



# Avon Old Farms School

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Employee Handbook

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## INTRODUCTION

### **1. A Brief History of Avon Old Farms School**

As a school community, an architectural design, and an educational ideal, Avon Old Farms School is the inspiration of a remarkable founder, Theodate Pope Riddle (1868-1946). While a student at Miss Porter's School in Farmington, Connecticut, in the 1880s, Mrs. Riddle dreamed of designing and building "an indestructible school for boys."

Mrs. Riddle became a registered architect, and her early ideas for a boys' school turned into detailed architectural sketches and descriptions based on a concept of a self-sufficient village. She acquired 3,000 acres of wooded land in the towns of Avon and Farmington.

Mrs. Riddle's aim, beyond her architectural aspirations for Avon, was to create a school that would be on the leading edge of educational philosophy and thought. As she conceived it, Avon Old Farms would seek to foster in its students initiative, willpower, and individual thinking. She further believed that students develop character through the process of intellectual, moral, and physical training. The ultimate purpose of this process was to produce a student with the willpower and initiative to make the right choices. Her chosen motto, "Aspirando et Perseverando," and the school's symbol, the winged beaver, reflect these aims.

To learn more about the school's recorded history, visit Baxter Library or the full self-study report on the school's history.

### **2. Avon Old Farms School Mission Statement**

Avon Old Farms School strives to be the best college preparatory school for boys by cultivating young men of integrity, who honor wisdom, justice, inclusion, service, and the pursuit of truth.

## ORGANIZATION INFORMATION

### **3. Hiring Procedure**

Avon Old Farms School is committed to recruiting candidates that possess the qualities and experience that will support the mission of the school. The Headmaster of Avon Old Farms School will make the final determination on all employment matters. The Dean of Faculty will organize the hiring of all new faculty members. Each year Letters of Agreements will be offered to faculty members who are asked to return for the following school year. Each faculty member will be asked to sign and return the contract by a designated deadline. Letters of Agreements not handed back as of the date required will constitute vacated positions. Staff and administrators will receive offer letters approved by the department directors and Headmaster at the time of hiring. All job postings will be emailed and located under the job openings tab on the Avon Old Farms School website. All employment offers will be contingent upon successfully passing a criminal background check and a pre-employment drug screen.

### **4. Initial Employment Period**

Every new employee experiences an initial period of adjustment in order to learn about the school and about the position. During this time, the employee will have an opportunity to determine if he or she is suited to the position, and the school will have a reasonable period of time to evaluate performance. During this time, as during any time of the employment relationship, either the employee or Avon Old Farms School may terminate the employee/ employer relationship with or without cause and with or without notice.

Provided the employee satisfactorily completes the 90-day initial employment period, he or she will continue in the school's employment as an at-will employee. If the employee is in a full-time status, he or she will be contacted by Human Resources and eligible to enroll in school benefits (please see Employee Benefit Program Section). The completion of this period is not a guarantee of continued employment and does not change the employee's at-will status. Avon Old Farms School evaluates employees on a continuing basis and reserves the right of an at-will employer both during and after the introductory phase.

## **5. Employee Classifications**

### **Faculty**

Faculty members are individuals who teach as their primary responsibility. All are employed by a contract letter issued by the Headmaster. Faculty positions are generally considered nine-month positions.

### **Administrator**

Administrators are individuals whose primary responsibility is to establish and lead operational policies and procedures for their area. Administrative positions can be divided into two categories: Academic/Student Administrators or Business/Development Administrators. Academic/Student Administrators focus primarily on the academic and residential activities as they relate to the students of the school. Business/Development Administrators focus specifically on the business and development aspects of the school.

### **Staff**

Staff are defined as full-time or part-time hourly or salaried employees. Many have positions defined and paid on an hourly (non-salary) basis. Staff positions include, but are not limited to, clerical staff, library aides, maintenance staff, grounds staff, summer camp employees, etc. Staff positions are typically twelve month positions but may vary based on job duties.

## **6. Faculty Meetings**

Faculty meetings are required throughout the school year for full-time faculty members. They are generally held on Mondays after dinner. At meetings, open forums usually take place to discuss new policies, consider emerging issues, or update faculty on events.

Instructional administrators are required to attend faculty meetings and are considered to have full faculty status and involvement in dealing with school program issues.

Non-instructional administrators are invited but not required to attend faculty meetings unless a specific issue is being addressed within the realm of their responsibilities.

## **7. Morning Meeting**

All faculty and instructional administrators are expected to attend morning meeting and to check the attendance of their advisees at the meeting. Since students are required to attend morning meeting, faculty members should provide the students with leadership by example.

Non-instructional administrators of the school are invited but not required to attend morning meeting.

## **8. Chapel Service**

Usually, every Tuesday and Thursday the school meets for a non-denominational chapel service. These services feature a speech from a senior on Tuesday and a faculty member on Thursday. All students, faculty members, and instructional administrators are expected to attend chapel services unless they are invited to attend another meeting taking place at the same time as the chapel service.

## **9. Staff Professional Development**

Staff members interested in enrolling in education programs that will increase their competence in their present positions or that will prepare them for advancement within the school should discuss the possibility with their direct supervisor. Depending on budget and the finances of the school, the school will consider providing funding for tuition, registration, and books. The supervisor must approve all courses in advance. To be eligible, all courses must be job related, and the staff member should have worked at the school for one year, remain for two years after the completion of the study and obtain grades of a B- or better.

## **10. Faculty Professional Development**

The purpose of the professional development program at Avon is to assist members of the teaching faculty as they seek to enhance their mastery of the discipline(s) they teach and/or gain additional insight into the craft of teaching.

- First Priority
  - One or two graduate courses toward a first M.A.
    - Includes tuition, registration fees, books (within reason)
  - Workshops, conferences, and seminars that would clearly be beneficial to teaching
  
- Second Priority
  - Third (or more) graduate course(s) toward first M.A.
  - Graduate courses toward second advanced degree (or no degree)
  - Participation in a program that will clearly have positive impact on teaching
    - Example: volunteer work in a country whose language you teach.
    - Limited to equivalent of one graduate course tuition; must be used to defray your cost
  - Expenses not normally covered, such as travel, room, and board.

## **11. Staff & Administrators Performance Review Process**

The performance review process provides a means for discussing, planning and reviewing the performance of each employee. Regular performance appraisals:

- Help staff members clearly define and understand their responsibilities, provide criteria by which their performance will be evaluated and suggest ways in which they can improve performance.
- Help supervisors clarify and communicate goals.

Performance appraisals will be conducted on an annual basis.

Merit increases in salary are not guaranteed and are based upon performance and the school's financial situation.

## **12. Faculty Performance Review Process**

This evaluation program has three primary purposes: to provide the faculty with opportunities for reflection and self-assessment, to provide the faculty with useful feedback, and to provide the individual faculty member and the school's administration with an accurate, unbiased evaluation of his or her job performance.

The evaluation process for teaching includes some or all of the following for each member of the faculty: a self-evaluation and setting of initial goals, class observations and follow up (by peers, the department head, a dean of faculty, and other administrators), a survey of students, recording class(es), and an end-of-year reflection with a dean of faculty. By late fall, each faculty member will conduct a detailed self-evaluation using a department-specific evaluation form. The department head and dean of faculty will also complete the form, and the faculty member, department head, and dean of faculty will then meet to discuss the faculty member's performance. While the evaluation process is on-going, the completed evaluation form and associated discussion will constitute that school year's teaching performance review

## WORKPLACE POLICIES AND PRACTICES

### **13. At-Will Employer**

Avon Old Farms School is an at-will employer. The principle of employment-at-will allows either party to terminate the employment relationship at any time. This at-will relationship cannot be changed by any person, statement, acts, events or pattern of conduct. By accepting employment with the school and continuing to work at the school, employees demonstrate that they understand and accept their at-will employment status. Both the employee and Avon Old Farms School have the right to terminate the employment relationship at any time for any reason, with or without cause and with or without notice. However, fairness and common sense dictate that the unique circumstances of each case will be considered when the school makes any decision regarding termination of employment.

No manager or employee of Avon Old Farms School, other than the Headmaster, has the authority to enter into any agreement for employment other than employment-at-will. Any such agreement must be in writing and signed by the Headmaster of Avon Old Farms School.

In addition, no manager or employee has the authority to make promises of employment and/or statements or representations of continued employment for a definite period of time or to in any way alter the employment-at-will relationship. Any such promises, statements or representations are not authorized by Avon Old Farms School.

This handbook contains only general information and guidelines and does not confer any contractual right, either expressed or implied, for continued employment. Nor does it guarantee employment for a fixed term. This handbook is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if an employee has any questions concerning eligibility for a particular benefit, or the applicability of a policy or practice, the employee should address specific questions to Human Resources. Resolution of any questions or interpretations or applications of the policies will be the sole prerogative of Avon Old Farms School and its administration and/or the Board of Directors.

While it is the intention of Avon Old Farms School to continue with all procedures, practices, policies and benefits described here, the school is a growing, changing organization. It reserves the right to modify any condition of employment in whatever manner is believed to be appropriate based on changes in legal requirements, business conditions, market factors, or other relevant circumstances.

Finally, some of the subjects described here (for example, insurance policies) are covered in detail in official policy documents. Employees should refer to such documents for specific information, since this handbook only briefly summarizes those benefits. Please note that the terms of such documents as the written insurance policies supersede this manual.

## **14. Equal Employment Opportunity Policy**

Avon Old Farms School abides by all applicable state, federal and local laws pertaining to equal employment opportunities. Therefore, it is the school's policy that it will not, except in the case of a bona fide occupational qualification or need or except as otherwise permitted or required by law, discriminate on the basis of race, color, religious creed, age, sex, marital status, sexual orientation, gender identity or expression, national origin, ancestry, present or past history of mental disorder, intellectual disability, learning or physical disability, genetic information or other protected class status under applicable law with respect to hiring, compensation, promotion, discipline, discharge from employment or other terms and conditions of employment. Avon Old Farms School selects applicants for employment on the basis of such factors as experience, character, and ability to perform the required duties of the position sought.

The Equal Employment Opportunity policy applies to all employees and applicants for employment regardless of employment position or classification held or applied for. Furthermore, the school prohibits any form of retaliation or adverse employment action against any employee who exercises rights pursuant to any federal, state, or local statute pertaining to equal employment opportunities.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring them to the attention of the human resources director. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

## **15. Immigration Law Compliance**

Avon Old Farms School is committed to employing only United States citizens and aliens who are authorized to work in the United States. The school does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986 Federal law requires that every employee hired by the school after November 6, 1986, complete the Employment Eligibility Verification Form (commonly called the I-9) within three workdays of the start of work. Employees who fail to provide copies of necessary documents within the first three days will be placed on leave without pay until such documents are provided. Failure to provide such documents within two weeks will result in termination of employment.

Former employees who are re-hired must also complete the form if they have not completed an I-9 with the school within the past three years or, if their previous I-9 is no longer retained or valid.

## **16. Drug and Alcohol Abuse**

Drug and alcohol use is highly detrimental to the safety and productivity of employees in the workplace and should not occur in a school environment. No employee may be under the influence of any illegal drug, improperly used controlled substance or alcohol while on duty, or while operating a vehicle or equipment owned or leased by the school. Post-accident testing may be required.

Statement of Policy: While on the school's premises and while conducting any school-related activities off the school's premises, no employee may use, possess, manufacture, distribute, sell, or be under the influence of any controlled substances. Furthermore, employees may not consume or be under the influence of alcohol when conducting or participating in any student-related activity. It is never appropriate for an employee to be intoxicated while involved in school related activities on or off campus.

The lawful use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform his or her job effectively and in a safe manner. Any employee who receives a prescription for controlled substances should be sure to consult with the prescribing physician or care-provider to be sure that they will be able to carry out all their job duties safely while taking such medication.

Any violation of this policy, including testing positive for controlled substances, shall be grounds for discipline.

## **17. Controlled Substance Testing Policy**

To support enforcement of this policy, the school reserves the right to conduct urinalysis drug testing in compliance with applicable state statutes. Such testing will apply in the same or all of the following circumstances:

1. To prospective employees for any employment with the school and/or employment as a member of the faculty who will operate any student transportation vehicle as defined under state statute.
2. Current employees whenever the school has reasonable suspicion to believe an employee is under the influence of controlled substances. For purposes of this policy and the controlled substances testing program, "reasonable suspicion" shall mean, but is not limited to, the following:
  - a) The direct observation by a representative of the school of employee use, possession, sale, or distribution of controlled substances; aberrant behavior by an employee while at work; a noticeable or substantial change in work performance; or, physical symptoms or manifestations of being under the influence of controlled substances.

