

Manlius  
Pebble Hill  
School



# Employee Handbook



## Table of Contents

Introduction

Operating Procedures, and Best Practices

All Employees

Faculty

Staff and Administration

Facilities Department

Business Procedures

Computer Use, Digital Communications, and Technology

Employee Benefits

Policy Statements (student-related)

Appendix

## ***INTRODUCTION***

The Employee Handbook communicates MPH procedures and best practices as a guide to day-to-day operations. Its contents should not be interpreted, and are not intended, as a written employment contract between the School and any of its employees, or as a guarantee of continued employment. All employees are subject to the procedures and policies outlined in this handbook, except as otherwise stipulated in individual Employment Agreements. The School reserves the right to suspend, modify, or amend any policy or procedure at any time, in which case employees will be notified. Policy exceptions may be made from time to time, as circumstances dictate, at the sole discretion of the head of school.

## ***MISSION STATEMENT and CORE VALUES***

Our mission is to inspire our students to think critically, act responsibly and discover a passion for lifelong learning.

Manlius Pebble Hill School engenders a sense of belonging for all community members by honoring each individual. MPH supports the personal growth of every student and colleague, appreciating that each MPH member is freely bound in a social compact that ensures we are mindful of one another and that we act with our collective interest in mind. MPH has identified the following Core Values that shape and reinforce its positive culture and community:

**AUTHENTICITY:** Authenticity empowers people to be true to themselves at all times. MPH community members are sincere and honest with themselves, others, and the world. Each person's authenticity is a gift that enriches the life of the school.

**RESPECT:** Respect values oneself and others as equal members of the community. MPH community members treat themselves, as well as the wider community, with dignity and fairness.

**CURIOSITY:** Curiosity manifests the willing spirit of inquiry. MPH community members have a strong desire to cultivate knowledge and share their learning with others.

**KINDNESS:** Kindness is empathy in action. It extends our connections to one another and, in doing so, reproduces itself. Kindness fosters kindness. MPH community members treat themselves and others with compassion and a desire to help.

**AGENCY:** Agency demonstrates an individual's capacity to choose their own action or response to circumstances. MPH community members strive to exercise their agency with authenticity, respect, curiosity, and kindness.

**Accidents (to students)**

The teacher in charge is expected to arrange for the appropriate intervention and project a calm demeanor to assure the well-being of all involved. Please contact the health office immediately, at Ext. 127, or by cell phone at 315.383.4792. Wait for the nurse; in Lower School, do not leave students unattended. If accidents occur off campus, first contact the student’s parents for instructions on transport (or not) to a physician’s office, urgent care, or hospital. Call 911 if a child has lost consciousness, stopped breathing or exhibits seizure behavior. Notify the appropriate administrator on campus as soon as the situation is stabilized. Upon returning to campus, complete an Accident Report (found in the Appendix) and submit to the business office.

**Accidents (to employees)**

Employees injured on campus should visit the health office or have a colleague call for the nurse (at Ext. 127; or by cell: 315.383.4792). If an accident occurs when employees are working off campus (field trips, sporting events, class trips, etc.), employees should use their discretion in obtaining the appropriate level of care—including calling 911—and later complete the necessary accident report and workers’ compensation forms. Notify the appropriate division head, director of finance and operations (DFO), or head of school to report the injury and make necessary arrangements to assure the safety of students who may be at the scene.

**Administrator on Duty (AOD)**

Various school administrators are assigned as AOD (Monday through Friday) when school is in session for in-person instruction. The AOD monitors students’ whereabouts and safety, and responds to emergency situations including injury to a student or employee, vehicle accident, fire, intruders, etc. The AOD will also cover ancillary duties when those assigned are absent. The AOD is available 7:45 a.m. to 4:30 p.m. When needed, please call the AOD’s office extension or personal cell.

**Allergy Alerts**

Some members of the school community, both students and adults, experience acute allergic reactions to:

- Peanuts and tree-nuts (campus wide)
- Latex (Phoenix and front office)
- Eggs (CEL and LS classrooms/shared spaces)

Exposure to these substances may result in an immediate and severe allergic reaction requiring 911 assistance. Please remain attentive in preventing an emergency by observing the well-marked Allergy Alert Zones.

**Announcements (This Week at MPH)**

On weeks classes are in session, the Registrar distributes This Week at MPH (via email and posted hard copies) to communicate weekly scheduled activities. This Week at MPH answers the day’s most frequently asked question, “What’s for lunch?” in addition to listing athletics events, birthdays, etc.

## **Background Checks**

Upon hire, all employees are subject to a background check before their first day at work. Motor vehicle records are also checked for employees who drive any school-owned vehicles or otherwise transport students. In upcoming years, the New York State Association of Independent Schools (NYSAIS) may also endorse the New York State Department of Education (NYSED) requirement for fingerprinting.

## **Bank Accounts**

Opening any school bank account requires approval by the School's director of finance and operations. Control and maintenance of any bank account for school funds, or funds to be held by the school as custodian or fiscal agent, are assigned to the DFO or, for endowment purposes, to the board treasurer.

## **Boundary Training – New York State Requirement**

Manlius Pebble Hill School has a clear and strong commitment to providing a safe environment for all members of the school community. This includes annual employee training on healthy boundaries, sexual harassment and misconduct, and abuse. Please refer to the Appendix for the complete policy statement

In addition to the training offered by MPH, New York State mandates anti-sexual harassment training in the workplace for all employees (including employees classed as temporary and seasonal). This training will be conducted each year during the August in-service, and by webinar or other interactive platform to additional new hires later in the school year, coordinated through the business office. The New York State training is available [here](#).

Follow the link "[Take the Training in English](#)" to start the 45-minute training. Before completing, you will be asked to print your name and generate a certificate. Please email a copy of your training certificate to [training@mphschool.org](mailto:training@mphschool.org). This will serve as our official record that each employee has completed their training.

If you have already completed Sexual Harassment training as part of another role, you do not need to complete this training. Please send a copy of that certificate to [training@mphschool.org](mailto:training@mphschool.org).

## **Building Directory & Campus Maps**

Campus maps are included with the emergency response plans located in classrooms, offices, and common areas. Maps are also available electronically on the Public drive. The MPH campus consists of several attached and stand-alone buildings covering 21 acres:

Academic wings: Mezzalingua Humanities, Amos, McNeil, Learning Commons, Bradlee

Center for Early Learning (CEL): PreK

Athletics Center: Gym, Fitness Room

Visual Arts Center (first floor) and Administrative Offices (second floor) (head of school, head's assistant, DFO, business offices and conference room)

Barn: theater, After Hours

Farmhouse: offices of development, admissions, special events & communications, and alumni relations

Alumni Lodge: offices of community programs and summer programs



The Phoenix Student Center: reception, health office, health and safety office, waiting room, locker rooms, dining room

### **Bullying**

Bullying behavior can take many forms (physical, emotional, cyber, verbal). In our community, bullying will not be tolerated, and all employees are responsible for creating and maintaining a safe environment for students and co-workers. For additional guidance on bullying, refer to the Parent-Student Handbook.

### **Business Procedures (See pages 19 & 20)**

#### **Calendar**

The School maintains two academic year calendars, both posted on the School's website ([www.mphschool.org](http://www.mphschool.org)):

*Master Calendar* | Date, time, and location of all MPH activities and events

*School Calendar* | One page, noting days in session and out of session (for holidays and breaks)

Forward calendar items – field trips, concerts, sporting events, etc. – to the registrar for inclusion on the master calendar.

#### **Campus Security - Fobs**

The Phoenix main entrance will be locked during the day. Employees will be issued a fob to gain access. Guests will be buzzed-in from the foyer by the receptionist and asked to register at the front desk.

#### **Campus Security - Propped Doors**

Exterior doors on campus are locked during the school day for security purposes. Doors propped open defeat that purpose. Please do not prop doors open, at any location, at any time of the day. Rather, carry your keys and fob when moving about campus.

#### **Campus Shop**

The campus shop will be closed in 202-2022 for in-person sales of snacks, supplies, and logo wear.

#### **Catering**

Catering requests for all classroom events, conferences, meetings, retreats, etc. should be coordinated directly through the director of special events at Ext. 116. Employees are asked not to make their own arrangements with the dining room manager/chef.

#### **Children of Employees**

Children are not allowed in the faculty room.

During working hours, children's visits to offices and classrooms should be brief and not disrupt employees' work, class, or other responsibilities with students.

Children must be supervised before and after school. Faculty and staff are encouraged to register for Extended Day and After-Hours programs for Lower and Middle School students. Fees are waived for full- and part-time employees.

Expectations and procedures for faculty children should be the same as for all students (to avoid a perception of favoritism).

Employees should refrain from discussing school issues, particularly those involving other students or colleagues, in front of their own children (or any other student).

### **COBRA (Consolidated Omnibus Budget Reconciliation Act of 1986)**

Employees and covered dependents enrolled in MPH medical or dental group plans may continue coverage after separation from MPH due to a qualifying event. For specific details, refer to section 803 of the Personnel Handbook.

