

Foxborough Regional Charter School Employee Handbook- Key Changes for SY 2023-24

Foxborough Regional Charter School Employee Handbook- Key Changes for SY 2023-24			For external use	
Section/Location	Policy	Reasoning		
1.2	Employment at-will language	Clarify meaning of "at-will"		
1.2	"Orientation Period"	Added orientation period of first 90-days of employment for evaluation purposes		
1.9	Background Check Procedures- CORI Checks	Added clarifying language more aligned with the state's policy & recommendations, including the process for adverse decisions based on CORI results.		
2.11	Employee Referral Program	To promote employee referrals (subject to budget approval)		
2.12	Salary & wage adjustments	Clarify information		
2.12	Internal promotions	Clarify process		
2.12	Changing job descriptions and titles	What steps need to happen first and who decides? Under what circumstances is this ok? Emphasize collaboration with the employee.		
2.6	Alternative Work Arrangements	Added reference to new addendum item for working from home		
3.3	Call-out time is now 6 am, not 7 am	Improves chances of timely substitute coverage planning		
3.3-3.4	Paid Vacation and Sick Time Accrual	Update and clarify the accrual process with corrected information		
3.5	Bereavement	Added loss of a family pet as a qualifying event (for inclusion purposes)		
2.9 & Addendum #5	District-wide stipends	Updated for consistency & fairness Clarify the process for offering stipends Assessing what is "extra work"- what position types are eligible for stipends		
3.10 & Addendum # 1	PFML (Paid Family and Medical Leave)	Clarify 7 day waiting period; use of sick time to make whole Included reduced leave and intermittent leave information this time		
Addendum #4	Remote Work	Who and when is someone eligible to work from home and guidelines		
Page 8	Shared Values	Added new shared values		
Page 8	Diversity, Equity and Inclusion	Align with current shared values		