- b) A reasonable suspicion conclusion must be clearly articulated and based on specific, credible information and the rational inferences that a reasonable person may draw from such information.
3. Annual testing in which all faculty members participate in support of their services as operators of student transportation vehicles. Testing will be conducted by a testing service the school has selected that meets the same stringent standards that are required by the U.S. Department of Transportation. For more information on this testing please see the Faculty Supplement.

## **18. Americans With Disability Act**

Avon Old Farms School is committed to complying with all applicable provisions of the Americans with Disabilities Act (ADA). It is the school's policy not to discriminate against any qualified employee or applicant. Consistent with this policy of nondiscrimination, Avon Old Farms School will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made the school aware of his or her disability, as required by law.

Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact the human resources director.

### **Procedure For Requesting An Accommodation**

On receipt of an accommodation request, the Human Resources Director will meet with the employee to identify the precise limitations resulting from the disability.

Avon Old Farms School will determine the feasibility of the requested accommodation considering various factors, including, "but not limited to" the nature and cost of the accommodation; the availability of tax credits and deductions; outside funding; the school's overall financial resources and organization; and the accommodation's impact on the operation of the school, including its impact on the ability of other employees to perform their duties.

## 19. Mandatory Reporting – Child Abuse or Neglect

Private schools, like public schools, have a statutory obligation to report to the Department of Children and Families (DCF) whenever a school employee has reasonable cause to suspect or believe that a child has been abused or neglected. The scope of this obligation is contained in the mandatory reporting statutes, C.G.S. § 17a-101 et seq. Mandated reporters include any school employee, which includes teachers, substitute teachers, school administrators, school guidance counselors, psychologists, social workers, nurses, physicians, school coaches, or paraprofessionals employed by the school or working in the school. Mandated reporters also anyone who works for the school and who has regular contact with students and provides services to (or on behalf of) students enrolled at AOF.

This policy only summarizes the current requirements under the mandatory reporting statutes. Any faculty or staff member who is concerned that a student may have been abused or neglected, or has questions regarding this policy should contact the human resources director and/or dean of students with any questions. In all instances, any suspicions or concerns regarding possible abuse/neglect of a student should be shared with school administration immediately.

### What Must Be Reported

A mandated reporter must report to DCF and the school if, in the ordinary course of such person's employment, the person has reasonable cause to suspect or to believe that a child under the age of eighteen:

- a) Has been abused or neglected;
- b) Has had non-accidental physical injury, or injury which is at variance with the history given for such injury, inflicted upon him; or
- c) Is placed at imminent risk of serious harm.

The law defines "abused" and "neglected" as follows:

"Abused" means that a child:

1. Has had physical injury or injuries inflicted upon him other than by accidental means;
2. Has injuries which are at variance with the history given of them; or
3. Is in a condition which is the result of maltreatment, such as, but not limited to, malnutrition, sexual molestation or exploitation, deprivation of necessities, emotional maltreatment, or cruel punishment.

“Neglected” means that a child:

1. Has been abandoned;
2. Is being denied proper care and attention, physically, educationally, emotionally or morally;
3. Is being permitted to live under conditions, circumstances, or associations injurious to his well-being;
4. Has been abused.

### **Reporting Sexual Activity Involving Minors**

Sexual activity between students may be reportable under certain circumstances. In making decisions about whether it must be reported, the relative ages of the child and the sexual partner must be considered, along with any factors which are suggestive of abuse (i.e. presence of coercion, threat, inability to consent etc.)

DCF’s suggested criteria for reporting sexual activity involving minors, regardless of gender, is as follows:

- a) Children under 13 years of age who are engaging in sexual intercourse, have a sexually transmitted disease, are pregnant, or who are engaging in sexual activity that is developmentally inappropriate;
- b) Children of any age who are engaging in sexual activity with a member of their family, regardless of the age of the individuals;
- c) Children of any age that are in a condition that is the result of sexual molestation or exploitation; or
- d) Children of any age who are engaging in sexual activity and:
  1. the relationship is non-consensual, hostile, contains the use of force, is threatening, and one individual is being exploited, degraded, or humiliated;
  2. the child has emotional, psychological, or intellectual disabilities that may preclude him/her from consenting or understanding the consequences of consenting regardless of the child’s age; or
  3. the child is under the age of 16 years and the partner is 21-years or older.

A mandated reporter who becomes aware of consensual sexual activity between two minors older than 13 years of age and who are within two years of each other need not automatically report unless there exist other facts creating reasonable cause to believe that the child has been abused or neglected.

## **20. Workplace Harassment**

Work place harassment is a form of discrimination and can take many forms. It may be, but is not limited to, words, signs, offensive jokes, cartoons, pictures, posters, e-mail jokes or statements, electronic downloads or files, pranks, intimidation, physical assaults or contact, or violence. Harassment is not necessarily sexual in nature; it may be based on an individual's physical appearance or personal characteristics. It may also take the form of other vocal activity including derogatory statements not directed to the targeted individual but taking place within his or her hearing. It may include displaying or circulating written material such as notes, photographs, cartoons, articles of a harassing or offensive nature, and taking retaliatory action against an employee for discussing or making a harassment complaint.

### **Responsibility**

All Avon Old Farms School employees, and particularly supervisors and administrators, have a responsibility for keeping our work place free of harassment. Employees who become aware of an incident of harassment, whether by witnessing the incident or being told of it, must report it to their immediate supervisor or an administrator with whom they feel comfortable.

### **Reporting**

While the school encourages employees to communicate directly with the alleged harasser and make it clear that the harasser's behavior is unacceptable, offensive, or inappropriate, it is not required that the employee do so. It is essential, however, to notify a supervisor immediately even if it is uncertain that the offending behavior is considered harassment. Any incidents of harassment must be immediately reported to a supervisor or an administrator. Appropriate investigation and disciplinary action will be taken. All reports will be promptly investigated with due regard for the privacy of everyone involved. Any employee found to have harassed a fellow employee or subordinate is subject to severe disciplinary action up to and including termination. The school will also take any additional action necessary to appropriately remedy the situation. Retaliation of any sort will not be permitted. No adverse employment action will be taken for any employee making a good faith report of alleged harassment.

Avon Old Farms School has a no-tolerance harassment policy, and therefore accepts no liability for harassment of one employee by another employee or harassment by an employee of any member of the Avon community. The individual who makes unwelcome advances, threatens or in any way harasses another employee is personally liable for such actions and the consequences.

## 21. Sexual Harassment

Sexual harassment as well as gender-based discrimination is illegal and contrary to the policy of the school. The school strives to foster a work environment free of sexual harassment, gender-based discrimination, intimidation, and insult. Verbal or physical conduct by a supervisor or co-worker relating to an employee's gender which has the effect of creating an intimidating, hostile, or offensive work environment, unreasonably interfering with the employee's work performance, or adversely affecting the employee's employment opportunities is prohibited.

While it is difficult to precisely define sexual harassment, it does include any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Although not an exhaustive list, the following are examples of the type of conduct prohibited by the policy against sexual harassment:

1. Unwelcome sexual advances from a co-worker or supervisor, such as unwanted hugging, touching, or kissing;
2. Unwelcome attention of a sexual nature, such as degrading, suggestive, or lewd remarks or noises;
3. Dirty jokes, derogatory or pornographic posters, cartoons or drawings;
4. Requests or demands for sexual favors;
5. Verbal abuse, kidding, or physical contact that is sexually oriented and considered unacceptable by the target of the abuse;
6. Inquiries into one's sexual experiences; and
7. Discussion of one's sexual activities

Any infraction of this policy by any employee should be reported immediately to one of the following persons: the employee's immediate supervisor, or, if the immediate supervisor may be the source of a problem under this policy, the human resources director or the Headmaster. The school will endeavor to keep such reports or complaints confidential, sharing them with others only on a need-to-know basis, to enable the investigation and resolution of the report or complaint. All reports or complaints of suspected sexual harassment will be investigated following the Investigation into Workplace Conduct Policy. If the investigation discloses that an individual has committed an act of discrimination, that individual will be subject to appropriate disciplinary action, up to and including termination.

Retaliation against any employee for reporting sexual harassment is prohibited under this policy and illegal under state and federal law. Violations of this policy will not be permitted and may result in discipline up to and including discharge from employment. Individuals who engage in acts of sexual harassment may also be subject to civil and criminal penalties.

## **22. Violence in the Workplace**

Avon Old Farms School is committed to preventing workplace violence and to maintaining a safe work environment. All employees, students and visitors should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the campus. Conduct that threatens, intimidates, or coerces another employee, a student, or visitor will not be tolerated. In addition, any form of physical contact that threatens or intimidates any employee, student or visitor will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age or any characteristic protected by applicable federal, state or local law. All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to an immediate supervisor or the human resources director. This includes threats by employees, as well as threats by students, vendors, solicitors or other members of the public. Reports of threats of violence should be as specific and detailed as possible. All suspicious individuals or activities should also be reported to an immediate supervisor as soon as possible.

Avon Old Farms School will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the reporting individual will be protected as much as is practical in light of the need to investigate. In order to maintain workplace safety and the integrity of its investigation, the school may suspend employees pending investigation. Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

The school encourages all employees to bring their disputes or differences with other employees to the attention of their supervisor or the human resources director before the situation escalates into potential violence. The school is eager to assist in the resolution of employee disputes.

### **23. Whistleblower Protection**

Both Avon Old Farms School's Board of Directors ("the Board") and its administration do not condone actions that are detrimental to the school's resources, facilities, community members, or image. It is not possible for the administration of the school to be at all places at all times, and therefore they may be unaware of detrimental behavior/actions. The Board has created the following policy so community members may effectively report suspicious or malicious behavior by a school representative without fear of personal or professional retaliation.

Any school employee, director, student, applicant, or third party vendor must report in good faith suspected illegal or malicious activity to any senior administrator, Board Member, or human resources director. Board members' contact information can be obtained through the Business Office or Headmaster's Office. The reporting party will not be subject to any retaliatory action by the school or any of its members for any good faith report.

A good faith report is described as "a report based on a conclusion that suspicious, malicious, or illegal activity has occurred and that given the circumstances any reasonable individual could reach similar conclusion."

All good faith reports should contain the following, at a minimum:

1. A clear allegation with as much specific information as possible, such as dates, locations, and any other pertinent information, written or verbal
2. The name(s) of the person filing the complaint. Because the school will protect the accuser, the policy does not allow for "anonymous" reports. The reporter's confidentiality will be maintained to the extent possible within the limitations of law and the need to conduct a competent investigation

The Board realizes that intentional filing of a false report can have a serious effect on innocent community members. Just as the Board promises not to retaliate against any members who make good faith reports, it will not tolerate any reports made in "bad faith." If, after investigation, it is determined that a false report was filed, the accuser will be subject to the appropriate discipline.

## **24. Confidentiality Student Information**

All employees of Avon Old Farms School are required to respect and maintain the confidentiality of all information including, but not limited to, school records, documents, reports, files, correspondence and communications, to which the employee has access in carrying out responsibilities and duties both during and after employment with Avon Old Farms School.

With the exception of student work removed for the purpose of grading, none of the aforementioned may be copied or removed from the premises of the school. All employees are expected to show the highest regard for the privacy of each student and the school and will strictly observe the confidentiality of records and other information associated with students and the school.

Confidentiality is essential to building a sound relationship with students; it is also a legal and ethical matter of the utmost importance. All personnel will be careful to discuss confidential information only when necessary and appropriate in the context of school operations. Care should be taken to prevent confidential discussions from being overheard by other students, parents, or staff members who are not involved (i.e. discussing problems in the hall or reception area). Furthermore, it is essential that prior to having conversations with service providers, including psychologists, testers and other educational professionals, parents or guardians sign permission slips authorizing such discussion. Calls, letters or other forms of communication from legal counsel should be directed to the Headmaster.

## **25. HIPPA Statement**

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) and its implementing regulations restrict the school's ability to use and disclose protected health information (PHI) in terms of such information created or received by Student Health Services and Employee Benefit Plans.

An extended definition of Protected Health Information and information regarding the updated regulations of HIPAA are on file in the Human Resources Office.

## **26. Discipline**

The school recognizes that most employees take responsibility for ensuring that their own behavior complies with the school's standards. Unfortunately, it may become necessary for the school to take disciplinary action when an employee fails to meet the school's expectations for performance, attendance, conduct, or other school-related responsibilities.

The school has sole discretion to determine whether circumstances warrant disciplinary action and, if so, what type of discipline is warranted. Examples of possible disciplinary action include, but are not limited to, oral warnings, written warnings, suspension, and termination of employment. The school is not limited to the actions previously described and may apply any of those actions it deems appropriate, or any other disciplinary actions, at any time, with or without notice. Nothing in this policy alters the “at will” nature of employment.

## **27. Employee Conduct**

The orderly and efficient operation of Avon Old Farms School requires that employees maintain proper standards of personal conduct. These standards are necessary to protect Avon Old Farms School and its employees and to ensure that the school meets its commitments to the school community.