### **Coffee**

Please follow recommended hygiene practices when using coffee pump pots so we can continue to offer complimentary coffee throughout the day in the faculty lounge and second floor kitchen. Employees can help the School's green efforts by using their own coffee mugs.

### **Communications**

Check voice and email messages daily and respond within 24 hours on school days.

Contact all necessary people with thorough information regarding field trips, which includes "Trip info" and anyone who will assume responsibility for your duties.

Obtain advance approval for visitors and speakers.

Inform your division office and the registrar of all calendar changes.

Refer all media inquiries to the head of school.

Read the and Snapshot to keep current on events and activities.

### **Conduct and Discipline**

Please refer to the Personnel Handbook sections 905 and 906 outlining the specific expectations of employee conduct and disciplinary action.

### **Confidentiality**

All records and files maintained by the School are confidential and the property of MPH. This includes, but is not limited to: personnel records, medical information, student academic files, test scores, donor information, and confidential information relating to students, test data, marketing data, accounting records, pricing information, business plans and strategies, training materials, negotiations and any other proprietary information. Confidential information may be in physical form or may be learned through conversations with others regarding MPH or its students. More information on confidentiality can be found in the Personnel Handbook, section 401.

Individual student concerns are appropriately addressed with the school counselor, advisors, department chairs, division heads, and parents, and should never be discussed outside the school community. Topics discussed in faculty meetings are wholly confidential, and potentially sensitive to the extent that they may include conversations about a colleagues' child.

### **Copiers/Copier Supplies**

Copiers are located in the Upper School Office, Faculty Lounge, CEL, Farmhouse, Learning Commons, Lodge, and administrative offices. Refer to the telephone numbers posted on the front of the machine to report maintenance issues and order supplies. Copier paper is stored in the Faculty Lounge. For case delivery, use the work order form.

### **Counseling Referrals (for students)**

A teacher or staff member may witness firsthand or overhear a student threatening to do harm, to him/herself, or others. A student's threats should be treated with the utmost seriousness, even if the student appears to be joking or does not act out in any other way. At a minimum, this kind of behavior needs to be reported to the counseling staff (student's advisor, school counselor, division head, dean of students, etc.). In most cases, the student's parents will be called by the appropriate person. MPH may require an outside evaluation before the student can return to school.

### **Coupon Programs, Bonus Programs, and Other Promotional Programs**

Companies periodically offer coupon programs, bonus programs, and other promotions which result in awards or discount coupons for use toward subsequent purchases. Any such awards or coupons resulting from purchases made by the School become the property of MPH. All coupons, bonus tickets, etc., are to be sent to the DFO.

### **COVID-19 Health Protocols and Daily Health Attestation (DHA)**

By coming to work, employees are adhering to the expectations of the DHA. Additionally, all employees must:

notify supervisor of plans to work remotely

wear a mask at all times, unless working alone in an office or classroom with the door closed

sanitize hands frequently

maintain physical distance of at least three feet and enforce distancing with students

assist with Ancillary Duties as assigned

### **COVID-19/Coronavirus Assumption of Risk**

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is reported to be extremely contagious. The state of medical knowledge is evolving, but the virus is believed to spread from person-to-person contact and/or by contact with contaminated surfaces and objects, and through the air. People reportedly can be infected and show no symptoms and therefore spread the disease. The exact methods of spread and contraction are unknown, and there is no known treatment, cure, or vaccine for COVID-19. Evidence has shown that COVID-19 can cause serious and potentially life-threatening illness and even death.



The undersigned acknowledges that COVID-19 infections have been confirmed throughout the United States, including many cases in New York. In accordance with the most recent guidance and protocols issued by the World Health Organization (WHO), the Centers for Disease Control and Prevention (CDC), and the New York Department of Health, the undersigned hereby acknowledges, on behalf of themself and their child(ren), that MPH cannot prevent you or your child(ren) from becoming exposed to, contracting, or spreading COVID-19 while on MPH's campus. The undersigned further acknowledges that although MPH has put in place preventative measures to reduce the spread of COVID-19, it is not possible to completely prevent against the presence and/or spread of the virus. Therefore, by signing below and entering MPH's facilities, you understand and acknowledge that you and your child(ren) may be exposing yourself to and/or increasing your/their risk of contracting and/or spreading COVID-19.

By signing the Employee Handbook acknowledgment (attached), you are indicating that you have read and understood the above warning concerning COVID-19, and that you accept the risk of yourself and your child(ren) being exposed to, contracting, and/or spreading COVID-19 in order to utilize MPH's facilities.

### **Dress Code**

Each professional member of the MPH community has the responsibility and personal choice to dress for work in a manner that aligns with our school's culture and core values and is in keeping with our diverse Pre-K to Grade 12 student body. As role models to our students, adults are expected to maintain standards worthy of emulation in all regards, including physical appearance, which demonstrates respect for themselves and for other members of the community.

Though relaxed, the employee dress code is not as casual as the dress code for students. Striking a balance that is both professional and comfortable, clothing choices may include jeans paired with a collared shirt, blazer, or blouse. Hats, T-shirts, hoodies, as well as ripped, torn, or soiled clothing with writing or graphics that are antithetical to MPH's core values are not in keeping with the culture of the school. MPH T-shirts and hoodies may be worn by employees on MPH Spirit Fridays.

During the COVID-19 pandemic, face coverings protecting the nose and mouth must be worn indoors. Employees may remove their face coverings when they are outdoors and maintaining physical distancing. Other personal protective equipment (PPE), including face shields, might also be required in certain instances for safety reasons.

### **Drugs, Alcohol, Tobacco, and Vaping**

Use of illicit drugs, or misuse of legal drugs such as pharmaceuticals and alcohol, are grounds for discipline, up to and including immediate dismissal and/or the requirement of appropriate rehabilitation. When students are present, alcohol may not be possessed or consumed. The MPH campus is a smoke-free zone, which includes vaping. See the Personnel Handbook for the school's Substance-Free Workplace Policy, section 902.

### **Email (mphschool.org)**

An off-site IT company – TAG Solutions – provides email assistance at [support@tagsolutions.com](mailto:support@tagsolutions.com) or by calling 518.292.6550. TAG is responsible for establishing email accounts for new employees.

Mphschool.org accounts will be available the first day of employment and deactivated at 5:00 p.m. on the last day worked. Mphschool.org accounts, not private accounts, should be used for all communications with parents and for all MPH-related matters.

The school expects employees to respond to email within one business day. Employees are expected to post an out-of-office notice for absences exceeding one day. Following an employee's separation, a standard auto reply message will be posted TAG for forty-five days. At an employee's request, and approved by the supervisor, personal contact information may be added to the auto reply. Employees are expected to use personal email accounts for on-line shopping, concert tickets, etc. (See Technology, page 12.)

### **Esprit de Corps**

The School and each member of the faculty and staff deserve the loyalty of the entire MPH community. To that end, it is not acceptable for any member of the faculty to personalize a general discussion or to criticize the School, administration, trustees, or other members of the faculty and staff in any public forum. Suggestions, concerns, and observations should be directed to an appropriate member of the administration.

A positive, professional attitude and demeanor fosters collegueship and encourages best practices. Perpetuating hearsay about co-workers, students or families can be demoralizing to school climate. Refrain from gossip and small talk and be considerate of others when telling stories and making jokes. Sarcasm is never appropriate in a school setting. Employees are expected to be invested in the life of the school by:

- attending events and activities (virtually or in person in 2021/22) in support of both students and colleagues

- serving on school committees

- volunteering at sporting events, theatre performances, fundraising events, etc.

- assisting in the enforcement of school expectations and policy (health protocols, dress code, technology, etc.)

- embracing the role of school ambassador

- never speaking negatively in public about faculty, administration or the School.

Employees are acknowledged with various gestures of encouragement and support during serious illness and loss, as well as the joyful moments of birth and retirement; arranged by the head of school's assistant. Please communicate with her/him regarding colleagues' news, and if that news may be shared with the entire community.

### **(Use of) Facilities and Equipment/SpaceCases**

Many campus facilities, including the gym, Falcone Dining Hall, and Coville Theater, as well as the Bradley McNeil '93 Learning Commons and Phoenix Student Center, are used before and after school, in the evening and on weekends, for officially authorized school business and activities, as well as pre-approved private functions. All facilities requests from both internal and external groups are directed to Community Programs, and a usage fee will be charged. A discounted rate will be offered to employees for approved private functions.

Use the "SpaceCases" email distribution list to verify the availability of space, at [spacecases@mphschool.org](mailto:spacecases@mphschool.org). To request use of the Farmhouse board room or the second-floor conference room, contact the head of school's executive assistant.

Adhering to MPH Health Protocols will be a condition of use by any outside group.

Equipment owned, leased, or in the care, custody, or control of the School is to be used on school premises in the performance of school functions. The MPH fleet is not available at any time for employees' private use.

### **Fax**

One fax machine is available to employees, located in the second-floor administrative wing. The number is 315.446.2620. When sending a fax, dialing 9 first is not necessary.

