other types of leaves.

### **Washington Family Leave Act**

This Washington State Family Leave Act (FLA) builds on the similar benefits available under the federal Family and Medical Leave Act (FMLA), providing additional benefits to pregnant women and domestic partners.

After twelve months of employment with PCM, an employee who has worked at least 1,250 hours in the twelve months preceding the commencement of the leave is eligible for up to twelve weeks of unpaid leave during a twelve-month rolling period.

The twelve-month rolling period is measured forward from the date when the most recent FLA leave began.

Leave may be taken for the following reasons (beyond the reasons that apply to FMLA):

- The birth of a child. This 12-week leave begins after the pregnancy disability leave ordered by the employee's medical provider (under the Washington Pregnancy Disability Act – see policy below), as opposed to FMLA leave, which runs concurrently with pregnancy disability leave and with FLA leave.
- To care for a registered domestic partner with a serious health condition
- If you exhaust all or part of your 12-week FMLA leave entitlement for an exigent reason related to a military deployment or for military caregiver leave, you still have access to all 12 weeks of your state FLA leave for self-care or the care of a seriously ill family member.

FLA leave will be administered under the same guidelines as FMLA leave (see the previous policy), with one exception: the company will not continue to pay the employee's health benefit

premiums while he or she is on FLA leave. The employee will be responsible for paying health benefit premiums for any period of FLA leave that continues after FMLA leave is exhausted.

### **Washington Family Care Act**

Employees are entitled to use accrued PTO to care for the following:

- A child of the employee who has a health condition that requires treatment or supervision
- A spouse, registered domestic partner, parent, parent-in-law, or grandparent of the employee who has a serious health condition or an emergency condition (including short-term care of a pregnant spouse or registered domestic partner, during or after childbirth, as needed)

Employees are required to provide as much advance notice of the need for such leave as possible. For the purposes of this policy, "child" means a biological, adopted, or foster child, stepchild, legal ward, or a child of a person standing in *loco parentis* who is under 18 years of age, or 18 years of age or older and incapable of self-care because of a mental or physical disability.

If the reason for the leave is the serious health condition of a spouse, parent, parent-in-law or grandparent, the normal certifications required by the organization under our vacation and sick leave policies will apply.

### **Washington Pregnancy Disability Act**

Leave is provided for a woman for the period of time that she is sick or temporarily disabled because of pregnancy or childbirth. The length of the leave is determined by the attending physician, based on medical necessity and the woman's individual condition. Six to eight weeks of leave is commonly recommended by health care providers for childbirth without complications, but the amount of leave can vary.

### **Domestic Violence Leave**

In addition to Family Care Leave, employees in Washington State are entitled to take intermittent or other reasonable leave from work where there has been a situation of domestic violence, sexual assault, or stalking against the employee or the employee's family member (such as parent, spouse, child, parent-in-law, grandparent, or person with whom the employee has a dating relationship). Time off may be used to take care of legal or law enforcement needs, to get medical treatment or social services assistance, to relocate to a safer location, or to engage in safety planning. This time off may be paid from accrued vacation or may be taken without pay. During the leave, you will continue to receive the same group health coverage that you held prior to the start of the leave.

Advance notice is required whenever possible; at the latest, you should notify your supervisor of the situation by the end of the first day of leave. PCM may request written verification of the need for leave, including the reason leave is needed (i.e. domestic violence, sexual assault,

stalking), the identity of the victim, and verification that the victim is a qualifying family member. PCM is committed to maintaining the confidentiality of the employee and the circumstances.

### **Military Leave**

If you are ordered to serve or volunteer for military training or active duty in the Armed Forces of the United States, the National Guard, the United States Coast Guard, or the Public Health Service, you may be entitled to take a leave of absence for the length of the service, in accordance with applicable law.

You should provide your supervisor with a copy of the written orders requiring your attendance. Your reinstatement upon return from military service will be in accordance with federal and state laws.

### **Washington Military Family Leave**

Employees in Washington State who work at least 20 hours per week are entitled to up to 15 days of leave to spend time with spouses who are preparing to deploy or are on short-term leave from military deployment during times of military conflict. This time off may be paid from accrued vacation or may be taken without pay. During the leave, you will continue to receive the same group health coverage that you held prior to the start of the leave. Notice is required within five days of receiving notice of a spouse's deployment or leave. This leave is available once per deployment.

### **Bereavement Leave**

Regular full-time employees are eligible for up to (3) days of paid leave for each instance of an immediate family member's death. Immediate family member is defined as parent, spouse, child, brother, sister, grandparent, grandchild, or parent-in-law, domestic partner, stepparent, stepchild, stepbrother, stepsister, brother/sister-in-law, or daughter/son-in-law or other relation approved by the Head of School.

### **Jury Duty**

If you are called to serve jury duty, you are eligible to receive up to ten days of paid time per calendar year. During this time, your regular pay will not be reduced, nor will you be required to use accrued leave. If your jury duty extends beyond two weeks, you may request to use accrued leave, Emergency leave, or request to take the additional time unpaid. You are required to report to work if you are dismissed from jury duty during your scheduled working hours.



## VII. WORK ENVIRONMENT

### **Professional Responsibilities & Rules of Management**

#### **Professional Expectations**

One area PCM (PCM) prides itself on is treating education as a true profession. To that end, you will be held to high professional standards.

Your prompt arrival will be expected for your workday each day, as well as to any outside assignments. Required work hours for full time teaching staff are 8:00-4:30 each workday, and any additional set up/prep time you may need. Classified staff will be assigned hours by their respective supervisor.

As a member of the PCM team, you are expected to wear business casual attire Monday-Friday.