While every situation cannot be anticipated, the following section provides examples of types of impermissible conduct that may result in disciplinary action, which could include immediate termination of employment. In all instances, the school administration will determine the appropriate discipline to be imposed. Committing any of the following or similar acts is considered serious and provides grounds for disciplinary action, up to and including termination of employment

Without limiting the school’s right to discharge an employee at any time, with or without cause, the following acts of misconduct are provided as non-exclusive examples of unacceptable activity:

- Misusing, defacing, destroying, stealing, or wrongfully possessing property of the school or school employees, students, vendors, or visitors
- Gambling on school property
- Possessing weapons, firearms, or ammunition on school property
- Possessing, using, distributing, or being under the influence of illegal drugs at any time while conducting school business or while on school property, or possessing, consuming or being under the influence of alcoholic beverages while conducting school business
- Committing a criminal act in connection with job performance, or which victimizes or is abusive to a school employee, student, parent, vendor, or visitor
- Supplying false or misleading information when applying for employment or at any time during your employment
- Altering, destroying, willfully misplacing, discarding or falsifying school records

- Failing to maintain any privilege or the confidentiality of school information, including, “but not limited to”, documents, reports, records, files, correspondence, and communications
- Publicizing your relationship with the school in the furtherance of any outside business, political, or philanthropic pursuit without the express written approval of the Headmaster
- Engaging in any unethical conduct, including soliciting or accepting any gratuity, favor, gift, or entertainment from anyone who reasonably believes they might benefit from the employee’s connection to school
- Uttering, publishing, or distributing false, vicious, or malicious statements concerning the school or any of its employees, students, parents, or trustees
- Being tardy excessively, failing to report to your supervisor, being absent from work without proper permission, or falsifying time cards
- Using abusive language or engaging in disruptive or discourteous behavior that adversely affects employees, students, parents, vendors, trustees, or visitors
- Moral misconduct or any other act or omission that brings disrepute to the school
- Inappropriate conduct in front of students and or other employees of the school

This list is intended to be representative of the types of activities that may result in disciplinary action. It is not exhaustive, does not intend to be comprehensive, and does not change any employment-at-will relationship between the employee and the school.

The human resources director or appropriate designee will have primary responsibility for investigating any and all complaints relating to employee misconduct. If an investigation is warranted, the director of human resources or appropriate designee will direct the school-initiated investigation.

## **28. Conflicts of Interest**

Employees should avoid any situation that involves or may involve a conflict between their personal interest and the interest of the Avon Old Farms School and its students. As in all other facets of their duties, employees dealing with students, parents, suppliers, contractors, competitors, or any person doing or seeking to do business with the school are to act in the best interest of the school and its students.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of the school’s business dealings. For the purposes of this policy, a relative is any

person who is related by blood or marriage or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

If an employee has any influence on transactions involving purchases, contracts, or leases, it is imperative that he or she discloses to the director of human resources or the Headmaster, as soon as possible, the existence of any actual or potential conflict of interest so safeguards can be established to protect all parties.

Some examples of conflict or interest include:

- Ownership by the employee or by a member of his or her family of a significant interest in any outside enterprise that does or seeks to do business with Avon Old Farms School.
- Serving as a director, officer, partner, consultant, or in a managerial or technical capacity with an outside enterprise which is seeking to do business with the school unless the Board of Trustees has provided prior approval.
- Acting as a broker, finder, go-between, or other liaison for the benefit of a third party in transactions involving or potentially involving the school or its interests.
- Any other arrangements or circumstances, including family or other personal relationships, which might dissuade the employee from acting in the best interest of the school.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which the school does business, but also when an employee or relative receives any kickback, bribe, substantial gift (incidental gifts should not exceed \$50 per year) or special consideration as a result of any transaction or business dealings involving the school.

Faculty members must always remain aware that their role in determining students' grades or other measures of achievement means that they must avoid any appearance of impropriety or conflict of interest in the setting of a grade or other measure of achievement. Therefore, this policy and the underlying concerns it seeks to address also apply to faculty members in their grading of students and the issue of personal gain or appearance of the same.

A final area is a conflict of commitment. An employee may hold a job with another organization, volunteer or paid, as long as he or she satisfactorily performs his or her job responsibilities with the school. An employee should inform his or her supervisor if accepting outside employment. The school is the final judge in determining whether any outside employment conflicts with the school's interest or is detrimental to the employee's job performance.

If the school determines that an employee's outside work interferes with performance or the ability to meet the requirements of the school as they are modified from time to time,

the employee may be asked to terminate the outside employment if he or she wishes to continue employment with Avon Old Farms School.

Employees are not permitted to use school time and resources for purposes of working for another organization.

Any violation of this policy may lead to disciplinary action, up to and including termination. Any school employee having knowledge of any violation of the policy shall promptly report such violation to the appropriate level of management. Each manager and administrator is responsible for compliance in his or her area of responsibility. Employees with any concern about any aspect of this policy should contact the Director of Human Resources.

## **29. School Issued Equipment**

Employees are expected to exercise care in the use of school-issued equipment. Loss, damage or theft of school property should be reported immediately. Employees may be held liable for negligence in the care, protection and use of school property. Upon termination of employment, all school-issued equipment must be returned.

## **30. Safety Policy**

Each employee is expected to obey safety rules and exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards and cause hazardous or dangerous situations may be subject to disciplinary action, up to and including discharge from employment. In addition, failure to report and, when appropriate, remedy hazardous or dangerous situations may also result in disciplinary action, up to and including discharge from employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify their supervisor and the human resources director. Such reports are necessary to comply with laws and to initiate insurance and workers' compensation benefit procedures in appropriate cases.

Some of the best safety improvement ideas come from employees. Employees with ideas, concerns or suggestions for improved safety in the workplace are encouraged to raise them with their supervisor, another supervisor or manager, or bring them to the attention of the human resources office. Reports and concerns about workplace safety issues may be made on a confidential basis and without fear of reprisal.

## **Safety Policies / Procedures**

All employees are expected to follow a “common sense” approach to on-the-job safety. As part of our Workers’ Compensation insurance program, the school holds Safety Committee Meetings two or three times annually. A list of the safety committee members can be found in the business office.

### **Basic Safety Procedures**

- Close and lock windows and doors at the end of your work day.
- Be properly trained when using any type of maintenance and/or equipment.
- Seek help from your immediate supervisor when necessary.

## **31. Inclement Weather**

Avon Old Farms School maintains the policy of remaining open during the school year. While school is in session, it is especially important for the school’s operations to continue to stay open. In the event of inclement weather, all employees are expected to arrive when they can safely do so. Any hourly employee will be able to use his or her paid time off if he or she elects to stay home. If personal time is not available to the employee, then the time will be considered unpaid. All employees should contact their appropriate supervisor(s) if they expect to be late, or if they cannot make it in. Should inclement weather develop during the normal workday, the Headmaster or CFO will make the decision regarding early school closure. If the Governor of the State of Connecticut calls a state of emergency all employees will be released and paid for a normal, scheduled workday.

## **32. Personnel File**

Avon Old Farms School will maintain personnel files on each employee. Employees are responsible for keeping personnel files up to date. Keeping personnel files up to date can be important with regard to pay, deductions, benefits and other matters. If there is a change in any of the following items, or other information requires correction, please be sure to notify human resources as soon as possible.

1. Legal name
2. Home address
3. Home telephone number
4. Registration information in our emergency notification system
5. Number of dependents

6. Marital status
7. Change of beneficiary
8. Exemptions on your tax form

### **33. Employee Reference Checks**

To ensure that individuals who join the Avon Old Farms faculty or staff are well qualified and have the ability to be productive and successful, it is the school's policy to check the employment references of all applicants.

The school will respond to all reference check inquiries from other employers. Responses to such inquiries will confirm employee's name, date of employment and job classification held while employed at Avon Old Farms School.

### **34. Record Retention**

Avon Old Farms School generates many records each year. These documents include admission records, student files, employee files, payroll records, audit reports, invoices, etc.

Avon Old Farms School follows the record retention guidelines as published by the National Association of Independent Schools (NAIS). The general policy of the School is to retain for an appropriate time all documents that are needed to operate the School or required by law to be retained. Documents should be retained in accordance with the time periods listed below. These time periods apply to all documents regardless of how or where they are maintained. Each department and office is responsible for following the guidelines as well as for creating a system in which to store and catalog records.

Electronic records (e-files and emails) are also considered documents, and NAIS recommends that however long a record is "kept" in paper is how long it should be kept electronically. Electronic records should be kept on a system that has a backup process in place or a paper copy should be kept.

Each department and office is responsible for the ongoing process of identifying records which have met the required retention period. Confidential documents need to be shredded or burned, either by appropriate school personnel or an outside company that specializes in such work. Each time documents are on the docket to be destroyed, the CFO must be notified.

### **35. Smoke Free Environment**

The school is committed to the well-being of our employees and to setting a positive example for students. Employees should not smoke in any public area of the school or in school vehicles while the school is in or out of session. Employees choosing to smoke may do so only during their allotted break time, if applicable. Excessive time away from work duties for the purpose of smoking will not be tolerated and may result in disciplinary actions.

### **36. Staff Administrator's Dress Code**

A professional dress code is required while school is in session. While school is not in session, business casual attire is acceptable but must be adjusted according to the nature of the business being conducted.

Staff members in the facilities department may dress casually; however, safety and weather conditions should be kept in mind.

### **37. Information Technology – Acceptable Use**

The following policy shall apply to all students, faculty, and staff of Avon Old Farms School unless otherwise specified. The computing and network facilities at Avon Old Farms School are a vital component of the academic environment. Each person using the network must be considerate of other users. The purpose of these facilities is the support of teaching, learning and research by its authorized users.

The computer and network system of Avon Old Farms School, which from this point on will be known as AOFNet, is a local area network connecting all campus buildings through a network of fiber optic cable.

The use of AOFNet is solely for the purpose of facilitating the exchange of information to further communication, education, and research consistent with classroom instruction and the school's curriculum in accordance with the policies of Avon Old Farms School as are in effect from time to time. AOFNet is not for private, commercial business, political or religious use. The data transmitted, and files on AOFNet are the property of Avon Old Farms School.

Avon Old Farms School hereby exercises and reserves the right to monitor, supervise and limit the use of computers and the network. The administration shall ensure that each student in the school receives the policy and procedures regulating the use of computers and network, and completes and signs the Access Agreement before a student is issued a network account and allowed to use the network and computers attached to it.

The Director of Information Technology shall be responsible for maintaining and updating administrative regulations, procedures and policies pertaining to the use of computers and the network of Avon Old Farms School.

### **Overview**

Avon Old Farms School's intentions for publishing an Acceptable Use Policy are not to impose restrictions that are contrary to Avon Old Farms School's established culture of openness, trust and integrity. We are committed to protecting Avon Old Farms School's students, employees, partners and the school from illegal or damaging actions by individuals, either knowingly or unknowingly.

Internet/Intranet/Extranet-related systems, including but not limited to networking equipment, computer equipment, software, operating systems, storage media, network accounts providing electronic mail, wireless, and web browsing, are the property of Avon Old Farms School. These systems are to be used for educational purposes serving the interests of the school, and of our faculty and students in the course of teaching and learning in accordance with the policies of Avon Old Farms School as are in effect from time to time.

Effective security is a team effort involving the participation and support of every Avon Old Farms School affiliate who deals with information and/or information systems. It is the responsibility of every computer user to know these guidelines and policies, and to conduct their activities accordingly.

In an effort to ensure appropriate use of its information systems, Avon Old Farms will educate minor students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber-bullying awareness and response. Additionally, Avon Old Farms will implement a technology protection measure to block or filter Internet access to visual depictions that contain obscene material, contain child pornography, or are harmful to minors and ensure that such filtering technology is operative during computer use by minor students.

### **Purpose**

The purpose of this policy is to outline the acceptable use of the network and computer equipment at Avon Old Farms School. These rules are in place to protect the AOF community and Avon Old Farms School. Inappropriate use exposes Avon Old Farms School to risks including virus attacks, compromise of network systems and services, and legal issues.

### **Scope**

This policy applies to students, employees, contractors, consultants, temporaries, and other workers at Avon Old Farms School, including all personnel affiliated with third parties. This policy applies to all equipment that is owned or leased by Avon Old Farms School, the school's network as well as any student computer attached to AOFNet.

## Definitions

**Obscene:** means any material or performance if,

- a) Taken as a whole, it predominantly appeals to the prurient interest,
- b) It depicts or describes in a patently offensive way a prohibited sex act and
- c) Taken as a whole, does not have serious literary, artistic, political or scientific value. For the purposes of this section, "prohibited sex act" means erotic fondling, nude performance, sexual excitement, sado-masochistic abuse, masturbation or sexual intercourse.