### **Fire and Emergency Drills**

Fire drills – announced and unannounced – are conducted throughout the school year, with the goal of one drill in the winter months. Employees should familiarize themselves with the Emergency Response Guidelines found in each classroom. In the event of an actual fire, faculty may be called upon to lead students to safety via the alternate route. Please review the secondary evacuation routes found in each classroom and be aware of exits in locations other than classrooms (gym, Dining Hall Theatre, Learning Commons, Health Office, etc.).

Lockdown, Lockout, and Shelter-in-Place drills are coordinated with the Town of DeWitt Police and Fire Departments. Lockdown procedures are also outlined in the Emergency Response Guidelines. Employees will receive periodic training on current recommendations for varying lockdown situations. The first lockdown drill of the year is announced and communicated to parents in advance.

### **Food (from outside)**

Due to a variety of food allergies, some severe (eggs, nuts), students and student groups are not permitted to bring outside food to campus or provide outside food to students. Employees are expected to be mindful of allergies when packing lunches and snacks from home (e.g. no nuts or peanut butter). Employees are asked to keep food from home or restaurants to themselves and never share with students.

**Front Desk/Business Hours**

The front desk is staffed and the switchboard is open between 7:45 a.m. – 4:15 p.m. After 4:15, the telephone is answered by an auto-attendant. Callers can either leave a message or be transferred to a specific extension. Messages are checked the morning of the next business day. Business Hours (offices are open) 7:45 a.m. – 4:45 p.m.

**Fundraisers (student)**

When students sponsor a fundraiser, money should be collected, organized, counted by the students (under guidance of a faculty advisor) and submitted to the business office for deposit in the School's account by 4:00 p.m. on the day it is collected. The business office should be notified if a check is needed (and address), or if funds should remain on account for a certain class or project. No monies should be left in an unsecured situation. Ideas of any kind for class, club, or all-school fundraisers should be discussed with the appropriate division head, and then presented to the director of philanthropy and engagement for authorization.

**Health Office**

The health office is located in The Phoenix and is open and staffed by a registered nurse, 7:45 a.m. – 3:45 p.m. Employees should report to the health office immediately if hurt on the job or for illness. Request classroom Kleenex and Band-Aids from the school nurse.

**Human Resources Support (HR One)**

Wide-ranging, confidential human resources assistance is available to employees at no charge from an outside human resources specialist, HR One. The representative assigned to MPH visits campus several times per month and is also available by phone (315.463.0004, Ext. 313). Appointments to see the representative are made directly between the employee and HR One. HR One also staffs a human resources helpline at 800.457.8829.

**Job Posting**

Internally, job vacancies will be posted on the School's website ([www.mphschool.org](http://www.mphschool.org)). Scroll to the "About" section and select "Employment." Open positions are also frequently posted on Syracuse.com, Linked In, Indeed, and at times, with professional recruiters.

**Jury Duty**

Employees are encouraged to fulfill their civic responsibilities and will be granted time off to serve on jury duty or to appear as a witness in a criminal proceeding. Refer to section 702 of the Personnel Handbook for the specifics of notification to the employer and qualifications for paid leave.

**Keys, Fobs, Laptops and Other School-Owned Property**

Keys & Fob: Employees are issued a key to the Phoenix entry, a security-system fob, and classroom or office key. Keys must not be lent to others, and exterior doors must be closed and locked at all times. Classroom doors should be locked at the end of the day, or when the classroom is left empty for a significant time.

Laptops: Each lead teacher is issued an MPH-owned laptop computer. Computers do not have to be returned at the end of a school year, but do remain property of MPH.

MPH Property: Upon separation from MPH, an employee must return their laptop (and other school-issued technology resources), keys, and MPH credit cards to the reporting supervisor on the last day worked.

### **Legal Contracts with External Parties**

For any contract with an external party, only two individuals are authorized to commit the School to a binding contract: the director of finance and operations and the head of school. The DFO is the designated custodian of all contracts with external parties.

### **Mail**

Employees are assigned a mailbox in the faculty lounge, where U.S. Mail and intra-campus communications are distributed. The mail typically arrives by 9:30 a.m. Outgoing mail is picked up at the same time, once per day. The receptionist posts school-related mail. Personal mail is accepted but will not be posted by the school.

### **Maintenance Requests (facilities)**

All requests for routine campus maintenance must be forwarded to the facilities manager via the work order form located in the Intranet section of the MYMPH portal on the website. For urgent or safety-related concerns, contact the facilities manager by phone at Ext. 132, or by cell phone at 315.405.9335. The director of finance and operations is also an emergency contact at Ext. 118, 540.320.8875.

### **Maintenance Requests (vehicles)**

MPH vehicle maintenance requests are coordinated by the director of community programs at extension 140.

### **Mandated Reporting of Suspected Abuse**

MPH requires all employees to adhere to the State of New York requirement that teachers and other school employees report suspected child abuse, neglect, or sexual abuse. All employees must complete the New York State mandatory training to identify child abuse. This training will be offered during the August in-service or [online](#). Once you have completed your training, please email a copy of your certificate to [training@mphschool.org](mailto:training@mphschool.org).

Child abuse or neglect is defined as behavior or acts resulting in imminent risk of serious harm, death, serious physical or emotional harm, sexual abuse, or exploitation of a child (usually a person under the age of 18, but a younger age may be specified in cases not involving sexual abuse) by a parent or caretaker who is responsible for the child's welfare. Sexual abuse is defined as employment, use, persuasion, inducement, enticement, or coercion of any child to engage in, or assist any other person to engage in, any sexually explicit conduct or any simulation of such conduct for the purpose of producing any visual depiction of such conduct; or rape, and in cases of caretaker or inter-familial relationships, statutory rape, molestation, prostitution, or other form of sexual exploitation of children, or incest with children.

To report suspected child abuse, neglect, or sexual abuse or to seek assistance in complying with this policy, an employee should contact the director of counseling, the appropriate division head, or the head of school. Employees who, for any reason, are unable to report suspected abuse or neglect to one of these individuals may contact the New York State Department of Child and Family Services. See the Personnel Handbook, section 501 for details on reporting.

### **Meals**

Morning snack and lunch are provided for students and employees when school is in session for in-person instruction. Meals are not provided during periods of distance-learning or during the summer months.

PreK, Kindergarten and grade one: boxed lunches will be delivered to classrooms.

Grades three – five: will be served by Brock into ‘to-go’ boxes. Students return to classrooms

Grades six – twelve: self serve into ‘to-go’ boxes to be eaten in various locations; some weather permitting.

### **Media Inquiries**

All inquiries from members of the press and media, regardless of topic, must be directed to the head of school or the director of communications.

### **Name Badges**

All employees must wear identification while on campus, either the magnetic MPH name badge (preferred) or the Lifetouch photo ID. Please contact the front desk receptionist if your badge needs updating due to a position or name change, or wear and tear.

### **New York State Leave Benefits (also Federal) / New York Paid Family Leave (NYPFL):**

In compliance with New York Paid Family Leave, MPH will provide eligible employees job-protected family leave during any 12-month period for specified family reasons. New York State provides partial wage replacement, for a specified period of time. The State’s program is funded by employees through a nominal payroll deduction (similar to the NYS disability deduction). NYPFL replaced the previous MPH family leave benefit of four weeks at half pay.

Eligibility and entitlement rules apply. NYPFL cannot be used for one’s own serious health condition or military event. However, for short-term disabilities—including pregnancy and other medical conditions—the employee may be able to collect state disability benefits. Refer to the Personnel Handbook section 705 for complete details.

NYPFL provides a paid benefit where the Federal Family & Medical Act (FMLA) does not. FMLA grants qualified, full time employees up to twelve weeks unpaid, job-protected leave for specified family, medical, and military reasons. See the Personnel Handbook, section 706 for complete details. All FMLA benefits have eligibility requirements and look-back rules.



Employees on NYPFL or FMLA are required to concurrently use available vacation/personal/sick leave (if applicable) toward unpaid time off. The FMLA Request Form, which requires Certification of Physician or Practitioner, can be found in the Appendix of this document.

### **New York Paid Sick Leave (NYPSL)**

As directed by New York State's newly enacted Paid Sick Leave, full time employees working in New York will be granted 56 hours (seven days) personal leave/paid time off (PTO).

MPH combines the school's existing leave benefit of five personal days and three sick days into one bucket, for a total eight days PTO, exceeding the State's requirement.

Employees must notify their supervisor when using PTO. The benefit expires on June 30 each year, with a new eight-day PTO benefit beginning on July 1. Unused days do not carry over.

### **Parents' Association**

The MPH Parents' Association is a long-standing organization dedicated to meaningful engagement of the parent body as part of the School community. The Parents' Association helps connect families through sponsorship of community-building events, and actively supports the School's overall goals and mission through volunteerism and positive communication with one another and with school employees. The Parents' Association provides support in various ways, including operating the Campus Shop (closed for 2020/21), planning the Spring Gala, and employee appreciation events. Friends of the Arts, the Athletic Booster Club, and the Native Plant Committee operate under the Parents' Association umbrella.