You are expected to maintain and support an environment that is conducive to learning throughout the building at all times. This expectation extends to both the classroom and common areas like the staff room.

Most importantly, in all you do, remember the mission of PCM and strive to uphold it and model our LEADERS values.

#### **Parents' Right to Know Under No Child Left Behind**

If PCM is the recipient of Title 1 funds, at the beginning of every school year, PCM must tell parents they have a right to request the following information about the professional qualifications of their children's guides. Parents have the right to know:

- Whether the guide has met state qualifications and has a license for the grade level and the subject area he or she teaches
- Whether the guide has an emergency or provisional license
- What degrees the guide holds and the field of discipline of his or her certification or degree
- Whether the child is being taught by paraprofessionals and, if so, their qualifications
- If their child has been assigned, or has been taught by—for four or more consecutive weeks—a guide who is not highly qualified.

#### **Open Door Policy**

The management of PCM encourages you to discuss any subject pertaining to your employment with your supervisor or the PCM leadership team.

#### **Ethical Business Practice**

We are committed to employing the highest quality people and strictly adhering to ethical and fair practices in our business activities. We expect 100% commitment from you and require integrity and high ethical standards in all business activities.

You should not accept gifts, make personal investments, or participate in interests or associations that may interfere with the independent exercise of your judgment, the performance of your responsibilities, and the best interest of PCM. You are not authorized to provide professional services to a competitor or other organization that may be a conflict of interest with your work at PCM.

Every employee has some degree of access to PCM data, plans, decisions, customer lists, and/or other confidential information. No employee may use or release this kind of information, except as required for the performance of his or her job duties. You should also treat as confidential any information of a personal nature regarding your co-workers. This also applies to the use of inside information about firms with which we are considering an association.

While representing PCM, you are expected to:

- Comply with all laws and regulations
- Deal honestly with all students, families, and community members
- Use organization resources properly

If you are unsure whether a situation represents a conflict of interest, please contact the PCM leadership team to review the situation.

### **Use of PCM name or logos**

Anyone seeking to use the PCM name or official logos for any purpose must first get the consent of the Head of School. Inappropriate use of PCM name or logos will be cause for conversation or potential termination depending on the severity of the issue.

No employee may benefit monetarily from the use of the PCM name or logos without prior written consent from the Head of School. Any employee that does so will be required to pay in full the amount earned to the school to be used to support student clubs or travel. A second offense will be grounds for termination.

Any students, families or member of the community using the PCM name or logos without written consent of the Head of School will also be subject to similar expectations of repayment or possible litigation.

### **Employee Behavior/Personal Conduct**

Professional behavior standards are necessary for the efficient operation of PCM and for the protection of everyone's rights and safety. Conduct that interferes with operations, brings discredit to PCM, or is offensive to customers or fellow employees will not be tolerated, whether it occurs on or off organization time or organization property.

PCM reserves the right to determine what conduct is inappropriate under any circumstances and what level of discipline such conduct warrants. Any questions in connection with this policy should be directed to the leadership team.

## **Physical Contact with Students and Others**

Under Washington's Law, a touching is a battery, and illegal, if there is an intentional use of force or violence upon the person of another; or the intentional administration of a poison or other noxious liquid or substance to another. To establish battery, Washington courts have held that it is sufficient if the actor intends to inflict an offensive contact without the other's consent. There is no requirement for maliciousness or intent to inflict actual damage. The essential element of a battery is physical contact, whether injurious or merely offensive, and a battery may be committed by touching another through the clothing.

It is the policy of PCM that no guide or staff member will use corporal punishment against a student. This prohibition includes spanking, slapping, pinching, hitting or the use of any other physical force as retaliation or correction for inappropriate behavior. While the use of appropriate touching is part of daily life and is important for student development, a guide and staff member must ensure that they do not exceed appropriate behavior. If a child or other staff member specifically requests that he or she not be touched, then that request must be honored without question. If the child or other staff member has not requested that they not be touched, then the following forms of touching are considered appropriate:

- Hugs initiated by the student
- Hugs given with permission
- Pats on the shoulder or back
- Handshakes
- "High fives" and hand slapping
- Touching shoulders and arms around the shoulder area
- Touching face to check temperature, wipe away a tear, and remove hair from face or other similar types of contact for similar purposes
- Patting a student on the knee (grades K-5)
- Sitting students on one's lap (grades K-2 ) for purposes of comforting
- Holding hands while walking with small children or children with significant disabilities
- Arms around shoulders
- Reasonable self defense
- Reasonable defense of another or restraint of a violent person to protect others or property

Except as discussed above, the following forms of touching are never appropriate:

- Inappropriate or lengthy embraces
- Kisses on the mouth
- Corporal punishment
- Sitting students on one's lap (grades 3-8)
- Touching buttocks, chests or genital areas
- Pushing a person or another person's body part (other than in self defense, defense of another or property)
- Showing affection in isolated areas
- Wrestling with students or other staff-members
- Bench-pressing another person

- Tickling
- Piggyback rides
- Massages
- Any form of unwanted affection
- Any form of sexual contact
- Poking fingers at another person that results in an offensive contact

This policy does not prevent touching a student for the purpose of guiding them along a physical path, helping them up after a fall, engaging in a rescue or the application of Cardio Pulmonary Resuscitation (CPR) or other emergency first-aid. Nor does it prohibit the use of reasonable force and touching in self-defense or in the defense of another. Restraining a child who is trying to engage in violent or inappropriate behavior is also allowed. Only such force as necessary to defend one's self or another or to protect property is legally allowed. Excessive force is prohibited. In Washington an assault is an attempt to commit a battery or the intentional placing of another in reasonable apprehension of receiving a battery.