**Child pornography:** means any visual depiction, including any photograph, film, video, picture, cartoon, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where -

- (a) The production of such visual depiction involves the use of a minor engaging in sexually explicit conduct;
- (b) Such visual depiction is, or appears to be, of a minor engaging in sexually explicit conduct;
- (c) Such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct.

**Harmful to minors:** any picture, image, graphic image file, or other visual depiction that:

- (a) Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- (b) Depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
- (c) Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

**IS:** Information Services

**Spam:** Unauthorized and/or unsolicited electronic mass mailings.

**Social Networking:** Social network is a map of the relationships between individuals, indicating the ways in which they are connected through various social familiarities ranging from casual acquaintance to close familial bonds, this includes but is not limited to online websites.

## Policy

### General Use and Ownership

1. While Avon Old Farms School's network administration desires to provide a reasonable level of privacy, users should be aware that the data they create on the school system remains the property of Avon Old Farms School. Because of the need to protect Avon Old Farms School's network, the administration cannot guarantee the confidentiality of information stored on any network device belonging to Avon Old Farms School so that the user should have no expectation of personal privacy.
2. Students and employees are responsible for exercising good judgment regarding the reasonableness of personal use. Users must not engage in activities that will interfere with services provided to all AOFNet users. (THIS INCLUDES BUT IS NOT LIMITED TO MISUSE OF EMAIL, PROPAGATING VIRUS HOAXES, "SPAMMING", ILLEGAL DOWNLOAD ACTIVITY, "COMPUTER HACKING", "NETWORK SNIFFING". THE INAPPROPRIATE USE OF BANDWIDTH (STREAMING NETFLIX, TIVO, OR CONDUCTING BUSINESS OTHER THAN AVON OLD FARMS SCHOOL BUSINESS) CAUSING INTERNET OUTAGES FOR USERS OF AOFNET IS STRICTLY PROHIBITED.)
3. For security and network maintenance purposes, authorized individuals within Avon Old Farms School may monitor equipment, systems and network traffic at any time.
4. Avon Old Farms School reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy. As part of the audit process, the School will retain the capacity to bypass any individual password of a student or other user. The system's security aspects, such as personal passwords and the message delete function for e-mail, can be bypassed for these purposes. The School's ability to audit is not restricted or neutralized by these devices. The audit process also includes, but is not limited to; oversight of Internet site access, the right to review emails sent and received, the right to track students' access to blogs, electronic bulletin boards and chat rooms, and the right to review a student's document downloading and printing.
5. All users must be aware that they should not have any expectation of personal privacy in the use of these computer systems.

### Security and Proprietary Information

1. Users should take all necessary steps to prevent unauthorized access to information stored on the Avon Old Farms School network.

2. Keep passwords secure and do not share accounts. Authorized users are responsible for the security of their passwords and accounts.
3. All student-owned laptops and workstations should be secured with a password-protected screensaver with the automatic activation feature set at 10 minutes or less, or by logging-off (control-alt-delete for WinXP and Vista users) when the computer will be unattended. A power on password will further protect your computer.
4. All computers used by the student/employee while connected to the Avon Old Farms School Internet/Intranet/Extranet, whether owned by the student/employee or Avon Old Farms School, shall be continually executing approved virus-scanning software with a current virus database. Students and employees must use extreme caution when opening e-mail or IM attachments received from unknown senders, which may contain viruses, or Trojan horse code. Best practice, if you are not expecting an attachment do not open it.

### **Unacceptable Use**

The following activities are, in general, prohibited. Users may be exempted from these restrictions during the course of their legitimate job responsibilities (e.g., systems administration staff may have a need to disable the network access of a host if that host is disrupting production services).

Under no circumstances is a student or employee of Avon Old Farms School authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing Avon Old Farms School resources.

The lists in sections 4.4 and 4.5 below are by no means exhaustive, but attempt to provide a framework for activities, which fall into the category of unacceptable use.

### **System and Network Activities**

The following activities are strictly prohibited, except as provided in section 4.3 above:

1. Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property laws or regulations, or similar laws or regulations regarding intellectual property rights, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by Avon Old Farms School.
2. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, unauthorized downloading or use of copyrighted music, or movies and the installation of any copyrighted software for which Avon Old Farms School or the end user does not have an active license is strictly prohibited.

3. Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, Network Sniffers, etc.).
4. Revealing your account password to others or allowing use of your account by others. This includes family and other household members when work is being done at home.
5. Using an Avon Old Farms School computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction.
6. Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the student or employee is not an intended recipient or logging into a server or account that the student or employee is not expressly authorized to access.
7. Executing any form of network monitoring device or software which will intercept data is strictly prohibited. Any user identified as using a device or software on the network considered harmful to the stability and security of the network will be reprimanded accordingly and could lead to the dismissal from school.
8. Circumventing user authentication or security of any computer, network or account.
9. Interfering with or denying service to any user or AOFNet.
10. Providing information about, or lists of, Avon Old Farms School employees or students to parties outside Avon Old Farms School.
11. Attaching any type of file server to AOFNet is strictly prohibited. This includes but is not limited to FTP, IRC, NAPSTER, WWW, NOVELL, WINDOWS, OR ANY TYPE OF GAMING SERVER. Any device found on AOFNet not approved by Avon Old Farms School will be promptly disconnected, and confiscated.
12. Accessing or attempting to access any material that is obscene, contains child pornography, or is harmful to minors.

### **Communications Activities**

1. Any form of harassment via email, telephone, paging, or posting of inappropriate information to the Internet (including but not limited to instant messaging and social networking sites) whether through video, pictures, language, frequency, or size of messages.
2. Use of a school email address or account other than your own.

3. Use of unsolicited email originating from within Avon Old Farms School's networks of other Internet/Intranet/Extranet service providers on behalf of, or to advertise, any service hosted by Avon Old Farms School or connected via Avon Old Farms School's network.

#### **4. Social Networking**

Posting to the web or through email of inappropriate information (personal contact information, or school name or address), derogatory comments about other people or about the school, or inappropriate artwork, photographs or unauthorized video of the school or school personnel is not allowed. The appropriateness of said postings shall be determined by the Administration of Avon Old Farms School.

#### **Property Rights**

Avon Old Farms School (the "School") has and hereby reserves the right to specify who uses its equipment and the information contained therein, under what circumstances, and to what purpose. Equipment purchased by the School belongs to the School and neither students nor employees in the school have ownership rights to any equipment issued or loaned to them by the School. The School reserves the right to move or reassign equipment as needed. The use of School equipment and software for private or personal business is strictly prohibited.

#### **Enforcement**

Any user found to have violated this policy, applicable state or federal laws and regulations, or posted classroom or system rules is subject to loss of computer and network privileges and other disciplinary action including disciplinary committee (students), termination (employee), and criminal prosecution.

#### **Revision History**

Revised 6/01/2004	Debra Case Director of Technology
Revised 6/01/2005	Debra Case Director of Technology
Revised 6/01/2006	Debra Case Director of Technology
Revised 6/01/2007	Debra Case Director of Technology
Revised 6/01/2008	Debra Case Director of Technology
Revised 6/01/2009	Debra Case Director of Technology
Revised 8/01/2010	Debra Case Director of Technology

*Avon Old Farms School (the "School") makes no guarantee that the functions or the services provided by or through AOFNet will be error free or without defect. The School will not be responsible for any damage users may suffer including, but not limited to, loss of data or interruptions of service. The School is not responsible for the accuracy or quality of the information obtained through or stored on AOFNet. The School will not be responsible for financial obligations arising from unauthorized use of AOFNet.*

Users understand and acknowledge that their use of computers and network resources of the AOF Net system can be visually and electronically monitored and/or logged at any given time. Such evidence could be used to detect violations of the Acceptable Use Policy.

### **38. Facebook Policy**

The school recognizes how social media has become a large part of our employee's lives and everyday use. Employees should always consider how their use of Facebook and other social media may reflect on the school and them personally and professionally. Specifically, employees should not "friend" current students recognizing the complexity and risk that this may create.

## **LEAVE POLICIES**

### **39. Family Medical Leave Act (FMLA)**

Under this policy, Avon Old Farms School will grant up to 12 weeks (or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness) during a 12-month period to eligible employees. The leave may be paid, unpaid or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this policy.

#### **Eligibility**

To qualify to take family or medical leave under this policy, the employee must meet all of the following conditions:

- 1) The employee must have worked for the school for 12 months in the aggregate within a seven year look-back period. Certain exceptions may be made to the seven year period for breaks in service due to National Guard or Military Reserve service obligations. An employee will be considered employed for a full week even if the employee is on the School's payroll for only part of a week or if the employee is on leave during the week.

2) The employee must have worked at least 1,250 actual hours worked during the 12-month period immediately before the date when the leave is requested to commence. No time away from work, whether paid or unpaid will count towards the 1,250 eligibility threshold.

### **Type of Leave Covered**

To qualify as FMLA leave under this policy, the employee must be taking leave for one of the reasons listed below:

- 1) The birth of a child and to care for the newborn.
- 2) The placement of a child for adoption or foster care and to care for the newly placed child.
- 3) To care for a spouse, child or parent with a serious health condition.
- 4) A serious health condition that makes the employee unable to perform the essential functions of his or her job

Please speak with the human resources office if you have questions about what constitutes a “serious health condition” for FMLA purposes, as there are certain technical aspects of the definition that can affect your eligibility, such as the number of times you are treated by a health care provider. Generally, such conditions involve inpatient care and/or a continuing course of treatment by a health care provider, chronic conditions, and incapacity due to the employee’s pregnancy, prenatal medical or childbirth.

- 5) Qualifying exigency leave for families of members of the National Guard and Reserves when the covered military member is on active duty or called to active duty in support of a contingency operation.

An employee whose spouse, son, daughter or parent either has been notified of an impending call or order to active military duty or who is already on active duty may take up to 12 weeks of leave for reasons related to or affected by the family member’s call-up or service. The qualifying exigency must be one of the following:

- 1) short-notice deployment
- 2) military events and activities
- 3) child care and school activities
- 4) financial and legal arrangements
- 5) counseling
- 6) rest and recuperation

7) post-deployment activities

8) additional activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave.

The leave may commence as soon as the individual receives the call-up notice. (Son or daughter for this type of FMLA leave is defined the same as for child for other types of FMLA leave except that the person does not have to be a minor.) This type of leave would be counted toward the employee's 12-week maximum of FMLA leave in a 12-month period.

6) Military caregiver leave (also known as covered service member leave) to care for an ill or injured service member.

This leave may extend to up to 26 weeks in a single 12-month period for an employee to care for a spouse, son, daughter, parent or next of kin covered service member with a serious illness or injury incurred in the line of duty on active duty. Next of kin is defined as the closest blood relative of the injured or recovering service member.

### **Amount of Leave**

An eligible employee can take up to 12 weeks for the FMLA circumstances (1) through (5) above under this policy during any 12-month period. The school will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, the school will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount the employee is entitled to take at that time.

An eligible employee can take up to 26 weeks for the FMLA circumstance (6) above (military caregiver leave) during a single 12-month period. For this military caregiver leave, the school will measure the 12-month period as a rolling 12-month period measured forward. FMLA leave already taken for other FMLA circumstances will be deducted from the total of 26 weeks available.

If a husband and wife both work for the school and each wishes to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent "in-law") with a serious health condition, the husband and wife may only take a combined total of 12 weeks of leave. If a husband and wife both work for the school and each wishes to take leave to care for a covered injured or ill service member, the husband and wife may only take a combined total of 26 weeks of leave.

### **Leave Taken by Instructional Employees Near the End of an Academic Term**

If a leave taken by a member of the teaching faculty for any reason begins more than five weeks before the end of an academic term, the school may require that employee to continue the leave until the end of the term if the leave will last at least three weeks and the employee would return to work during the three-week period before the end of the term.

If the employee begins a leave during the five-week period preceding the end of an academic term for a reason other than the employee's own serious health condition, the school may require the employee to continue taking leave until the end of the term if the leave will last more than two weeks, and the employee would return to work during the two-week period before the end of the term.

If the employee begins a leave during the three-week period preceding the end of an academic term for a reason other than the employee's own serious health condition, the school may require the employee to continue taking leave until the end of the term if the leave will last more than five working days.

### **Employee Status and Benefits During Leave**

While an employee is on leave, the school will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work.

If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's family member or a circumstance beyond the employee's control, the school will require the employee to reimburse the school the amount it paid for the employee's health insurance premium during the leave period.

Under current school policy, the employee pays a portion of the health care premium. While on paid leave, the employer will continue to make payroll deductions to collect the employee's share of the premium. While on unpaid leave, the employee must continue to make this payment, either in person or by mail. The payment must be received in the Business office by the 1st day of each month. If the payment is more than 30 days late, the employee's health care coverage may be dropped for the duration of the leave. The school will provide 15 days' notification prior to the employee's loss of coverage.

