

Re: [please review] FRCS Employee Handbook SY22-23

Julia Garcia <jgarcia@foxboroughrcs.org>

Sat 07-May-22 7:23 AM

To: Anissia Vixamar <avixamar@foxboroughrcs.org>; Badawi Dweik <bdweik@foxboroughrcs.org>; Kathleen Crawford <kathleen3crawford@gmail.com>; Matthew Yezukevich <myezukevich@foxboroughrcs.org>; Ramona Royal <rroyal@foxboroughrcs.org>; Sergio Martin <smartin@foxboroughrcs.org>; Susanna Girard <sgirard@foxboroughrcs.org>; Todd Tetreault <ttetreault@foxboroughrcs.org>

Cc: Annie Azarloza <aazarloza@foxboroughrcs.org>; Heidi Berkowitz <hberkowitz@foxboroughrcs.org>; Michelle Struba <mstruba@foxboroughrcs.org>

Hi Everyone,

Apologies for the late revisions, but I continue to get suggestions, and wanted to make sure you have my most updated thinking. See below for some revised language and new ideas to discuss at Tuesday's meeting.

Best, Julia

Complaint and Official Grievance Procedures (REVISED- new language in bold)

FRCS believes in the development and maintenance of harmonious relationships with its employees. We recognize that in any work situation, some disagreements will occur and have established these procedures to assist with resolution.

Employees should express their complaints in a timely manner given the nature of the problem or issue. Complaints must first be expressed and discussed with the employee's immediate supervisor. The supervisor is expected to discuss concerns with employees in a timely manner in an effort to resolve the matter. Most problems can be resolved at this level. Should complaints fail to be resolved between the employee and the employee's immediate supervisor, the problem or issue should be brought to the attention of the next level of administration. The administrator shall, in a timely manner, conduct a review of the problem or issue, involve Human Resources and other parties as deemed necessary given the nature of the problem or issue, and render a decision regarding resolution of the matter.

A formal grievance procedure should be followed for complaints of **violation(s) of a FRCS policy**, general employment violations, prohibited discrimination, and harassment (sexual or otherwise), by filling out the **Official Grievance Form and submitting it to Human Resources [see Appendix XX]**. Decisions made as a result of the grievance procedure apply only to the individual who submitted the complaint and shall not serve as a precedent for establishing or changing any policy or procedure.

All appeals to decisions must be made in writing to the Executive Director within seven days. **The Executive Director will respond with a written final decision. A grievance filed against the Executive Director will be brought by Human Resources to the FRCS Board of Trustees.**

Employees are expected to comply with established policies and procedures at all times. FRCS strives to treat all employees fairly. This grievance procedure should not be construed as a substitute for any disciplinary actions.

2.11 Substitute Referral Program (NEW)

Program Rules

- All active FRCS employees, except those at the Senior Leadership Team level and above, Human Resources personnel, or managers with hiring authority over the referred candidates, are eligible for a referral bonus of \$250
- The hired candidate must work for a minimum of 10 full days within the first 30 days of hire and have no disciplinary actions in that time.

- To be eligible for a referral bonus, the referring employee must submit a referral to Human Resources with a substitute referral form (see Appendix XX) and the employee must submit an electronic application
- The first employee to refer a candidate will be the only referring employee eligible for payment.
- Only candidates who meet the essential qualifications for the position will be considered.
- All candidates will be evaluated for employment consistent with FRCS policies and procedures.
- All information regarding the hiring decision will remain strictly confidential.
- The referring employee must be employed by FRCS during the hired substitute's first 30 days of employment to receive payment of the referral bonus.
- Any disputes or interpretations of this employee referral program will be handled through Human Resources.

3.2 Paid Vacation (REVISED- new language in bold)

Guidelines and Conditions

- **Unless otherwise specified in a written contract from Human Resources and the Executive Director, all 12 month employees are hired with 10 days of vacation time which they may use throughout the year. Additionally all 12 month employees are given an additional week off in the summer when the building is closed and no business is conducted, which are in addition to the employee's earned vacation time.**
- **After a 12 month employee's 5th continuous year of employment with FRCS, they are eligible to accrue an additional 5 days of vacation time, and again at the employee's 10th continuous year of employment (up to 4 weeks max, not including the additional week when the building is closed).**
- **Regardless of the amount of vacation time a person earns each year, employees are only authorized to carry over a maximum of 5 days into the next fiscal year, unless approved in writing by the Executive Director and Human Resources.**

7.2 Social Media Policy (REVISED- new language in bold)

Employees shall not post items with obscene, vulgar, sexually suggestive, or explicit content; with false or defamatory information about the District, its employees or others who have a relationship to the District; which exhibit or advocate the use of drugs or alcohol; or which harass, threaten, demean, defame, bully, haze or otherwise violate the District's discrimination and/or harassment policies. Employees shall not post examples of inappropriate behavior, even as behavior to avoid. **If a staff member sees an example of inappropriate social media account belonging to a member of the school community, it is his or her responsibility to share the information with Human Resources immediately and not to share the information or content with other staff members.**

Current FRCS Staff--click to schedule time with me using my [Calendly Appointment Page](#).

Julia Garcia

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From: Julia Garcia <jgarcia@foxboroughrcs.org>

Date: Thursday, May 5, 2022 at 7:21 AM

To: Anissia Vixamar <avixamar@foxboroughrcs.org>, Badawi Dweik <bdweik@foxboroughrcs.org>, Kathleen Crawford <kathleen3crawford@gmail.com>, Matthew Yezukevich <myezukevich@foxboroughrcs.org>, Ramona Royal <rroyal@foxboroughrcs.org>, Sergio Martin <smartin@foxboroughrcs.org>, Susanna Girard <sgirard@foxboroughrcs.org>, Todd Tetreault <ttetreault@foxboroughrcs.org>
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Subject: [please review] FRCS Employee Handbook SY22-23

Hello Everyone!

As you may have heard me mention in previous meetings, I have been working on a completely revised Employee Handbook for the next school year! We will be discussing the first draft at Tuesday's Board Meeting so I have attached it here for your review.

As you will see, I added colorful highlights to this draft so that you are aware of which sections cannot be revised because it is legal language, which sections are "best practice" and which are new or revised policies that are unique to FRCS to help guide your review.

Please let me know if you have any trouble accessing the document. Otherwise, I look forward to discussing this with you next week!

Thank you 😊
Julia

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