

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

Section/Location	Policy/Topic	Reasoning
Page 3	Shared Values	<b>Added new shared values</b>
Page 3	Diversity, Equity and Inclusion	Align with current shared values
1.2, page 12	Employment at-will language	Clarify meaning of "at-will"
1.2, page 12	"Evaluation Period"	Added "Evaluation period of first 90 days of employment. New staff have an opportunity for receiving and applying feedback on performance.
2.6, page 20 Addendum 4, Page 82	Alternative Work Arrangements	Added reference to new addendum item for working from home
2.11, page 22	Employee Referral Program	To promote employee referrals
2.12, page 23	Payment for advanced degree	Removed due to lack of funding for this to be sustainable at this time. Additionally, unit bargaining prevents us from doing this while negotiating. New CBA will determine ladders and salary increases for educational attainment. Can reconsider for non-union staff in FY25.
2.12, page 23-24	Changing job descriptions and titles Salary and Wage Adjustments	Clarifying parameters for promotional increases, job changes, salary and wage adjustments, as well as management rights around assigning job duties
2.9, page 21 & Addendum #5, page 85	District-wide stipends	<p>Updated for consistency &amp; fairness</p> <p>Clarify the process for offering stipends</p> <p>Assessing what is "extra work"- what position types are eligible for stipends</p> <p>Clarified who is eligible</p> <p>Daily rate for teachers providing coverage (versus a stipend per class, which was never the intention)- should avoid teachers covering for more than one prep period in this case.</p> <p>The rate for paraprofessionals covering for a lead teacher (codifying current practice)</p>

3.3, page 27	Call-out time is now 6 am, not 7 am	Improves chances of timely substitute coverage planning
3.3-3.4 26-29	Paid Vacation and Sick Time Accrual, COVID-19, Personal Days	Update and clarify the accrual process with corrected information Requesting at least two days' notice for personal days where possible, and no more than two T&L staff taking a personal day per building Proposed additional paid sick time for employees with COVID that have already exhausted all accrued (or anticipated accrued) sick time
3.10, page 31 & 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
4.5, page 41	Anti-bullying	Define bullying. Clarify and detail intolerance for bullying on staff and consequences.
5.9, page 51	Field Trips	Addition of requiring approval from Principal, the definition of a field trip, and requiring approval from executive leadership via the Principal. HR must also be informed days if not weeks in advance in order to adequately plan for coverage.
Addendum 2, Page 77	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.