If the employee contributes to a life insurance or disability plan, the employer will continue making payroll deductions while the employee is on paid leave. While the employee is on unpaid leave, the employee may request continuation of such benefits and pay his or her portion of the premiums, or the employer may elect to maintain such benefits during the leave and pay the employee's share of the premium payments. If the employee does not continue these payments, the employer may discontinue coverage during the leave. If the employer maintains coverage, the employer may recover the costs incurred for paying the employee's share of any premiums, whether or not the employee returns to work.

### **Employee Status After Leave**

An employee who takes leave under this policy may be asked to provide a fitness for duty (FFD) clearance from the health care provider. This requirement will be included in the employer's response to the FMLA request. Generally, an employee who takes FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. The position will be the same or one which is virtually identical in terms of pay, benefits and working conditions. The school may choose to exempt certain key employees from this requirement and not return them to the same or similar position.

### **Use of Paid and Unpaid Leave**

An employee who is taking FMLA leave because of the employee's own serious health condition or the serious health condition of a family member may use all earned but unused paid vacation or sick leave prior to being eligible for unpaid leave. Sick leave may be run concurrently with FMLA leave if the reason for the FMLA leave is covered by the established sick leave policy.

Disability leave for the birth of the child and for an employee's serious health condition, including workers' compensation leave (to the extent that it qualifies), will be designated as FMLA leave and will run concurrently with FMLA. For example, if an employer provides six weeks of pregnancy disability leave, the six weeks will be designated as FMLA leave and counted toward the employee's 12-week entitlement. The employee may then be required to substitute accrued (or earned) paid leave as appropriate before being eligible for unpaid leave for what remains of the 12-week entitlement. An employee who is taking leave for the adoption or foster care of a child may use all earned but unused paid vacation or sick leave prior to being eligible for unpaid leave.

### **Intermittent Leave or a Reduced Work Schedule**

The employee may take FMLA leave in 12 consecutive weeks, may use the leave intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill service member over a 12-month period).

The school may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule, in instances of when leave for the employee or employee's family member is foreseeable and for planned medical treatment, including recovery from a serious health condition or to care for a child after birth, or placement for adoption or foster care.

For the birth, adoption or foster care of a child, the school and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced hour schedule. Leave for birth, adoption or foster care of a child must be taken within one year of the birth or placement of the child.

If the employee is taking leave for a serious health condition or because of the serious health condition of a family member, the employee should try to reach agreement with the school before taking intermittent leave or working a reduced hour schedule. If this is not possible, then the employee must prove that the use of the leave is medically necessary.

### **Certification for the Employee's Serious Health Condition**

The school will require certification for the employee's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification will be provided using the DOL Certification of Health Care Provider for Employee's Serious Health Condition (<http://www.dol.gov/esa/whd/forms/WH-380-E.pdf>).

The school may directly contact the employee's health care provider for verification or clarification purposes using a health care professional, an HR professional or management official. The school will not use the employee's direct supervisor for this contact. Before the school makes this direct contact with the health care provider, the employee will be given an opportunity to resolve any deficiencies in the medical certification. In compliance with HIPAA Medical Privacy Rules, the school will obtain the employee's permission for clarification of individually identifiable health information.

The school has the right to ask for a second opinion if it has reason to doubt the certification. The school will pay for the employee to get a certification from a second doctor, which the school will select. The school may deny FMLA leave to an employee who refuses to release relevant medical records to the health care provider designated to provide a second or third opinion. If necessary to resolve a conflict between the original certification and the second opinion, the school will require the opinion of a third doctor. The school and the employee will mutually select the third doctor, and the school will pay for the opinion. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.

### **Certification for the Family Member's Serious Health Condition**

The school will require certification for the family member's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification will be provided using the DOL Certification of Health Care Provider for Family Member's Serious Health Condition (<http://www.dol.gov/esa/whd/forms/WH-380-F.pdf>).

The school may directly contact the employee's family member's health care provider for verification or clarification purposes using a health care professional, an HR professional, or management official. The school will not use the employee's direct supervisor for this contact. Before the school makes this direct contact with the health care provider, the employee will be given an opportunity to resolve any deficiencies in the medical certification. In compliance with HIPAA Medical Privacy Rules, the school will obtain the employee's family member's permission for clarification of individually identifiable health information.

The school has the right to ask for a second opinion if it has reason to doubt the certification. The school will pay for the employee's family member to get a certification from a second doctor, which the school will select. The school may deny FMLA leave to an employee whose family member refuses to release relevant medical records to the health care provider designated to provide a second or third opinion. If necessary to resolve a conflict between the original certification and the second opinion, the school will require the opinion of a third doctor. The school and the employee will mutually select the third doctor, and the school will pay for the opinion. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.

#### **Certification of Qualifying Exigency for Military Family Leave**

The school will require certification of the qualifying exigency for military family leave. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification of Qualifying Exigency for Military Family Leave (<http://www.dol.gov/esa/whd/forms/WH-384.pdf>).

#### **Certification for Serious Injury or Illness of Covered Service member for Military Family Leave**

The school will require certification for the serious injury or illness of the covered service member. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification for Serious Injury or Illness of Covered Service member (<http://www.dol.gov/esa/whd/forms/WH-385.pdf>).

#### **Recertification**

The school may request recertification for the serious health condition of the employee or the employee's family member no more frequently than every 30 days and only when circumstances have changed significantly, or if the employee receives information casting doubt on the reason given for the absence, or if the employee seeks an extension of his or her leave. Otherwise, the school may request recertification for the serious health condition of the employee or the employee's family member every six months in

connection with an FMLA absence. The school may provide the employee's health care provider with the employee's attendance records and ask whether need for leave is consistent with the employee's serious health condition.

### **Procedure for Requesting FMLA Leave**

All employees requesting FMLA leave must provide verbal or written notice of the need for the leave to the human resources director. Within five business days after the employee has provided this notice, the human resources director will complete and provide the employee with the DOL Notice of Eligibility and Rights (<http://www.dol.gov/esa/whd/fmla/finalrule/WH381.pdf>).

When the need for the leave is foreseeable, the employee must provide the employer with at least 30 days' notice. When an employee becomes aware of a need for FMLA leave less than 30 days in advance, the employee must provide notice of the need for the leave either the same day or the next business day. When the need for FMLA leave is not foreseeable, the employee must comply with the school's usual and customary notice and procedural requirements for requesting leave, absent unusual circumstances.

### **Designation of FMLA Leave**

Within five business days after the employee has submitted the appropriate certification form, the human resources director will complete and provide the employee with a written response to the employee's request for FMLA leave using the DOL Designation Notice (<http://www.dol.gov/esa/whd/forms/WH-382.pdf>).

### **Intent to Return to Work From FMLA Leave**

On a basis that does not discriminate against employees on FMLA leave, the school may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

## **40. Leave of Absence**

Avon Old Farms School will consider requests for leave without pay for personal reasons other than those covered by Family and Medical Leave situations. Subject to the approval of the Headmaster, leave without pay is available for an employee whose personal situation requires that he or she must leave work for an extended period of time but whose intention is to return to work. Employees on leave without pay are not eligible for benefits and will not continue to accrue vacation and other leave during their absence.

If possible, an employee returning from a leave without pay will be reinstated to the same job or to an equivalent position with equivalent pay, benefits, and other employment terms and conditions as when he or she took leave. A leave of absence without pay must be approved in advance. Approval depends upon organizational needs and priorities

## **41. Bereavement**

Avon Old Farms School will provide bereavement pay for up to three days of regularly scheduled work in the five days following the death. Leave may be taken if services are delayed.

This benefit covers death in the employee's immediate family as follows: parents, spouse, grandparents, civil union partner, children, siblings, mother-in-law, father-in-law, son-in-law, daughter-in-law and grandchildren.

Employees may request the use of PTO for the purpose of attending funeral services for friends or family members not covered by this policy.

## **42. Jury Duty**

Regular full-time employees will be paid their regular wages for the first five days of jury duty, less any amounts received by the court as court-provided compensation. Faculty members are asked to reschedule their jury duty summons to a summer month due to the importance of class attendance during the school year.

Employees must show the jury duty summons to their immediate supervisor as soon as possible so that the supervisor may make accommodations in their absence. Additionally, a copy of the notice to serve should be handed in and will be attached to the employee's attendance record for attendance purposes. An employee on jury duty is expected to report for work whenever the court schedule permits.

Employees will reimburse Avon Old Farms School for any fees received while on jury duty, except for travel and other out-of-pocket expenses incurred. Employees who are parties to a lawsuit will not be paid, unless they are appearing on behalf of Avon Old Farms School, but may elect to use PTO time. In the case of an employee who receives hourly rates, he or she will be paid a maximum weekly wage based on the average of the previous six months' work.

## **43. Military Leave**

A leave of absence for U.S. Military Service will be granted in accordance with applicable law. Employees ordered to military service will be required to present a copy of their orders to their immediate supervisor as soon as the orders are received, so that the appropriate leave of absence can be processed and adequate coverage of work requirements can be planned.

#### **44. Workers Compensation Benefits**

Avon Old Farms School is covered under statutory state Workers' Compensation Laws. This program covers any injury or illness sustained in the course of employment that requires medical, surgical or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period.

Employees who are injured on the job must report the injury to their supervisor and human resources immediately, no matter how slight, and all reports should be filed within eight hours of the onset of the illness or injury. The coverage can be denied if the injury or illness is not reported within a reasonable time after the occurrence. Eligibility for benefits is automatic and is effective on the first date of hire. The human resources director will explain claims procedures in detail and assist in obtaining information on the status of a workers' compensation claim.

Any time under the FMLA to which an employee may be entitled may run concurrently with time-off granted under this policy.

### **PAY & BENEFITS**

#### **45. Payday and Pay Period**

The Avon Old Farms School pay period is bi-weekly for non-exempt (Staff) employees. In the event that a regularly scheduled payday falls on a day off, such as a holiday, employees will receive pay on the last day of work before the regularly scheduled payday. Staff employees are paid bi-weekly on Thursdays. Each paycheck will include earnings for all work performed through the end of the previous payroll period. Advances in pay are not permitted.

Exempt (Administrators & Faculty) are paid monthly. Employees will receive their paychecks on the 25th of every month. If the 25th falls on a weekend or a holiday employees will be paid on the workday preceding the 25th.

Employees are paid through direct deposit into their bank accounts; it is required that an authorization form be filled out. The form is located in the human resources office.

#### **46. Safe Harbor**

It is our policy and practice to accurately compensate employees and to do so in compliance with all applicable state and federal laws. To ensure that you are paid properly for all time worked and that no improper deductions are made, you must record correctly all work time and review your paychecks promptly to identify and to report all errors. You also must not engage in off-the-clock or unrecorded work.

## **Review Your Pay Stub**

We make every effort to ensure our employees are paid correctly. Occasionally, however, inadvertent mistakes can happen. When mistakes do happen and are called to our attention, we promptly will make any correction that is necessary. Please review your pay stub when you receive it to make sure it is correct. If you believe a mistake has occurred or if you have any question, please use the reporting procedure outlined below.

## **Non-exempt Employees**

If you are eligible for overtime pay or extra pay (including pay due under our handbook or a collective bargaining agreement), you must maintain a record of the total hours you work each day. These hours must be accurately recorded on a time card that will be provided to you. Each employee must sign his or her time card to verify that the reported hours worked are complete and accurate (and that there is no unrecorded or “off-the-clock” work). Your time card must accurately reflect all regular and overtime hours worked, any absences, early or late arrivals, early or late departures and meal breaks. At the end of each week, you should submit your completed time card for verification and approval. When you receive each pay check, please verify immediately that you were paid correctly for all regular and overtime hours worked each workweek.

## **Exempt Employees**

If you are classified as an exempt salaried employee, you will receive a salary which is intended to compensate you for all hours that you may work for the Company. This salary will be established at the time of hire or when you become classified as an exempt employee. While it may be subject to review and modification from time to time, such as during salary review times, the salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work you perform.

## **47. Overtime**

A non-exempt employee who works more than 40 hours per week will be paid for the additional time worked at one and one-half times his or her normal hourly rate. This overtime rate applies only to hours which are in excess of 40 hours of actual hours worked in a work week. PTO time taken in the work week will not count towards the calculation of overtime. The only time PTO time will count towards the calculation of overtime is when the employee has been called into work for an emergency (on-call emergency) during a week that they also used PTO. For normal scheduled work weeks the only hours counted towards the calculation of overtime is “actual hours worked” and holiday time. Our work week is considered Sunday through Saturday. An employee who is regularly scheduled for less than 40 hours per week would be paid at straight time up to 40 hours, and time and one-half for hours worked over 40 hours. All overtime has to be approved in advance by the employee’s supervisor and CFO.