### **Payday**

MPH employees are paid every other Friday. Faculty may elect to receive their academic year salary in either twenty-one or twenty-six paychecks (ending approximately June 30 or August 30). Contact the payroll administrator at extension 165 to arrange for direct deposit of paychecks.

### **Personal Leave (sick days, personal days, bereavement)**

Due to the 2020/21 introduction of New York State Paid Sick Leave, sick days and personal days will be combined and interchangeable. Full Time employees are eligible for eight total days paid time off (PTO), rather than distinguishing between five personal days and three sick days. See "New York State Leave Benefit" above for additional details.

Faculty personal leave cannot be taken on the days immediately before or after holidays and breaks. All faculty personal leave must be communicated through the division office, even when no coverage is required.

Leave must be approved by the employee's supervisor. In some cases, requests cannot be honored based on the school calendar, availability of substitute teachers, testing, in-service presentations, etc. Employees who exceed paid time off benefits will be charged for those days (salary pro-rated to a daily rate).

Unused leave does not accrue at the end of the fiscal year, and MPH does not offer financial reimbursement for unused leave at the time of voluntary or involuntary separation. Personal leave is pro-rated to a new employee's date of hire in the fiscal year. Additional unpaid leave may be granted at the discretion of the head of school.

**Bereavement**

Full-time employees are offered up to five days leave.

**Pets on Campus**

Some students are frightened by or allergic to various animals. Unless approved by the division head or head of school for a special project or activity, pets are not allowed on campus during the academic year.

**Political Campaigning**

Political campaigning for either yourself as a candidate or for candidates running for election in local, state or national office is prohibited on campus. Forceful expression of an employee's private political beliefs should never become part of the dialogue with students.

**Professional Development**

Professional development is available, budget permitting, to full-time and part-time employees for professionally- relevant enrichment courses and workshops. Priority is given to activities that will have direct impact on the employee's professional assignments. Professional development requests require prior approval of the appropriate division head and the head of school. The request form is included in the Appendix.

**Professional Development – Syracuse University**

Syracuse University tuition credits may be available for relevant professional development, in exchange for MPH participating in the university's student teacher program. Refer your questions about available credits and course registration to the head of school's assistant. The use of credits must be approved by the division head and head of school. Priority will be given to faculty who host student teachers. Tuition credits are issued at the discretion of Syracuse University. Unused credits do not accrue indefinitely; each has an expiration date.

**Punctuality**

Arriving on time for work, classes, meetings, and events is expected. Consistently tardy employees will be asked to re-evaluate their commitment to the school's mission and core beliefs.

**Reasonable Accommodations**

MPH is an Equal Opportunity Employer and does not discriminate against qualified individuals with disabilities who, with or without reasonable accommodation, can perform the essential functions of the employment position held or desired. MPH will provide a reasonable accommodation to an employee or applicant with a disability, unless it imposes an undue hardship on the School. For specific details, refer to section 502 of the Personnel Handbook.

**Reimbursement of Expenses** – See Business Procedures, pages 22 & 23

**Requisition of Supplies/Purchasing** – See Business Procedures, pages 22 & 23

**Recommendations/References (providing for colleagues)**

Only the head of school or direct reporting supervisor may provide an employee or former employee with an official school recommendation via U.S. Mail, email, or other communication. Others may speak or write on behalf of colleagues or former colleagues seeking employment, but such references must make

clear that they are not written on behalf of the School and may not appear on school letterhead. Likewise, no discussion or evaluation of colleagues or former colleagues on social media, including networking sites such as LinkedIn, should claim to speak officially for the School.

### **Remote Desktop**

Employees can access networked files from a home computer, iPhone, etc. via the remote desktop app on the MPH website ([www.mphschool.org](http://www.mphschool.org)):

Select My MPH on the home page

Select the Intranet Portal for Faculty and Staff

Select Remote Desktop (or Outlook Web Access if just checking email)

Log-in with your MPH username and password

Approve the connection via the DUO mobile app (if you have any issues, email TAG Solutions for support)

### **Shredding Documents**

Confidential school documents require shredding rather than recycling. Shredders are located in the Faculty Lounge and second floor administrative wing. Employees may avail themselves of this service from time to time for shredding personal documents.

### **Snapshot**

The MPH Snapshot is a weekly newsletter highlighting many of the events and classroom activities of the week via photos, videos and articles. It is published and emailed to all families on Fridays. Current and archived editions are available on the MY MPH section of the MPH website.

### **Snow Day/Cold Day Closures - Faculty and Staff**

Due to COVID-19, MPH may shift to distance learning at any time, either voluntarily or because of mandates from Onondaga County or New York State. In response to that possibility, we have revised the Snow Day/Cold Day policy based on the method of instruction in place at the time.

*On-campus instruction in place:* A determination to cancel classes in-person due to inclement weather may be made the evening prior to a pending storm, or by 6:00 a.m. on the day of the weather event. Non-instructional staff will work remotely (or on campus if preferred and driving conditions permit). In advance of a pending storm, staff should bring work home the night before. Email and text announcements will be sent via Blackboard Connect. Announcements are also posted on Syracuse.com, the School's website, and several local radio station websites.

*Distance Learning in place:* K-12 classes will continue as scheduled with no closure for weather. Non-instructional staff will work remotely or on campus. Blackboard Connect (or other) announcements will be made with instructions for PreK students and faculty.

In extreme winter conditions or other unforeseen circumstances, the head of school may elect to close campus, in which case employees are not expected to report either in-person or remotely. Facilities personnel may be asked to report for snowplowing or other weather-related emergencies. Check the website for notices.

### **Snow Day/Cold Closures – Van and Bus Drivers**

If campus is open for in-person instruction, drivers of the Skaneateles and New Hartford busses will be advised by the head of school's assistant as early as possible (by 6:00 a.m.) of cancelled classes. Skaneateles and New Hartford are considered the "home school" for all students commuting from those areas. If either Skaneateles or New Hartford is closed or delayed, drivers will follow the schedule of the home school. Drivers will be paid their normal rate on a snow day.

### **Social Media**

For the purpose of this document, the term "social media" refers to any Internet-based media that facilitate activities such as professional or social networking, posting comments or opinions, and sharing photos, audio, video, or other content. Examples include, but are not limited to: Facebook, YouTube, LinkedIn, Instagram, Twitter, personal websites, blogs, podcasts, chat rooms, RSS feeds, and Wikis. Employees are required to familiarize themselves with the School's complete Social Media Policy, located in section 1201 of the Personnel Handbook and pages 24 & 25 of this document, Digital Communications Guidelines.

### **Students (Appropriate Relationships With)**

MPH parents entrust to the School their most precious possessions – their children – and employees must be worthy of that trust. Of utmost importance are clear and appropriate professional boundaries. Because relationships between adults and students at MPH are cordial and often close, employees are expected to comport themselves with students in a manner that reflects well on the school. Adults must behave in such a way that students feel safe, cared for and respected. Relationships with students must be above reproach, and employees must keep in mind the differences in maturity and status that pertain to adults and children, regardless of the difference in age. All employees should avoid even the appearance of impropriety with students.

### **Technology at MPH**

Technology assistance is available from TAG Solutions at [support@tagsolutions.com](mailto:support@tagsolutions.com) (518.292.6550). TAG personnel (Cassidy Raut) will be on-site every week, Monday – Thursday. The MPH Tech office is located in the former Mezzalingua bookroom. Cassidy's in-house email is [craut@mphschool.org](mailto:craut@mphschool.org). Her telephone extension is 211.

Assistance with instructional technology is also available through the MPH Tech Office. Contact Ryan Zlomek or Audrey Yeager at Ext. 113.

If an employee's assigned computer is unavailable, please use those located in the faculty room. If technology problems/concerns cannot be resolved using the Support email, report them to a supervisor or division head. Employees are required to become familiar with the Computer Use Policy and Digital Communications Guidelines on pages 24 & 25. It is vital for the stability of the MPH network that all employees clean out unwanted items from their email mailboxes, as well as their personal drive on the network on an ongoing basis. Schedule this task weekly. Attention to this detail greatly enhances the speed and efficiency of the network.

### **Telephone System/Voice Mail**

Please contact the system administrator (head of school's assistant, extension 120) to report problems with

the Avaya Office telephone system. Most often, system maintenance can be performed in house or remotely. On occasion, technicians will work on-site. From time to time, the entire system will require a re-boot. This process takes less than two minutes and employees will be notified in advance.

Voice Mail: First time users will receive instructions for set-up via email. Existing users are directed to dial \*17 for self-prompting instructions. Written instructions are included in the Appendix. Employees are expected to enable their voice mail box and record a greeting, and to check messages daily.

Individual extensions will not register in the automated company directory unless the employee's voice mail is activated and his/her name recorded. Callers using the auto attendant directory after hours will have no means to reach you.

### **Termination of Employment**

The Termination Policy is set forth in the MPH Termination of Contract statement, found in the Personnel Handbook, section 305. The head of school is the only individual authorized to terminate an employee.