Consequently an attempt to violate this policy or placing another person in reasonable apprehension that they will be victim of one of the acts prohibited under this policy is also prohibited. A reasonable apprehension normally includes an overt act, but words alone may be sufficient to violate this policy if the words uttered were such that under the circumstances it could be reasonably assumed that physical contact would be attempted. Violation of this policy could subject the guide or staff member to discipline to include termination for cause.

The victim may also choose to bring civil or criminal charges against the violator. This policy must necessarily be somewhat flexible. Sometimes, especially when dealing with younger children or children with a disability, touching is more appropriate. A touch for the purpose of helping (i.e.: cleaning up a small child after a bathroom accident) may be appropriate in limited circumstances although clearly inappropriate in more general circumstances. An accidental touch is never inappropriate provided it is a true accident. It is impossible to define each and every instance when touching is inappropriate. Guides and staff members should apply the rules of common sense in the circumstances they find themselves.

## **Reporting Child Abuse**

**As a member of PCM personnel, you are a mandated reporter, which means that if you have cause to believe that a child has suffered abuse or neglect, you are legally required to report the incident. Pursuant to Washington state law RCW 26.44.030, when any professional school personnel, registered or licensed nurse, social service counselor, and psychologist has reasonable cause to believe that a child has suffered abuse or neglect, he or she shall report such incident, or cause a report to be made, to the proper law enforcement agency. Contact information for these agencies will be shared during beginning of the year orientation. When any person, in his or her official supervisory capacity with a nonprofit organization, has reasonable cause to believe that a child has suffered abuse or neglect caused by a person over whom he or she regularly exercises**

**supervisory authority, he or she shall report such incident, or cause a report to be made, to the proper law enforcement agency, provided that the person alleged to have caused the abuse or neglect is employed by, contracted by, or volunteers with the organization and coaches, trains, educates, or counsels a child or children or regularly has unsupervised access to a child or children as part of the employment, contract, or voluntary service.**

The report must be made at the first opportunity, but in no case longer than forty-eight hours after there is reasonable cause to believe that the child has suffered abuse or neglect. The report must include the identity of the accused if known.

### **Confidentiality**

PCM serves in a highly personal sector, and it is essential that information regarding our families, student information, research activities, finances and other important information be held in the strictest of confidence.

In the course of performing your job, you may also be exposed to confidential internal organization documents, such as compensation information and employee personnel files. Such information should not be discussed or disclosed to anyone inside or outside PCM.

### **Accessing Students' Records**

All information contained in student's records, including information contained in an electronic database, is confidential and maintained in accordance with the Family Educational Rights and Privacy Act. These records are the property of PCM, whose responsibility it is to secure the information against loss, defacements, tampering or use by unauthorized persons. Please do not speak about children in hallways or public areas. The information about children is confidential and must not be discussed in the outside community.

Only guides, administrative, and office personnel are permitted to review the children's files. When a file is requested from the main office, it must be signed out and returned the same day. Files may not be copied without express authorization from the PCM leadership team or their designee. If a file is needed by 8:00 a.m. the following morning, you must request this file the day before, not later than 3:00 p.m. and that file will be pulled and ready for you when you arrive the following day. Please do not remove any materials from any student's file.

**Files may not leave the building without specific written authorization from PCM leadership team or their designee. If you request a student's file, you will be responsible for its contents.**

### **LIABILITY**

The effective guide is concerned for the welfare of students and takes measures to insure their welfare. Nevertheless, it is well to be aware of the possible consequences of negligence. The guide is legally responsible to act in a reasonable and prudent manner at all times. Specifically, the guide must do the following:

- 1) Never leave students unsupervised. Leaving a classroom without another responsible adult present is leaving students unsupervised.
- 2) Require students to conduct themselves in an orderly, safe manner and administer such disciplinary actions as are reasonable and proper in any situation involving student misconduct.
- 3) Report any unsafe condition in the room or on campus to the principal so that it may be corrected.
- 4) Strictly adhere to all stated policy of the individual school.

Failure by guides to meet their responsibilities may have severe consequences, e.g., revocation of their license, criminal charges, etc. Additionally guides may be held legally liable for negligence in the performances of their duties.

### **External Information and Public Relations**

The success of PCM depends upon the quality of the relationships between PCM, its employees, students, parents and the general public. The public impression of PCM and its interest in PCM will be formed, in part, by PCM employees. PCM employees are ambassadors. The more goodwill an employee promotes, the more employees, students, parents and the general public will respect and appreciate the employee, PCM, and PCM services.

Below are several things employees can do to help leave people with a good impression of PCM. These are the building blocks for our continued success.

- Communicate with parents regularly.
- Act competently and deal with others in a courteous and respectful manner.
- Communicate pleasantly and respectfully with other employees at all times.
- Follow up on requests and questions promptly, provide businesslike replies to inquiries and requests, and perform all duties in an orderly manner.
- Respond to e-mail and voicemail within 24 hours during the workweek.
- Take great pride in their work and enjoy doing their very best.

### **Social Media**

Social Media includes the various online technology tools that enable people to communicate easily over the Internet to share information and resources. Social media can include text, audio, video, images, podcasts, and other multimedia communications. These websites not only provide information, but also allow for interaction during this informational exchange through user-generated content.

### **Authorizations and Content Monitoring**

PCM presence on any social media site, including school-related accounts, such as clubs, teams, field studies, course, or other sites associated with the school must be authorized by the PCM leadership team or designee. Any sites, accounts, or pages existing absent prior authorization will be subject to review, editing, and removal. As appropriate, a recommendation for disciplinary action may result.