## **48. Pay Deductions & Contributions**

The law requires that the school make certain deductions from every employee's compensation. Among these are applicable federal, state and local income taxes. The school must also deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base."

Employee contributions for pension (403b), Health Savings Account (HSA), Voluntary Life Insurance, Medical, Dental, FSA , Dependent Care will be made in accordance with the employee's pay cycle. Contributions for staff employees are made 24 times per year and 12 for Faculty and Administrators.

## **49. Pay Correction Procedure**

Every precaution is taken to ensure that employees are paid correctly, and are paid promptly on the scheduled payday. Furthermore, it is our policy to comply with the salary basis requirements of state and federal wage and hour laws. As a general matter, employees should always feel free to check with the human resources or the payroll coordinator about any questions concerning deductions made from paychecks or how the deductions were calculated.

If an employee believes there is an error in his or her pay, in particular any improper deduction, he or she should notify payroll or the human resources director promptly. Every effort will be taken to adjust an actual error promptly, including reimbursement for an improper deduction.

## **50. Staff Timekeeping**

Accurately recording time worked is the responsibility of every employee. Federal and state laws require Avon Old Farms School to keep an accurate record of time worked in order to calculate employee pay and benefits. Non-exempt (hourly) employees will be required to either punch in on a time clock or report their arrival and departure on a bi-weekly time sheet. Altering, falsifying, or tampering with any time records may result in disciplinary action, up to and including termination of employment. If corrections or modifications are made to the time sheet, the supervisor must verify the accuracy of the changes by initialing the time record.

All non-exempt employees who are required to adhere to a time clock must punch in and out at the beginning and end of each work shift, breaks and lunch period.

Employees must punch in no earlier than seven minutes before the start of their scheduled work day and must punch out no later than seven minutes after the end of their scheduled work day. All variations must have prior written approval by the director of facilities. Employees must sign all time cards.

## **51. Staff & Administrator Attendance**

Accomplishing our mission to provide the best educational experience to the students requires that all employees perform their jobs in an efficient and timely manner. Satisfactory attendance and punctuality is necessary for the efficient operation of the school. To ensure that commitments to students and to colleagues are met, the school requires all employees to be present during their normally scheduled hours, unless they absent due to school business or approved leave.

If an employee must be absent or late to work, he or she must notify his or her immediate supervisor.

Absence for any reason other than illness or an emergency situation should always have the prior approval of the supervisor. Failure to provide appropriate notice of an absence may result in disciplinary action up to and including termination of employment.

Repeated, excessive, or unreported failures to arrive at work on time will result in discipline, up to and including termination of employment.

## **EMPLOYEE BENEFITS**

In order to attract and retain high quality employees, Avon Old Farms School offers a benefit package. Benefits eligibility is dependent upon a variety of factors, including employee classification. The school has established a variety of employee benefit programs designed to assist you and your eligible dependents.

This portion of the staff supplement contains a very general description of the benefits to which employees of Avon Old Farms School may be entitled. This general explanation is not intended to, and does not, provide all the details of these benefits. Therefore, this handbook does not change or otherwise interpret the terms of the official plan documents. Employee rights can be determined only by referring to the full text of the official plan documents, which are available from the human resources director. To the extent that any of the information contained in this handbook is inconsistent with the official plan documents, the provisions of the official documents will govern in all cases.

## 52. Holidays

Each regular full-time staff member is currently entitled to eleven\* paid holidays each calendar year only when the holidays are observed on his or her scheduled work day: These holidays will typically include the following; however, a schedule for the year will be distributed with the most updated information:

*Memorial Day	Independence Day
Labor Day	Day Before Thanksgiving
Thanksgiving	Day After Thanksgiving
Christmas Eve	Christmas Day
New Year's Eve	New Year's Day
1 Floating Day	

\* Students will be on campus and the designated holiday may need to be taken at a different time with the employee's direct supervisor's approval.

Some employees may be expected to work on certain holidays as part of their jobs. If an employee is required to work a holiday at the request of the school, the employee will be credited those hours worked to be taken at a future date to be determined by the employee and supervisor. For example; if an employee works 4 hours of an 8 hour holiday they would be paid for 4 hours of work and 4 hours holiday and would be given the remaining 4 hours of holiday to be taken off at a future date within the fiscal year. If an employee is called in for an emergency on a regularly scheduled holiday (not Memorial day or a designated floater holiday) and they had PTO time during that week the PTO will count towards the calculation of overtime. Employees are required to work the day before and after the holiday in order to receive holiday pay unless absence has been approved. Holiday pay must be taken during the fiscal year it is granted and cannot be rolled over.

No extra holiday pay will be given to those on Paid Leaves or Unpaid Leaves of Absence.

## 53. Staff Paid Time Off (PTO)

As of July 1, 2013, the following Paid Time Off (PTO) benefit will be available. Both vacation and sick time are now included in the total PTO determination.

The year runs from July 1 to June 30. Generally, employees are expected to take paid time off (PTO) when school is not in session, but PTO at other periods may be scheduled at the discretion of the school in order to provide appropriate coverage during the school year.

During the early part of the school year, each eligible employee will complete a PTO request sheet and a schedule will be published. In the event of multiple requests, seniority will be taken into consideration; however, the supervisor will determine the most equitable allocation of vacation time.

During the first year of employment, PTO will be prorated based on the individual date of hire. Each employee will earn one day for every two months worked. They will be eligible to take the vacation time after the probationary period (90 days) has been completed. An employee must work a total of three weeks in a month to earn credit for that month.

Each July, the allotment will be determined by the hire date. An employee who terminates employment with the school and has already taken more time off than was earned will have the unearned time deducted from the last paycheck.

Upon termination from the school only earned but unused PTO will be paid out. Paid Time Off is earned according to the schedule set out below.

Less than one year: Pro-rated – Employees eligible to take after completion of probationary period.

1-4 Years 18 days

5-9 Years 23 days

10-19 Years 28 days

20+ Years 33 days

When reaching a year in which the PTO time increases the additional time will be available on the employee's actual hire/service date and will be pro-rated based on the employees hire date.

- Time is calculated based on an employee's normally worked schedule. For example, if an employee works 7 hours per day he or she will receive ten days in the first year or 70 hours for vacation. If an employee does not work a full year due to extended absence the PTO time will be pro-rated.

#### **54. Part Time Paid Sick Time**

In accordance with Connecticut State Law Part Time Employees are eligible for paid sick time. Part Time employees who work more than 10 hours a week will earn 1 hour for every 40 hours they work. Earned paid time off cannot exceed 40hours. Unused time may be carried over. Employees must work at least 680 hours before taking their paid sick time.

For example, an employee who works 20 hours for 34 weeks. ( $816/40 = 20.4$  hours earned paid sick time).

## 55. Flex Time

Avon Old Farms School endorses the concept and use of flexible scheduling of employee work hours (flextime) to promote employee morale, provide opportunities for employees to conduct personal business without taking either paid or unpaid time off, maximize employee productivity and minimize tardiness/short term absences, and allow employee participation in family and community activities. The use of flextime cannot prevent or interfere with the accomplishment of the mission, goals and tasks of the school, nor can flextime cause a reduction in the levels of service presently being provided. The school will be open to alternative and creative approaches to the scheduling and accomplishment of work, while employees must fulfill their commitments in a trustworthy and productive manner.

With a flextime schedule, non-exempt employees are still subject to all requirements of the Fair Labor Standards Act. Employees who are exempt from FLSA are expected to work whatever number of hours is required in order to accomplish their duties.. The Department of Labor requires that any employee working over seven and a half hours in a day be provided a lunch break; therefore, skipping this break is not permissible.

Because work within departments varies, not every employee in each area will be able to work similar flextime schedules. All flextime schedules must be approved by the employee's supervisor and the director of human resources. Flextime is a privilege and not a right, and if abused, flextime can be taken away at the discretion of the supervisor. Once an employee is approved for a particular schedule, he or she is expected to work that scheduled time in a consistent manner. Any changes in schedule must be approved first.

## 56. Staff Tuition Remission

Tuition remission for the son of any full-time staff member is available based on the years of service completed by the employee. This benefit allows for a percentage of day tuition to be remitted based on years of employment with the school. The schedule for percentages is set forth as follows: Service will be calculated as of July 1.

Under 1 year of service	0%
1 year of completed service	20% of day student tuition

- 2 years of completed service 40% of day student tuition
- 3 years of completed service 60% of day student tuition
- 4 years of completed service 80% of day student tuition
- 5 years of completed service 100% of day student tuition

In order to be eligible for this benefit, the child must apply for admission to the school. He will be evaluated based on criteria determined by the admissions Office. If accepted, the tuition remission rate is based on the day student tuition. Staff members will be responsible for all fees and incidentals above this rate. Part time faculty members are not eligible for partial or full remission. Any employee hired before January 1, 2009 will be grandfathered under the old tuition remission policy. No proration for part time employment will occur. This tuition remission policy is subject to change at any time and is subject to availability based on the budget authorized by the Board of Directors.

### **57. Staff Tuition Assistance for Daughters**

Avon Old Farms provides tuition assistance to faculty, administrators and staff daughters who are seeking admissions at a Founder's League School. Families seeking such assistance are required to apply for financial aid at each of the schools they are considering. If their daughter is admitted to a school, AOF will provide tuition assistance equal to the difference between the cost of the day student tuition at the school and any financial aid awarded to the student. The family is responsible for any costs or fees in addition to the tuition. In accordance with IRS regulations this benefit will be considered taxable income to the employee.

An employee who resigns or is terminated during the school year will be expected to reimburse the school for the pro-rated portion of the Day Student Tuition based on their resignation or termination date.

To be entitled to the full amount of this benefit staff must have completed 5 years of service. If there is less than 5 years of service the same service schedule (see above) used in Tuition Remission will be followed. Service will be calculated as of July 1.

This benefit is subject to change at any time and is subject to availability based on the budget authorized by the Board of Directors.

### **58. Health & Welfare Benefits (Medical, Dental, Life, STD, LTD, Pension, COBRA)**

The information below is only an outline. Each year a detailed Employee Benefit Overview will be provided on health and welfare benefits and appropriate summary plan documents

will be available. The plan year is from July 1 – June 30th and Open Enrollment begins in May. Coverage is effective on the 61st day of employment for full-time staff employees.

### **Medical & Prescription**

The coverage is a High Deductible Health Plan (HDHP). The school contributes a portion of the deductible to an employee's Health Savings Account (HAS) account through direct deposit.

### **Dental**

Employees will have the option between two plans.

### **Group Life & AD&D -**

Full time employees will receive both life and accidental death and dismemberment coverage paid for by the school. In addition to the School-provided life insurance, staff members are eligible to buy additional life insurance at group rates. This program is optional and the School does not contribute to the plan. If you should leave the School, the coverage is portable.

### **Long Term Disability**

Long-term disability (LTD) is provided and paid for by the school. LTD applies for extended illnesses lasting greater than 180 days.

### **Short Term Disability**

The school provides Short Term Disability (STD) for employees who have an extended illness that prevents them from working. The employee's physician will be required to provide appropriate documentation provided by the school. A Short Term Disability is defined as an extended illness greater than 5 days and less than 180 days (LTD eligibility). The school reserves the right to require a second medical opinion if necessary. Employees will be required to use sick days to cover the 5 day waiting period. During a Short Term Disability, employees will be paid in the following manner;

0-90 days = 0% pay

90 days - 3years = 50% pay

3years - 5 years = 75% pay

5years = 100% pay

The disability portion of an employee's maternity leave will be covered by Short Term Disability as well as in accordance with State and Federal FMLA guidelines.

**Flexible Savings Account (FSA)** – medical for those employees not eligible for a Health Savings Account (HSA) and dependent care accounts.

### **Retirement Savings (403B)**

#### **Defined Contribution**

Employees who are regularly scheduled to work at least 20 hours weekly (1,000 hours annually) and who have one year of service, will be enrolled automatically once they are eligible. A summary plan document with plan details will be made available to all new hires and distributed annually to current employees

#### **Supplemental Retirement Account – Voluntary**

Employees who are regularly scheduled to work at least 20 hours weekly may contribute through salary deferrals on the first of the month following employment, provided you have attained age 21. Employee contributions are made through payroll deduction on a before tax basis. Plan earnings grow tax deferred until retirement. You may contribute a percentage of your salary or a specific dollar amount each pay, up to the annual IRS limit.

#### **Vesting**

100% vested in both employer and your own contributions.

#### **COBRA**

Employees of Avon Old Farms School covered by the Avon Old Farms School medical plan have a right to choose COBRA continuation coverage if group health coverage is lost because of a reduction in the hours of employment or the termination of employment for reasons other than an employee's gross misconduct.