### **Time Off (requests for)**

Prior approval is required for time off which includes vacation, personal leave, and bereavement. (See Appendix for request form.) Faculty may use the Request for Coverage form (see Appendix) for this purpose if a substitute teacher is being arranged. A separate protocol is followed for employees taking disability leave (which includes pregnancy-related leave) or leave under the Family Medical Leave Act (FMLA) or New York State Paid Leave (NYSPL).

### **Visitors and Buzzing-In**

As a response to COVID-19, MPH will limit outside visitors. All guests who do enter the building must use the Phoenix Main Entrance and adhere to the established health protocols.

All visitors must wear an ID badge. An awareness of and the ability to identify strangers on campus is essential to the safety of the School. Visitors include substitute teachers, parents, volunteers, guest speakers, etc. The McNeil entrance and all other exterior doors will remain locked during the school day. Employees are asked not to open exterior doors for parents and guests; rather direct visitors to the Phoenix entrance.

### **Website ([www.mphschool.org](http://www.mphschool.org))**

Direct website navigation questions to the School's director of communications at Ext. 214. Photographs or ideas for content should also be forwarded to the director. The website's Intranet portal (located on the homepage - MY MPH) provides employees access to Outlook, NetClassroom, etc.

### **Work Environment**

Employees are expected to maintain a neat and orderly classroom or office and share in the tidiness of common areas.

### **Workers' Compensation New York State Benefit and MPH Enhanced Benefit**

Workers' compensation benefits for lost wages and medical care are provided to eligible employees who suffer a job-related injury or illness. Employees are covered by MPH's workers' compensation plan upon hire. Eligibility and benefits are determined by the Workers' Compensation Board. Coverage is normally

provided for all necessary medical care that is directly related to the original injury or illness and the recovery from such disability. See the Personnel Handbook, section 811 for complete benefit details.

As an additional MPH benefit, the School will supplement the Workers' Compensation weekly award for full-time employees with at least one year of completed service, and who are eligible to receive Workers' Compensation benefits, for up to six weeks starting on the first day of the job-related injury. Once the weekly award has been determined by the Workers' Compensation Board, MPH will supplement the State benefit to equal the employee's average weekly wages, retroactive to the date of the work-related injury. Workers' Compensation runs concurrent with Family and Medical Leave (FMLA).



## **FACULTY: GUIDELINES & EXPECTATIONS**

### **Absences (unplanned)**

When an unplanned absence, such as illness, prevents a faculty member from reporting to work, he or she must contact their division head by phone or text before 6:30 a.m. or, if possible, the night before up to 9:00 p.m. In the event of an unplanned absence, please do not leave voicemail messages at school or send an email. In-house substitutes are available to cover most absences.

For planned absences, such as personal leave, field trips, coaching or professional development, a Request for Coverage (see Appendix) must be completed and submitted to the appropriate division head for approval. Substitute coverage will then be arranged. A lesson plan for the substitute teacher must be provided.

### **Accommodations (for students)**

Modifications to class procedures are made for students with special needs. Examples of accommodations include extended-time testing, use of a laptop for note taking, oral testing, and tutoring. If you believe a student has special needs, contact the student's advisor and the division head. The school's learning specialists maintain the list of students with special needs and their required accommodations, which are available for consultation. Student information is maintained in confidential files found in the registrar's office, available by the end of September.

### **Advising/Advisory**

A phone call or email is required to the parent of any new advisee within the first two weeks of school. Faculty should meet individually with advisees and maintain close contact with their parents throughout the year. Faculty are expected to be familiar with all the material in the advisee's folder including all standardized testing. Advisors attend grade level team meetings when their advisees are discussed. Please see the Advisory folder on the Public drive for the advisory plan as prepared by the dean of students.

### **Baby-sitting/House-sitting**

Classroom teachers and coaches are prohibited from baby-sitting and/or house-sitting for students they teach or coach and are discouraged from this practice for other students. House-sitting, when a family is on vacation, is permissible.

### **Billing (student activities)**

For trips and other activities billable to students:

Present an estimate to students before they agree to participate in the trip.

If the cost per student is expected to be greater than \$500, a deposit must be received when the student signs up for the trip. Any exceptions must be approved by the student accounts office.

A listing of the students who participated in the activity or trip, as well as an itemization of all expenses, must be presented to the student accounts office no later than one week after the trip has ended.

Students will be invoiced for incidental charged when all expenses have been reconciled through FACTS Tuition Management.

### **Break (morning)**

A mid-morning break and snack are a traditional part of the Middle and Upper School schedules at MPH. Grab-and-Go snacks are available in designated locations each morning at approximately 9:30 a.m. Students should not visit the Dining Room or kitchen for additional snacks. Coffee is available in the faculty lounge.

### **Bus Duty and Departure Procedures**

Faculty and staff are assigned specific locations during arrival and dismissal. Please be faithful to your assignment. A gap in coverage could compromise student safety and slow the efficiency of buses and automobiles arriving and departing campus.

Buses depart campus between 3:00 and 3:15 p.m. Students must ride their assigned bus; they may not go home with friends on another bus. Lower and middle school students not riding busses will be picked up by parents in front of the gym. Upper School students are picked up in front of the Phoenix.

Unless participating in MPH athletics and/or performing arts, enrolled in Extended Day or After Hours, or working with a specific teacher, all students must depart campus by 3:25 p.m.

### **Chaperoning**

Chaperoning school events is a shared activity. A reasonable guideline for chaperoning is two events per year. Chaperoning opportunities include Upper and Middle School dances, Prom, theater and museum trips, etc. Teachers will abstain from drinking any alcoholic beverages before or during any chaperoned student event. Also, refer to the Rules and Procedures for School Dance at the end of this document.

### **Classroom Procedures**

Take attendance on Blackbaud within the first 10 minutes of class. An attendance record will be posted by the end of the first block. Any student who is present and on campus, but marked absent, must present a pass or return to the office to sign in.

Maintain an up-to-date digital platform to communicate all expectations and assignments.

Post all grades and comments to FAWEB on time.

Follow procedures for substitute arrangements. Give notice ahead of time for an anticipated absence, but no later than 6:30 a.m. on the day of the unplanned absence. Lessons and activities for substitute coverage should be provided in a reasonable amount of time for the beginning of class.

Plan enough graded assignments to ensure quarter grades are a fair assessment. As a rule of thumb, plan to record at least one grade per cycle (once per six-day rotation).

As a rule, teachers should not let students remain in classrooms unattended during the day or after school.

### **Co-Curricular Activities**

Each teacher has a minimum of two major activities per academic year in addition to classroom responsibilities (e.g., coaching a sport, advising a class, running a club, or serving on a committee). The assignments are determined in agreement with division heads.

Conditionals (Behavioral and Academic) Behavioral and Academic Conditionals (see Appendix). The Academic Conditional is generally issued to students who have failed to hand in assignments and might need extra time with the classroom teacher. The Behavioral Conditional is a disciplinary response that stems from frequent tardiness, inappropriate behavior, etc. Students who receive Behavioral Conditionals will meet with Dean of Students to reflect on behavior.

### **Dining Room Operations – Absences and Visitors**

Please notify the dining room manager as far in advance as possible of significant changes in numbers of students participating in lunch, such as absences due to field trips or large numbers of visitors to the school.

### **Employment Agreements**

Employment Agreements for the next academic year are typically offered for faculty consideration in the middle of the second semester. Agreements are issued on an annual basis. Employment Agreements do not alter the at-will nature of employment at MPH.

### **Faculty Evaluation**

Refer to faculty evaluation protocols found in the Appendix.

### **Gallery Guidelines**

Guidelines are applicable to works hung in public areas at MPH, including the Solomon Gallery, Mafrici Family Gallery and hallway display areas (coordinated by the visual arts department chair). Works must be appropriate for viewing by students of all grade levels, as well as parents and visitors. Be particularly mindful not to display works containing racial slurs, sexual or erotic content, violence, vulgar language, alcohol and drug images, weapons, etc.

### **Gifts from Parents**

MPH employees may receive gifts from parents during the holidays and year end, with the understanding that expensive gifts may create a conflict of interest for parents and teachers. Gifts in excess of \$200 value must be reported to the employee's division head or supervisor, and also to the director of development. Be mindful to discourage the expectation of gifts.

### **Grades and Comments**

Comments about a student's progress are optional at mid-term for students achieving well, but are required for new students or for any student who is not performing well, has a C- or below average in any class for the marking period, or is in need of extra help. All students receive comments at least two times per academic year. The most effective comments assess an individual's strengths with concrete detail and also suggest ways to improve or expand skills. Teachers are expected to follow the writing guidelines provided by the division heads. Use the online school calendar to anticipate deadlines. Refer to the Grading Policy included in the Policy Statements at the end of this document.

### **Holidays, Breaks, Conferences & In-Services**

Classes are cancelled on most major holidays (refer to school calendar) and during the December, mid-winter and spring breaks. While teachers do not report on these days, in many cases MPH offices and the front desk will remain open to conduct business. On conference and in-service days, teachers are expected to report, either in person or remotely, as determined by the division heads.