To request permission for a school-related site, please send a request to the leadership team and identify a "content owner," or individual responsible for performing regular monitoring and maintenance of the website or account, and a responsible administrator assigned to the specific site. Please note that for emergency purposes only, each school-affiliated site or social media account must name the school's leadership team as an administrator. However, the site, specifically, the content owner and responsible administrator shall be responsible for monitoring and maintaining these sites and accounts in accordance with all state and federal laws, and school and board policies.

Content must not violate copyright or intellectual property laws and the content owner must secure the expressed consent of all involved parties for the right to distribute or publish recordings, photos, images, video, text, slideshow presentations, artwork or any other materials. Before posting any photographs of students, content owners shall review the list of students whose parents have not consented to having their child's photograph taken or published. No student photographs should be published for personal, promotional use or any other non-school related purpose.

The use of the PCM logo(s) on a social media site must be approved by the leadership team.

The school's general social media sites, including the school's blogs, Facebook and Twitter accounts, will be managed by the leadership team or designees. Duplicate, unofficial sites shall be reported, and investigated.

### **Staff Use of Social Media and Technology**

- a) **Limit On-Duty Use**– Staff members are encouraged to limit their personal technology use during duty hours. Use of Personal Technology for non-school business should be limited to off-duty time and designated breaks.
- b) **Work/Personal Distinction**– Staff members are encouraged to maintain a clear distinction between their personal social media use and any school-related social media sites.
- c) **Student Photographs** – Absent parent permission for the particular purpose, staff members may not send, share, or post pictures, text messages, e-mails or other material that personally-identifies school students in electronic or any other form of personal technology. Staff members may not use images of students, e-mails, or other personally- identifiable student information for personal gain or profit.
- d) **Professional Effectiveness**- School employees must be mindful that any Internet information is ultimately accessible to the world. To avoid jeopardizing their professional effectiveness, employees are encouraged to familiarize themselves with the privacy policies, settings, and protections on any social networking websites to which they choose to subscribe and be aware that information posted online, despite privacy protections, is easily and often reported to administrators or exposed to PCM students.
- e) **Personal Social Networking & Media Accounts**– Before employees create or join an online social network, they should ask themselves whether they would be comfortable if a 'friend' decided to send the information to their students, the students' parents, or their

supervisor. Educators must give serious thought to the implications of joining an online social network.

- f) **Responsible Online Identity Monitoring** – Employees are encouraged to monitor their 'online identity,' by performing search engine research on a routine basis in order to prevent their online profiles from being fraudulently compromised or simply to track information posted about them online. Often, if there is unwanted information posted about the employee online, that employee can contact the site administrator in order to request its removal.
- g) **"Friending" or Connecting with PCM Students**–Employees should not have online interactions with students on social networking sites outside of those forums dedicated to academic use. School employees' social networking profiles and personal blogs should not be linked to school students' online profiles. Additionally, School employees should use appropriate discretion when using social networks for personal communications and should limit this activity to off-duty hours and the use of their own electronic communication devices.
- h) **Contacting Students Off-Hours**–When in doubt about contacting a school student during off-duty hours using either school-owned communication devices, network services, and Internet access route or those of the employee, begin by contacting the student's parent(s) or legal guardian through their school registered phone number. School employees should only contact school students for educational purposes and must never disclose confidential information possessed by the employee by virtue of his or her school employment.

### **Internal Information**

All reports, data, internal strategies, documents, information, data and work product, including all computer programs, graphics, software, operating instructions and data processing material, including disks, tapes and other storage media, relating to the operations, projects or work of PCM or its students, or otherwise within the scope of the organization's operations, are, and shall continue to be, the exclusive property of PCM. These materials are considered "works made for hire" and are the exclusive property of PCM. None of these materials should be loaned, rented, copied, disclosed, or given to others, and all of them must be delivered to the organization upon its request.

### **Attendance**

Regular attendance and timeliness are essential for everyone. Repeated absence or late arrival may cause difficulty for PCM and your coworkers, we encourage you to be especially diligent in this respect. The days and hours that you work will depend on the nature of your position and the needs of PCM.

If you will be late for work or unable to attend work due to illness or emergency, please contact your supervisor, or the Office Manager, in advance of your regular work time so that alternative arrangements can be made. If you require an early departure from work, you must obtain your supervisor's approval.



Unauthorized tardiness, absences, or failure to keep your supervisor informed are viewed seriously and will be treated under the Corrective Action policy.

If an employee is a "no-show" for two consecutive days and does not notify his or her manager, that employee will be considered to have voluntarily resigned from employment.

### **Corrective Action**

It is essential that you accept personal responsibility for maintaining high standards of conduct and job performance, including the observance of organization procedures and guidelines. The goal of corrective action is to provide you with the information you need to make the required improvements to continue your employment with PCM and be successful in your position.

PCM guidelines are based on common sense and good judgment and are designed to maintain a favorable work environment. These guidelines are applied to all employees as equally and fairly as possible.

Many factors are taken into account when corrective action is necessary, including the nature and seriousness of the problem, the employee's past performance, and the surrounding circumstances. Failure to adhere to organization guidelines and individual performance expectations may result in corrective action, up to and including termination. This may include verbal warnings, written warnings, suspension with or without pay, and/or termination.