Employees who are enrolled in the school's Medical Plan and Section 125 plan for Medical Reimbursement may elect to continue their health coverage even if they do not elect to continue coverage of the Section 125 plan, or they can elect to continue in the Section

125 plan and not elect to continue their Medical coverage. If an employee's spouse was covered by the Avon Old Farms School plan and was covered by the school's health insurance the day before the "qualifying event" (below), he or she has the right to choose continuation coverage if group health coverage under the plan is lost for any of the following four reasons ("qualifying events"):

1. Spouse's death;
2. A termination of spouse's employment (for reasons other than gross misconduct) or reduction in spouse's hours of employment;

3. Divorce or legal separation from spouse; or
4. Spouse becomes eligible for Medicare (under Part A, Part B, or both).

A dependent child of any employee covered by the Avon Old Farms School Medical Plan (parent-employee) the day before the “qualifying event” (below) has the right to choose continuation coverage if group health coverage under the Avon Old Farms School Medical Plan is lost for any of the following five reasons (“qualifying events”):

1. Parent-employee’s death;
2. The termination of parent-employee’s employment (for reasons other than gross misconduct) or reduction in parent-employee’s hours of employment with Avon Old Farms School;
3. Parent-employee’s divorce or legal separation;
4. Parent-employee becomes eligible for Medicare (Part A, Part B, or both);
5. “Dependent child” status changes under Avon Old Farms School Health Plan.

The employee or a family member does not have to show that he or she is insurable to choose COBRA continuation coverage. However, under the law, the premium must be paid for continuation coverage.

The employee or a family member has the responsibility to inform the human resources director of a divorce, legal separation, or a child losing dependent status under Avon Old Farms School Health Plan, or also of the birth or placement for adoption of a child.

## **59. ERISA Rights**

As a participant in these plans, the employee is entitled to certain rights and protection. Under the Employee & Retirement Income Security Act of 1974 (ERISA), plan participants shall be entitled to:

- Examine without charge all plan documents and copies of documents filed by the plan with the U.S. Department of Labor, such as detailed annual reports and plan descriptions, at the Plan Administrator’s office.
- Obtain copies of all plan documents and other plan information upon written request to the Plan Administrator. The administrator may make a reasonable charge for such copies.

- Receive a summary of the plan's annual financial report. The Plan Administrator is required by law to furnish each participant with a copy of this summary financial report.
- Be informed annually of accrued pension benefit and, if not vested, be informed of the earliest date to become vested.
- File suit in a federal court if plan monies are misused or if the employee is improperly denied a benefit in full or in part, or if any materials requested are not received within 30 days unless the materials were not sent because of matters beyond the control of the administrator.

In addition to creating rights for plan participants, ERISA imposes obligations upon the persons who are responsible for the operation of the employee benefit plan. These persons are referred to as "fiduciaries" in the law; they must act solely in the interest of the plan participants and must exercise prudence in the performance of their plan duties.

No one may fire an employee or otherwise discriminate against an employee in any way to prevent an employee from exercising his or her rights under ERISA.

Any other questions about this statement or about employee's rights under ERISA should be directed to the nearest Office of the Employee Benefits Security Administration listed in the telephone directory (also online at <http://www.dol.gov/ebsa/>).

## **BUSINESS OFFICE & FACILITIES PROCEDURES**

### **60. Petty Cash**

A small amount of petty cash is available in the Business Office for reimbursement of expenditures up to \$50.

The procedure for obtaining petty cash is as follows:

- Complete and sign a Petty Cash Reimbursement form, which is available in the Business Office.
- Attach a receipt for the purchase.
- Obtain approval from the appropriate Department Head or supervisor.
- Submit to Business Office for authorization and reimbursement.

### **61. Expense Reports**

Expense Reports are used to receive reimbursement for approved purchases paid for by the employee.

For travel expense reimbursement, the following information must be provided:

- The business purpose of the trip
- Destinations
- People met with

For reimbursement for meals, it is necessary to indicate the names of who the meal(s) were for and for what business purpose.

All receipts are required and must be attached to the expense report. Approval from the appropriate Department Head is required before submitting to the Business Office. Upon approval from the Business Office, the expense report will be processed for payment.

The expense report must be received by Tuesday morning to be processed in that week. Any requests received after this time will be processed the following week.

## **62. Expense Advance**

An expense advance may be obtained prior to business travel if a school credit card has not been issued to an employee. To obtain an expense advance, employees should complete an Expense Advance form and have it approved by the appropriate Department Head. Upon approval from the Business Office, a check will be issued for the advance. Receipts for purchases and money not used must be returned to the Business Office upon return from the trip.

## **63. Travel**

All travel must be approved in advance by the appropriate department head, (Headmaster, Provost, CFO, Director of Admissions or the Director of Development). A purchase order is required for airfare, car rentals, and lodging.

Rental cars should be economy class, unless otherwise approved. Where adequate transportation options are available (i.e. taxi, subway, bus) a rental car will not be reimbursed unless pre-authorized by the Business Office. Additional insurance should be waived on vehicle rentals, as all vehicles reserved in the School's name are covered under the School's insurance policy. The School has corporate accounts with two rental agencies, so all approved car rentals should be coordinated through the Business Office. Whenever possible, please use MapQuest in advance to avoid the need for navigation equipment rental. Standard accommodations should be used when making lodging reservations. Whenever appropriate, it is requested that employees share occupancy at hotels to reduce travel expenses.

Travel expense receipts should be submitted to the Business Office on an expense report within one week of your trip.

## **64. Personal Vehicle Use**

When taking a school vehicle is not possible and a personal vehicle is used for official school business, the employee is entitled to reimbursement at the IRS annual rate per mile. Employees should submit to the Business Office a completed Expense Report approved by the appropriate Department Head stating the destination(s) and the business purpose for the trip.

The expense report must be received by Tuesday morning to be processed that week. Any requests received after Tuesday morning will be processed the following week.

## **65. Parking**

All vehicles brought to campus need to be registered and need to display valid parking stickers. For most residential employees, parking adjacent to their residences is available.

Most commuting faculty and staff are asked to use the lot closest to the maintenance building or the lot next to the hockey rink. No employee parking is allowed in the Diogenes circle at any time per order of the Fire Marshall. Parking in the Visitors/Admissions parking area is reserved specifically for visitors and Admissions guests and is prohibited during school hours. All roadways are fire lanes. The Library circle and Hockey rink circle is a no parking area (pick up and drop off only). Parking stickers are distributed by the Facilities Department.

## **66. School Keys**

Employees will be issued keys by the Facilities Department. These keys are an integral part of the school security system upon which all members of the community rely; they must remain in the possession of the employee at all times. Unless employees are assigned to open a space for the day, they should make sure that any space accessed with their keys is re-secured when they leave. School keys may not be duplicated. If additional keys are needed, they should be requested through the Facilities Department. Keys are issued on a need-to-access basis, not on the basis of position or seniority. Anyone who purchases or receives equipment that has keyed locks should make sure that Facilities has a copy in case of emergency or loss.

Keys should not be lent to students or individuals not associated with the school. Any lost or misplaced keys should be reported immediately to the facilities department or the business office.

## **67. Use of Vehicles**

The school has buses that are used for transportation to and from most athletic contests as well as for transportation to extra-curricular activities. Because of their extensive use by the athletic department, the athletic director has the responsibility of maintaining and organizing the keys for the buses.

It is mandatory that all faculty members adhere to the following necessary obligations when using the transportation supplied by the school:

- Driver(s) should get keys and/or cell phones from the athletic director in advance (morning of trip).
- A basic inspection and maintenance log (in bus) must be completed before leaving for a specific trip.
- The bus must be checked for any trash under and around the seats after returning to school.
- If damage or breakdown of the vehicle occurs, it must be reported as soon as possible to the athletic director, provost, director of facilities and the business office.
- Drivers should note any minor problems on log book in the bus upon return to the school.
- It is necessary and mandatory for all drivers to park the bus in the proper location behind the hockey rink and return keys and phones to the athletic director's office (use drop slot in door if locked).

The school currently has two vehicles that are primarily used by the admissions and development office for school business. These vehicles must be reserved through the Headmaster's Office, and they are booked on a first come, first serve basis. Please note admissions and development offices requests will receive priority.

## **68. Baxter Library**

Employees are welcome to visit the Baxter Library and check out available books. The purpose of the library is to support the curriculum of Avon Old Farms School, to help to prepare students for academic success at the college level, and to accommodate the community's need for recreational reading. The library provides a fully automated catalog, Internet and online services, along with a substantial print collection that strives to meet

the needs of its diverse student body and community. Out of respect for all readers it is asked that books be returned in a timely fashion.

## **69. Dry Cleaning**

All employees will receive a deeply discounted dry cleaning price for items sent through the School's contracted cleaning service. If dry cleaning services are desired, employees are required to complete an application form. Employees are billed directly by providing a credit card number on the application. Generally, drop-off for laundry is on Wednesday morning, and pick-up is on Friday while school is in session. Drop-off and pick-up are both located at the hockey rink.

## **70. Campus Security**

A campus security officer is on duty each night that school is in session. If a person is acting suspiciously or being a nuisance on or in the immediate vicinity of the campus, security should be contacted at once (cell phone number - 860-214-8181). Be prepared to provide as complete a description as possible. People: height, weight, age, hair, clothing or other identifying features. Cars: color, make, model, and, if possible, license number. If an employee has an overnight guest with a car parked on campus, he or she should register the car and obtain a visitor's pass through the Associate Headmaster's office.

## **71. Campus Gates**

Campus gates, controlled by remote FOBS, are located on campus to ensure safety for students. Faculty, staff and their families that need to drive through this area of campus may obtain one FOB from the Facilities Department as needed. Any broken or lost FOBS will be replaced for a fee of \$25. Employees leaving the school's employment must return all FOBS.

## **72. Post Office**

The mail room is responsible for incoming and outgoing United States Postal Service and other delivery service providers (i.e. United Parcel Service, Federal Express, and DHL). If packages received are too large and/or heavy for a post office box, recipients' names will be posted on a clipboard at the mail room window, and they may also be notified by email. In some cases, large and/or heavy packages are delivered directly to intended recipients or

offices by a member of the facilities department. Packages can be retrieved during standard post office hours.

First class mail will be sorted and placed in employees' mailboxes by 10:00 a.m.; the mail goes out each day. Letters and parcels can be weighed at the mail room. The mail room has tape, labels, envelopes, boxes, and forms available for mail usage. Stamps can be purchased from the Hawk's Nest School Store, located in the Student Center.

During school holidays and summer vacations, change of address forms will be placed in employees' mailboxes to allow faculty to forward mail during these periods to alternate addresses if so desired.

The Post Office can be accessed with a swipe key beyond the normal working hours. Key cards can be obtained from the facilities department.

## FACULTY & ADMINISTRATORS SUPPLEMENT

### **73. Major Expectations**

At Avon, every effort is made to create an environment in which the school's faculty and administration can live and work productively. Nevertheless, in the close-knit community of Avon Old Farms School, there must be certain basic expectations of every faculty member that are essential to the successful operation of the school. The functioning of the school depends upon the willingness of every member to carry out his or her duties or necessary tasks and shoulder his or her responsibilities. Through the years, Avon Old Farms School has become what it is today because of the willingness of the faculty to give of themselves in the classroom, on the athletic fields, in the dormitories, and in the refectory to provide the students with a caring and effective learning experience. The following section will give an overview of the major expectations of faculty members:

**Faculty Availability & Attendance:** When school is in session, faculty are expected to be available the majority of the time. If for any reason they are unable to be present for their duties, they are required to arrange for appropriate substitution with prior permission from the Associate Headmaster, Provost, Dean of Faculty or Department Head and/or Athletic Director if applicable. As Avon Old Farms School is a boarding school, faculty need to be available during the academic day, afternoon, and evening hours. Satisfactory attendance and punctuality is necessary for efficient operation of the school.

**Classes and Teaching Practices:** Faculty are expected to conduct all scheduled classes and fulfill coaching responsibilities. Faculty are expected to hold full-length classes at the scheduled time of classes. As in other areas of school life, the example set by faculty in the classroom has a significant effect on the performance and behavior of the students.

**Social Behavior:** It is inappropriate for the faculty to deal with students while under the influence of alcohol or controlled substances. Because of their importance as role models, faculty members in their jobs at Avon Old Farms School may not be associated with the use of illegal drugs in any way. Sexual involvement of any kind with students is entirely unacceptable and will result in disciplinary action up to and including termination.

**School Rules:** The rules of the school are printed in the Student Handbook. Faculty members should read the Student Handbook and familiarize themselves with the rules and support them. The tone and quality of the school year is often contingent upon the faculty's ability and willingness to enforce the rules in an even-handed, consistent manner. Inconsistent application of the school rules by the faculty is erosive to the functioning of the school.