### **Homework and Weekly Class Assignments**

Homework should be creative and reflective in nature and should extend or reinforce concepts taught in class. Focus on quality rather than quantity and avoid busywork. Middle and Upper School teachers are required to post weekly assignments on their personal webpage and maintain current information throughout the year. It is advisable to give assignments verbally and in writing. Be sure that students know in advance the consequences of missed homework assignments, whether it be a conditional, points subtracted from a grade, etc. Division heads and advisors should be notified of those students whose assignments are chronically missing or tardy.

### **Hours**

Unless participating in off-campus activities (sporting events, field trips, etc.), faculty are expected to be on campus between 7:45 a.m. and 3:45 p.m. Occasionally, a teacher's day may be extended before or after school to accommodate either regularly scheduled or impromptu meetings, conferences, program nights, etc.

### **Lunch Duty**

All advisors are expected to supervise their advisees (and/or other students) during lunch. Faculty and students are encouraged to eat lunch outside, weather permitting.

### **Meetings and Assemblies**

Teachers are expected to attend an assembly appropriate to their teaching assignment each cycle. Teachers must also attend all meetings appropriate to their division, as well as all-school meetings, teacher in-service, retreats, arranged professional development, etc. Punctuality is expected. Notify your division head of any conflicts well in advance.

### **Parent Communication**

Communication from teachers and advisers to parents is a vital and integral part of the MPH philosophy. Teachers should contact parents when a child is not performing well, has missed assignments, or seems unusually distracted or uninterested in the work. Parents must be contacted any time a student's cumulative grade drops significantly or performance seems compromised. Contact parents for any academic concerns including: C- or lower grade earned on a major assessment, failure on a test or assignment, a pattern of missing assignments or poor performance. Parents must be notified before a quarter grade below C- is given. Mid-term comments are another method to notify parents of performance. Maintain a record of parent communications for future reference, e.g., keep a log of telephone calls and save emails in electronic files.

### **Student Behavior**

Student behavior must be consistent with the goals of the MPH educational program. If a student

interferes with the education of another due to the nature of her or his comments, failure to participate, hostility addressed to peers or a faculty member, etc. that student may expect to meet with a series of disciplinary responses. The first line of action is for the teacher to send the student to see the dean of students.

### **Study Hall Supervision and Attendance**

Teachers assigned to study halls are expected to be on time, at the beginning of the block. Study halls are provided for some Middle School students and all students in grades 9-12. Juniors and seniors are excused from study hall unless specifically assigned by the dean of students or the division head. Juniors, to be listed for attendance, are assigned first period study halls if they do not have a class. Students are required to be in study hall on time, at the beginning of the block. A student is not allowed to leave study hall unless he or she has acquired a note from a teacher before coming to study hall. No one is allowed to leave in order to obtain a note from a teacher. Proctors are responsible for making sure that the area is clean at the end of their block. Study halls are held in the Dining Hall whenever possible, however, from time to time, may be moved to classrooms. Study hall is silent.

### **Substitute (Coverage) Teachers (also see "Absences" above)**

Faculty members must text their division head between 6:00 - 6:30 a.m. or, if possible, the night before up to 9:00 p.m. to secure substitute coverage. In the event of an absence, please do not leave voicemail messages at school or send an email. Communicating an absence in this way makes it impossible for the School to find a substitute in a timely fashion.

For planned absences, such as personal leave, field trips, coaching, or professional development, a Request for Coverage (see Appendix) must be completed and submitted to the appropriate division head for approval. Substitute coverage will then be arranged. A lesson plan for the substitute teacher must be provided. Lower School teachers must maintain a substitute folder with possible lesson plans, activities, daily schedule, etc. Middle and Upper School teachers must maintain an appropriate emergency lesson plan for each class, in an easily accessible place. Middle and Upper school classes may not be canceled. See Appendix for the Substitute Teacher Policy.

### **Syllabus**

Before classes begin, a course syllabus must be posted a teacher's Google Classroom page.

### **Textbooks**

In conjunction with the head's executive assistant, teachers are asked to assist in the procurement, distribution, collection and inventory of textbooks. The bookroom is located on the first floor of the Barn opposite After Hours. Teachers are welcome to take or return textbooks and consumables as needed. Because class sizes often change after submission of book orders, please contact the head of school's assistant to order additional copies.

### **Transportation (Charter, Scheduling of)**

Requests for transportation require approval by the division head and should be made using the Transportation Request Form found in the Appendix. The division office will contact the charter bus companies for reservations. Please reserve buses sixty days in advance. All approved trips must be posted

on TripInfo (see below), which also alerts the business office of subsequent invoicing to students for travel.

### **Transportation (School-Owned Vans) and Van Safety Training**

School-owned vans are used to transport students from neighboring communities every morning and every afternoon. During the day, vehicles may be available for field trips to employees who qualify to drive (see 'training' below). MPH vans and busses must be reserved through the director of community programs at extension 140. As with chartered vehicles, a fee will be assessed to the appropriate division or department's budget for the use of MPH vehicles, equating to miles driven at the federal mileage rate.

School owned or leased vehicles are to be used in the performance of officially authorized school business only. Requests for personal use of school vehicles will not be honored at any time during the year. Vehicles are to be parked on school premises when not in use unless the authorized use requires the vehicle to be parked off premises.

Training: To transport students in an MPH vehicle, employees must provide a copy of a valid New York driver's license to the Business Office for insurance company approval. Drivers must also complete an on-line driver training course, Multi Passenger Van Safety. The twenty-minute instructional video is followed by answering ten questions. The certificate of completion is issued when the video is viewed in its entirety. To receive the link to the video, contact the director of Community Programs.

### **Trips and TripInfo**

TripInfo is an internal email distribution list used to alert certain faculty, staff and administration of upcoming field trips, class trips, athletic events, etc., particularly those activities when students will be absent from class. The Field Trip Information Form (see Appendix) is completed and attached to the TripInfo email. This information informs the business office of potential as well as informing the head's assistant of calendar additions and changes. Trip Insurance is purchased by the School for certain trips. Employees scheduling trips that require trip insurance must notify the DFO, who then informs the insurance company of the trip specifics.

### **Tutoring & Other Occupations**

Tutoring or instruction for pay may take place after 4:45 p.m. or on weekends. No pay may be accepted during the workday. Teachers may not tutor, for pay, any student currently enrolled in their class. The only exception is during the summer months when school is not in session. All requests from parents for tutoring by MPH faculty must be coordinated through the Community Programs office. The Employee agrees to engage in no other occupation during the school year, which, in the opinion of the head of school, may interfere with his or her work at Manlius Pebble Hill School. Refer to section 903 of the Personnel Handbook and the annual Employment Agreement.



**FULL TIME STAFF AND ADMINISTRATION: GUIDELINES & EXPECTATIONS**

**Staff and Administration will be paid when campus is closed to observe the following holidays:**

Independence Day (July 4)

Labor Day

Indigenous Peoples' Day/Columbus Day

Veterans' Day

Thanksgiving Wednesday

Thanksgiving Day and Thanksgiving Friday

Christmas Eve Day

Christmas Day

New Year's Eve Day

New Year's Day

Martin Luther King Day

Presidents' Day

Good Friday

Memorial Day

Juneteenth

**Vacation**

Full time staff and administration are entitled to four weeks of paid vacation (20 days) in the period July 1 - June 30, pro-rated to the hire date in the first year of service. Vacations must be scheduled in advance and approved by the immediate supervisor.

For an employee to take vacation during the December, February and spring breaks, plans must be in place and approved by the employee's immediate supervisor for coverage of daily responsibilities. All school-year vacation must be taken at the discretion of the supervisor and head of school.

In the event of pregnancy-related or other long-term disability, eligible employees may choose to extend their six- week paid leave by the amount of available vacation and personal leave.

Unused vacation does not accrue at the end of the fiscal year (June 30).

Additional unpaid leave may be granted with approval from the head of school.

Refer to section 807 of the Personnel Handbook for further vacation policy statements.

**Work Hours**

Offices are open (on campus or remote) 7:45 a.m. – 4:45 p.m., Monday – Friday, with a one-hour lunch. Exceptions must be approved the employee’s supervisor, and in some cases, the head of school.

**Campus Closures due to Weather**

Refer to “Snow Days/Cold Days” on page 12.

**FACILITIES DEPARTMENT: PROCEDURES, GUIDELINES & EXPECTATIONS**

**Campus Closures due to Weather**

Facilities Department personnel are expected to report to campus on days when classes are cancelled due to inclement weather. In the event of road closures or hazardous driving conditions, the head of school may close campus completely to all personnel. However, due to large-accumulation snow removal or emergencies (burst pipes, no heat, etc.), the facilities department may be required to report even if campus is closed. While all employees are paid for a regular workday on days campus is closed, facilities employees who report will be paid in addition for any hours worked. Please listen to morning radio or visit the school’s website for reporting instructions.