PCM reserves the right to apply corrective action as needed. There are some situations that may result in immediate termination. These situations may include, but are not limited to, the following:

- Theft
- Willful acts or negligence leading to the damage of organization property
- Improper use of school technology
- Inappropriate behavior towards or interactions with students
- Violation of PCM's drug and alcohol policy
- Unreasonable failure to cooperate with a supervisor or other employees
- Falsification of organization records
- Physical violence or verbal abuse of other employees
- Violation of safety rules
- Excessive absence or tardiness
- Violation of the organization's anti-harassment or equal employment opportunity policies
- Other similarly serious offense

### **Complaint Resolution**

In any organization, problems and misunderstandings arise from time to time. If you have a problem, management wants to know about it. We encourage you to discuss and attempt to resolve the issue with your immediate supervisor first. If the issue cannot be resolved with your immediate supervisor, we encourage you to take your problem to the PCM leadership team.

Use of this procedure, however, will not delay implementation of any corrective or other employment action by PCM. Moreover, PCM reserves the right to end the procedure under circumstances it believes are appropriate.

This complaint procedure does not apply to complaints about violations of PCM's anti-harassment or equal employment opportunity policies. For those types of complaints, refer to the guidelines and procedures set out in those policies.

### **Whistleblower Policy**

Washington State's whistleblower law gives every employee the statutory right to report all improper actions of other employees. PCM encourages its employees to exercise this right when necessary. "Improper action" means any of the following actions, undertaken by an employee, within the performance of his or her official duties:

- an action that is a violation of any federal, state, or local law or regulation;
- an action that is an abuse of authority;
- an action that is of substantial and specific danger to worker health and safety or to the public health or safety

Employees who become aware of an improper action, as defined above, should report it directly to their supervisor or any executive of PCM. If requested, the employee shall submit a written report containing the information set forth below. The report should include:

- a detailed description of the improper action(s);
- the name of the employee(s) involved;
- the location where the action(s) occurred;
- when the action(s) occurred;
- any other details that may be important for the investigation – other witnesses, documents, evidence, etc.;
- if known, the specific law or regulation that has been violated; and
- the name, address, and phone number of the reporting employee.

The identity of the reporting employee will be kept confidential to the extent possible under law unless the reporting employee authorizes the disclosure of his or her name.

Employees are prohibited from taking retaliatory action against the employee who has in good faith reported an improper action. "Retaliatory action" means any adverse change in a employee's employment status, or the terms and conditions of employment, including denial of adequate staff to perform duties, frequent staff changes, frequent and undesirable office changes, refusal to assign meaningful work, unwarranted and unsubstantiated letters of reprimand or unsatisfactory performance evaluations, demotion, transfer, reassignment, reduction in pay, denial of promotion, suspension, dismissal, or any other disciplinary action; or hostile actions by another employee towards the reporting employee that were encouraged by a supervisor or senior manager.

Employees who believe that they have been retaliated against for reporting an improper action should provide a written notice of the charge of retaliatory action to the HOS. This written notice should include a description of the specific alleged retaliatory action and a description of the specific relief requested. The notice should be delivered no later than thirty days after the occurrence of the alleged retaliatory action.

### **Personal Use of Organization Equipment/Tools**

PCM invests in equipment to help you do your job. You are responsible for any equipment that you use during the course of your job and for any equipment that is issued to you. Please take the time to learn how to use it correctly and efficiently. Should you lose or damage such equipment, you may be held personally liable and may be subject to corrective action, depending upon the individual circumstance. Should you leave the organization for any reason, you will be asked to return any equipment issued to you, such as keys or laptop computer. Please refer to the Employee Technology policy.

### **Donors Choose Projects and Resources**

PCM asks that each guide to utilize the guide crowdsourcing website to acquire materials and resources that will enhance the learning experience of students in the classroom. The use of this website does not constitute a desire of PCM to supplant the use of Basic Education Allocation (BEA). All projects posted by guides are considered "in addition to" basic supplies provided by the school.

Prior to posting a project on DonorsChoose, guides must get written permission from the Administrative Team acknowledging their awareness of the project as well as the guide's understanding that the resources acquired through the project are ultimately the property of PCM, not the guide's.

DonorsChoose policy states,

- "Unless the project essay clearly indicates that materials are meant to be given to students to use and own, materials are the property of the public school at which the guide is employed when resources are ordered. The guide who created the project is the sole steward of the donation while employed at the school, carrying out the project for which the materials were donated."
- If the guide moves within the school: "Standard project materials should remain at the school and continue to be used by the guide's current and future students, even if the guide moves grade levels or subject areas. (This does not apply to consumables or other single-use items.) If the materials are no longer of use to the guide who requested them, they can be given to another guide in the school to use with his/her students, and that guide becomes the steward."
- If the guide leaves PCM: Standard project materials and guide-use materials should remain at the guide's original school if a guide leaves after receiving the materials, unless both of these criteria are met:
  - The guide will continue to teach in an eligible public school and in a position that meets our eligibility criteria.

- The principal gives consent for the guide to take funded materials to use in his/her new classroom.

### **Classroom Pets and Plants**

PCM aligns its practices with high-fidelity AML practices of maintaining classroom pets and plants. Staff should seek approval from the Administrative Team prior to bringing pets and plants into the classroom. PCM pet and plant policy will guide staff on what is normally allowed. To contribute to maintaining this rich environment of organisms each Guide is asked to apply for the guaranteed Pets in the Classroom grant and re-apply annually for the Sustaining Grant.

Terms and Conditions from the Pets in the Classroom grate website align with allowable pets and rational for obtaining classroom pets:

1. **You may only submit ONE APPLICATION per school year.**
2. **You may only create ONE ACCOUNT with us. Having multiple accounts may void any grants awarded.**
3. **Guides who have previously received a Pets in the Classroom store or rebate grant are only eligible to apply for the Sustaining Grant.**
4. Grants are offered to Pre-Kindergarten through 9th grade guides in both public and private schools. (Grades 10-12, Homeschools, Home Daycare Centers and Home-based preschools do not qualify at this time.)
5. These grants are intended to support pets or aquariums in the classroom for the purposes of teaching children to bond with and care for their pets responsibly. The welfare of the small animals involved is of paramount importance. These grants must not be used for the purposes of research or experiments of any kind.
6. Eligible pets include small mammals, birds, fish, reptiles, and arachnids. Dogs, cats, and other larger house pets do not qualify. Other organisms that do not qualify include: Insects (butterflies, cockroaches, etc.), worm/composting projects, or livestock (such as chickens/egg incubators).
7. Grant approval is at the sole discretion of the Pet Care Trust.
8. Expired certificates or coupons will not be accepted.
9. Grants are not transferable.

### **Use of Electronic Communication Systems**

PCM maintains and utilizes a number of electronic messaging and communication systems, including voicemail, email, fax, telephones, computers, and Internet and intranet access, in order to conduct organization business. All of the messages and documents that are sent, received, composed, and/or stored on these systems are the property of PCM. Employees using organization accounts are acting as representatives of PCM, and as such should act in an ethical and lawful manner to avoid damaging the reputation of the organization.

Messages on PCM's voicemail, email, and other communication systems are subject to the same policies regarding harassment and discrimination as are any other workplace communications. Offensive, intimidating, harassing, or discriminatory content in such messages will not be tolerated. (See the policies on Equal Employment Opportunity and Harassment Free Workplace

found in this handbook.) These communications are also considered public record and will be gathered as such if a public records request is submitted.

This policy exists to protect the rights of both the organization and the employee. Violations of this policy may result in disciplinary action, up to and including termination

### **Monitoring**

PCM has the right by law to access or monitor an employee's voice mail and email messages (outgoing and incoming) and other electronic or non-electronic communications at any time. In certain situations, PCM may be compelled to access and disclose messages sent or received over its email and/or voice mail systems. Therefore, an employee's outgoing voice mail, email, or other messages must not indicate to the caller that his/her incoming messages will be confidential or private. Employees may not create or change passwords for computers, files, or telephone systems without approval from their supervisors. Any approved password must be given to the supervisor to allow access if needed, but should not be divulged to anyone else.

Other than PCM, which has the right by law to access messages or documents at any time, messages in the voice mail, email, or other communication system are to be accessed only by the intended recipient or the creator, or by others at the direct request of the intended recipient or creator. Any attempt by anyone other than the above to access messages or documents on such systems will constitute a serious violation of PCM policy.

### **Security**

Files that are downloaded from email or the Internet must be scanned with virus detection software before installation or execution. All other organization security guidelines must be followed as requested.

### **Personal Use**

These systems are for use by employees in conducting PCM business. Personal use of voicemail, email, computers, or other electronic communication systems (including, but not limited to, the internet) must not interfere with PCM business or with the employee's work performance. In addition:

- No long-distance personal phone calls may be made on organization telephones unless approved by a manager.
- Unauthorized use of the internet includes: posting, downloading or connecting to sites that contain pornographic or violent material; engaging in "hacking" or other unauthorized entry activities; solicitation of non-organization business or other activities for personal gain; and any illegal activity.
- Before posting any information on the Internet, make certain that it reflects the professionalism, standards, and policies of PCM. Expressing personal opinions and releasing confidential organization information are prohibited.

## **Computer Software**

PCM prohibits the illegal duplication of software. It is illegal to make or distribute copies of copyrighted material without authorization, unless the copy is made for backup or archival purposes. Any employee engaging in the illegal reproduction of software may be subject to civil damages and criminal penalties, including fines and imprisonment. Any employee learning of any misuse of software or related documentation within PCM should notify a manager immediately.

## **Personal Web Sites and Blogging**

Personal web sites and web logs (blogs) have become common methods of self-expression in our culture. PCM respects the right of employees to use these media during their personal time. If an employee chooses to identify him/herself as a PCM employee on a website or blog, he/she must:

- Make it clear to readers that the views expressed are the employee's alone and that they do not necessarily reflect the views of PCM.
- Not disclose any information that is confidential or proprietary to PCM. Consult the Confidentiality policy for guidance about what constitutes confidential information.
- Uphold PCM's values of respect for the individual and the organization by not making defamatory statements about PCM or its employees, clients, partners, affiliates, or competitors.
- Confine the posting to his/her own time and not let blogging or web site posting interfere with his/her work performance.

If blogging or web site activity compromises the organization in any way, including by causing adverse publicity or embarrassment, PCM may request that the employee stop the activity. The employee may be subject to disciplinary action if the activity continues. Please refer to the Social Media section for more information.

## **Keys**

PCM may issue you keys or keyless entry materials for accessing the organization's offices and equipment. If you are issued keys or keyless entry materials, you may be asked to sign an acknowledgement of receipt and familiarize yourself with the guidelines for their use.

The keys or keyless entry materials are your responsibility, and any organization loss or damage associated with their misuse or loss may be charged to you. If the keys or keyless entry materials are ever lost or stolen, notify the Office Manager as soon as possible. The cost of replacing a key or key card may be charged to you.

## **Smoking**

In accordance with Washington State's Clean Indoor Air Act of 2005, smoking is prohibited indoors. If you wish to smoke, you must do it outside, at least 25 feet away from all entrances, exits, windows that open, and ventilation intakes. Your cooperation in observing this policy is requested in order to respect the rights of both smokers and non-smokers.