**Facilities Department personnel will be paid when campus is closed to observe the following holidays:\***

Independence Day (July 4)	New Year’s Eve Day
Labor Day	New Year’s Day
Indigenous Peoples’ Day/Columbus Day	Martin Luther King Day
Veterans’ Day	Presidents’ Day
Thanksgiving Wednesday	Good Friday
Thanksgiving Day and Thanksgiving Friday	Memorial Day
Christmas Eve Day	Juneteenth
Christmas Day	

\*From time to time, significant or lengthy buildings and grounds projects may require working on holidays when campus is closed and empty. In that event, facilities department staff will be paid time-and-a-half for hours worked and offered a “floating” day at another time, approved by the director of facilities and/or the head of school.

**Vacation**

Facilities department personnel are entitled to three weeks of paid vacation (15 days) during the first five years of service (in the period July 1 – June 30), pro-rated in the first year to the date of hire. After five years of service, employees are eligible for four weeks of paid vacation. Vacations must be scheduled in advance and approved by the director of facilities. For an employee to take vacation, plans must be in place and approved by the employee’s immediate supervisor for coverage of daily responsibilities.

In the event of pregnancy-related or other long-term disability, eligible employees may choose to extend their six-week paid leave by the amount of available vacation and personal leave.

Unused vacation does not accrue at the end of the fiscal year (June 30).

Additional unpaid leave may be granted with approval from the head of school.

Refer to section 807 of the Personnel Handbook for further vacation policy statements.

**Work Hours**

Day Shift: 7:00 a.m. – 3:30 p.m.; 30-minute lunch

Evening Shift: 3:00 p.m. – 11:30 p.m.; 30-minute lunch

**Overtime Pay**

Overtime is calculated on actual hours worked. The hours paid on a holiday or vacation day (or personal or sick days) do not factor into the overtime calculation. If the employee has exceeded 40 hours of actual work in one week, the overtime rate (1.5x) will be paid. See the Overtime Pay Policy and sample calculation in the Appendix.

**Uniform Allowance Benefit**

An annual allowance, determined by the director of finance & operations, will be reimbursed to facilities personnel for apparel purchased to enhance comfort or safety in the performance of outside duties.

**Additional Responsibilities**

Rotating traffic assignments

Rotating security checks on weekends

Some weekend work may also be required to support special events throughout the year

## **BUSINESS PROCEDURES**

### **Approval for Purchases**

Established purchasing procedures depend on the type of purchase and the vendor involved. All expenditures require approval prior to the purchase being made.

### **Budget Account**

All expenditures must be approved by the person responsible for the budget account being used, in most cases the division head or director of finance and operations.

If necessary, a requisition form can be used to obtain proper approval. If an employee is the designated person responsible for the budget line, verify enough funds remain for the purchase (and other purchases needed for the remainder of the school year). If there are not enough funds available and the purchase is essential, additional approval by the DFO is required.

### **Special Funding**

If a purchase is a result of special funding and restricted by a donor, the purchase is approved up to that amount. Employees need to note "special funding" on the purchasing documentation. The budget line account associated with the purchase should be used but will not create a budget variance.

### **Office Supplies - WB Mason**

MPH has established an online account with WB Mason for office-type supplies similar to Staples and Office Max. Simply log in with an MPH email address and place the order. An approval request will be automatically generated to the person responsible for the budget account. WB Mason uses discounted school pricing and occasionally has special pricing. Further discounts may be available for a large-quantity purchase for the year.

### **Textbooks**

As an independent school, MPH has the opportunity to receive textbook allocations from neighboring public school districts in which our students live. The head of school's assistant is responsible for all textbook purchasing.

### **Professional Development (including conferences and workshops)**

An application must be completed and submitted to the head of school for pre-approval of professional development requests. The application can be found in the Appendix.

### **Technology**

Technology needs (hardware, licensing, software, etc.) should be directed to the division head or director of finance and operations who will coordinate with TAG Solutions.

### **Furniture**

Before placing an order for any furniture, rugs, or other large item, contact the facilities department to ask if an item is in storage.

Completing Purchases: Once a purchase has been approved by the person responsible for the budget account, employees may make the purchase.

### **Tax Exemption**

MPH is a 501(c)(3) organization and NYS sales tax exempt. No sales tax is to be paid. A vendor may require a ST-119 sales tax exemption form as authorization to not charge tax. Request the exemption form from accounts payable.

### **Credit Card purchases**

If a credit card must be used to complete the purchase, ask the approver of the budget account for his/her MPH credit card, or that person's supervisor, or ask that person to complete the transaction.

### **Prepayments by check**

For purchases requiring prepayment with a company check, complete the requisition form found in the Appendix and submit to accounts payable with any special instructions.

### **Purchase Orders**

If a purchase order number is required by the vendor, employees may use their initials followed by the current date. If a written purchase order is required by the vendor, provide the information to accounts payable who will prepare one.

### **Documentation**

In order for MPH to process payments within the time required by the vendor, accounts payable must receive documentation within two days of the purchase and receipt of the order that includes the following:

Invoice or other documentation that identifies the vendor, the vendor contact information, and the date and item(s) purchased.

Date of when purchase was received and a note for if it was acceptable.

Reason for the purchase.

Budget account code and approver's signature.

If an MPH credit card was used, the cardholder's name or last 4 numbers on the card.

A requisition form can be used to summarize one billing of a vendor. This is helpful especially when multiple items are being submitted for personal reimbursement. The form can be found in the Appendix.

### **Communicating with the Business Office**

Communicate with the Business Office via intra-campus mail (faculty room mailboxes), by visiting the administrative wing on the second floor of the Arts Center, or calling an internal phone extension (accounts payable, payroll & benefits, 165; director of finance and operations, 118; accounts receivable, 141).

### **Expenditures and Budget Allocation**

Each person responsible for a budget account works with the director of finance and operations to request

funds for the school year. Itemized statements of the accounts are provided monthly, noting expenditures and income for verification and accurate record keeping. Statements are also available upon request from the DFO at any time throughout the year.

Expense reimbursement: Employee expense reimbursements follow the same procedure as with any purchase.

### **Out-of-pocket-expenses**

Reimbursement for out-of-pocket expenses incurred in the performance of the employee's duties on behalf of the school includes classroom supplies and postage, and in some circumstances approved business lunches and dinners and entertainment of non-school personnel. A mileage reimbursement for local use of a personal automobile on school business is another type of reimbursable expense (reimbursed at current Federal rates). A check will be issued usually within a week of receipt of proper documentation by accounts payable. The school will not reimburse sales tax. See the Business Office for a sales tax exemption form.

### **Travel**

Expenses will be reimbursed to employees for all reasonable expenses incurred while traveling on authorized school business. Travel requiring airfare, rental cars, lodging, etc. must be approved in advance by the division head and/or DFO. If travel involves the use of department funds, authorization is also required from the department chair.

When travelling internationally, a travel advance will be issued to employees for the estimated out-of-pocket reimbursable expenses upon receipt of a properly executed requisition. The requisition should be received at least two weeks prior to the scheduled departure. Within two weeks after the conclusion of a trip, the completed travel voucher is required for settlement of actual pre-approved travel.

### **Payroll Advances**

Requests for payroll advances cannot be honored.

### **Petty Cash**

Petty cash is not available.

### **Employee Computer Use Policy**

The MPH network and computing systems are to be used by students, faculty and staff for educational functions and applications. The school makes computer resources accessible to authorized and legitimate users while maintaining security and protection against unauthorized access and improper use.

Systems administrators have access to all computers and files, including email. Users should have no expectation of privacy with respect to said computers, files, or email. However, the systems administrators will not normally track users, or inspect the content of files stored on the computer facilities or electronic mail sent by one user to an intended recipient, except to investigate suspected misconduct, as requested by the head of school, division heads or the dean of students. This includes any complaints regarding files or electronic mail which is alleged to contain defamatory, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.

Any suspicion of misconduct should be brought to the appropriate division head, supervisor, or TAG Solutions support (572-292-6550). Any violation of acceptable use of technology may result in disciplinary action including denial of access to the computer facilities, suspension, or termination. The School reserves the right to limit the extent of use of all MPH technology and facilities by any user.

### **Digital Communication Guidelines**

When the School wishes to communicate information publicly, whether to the general public or the media, established protocols are in place for those communications. Only those officially designated by the School to speak on its behalf have the authorization to do so, including website posts, Tweeting, blogging, Facebook, Instagram, etc.

The goal of authorized social networking and blogging is to convey information about the School, and promote and raise awareness about MPH. Recognizing, there is no such thing as complete privacy on a social networking site, be mindful of anything posted online. Refrain from revealing personal information about yourself. Keep privacy settings at appropriate levels to protect yourself.

Adhering to the following guidelines will avoid exposing MPH employees to liability for failure to act upon potentially dangerous, or illegal activity posted by current students on social media pages:

Employees may not “friend” current students. Teachers may communicate with current students via social media by creating and monitoring a class/group page for educational purposes only. Each employee must respect the special professional aspect of the teacher-student relationship and hold such in high regard. Follow general school guidelines regarding proper and appropriate communication with students, whether in person or online. Consider your online interactions with students as opportunities to teach them valuable media literacy and internet safety skills.