**Fee and Cash Collection**

Staff members, other than specifically authorized individuals, are permitted to accept cash and/or checks for specific events (such as a field trip), only if following specific money-handling protocol. All school events, for which money is collected, must be approved by the Administrative Team. Staff delegated financial oversight responsibilities, will supervise the collection of all fees and will be responsible for managing the receipts with the Administrative Team and CFO firm. Teaching staff and students are not permitted to do fundraising or fee collection; rather, all financial transactions should be coordinated with the Administrative Team or their designated representative. Guides and staff are not permitted to conduct personal sales or fundraising (such as Avon, bath/beauty products, etc.) during or at school. Cash and/or checks should not be stored or locked in staff offices or desks.

## VIII. SAFETY AND SECURITY

### **Drug and Alcohol-Free Workplace**

PCM prohibits the manufacture, sale, distribution, purchase, transfer, use, or possession of alcohol or illegal drugs on organization premises or while on PCM business. We also prohibit coming to work or operating organization equipment or vehicles under the influence of illegal drugs or alcohol. Your compliance with this policy is important for your own benefit and for the benefit of your co-workers.

If an employee is suspected of reporting to work under the influence of alcohol or illegal drugs, we may recommend that he or she obtain counseling or attend a rehabilitation program. Depending on the circumstances, however, the employee may be subject to corrective action. Disciplinary action, up to and including termination, will be taken against any employee who violates this policy. PCM reserves the right to deal with each case at its own discretion, in accordance with its current policies and practices and the specific circumstances involved. This may include requiring an employee to participate satisfactorily in an approved drug assistance or rehabilitation program.

Alcoholic beverages may never be consumed on PCM premises, unless provided for in a shared-use agreement of the space.

### **Sexual Harassment**

PCM is committed to a positive and productive working environment free from discrimination, including sexual harassment. This commitment extends to all employees and other persons involved in academic, educational, extracurricular, athletic, and other programs or activities of the school, whether that program or activity is in a school facility, on school transportation, or at a class training held elsewhere.

### **Definitions**

For purposes of this policy, sexual harassment means unwelcome conduct or communication of a sexual nature. Sexual harassment can occur student to adult, adult to adult or can be carried out by a group of students or adults and will be investigated by PCM even if the alleged harasser is not a part of the school staff or student body. PCM prohibits sexual harassment of district employees by other students, employees or third parties involved in school district activities.

Under federal and state law, the term "sexual harassment" includes:

- acts of sexual violence;
- unwelcome sexual or gender-directed conduct or communications that interferes with an individual's employment performance or creates an intimidation, hostile, or offensive environment;
- unwelcome sexual advances;
- unwelcome requests for sexual favors;



- sexual demands are a stated or implied condition of obtaining an education or work opportunity or other benefit;
- sexual demands where submission or rejection is a factor in a work or other school-related decision affecting an individual.

A "hostile environment" for an employee is created where the unwanted conduct is sufficiently severe or pervasive to create a work environment that a reasonable person would consider intimidation, hostile, or abusive.

### **Investigation and Response**

If PCM knows, or reasonably should know, that sexual harassment has created a hostile environment, PCM will promptly investigate to determine what occurred and will take appropriate steps to resolve the situation. If an investigation reveals that sexual harassment has created a hostile environment, PCM will take prompt and effective steps reasonably calculated to end sexual harassment, eliminate the hostile environment, prevent its occurrence and, as appropriate, remedy its effects. PCM will take prompt, equitable and remedial action within its authority every time a report, complaint, and grievance alleging sexual harassment comes to the attention of the school, either formally or informally.

Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement or Child Protective Services. Regardless of whether the misconduct is reported to law enforcement, school staff will promptly investigate to determine what occurred and take appropriate steps to resolve the situation to the extent that such investigation does not interfere with an on-going criminal investigation. A criminal investigation does not relieve PCM of its independent obligation to investigate and resolve sexual harassment.

Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending staff or third parties involved in school district activities. Anyone else who engages in sexual harassment on school property or at school activities will have their access to school property and activities restricted, as appropriate.

### **Retaliation and False Allegations**

Retaliation against any person who makes or is a witness in a sexual harassment complaint is prohibited and will result in appropriate discipline. PCM will take appropriate actions to protect involved persons from retaliation.

It is a violation of this policy to knowingly report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

## **Staff Responsibilities**

The Head of School will develop and implement formal and informal procedures for receiving, investigating and resolving complaints or reports of sexual harassment. The procedures will include reasonable and prompt timelines and delineate staff responsibilities under this policy.

Any school employee who witnesses sexual harassment or receives report, informal complaint, or written complaint about sexual harassment is responsible for informing PCM's Title IX or Civil Rights Compliance Coordinator Laylah Sullivan (lsullivan@myPCM.org). All staff are also responsible for directing complainants to the formal complaint process.

Reports of discrimination and discriminatory harassment will be referred to the district's Title IX/Civil Rights Compliance Coordinator. Reports of disability discrimination or harassment will be referred to the district's Section 504 Coordinator.

## **Notice and Training**

The Head of School will develop procedures to provide information and education to PCM staff, parents, and volunteers regarding this policy and the recognition and prevention of sexual harassment. At a minimum, sexual harassment recognition and prevention and the elements of this policy, will be included in staff and regular volunteer orientation. This policy and the procedure, which includes the complaint process, will be posted in the school facility in a place available to staff, families, volunteers and visitors. Information about the policy and procedure will be clearly stated and conspicuously posted throughout the school facility, provided to each employee and reproduce in each staff, volunteer, and family handbook. Such notices will identify the District's Title IX coordinator and provide contact information, including the coordinator's email address.

## **Workplace Violence**

PCM does not tolerate any type of workplace violence committed by or against employees. Employees are prohibited from making threats or engaging in violent activities. This includes teasing or making "jokes" about committing any sort of violent act, as well as bringing in material that, even if it is meant to be comic in nature, could be construed as a physical threat to co-workers or superiors. The following list of behaviors, while not exhaustive, contains examples of conduct that is prohibited:

- Causing physical injury to another person
- Making threatening remarks
- Engaging in aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress
- Intentionally damaging employer property or the property of another employee
- Possessing a weapon while on organization property or while on organization business
- Committing acts motivated by, or related to, sexual harassment or domestic violence

Any potentially dangerous situations must be reported immediately to a supervisor. Reports can be made anonymously and all reported incidents will be investigated. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to

others only on a need-to-know basis. All parties involved in a situation will be counseled and the results of investigations will be discussed with them. PCM will actively intervene at any indication of a possibly hostile or violent situation.

Employees are expected to exercise good judgment and to inform the PCM leadership team if any employee exhibits behavior that could be a sign of a potentially dangerous situation. Such behavior includes:

- Discussing weapons or bringing them to the workplace
- Displaying overt signs of extreme stress, resentment, hostility, or anger
- Making threatening remarks
- Displaying sudden or significant deterioration of performance
- Displaying irrational or inappropriate behavior

Threats, threatening conduct, or any other acts of aggression or violence in the workplace will not be tolerated. Any employee involved in committing such acts will be subject to disciplinary action, up to and including termination. Non-employees engaged in violent acts on the employer's premises will be reported to the proper authorities and fully prosecuted.

### **Weapon Possession**

The possession of weapons of any kind is prohibited at the PCM facility. Any employee found carrying a weapon on organization premises, including in organization vehicles, will be subject to disciplinary action, up to and including termination.

### **Security**

In order to provide a secure work environment for employees and to minimize any disruption from the performance of your job, please inform other staff of any expected visitor. To ensure the safety and comfort of your guest, please make sure that the individual is appropriately greeted and escorted when visiting our facility.

### **Safety**

It is our goal to provide and maintain safe working conditions for all employees, to follow safe operating procedures, and to comply with all safety laws, ordinances and the PCM Safety Plan. Please be on guard for any unsafe conditions and report any problems immediately. Prevention is the key, and ordinary common sense is the best approach. Here are some general guidelines that can help ensure a safer workplace:

#### **Watch out for and report conditions that may cause accidents, such as:**

- Loose or broken tiles, buckled carpets, missing handrails, or slippery surfaces
- Electrical cords in aisles without protective covers
- Overloaded sockets or defective cords
- Stairwells, exits, and doorways blocked with furniture, debris, or boxes

#### **Learn how to operate equipment properly, especially equipment that can hurt you. For example:**

- If you use the paper cutter, leave the blade down and locked when you are finished.

- Turn off equipment that is not operating properly, put warning signs on it, and alert the proper person.
- Turn off equipment, including the coffee machine, when you leave at night; remove empty pots from burners.

**Develop safe personal habits that will help keep you from getting hurt. For example:**

- Always keep all four feet of your chair on the floor.
- Hold handrails when you use the stairs.
- Learn the proper way to lift heavy objects, using your leg muscles, not your back. Maintain an unobstructed view when you carry heavy loads. Ask for help when your load is too heavy.
- Use a ladder or step stool for hard-to-reach objects. Remember, the proper way to use a ladder is to keep one hand free at all times.

**Practice common sense and show consideration for others - it could help prevent injury to yourself or your fellow employees. For example:**

- Pick up small items off the floor and wipe up spills immediately to prevent slips and falls.
- Balance the load in file cabinets to evenly distribute the weight.
- Use handles when you open and shut desk and file drawers. Only open one drawer at a time and be sure to shut desk and file drawers completely.

**Employee Responsibilities** - To ensure the success of our safety and health program, it is essential that all employees maintain a "safety consciousness." Listed below are some important guidelines to follow:

- Observe all organization safety and health rules and apply the principles of accident prevention to your own daily activities.
- Report all job-related injuries, illnesses or property damage to your supervisor immediately. Employees in need of medical attention are required to seek treatment promptly.
- Report all unsafe conditions to your supervisor.
- Observe all hazard warning and no smoking signs.
- Keep aisles, walkways and working areas clear of debris.
- Know the location of first aid kits, emergency exits, and evacuation procedures.
- Become familiar with the operation of the fire protection equipment in your area, such as extinguishers and alarm pull stations. Keep all emergency exit doors and stairways clear of obstacles.
- Do not run on organization premises.
- Refrain from fighting, horseplay or distracting fellow employees from their work.
- Follow proper lifting procedures at all times.
- Actively support and participate in the organization's effort to maintain a safe and healthy work environment.
- Observe all requirements of the Drug and Alcohol-Free Workplace policy.

### **Evacuation Procedures**

In case of a fire, fire drill, or natural disaster, employees should exit the building utilizing the nearest exit outside door in proximity to their work area. PCM staff will review in-depth protocol for fire drills, bomb threats, soft lockdowns, hard lockdowns, and other safety scenarios during your staff orientation in August.

### **Accident Reporting and Investigation**

In the event that you become injured while at work, please follow the steps outlined below:

- Seek appropriate first aid or medical care. Locate, or have a supervisor or co-worker show you, the first aid kit in your work area. Emergency room care is recommended only if it is a true emergency.
- If you seek care from a healthcare provider, be sure to indicate that the injury/illness is work-related so that proper paperwork can be completed.
- Complete an accident report and have your supervisor sign it.

### **Closing Comment**

This handbook provides you with an overview of the employer-employee relationship. Please keep this handbook in a place that is convenient for you to reach when it becomes necessary. Your handbook is not intended to replace direct, regular communication. All employees are encouraged to talk to the PCM Administrative Team if they have any questions or concerns. Once again, welcome to PCM!