Employees are discouraged from “friending” current parents to control access to personal information and maintain the professionalism of the faculty – parent relationship. Employees who are “friends” with parents should set Facebook privacy settings to “friends only.”



Faculty must maintain an updated web page or blogs linked from the mphschool.org site for communication with students.

Instant messaging and texting may be used for incidental communication (e.g. meeting times and locations), but may not be used for any formal communication, which should be done by telephone or email for record-keeping purposes.

### **Helpdesk and Technology Assistance**

On-site technology assistance is available from the School's contractor, TAG Solutions and Cassidy Raut, reachable at [crout@mphschool.org](mailto:crout@mphschool.org), Ext. 211 and/or [support@tagsolutions.com](mailto:support@tagsolutions.com), 518.292.6550. The IT office is located in Humanities 8 (former bookroom) Blackbaud specific questions should be directed to the director of database management at [wderschang@mphschool.org](mailto:wderschang@mphschool.org), extension 157.

### **Technology Integration**

Assistance is with technology integration, Google Classrooms, distance-learning platforms, etc. please contact Ryan Zlomek or Audrey Yeager in the Tech Office, x 113.

### **Outlook Web**

This is web-based Outlook. Log in with an assigned MPH username and password to read and send MPH email.

### **Library Webpage**

The library page is located on the MPH website with online databases, catalog and other classroom content available. Access is by division, then teacher/class; see the librarian(s) to add or change information here.

### **Library Catalog**

Use to search the MPH library catalog for books, videos, websites, faculty and library resource lists, and other materials.

### **Naviance**

The School's student and parent college resource program.

### **Network Security**

MPH reserves the right to track and secure its technology.

All MPH faculty are given storage space on the U/or Home drive of the School's server. Electronic files employee's wish to save should be saved to their own home drive (it is prefaced by your name); contact TAG to create a desktop shortcut.

Protect work with secure passwords. Log off or lock machines when not using them.

Due to the shared nature of laptop carts, data on laptop carts is not saved upon log out. Data needing to be saved should be saved to a personal flash drive.

### **Teacher Webpages - Now Google Classroom**

For support and tips on using Google Classroom, please contact Audrey Yeager.

## **EMPLOYEE BENEFITS SUMMARY (see complete plan(s) detail in the Personnel Handbook)**

### **Employee Classifications**

Full-Time Employees: hired on a continuing basis, regularly scheduled to work 40 hours or more per week or 100% FTE. Full-time employees include: faculty, staff, administration and facilities.

### **Part-Time Class I Employees**

Hired for a continuing, unspecified period and regularly scheduled to work 30 – 39 hours per week or 75 – 99% FTE.

### **Part-Time Class II Employees**

Hired for a continuing, unspecified period and regularly scheduled to work less than 30 hours a week or less than 75% FTE.

### **Temporary Employees**

Temporary employees are hired to supplement the MPH workforce on a short-term basis, 30 days or less. A temporary employee may work full or part time hours, and varying hours each day or week based on operational needs.

### **Seasonal Employees**

Hired into a position for which the customary annual employment is six months or less and should begin in approximately the same part of the year. Seasonal employees include coaches and summer camp counselors.

### **Health and Dental Insurance**

The School offers coverage for full-time and part-time class I employees. Initial enrollment and coverage begin on the date of hire. Each subsequent year during an Open Enrollment period, employees are provided details of the individual and family plans being offered and current rates for each. The School shares the cost of insurance with the employee. Payroll deductions for healthcare costs are classified as pre-tax. Health and dental benefits terminate on the day of an employee's voluntary or involuntary separation from MPH.

### **Tuition Remission**

Full-time employees (see classifications above) are eligible for the established percentage of tuition remission (75%) for their enrolled children, PreK – grade 12, on a space available basis in the first year. (After a student has completed one year, his/her position in the class is secured as long as he/she remains in good standing.) Tuition remission or discounts do not apply to fees, incidental charges or class trips.

### **Retirement Plans**

Upon completion of two years' employment, eligible employees may participate in one of the School's matched 403(b) retirement plans offered through TIAA-CREF or VOYA. The funds are held in the employee's name and invested at his or her discretion. Employee contributions are made on a pre-tax basis, subject to IRS limits. The School will match up to: 5% of an employee's base salary after two years of service; 6% after 10 years of service; 7% after 15 years of service.

Employees with fewer than two years of service may contribute to a TIAA-CREF OR VOYA SRA (Supplemental Retirement Annuity), but these contributions are not eligible for an employer match.

### **Flex Spending Plan**

Under the provisions of a Flex Spending Plan, employees may payroll-deduct funds on a pre-tax basis for medical or dependent care expenses, (e.g., doctor visit co-pays, prescriptions, qualified child care, eye exams, etc.).

### **Paid Personal Leave**

Full-time employees are eligible for up to eight days Personal Time Off (PTO; used for sick or personal leave) and five days bereavement leave in the fiscal year (July 1 – June 30), prorated to the date of hire in the first year.

### **Vacation**

Paid vacation is available to full-time staff & administration (four weeks July 1 – June 30) and full-time facilities personnel (three weeks July 1 – June 30). Unused vacation does not accrue.

### **Paid Holidays**

Campus is closed and eligible employees are paid: Labor Day, Indigenous People's Day/Columbus Day, Veterans Day, Thanksgiving Wednesday, Thursday and Friday, Christmas Eve Day, Christmas Day, New Year's Eve Day, New Year's Day, Martin Luther King, Jr. Day, Presidents' Day, Good Friday, Memorial Day, Juneteenth.

### **Disability – Short Term Enhanced (includes pregnancy-related disability)**

This insurance policy provides a weekly benefit to full time and part time employees for up to twenty-six weeks, and up to \$300 per week, calculated on the employee's rate of compensation, job status and length of service.

### **Disability Short Term Enhanced – continued**

As an additional MPH benefit, the School will pay full-time employees with at least one year of completed service, and who are eligible to receive disability benefits, up to six weeks of paid leave starting on the day of the disability (no waiting period). After six weeks, employees are required to use available vacation, personal and sick leave for any remaining unpaid time off. While out of work on any combination of MPH paid leave, an employee's disability benefits will be reimbursed directly to the School.

Please refer to section 810 Disability Coverage of the Personnel Handbook for information on eligibility rules, as well as information on New York State Disability. Disability runs concurrent with Family and Medical Leave (FMLA).

### **Disability – Long Term**

Full-time employees whose disability extends beyond the short-term benefit may receive long term disability. The insurance policy provides a weekly benefit of 60% of an employee's earnings. The duration of the disability payments depends on a number of case-by-case variables. Employees on long term disability are required to use vacation, personal and sick leave for any otherwise unpaid time off. Please refer to section 810 of the Personnel Handbook for eligibility rules.

**Family Medical Leave Absence**

In compliance with the federal Family and Medical Leave Act, MPH will grant qualified, full time employees up to twelve weeks of unpaid, job-protected leave for specified family, medical, and military reasons. The State of New York offers paid Family Leave. See the Personnel Handbook, section 705, for plan details.

All employees on FMLA are required to concurrently use available vacation/personal/sick (employee only) leave toward unpaid time off, when applicable. The FMLA Request Form requires Certification of Physician or Practitioner.

**Meals**

Morning snack and lunch are available to full and part-time faculty, twelve-month staff and administration, and the facilities staff when school is in session for on-campus learning and the dining room is open.

**Life Insurance**

The School provides a \$20,000 Life and Accidental Death & Dismemberment benefit to eligible employees working 30 or more hours per week.

**Employee Assistance Program (EAP)**

All employees have the opportunity to connect to a counselor through the School's insurance provider for support and guidance on a variety of personal and workplace topics. For professional, confidential, twenty-four-hour assistance, call 800-315-2796. Refer to section 814 of the Personnel Handbook for additional details.

**Human Resources Support**

Wide-ranging, confidential human resources assistance is available to employees at no charge on an as-needed, case by case basis, from an outside human resource specialist, HR One (315-463-0004, x 313).

**Community Programs**

Due to COVID 19, several program offerings have been reduced or modified to accommodate safety protocols. For programs currently operating, and when others resume, employees are offered varying discounts for tuition and fees. Programs include, for example, Extended Day, After-Hours, and Summer Camps. Please contact the Community Programs Office at x140 for details.

***POLICY STATEMENTS for TEACHERS***

Faculty Evaluation

Grading Policy

Substitute Teacher Policy

Rules & Procedures for Student Dances

Bus Duty

## **APPENDIX**

Employee Handbook Acknowledgment

Discrimination and Harassment Policy

Discrimination and Harassment Report Form

Requisition Form

Bus Transportation Request

Accident Report

Application for Professional Development Funds

Request for Coverage

Request for Time Off

Field Trip Information Form

Overtime Pay Policy

Voice Mail Set-up Instructions

Family & Medical Leave Act (FMLA) Request Form

Certification of Physician (for FMLA)

School Calendar

Administrator on Duty

Job Classification/Employee Benefits Summary