**Athletic and Extracurricular Responsibilities:** All faculty are required to carry out responsibilities in the areas of athletic and extra-curricular activities as assigned by the school's administration.

**Special Occasions and Responsibilities:** Special events such as Parents Weekend, Alumni Weekend, Commencement, the Opening of School, and visits by the Board of Directors are occasions requiring additional faculty presence. The Associate Headmaster's office is usually in charge of distributing faculty assignments as needed. The faculty are also expected to assist with the arrival and departure of students at the beginning and the end of the school year and at vacation times. Further, there are times when faculty are asked to serve in special capacities as chaperones on school trips or as emergency drivers.

The Associate Headmasters office makes an effort to assign duties in an equitable manner to faculty members. If faculty have any questions in this area, they are encouraged to check with the Associate Headmaster.

**Outside Commitments:** Avon Old Farms School realizes that commitments outside the school can occasionally conflict with school activities. Important school events must take priority. If a faculty member must miss any school time, the conflict must be cleared in advance with the Provost.

**Computer Literacy:** The school expects members of the faculty to become proficient in the use of both the laptop computers issued to them and the technology (projector, SMARTBOARD®, etc.) installed in the classrooms. The school also expects the faculty to keep their courses' homework assignments current on Veracross.

## **74. Faculty Dress Code**

The faculty serves as a model for students. The appearance of the adult members of the school community makes an impression on the students as well as visitors, alumni, and parents. Therefore, faculty and their spouses are expected to maintain a reasonable

standard of dress and neatness, using the expectations for student dress as a minimum standard. The school reserves the right to determine appropriate dress and appearance.

Classroom dress is required for faculty for classes and for faculty/spouses/secondary school-aged children at all meals with the exception of Saturday evening and Sunday brunch and dinner. The following is an outline of the various standards of dress for each occasion:

**Vespers Dress:**

- Men—Blue Blazer, collared shirt, grey pants, school tie, socks, shined shoes
- Women—Blue Blazer, pants/skirt, blouse, school scarf, stockings, professional shoes

**Classroom Dress:**

- Men—Coat, tie, collared shirt, pants, shoes, socks
- Women—Dress, skirt/pants, top, blazer/sweater, stockings and professional shoes

**Smart Casual:**

- Men—Pants, button down shirt, shoes, socks
- Women—Pants/skirt/dress, top/sweater, shoes

## **75. PSL Driving Endorsement**

The position of faculty member at Avon Old Farms School typically includes driving a mini-bus or other student transport vehicle as necessary to shuttle students to and from a variety of activities. As such, faculty members will be required to obtain and renew, as needed, a Student Activity (A Endorsement). The State of Connecticut has mandated the following requirements:

### **State Mandated Random Drug Testing Program**

All PSL drivers are required to participate in random drug testing. The state requires that, in a twelve-month period of time, 50% of the drivers are tested on a random basis.

On the day of testing, the identified drivers will be asked to report to the Infirmary to provide a urine sample. Please note that the school is not allowed to provide advance notice to those being tested. A certified technician will collect samples from each person, and the samples will be sent to a certified laboratory for testing. Test results are reviewed by an independent Medical Review Officer; a medical doctor will then review any positive results and contact the donor of the positive result to discuss any possible reasons for a false positive reading.

The test results will remain confidential in the Human Resources Office; however, there is a legal requirement that, upon request, the school must provide test results to any school that is hiring someone into a position that includes driving students. Additionally, the records are subject to audit by the CT DMV.

If, while under the employ of the school, a faculty member has a positive drug test, by law the state prohibits driving of students for a period of two years. If, after two years, a repeat test proves positive, driving students is permanently prohibited. The school retains the right to make any employment decision it deems appropriate, including possible termination of employment, as a result of positive drug tests or refusal to participate in the program.

Please remember that this law is designed to help protect the safety of the students. Any questions regarding this policy may be directed to the Human Resources Office.

## **76. Faculty & Administrator Tuition Remission Benefits**

Upon accepting a position at Avon Old Farms School, the son of any full-time faculty member may be eligible for tuition remission at Avon Old Farms School. Each child must apply for admission to the school and is evaluated based on criteria determined by the Admissions Office. If accepted, the tuition remission rate is based on the day student tuition. Faculty members will be responsible for all fees and incidentals above this rate. Part time faculty members are not eligible for partial or full remission. Any employee hired before January 1, 2009 will be grandfathered under the old tuition remission policy. No proration for part time employment will occur.

This tuition remission policy is subject to change at any time and is subject to availability based on the budget authorized by the Board.

## **77. Faculty & Administrator Tuition Assistance for Daughters**

Avon Old Farms provides tuition assistance to faculty, administrators and staff daughters who are seeking admissions at a Founder's League School. Families seeking such assistance are required to apply for financial aid at each of the schools they are considering. If their daughter is admitted to a school, AOF will provide tuition assistance equal to the difference between the cost of the day student tuition at the school and any financial aid awarded to the student. The family is responsible for any costs or fees in addition to the tuition. In accordance with IRS regulations this benefit will be considered taxable income to the employee.

An employee who resigns or is terminated during the school year will be expected to reimburse the school for the pro-rated portion of the Day Student Tuition based on their resignation or termination date.

This benefit is subject to change at any time and is subject to availability based on the budget authorized by the Board of Directors.

## **78. Administrators Paid Time Off**

Administrators are classified into two categories: Academic/Student Administration or Non Student Administration.

Academic/Student Administrators focus primarily on the academic and residential activities as they relate to the students. These positions typically follow the school calendar and time off is adjusted to meet the demands of the position.

Non Student Administrators focus specifically on the business and development aspects of the school. The demands of these positions require a year round schedule and therefore paid time off is granted as follows:

Less than 1 year: Prorated

1-5 Years: 4 weeks

6-10 Years: 5 weeks

11+ Years: 6 weeks

The year runs from July 1 to June 30. A maximum of up to five days may be rolled over from one year to another and cannot exceed that limit. All time not used during the year is forgone unless explicitly approved by the Director of Human Resources and the Headmaster.

Each July, the PTO allotment will be determined in accordance with the years of service. PTO may be taken during a year before it is earned. The employee will be eligible for the increased week of PTO on their anniversary date and will be pro-rated. An employee who terminates employment with the school and has already taken more time off than was earned will have the unearned time already taken deducted from the last paycheck. Upon termination from the school, Non-Student Administrators will be paid for unused paid time off on a pro-rated basis depending on when they terminate.

## **RESIDENTIAL LIFE**

The following section provides information on specific expectations of the residential life of a faculty member. For detailed information on the student residential life expectations please refer to the student handbook.

### **79. Residential Life Mission**

Avon Old Farms School is dedicated to providing our students with the opportunity to receive a college preparatory education in a stable, healthy and structured environment nourished by strong moral values. From the first day a young man enrolls at the Avon Old Farms School, he is expected to live by the Avon Old Farms core values. Each one of these core values is promoted within our residential curriculum and becomes a part of the culture and spirit that flows through the school. The Avon Old Farms experience also provides the opportunity to create a sense of community in a multi-cultural setting. The dormitories are a rich mosaic of young men living harmoniously; differences are viewed as assets instead of liabilities as we prepare these students to be future citizens of the global village.

### **80. The Dormitories**

Life in the dormitory is an important part of an Avon Old Farms education. The rules that students live by help them to develop good study and living habits and to interact appropriately with other people.

Each of the eight dormitories at Avon Old Farms houses between 24 and 47 students. The larger dormitories are located in the quadrangle, and the smaller dormitories are situated on the perimeter of the campus, a short walk from the center of the main campus. Living with their peers as well as faculty and faculty families creates an environment in which close personal relationships are fostered and positive role modeling is promoted. Students are encouraged to live healthy, safe, and involved lives in the community. Each dormitory has at least four faculty members assigned as advisors, of which two are residential faculty. This arrangement promotes bonding between the dormitory faculty and the students residing in the dormitory.

## **81. Advisor Program**

Residential faculty members are expected to play a pivotal role in the total life experience of the student. The caliber and depth of the relationships formed between the adults and students in a residential setting is what makes a boarding school unique.

The role of an advisor at Avon Old Farms School can best be described by the phrase in loco parentis (i.e., in the place of a parent or of a parent's authority) thus making the role of advisor one of the most important roles that a faculty member can assume at the school.

Being an advisor can be at times exhausting, frustrating and time-consuming, but it can also be one of the most fulfilling and satisfying roles found in the boarding school life.

The commitment to advising both boarding and day students must be no less than that brought to teaching or coaching roles. Dormitories are places where important education takes place. As an adult immersed in the daily lives of students, the advisor should be prepared to wear the hats of a parent, older brother or sister, teacher, coach, disciplinarian, cheerleader, confidante and mentor. To be successful, the advisor must make every effort to know the academic, extracurricular and personal situation of the advisees for whom he or she is responsible. This takes time and patience, but it is critical if one is to become an effective advisor. At the same time, it is imperative that advisors maintain a boundary of mature distance or detachment in their relationships with students.

## **82. Advisor Responsibilities**

**New Student Communications:** In the opening faculty, meeting advisors will be notified by the Dean of Faculty that they are required to write a letter, send an E-mail, or make a phone call introducing themselves to the parent(s) of their advisees. These initial communications should be informal and used to describe the advisee's adjustment to school life. They should be used to demonstrate the advisor's personal knowledge of the student and to reassure the parents that their son is being care for.

**Advisor Comments:** At the end of the first marking period, the first semester, and at the completion of the school year, advisors will write reports on each of their advisees. If the advisee is having academic difficulties, the advisor will also be required to write a comment following the third marking period. The style of an advisor comment is similar to that of an academic comment, but the content differs. These comments should assess the involvement of the student beyond his academic life. The advisor should write about the student's position in the dormitory, relationship with friends, and involvement in the school community. The ideal advisor comment makes the student come alive as a person and also demonstrates that the advisor knows the advisee well. When writing these

comments, observations should be supported with specific examples where possible. Questions used to guide the advisor may include:

- What are the advisee's study habits?
- What adjectives come to mind when thinking of the advisee?
- What does the advisee do with his free time?
- Do you have any anecdotes that make the advisee stand out?
- How does the advisee fit into the residential life at the school?
- Is the advisee contributing to the life of the dormitory or the school?
- What accomplishments has the advisee achieved during the term?
- Do you have any worries or concerns about the advisee?
- What goals might the advisee set for the rest of the year?

### **83. Dormitory Advisor Responsibilities**

While we encourage the development of an individual style and identity in each dormitory, the school also requires the head dormitory advisors to enforce and maintain certain uniform procedures. The following are minimum expectations of all dormitory advisors on duty:

Whether an academic or a non-academic evening, the dormitory advisor is responsible for the dormitory. By 7:40 p.m., the dormitory advisor running study hall should be present in the dormitory. If late or unable to make it to study hall, the dormitory advisor should notify with the dormitory head in advance. It is imperative that study hall is covered and run well. When on study hall duty, advisors must make their presence felt throughout the dormitory. This means walking the hallways and maintaining quiet and proper study conditions for all students. Faculty presence is the key to effective dormitory advising. Before retiring for the night, advisors are expected to check through the dormitory.

### **84. Academic Evenings**

Study hall conditions begin at 7:45 p.m. Dormitories must quiet down at this time to allow students to pursue their academic work.

Students are checked in at 7:45 p.m. by the advisor on duty. Monitors should not be involved with the check-in at study hall. They should be using this time to study.

If there is a student missing from study hall and has not signed out of the dormitory properly, the Dean of Students should be called immediately. Office (860-404-4218), cell phone (860-930-5237).

Students should be at their desks with their room doors open during study hall.

There should be no Facebook, computer games, movies, cell phones or any other outside influence being used during study hall.

Music may be listened to only through headphones as long as it is not disruptive to study conditions.

From 9:45 to 10:35 p.m. students are allowed to leave the dormitory to visit friends in other dormitories, go to the student center, order food from outside deliveries or just relax in their dormitory rooms.

The dormitory advisor on duty will check all students in at curfew (10:35p.m.). Advisors and monitors will do check together and should make every effort to engage the students in conversation. This is a good time to see how the students are doing in general. Check should be called into the Dean of Students (404-4218) no later than fifteen minutes after check.

Students may request “late lights” from the study hall advisor if they have additional work to do and if they have made good use of their study hours. Late lights should be granted sparingly, for we want our students to organize their time and studies efficiently and to get enough sleep at night. There will be no late lights on Sunday evenings, as the students should have had plenty of time during the day to study.

Late lights will not be authorized during mid-term and final exams.

The advisor on dorm duty is considered “on duty” until the following morning.

Dormitory advisors are obliged to report a violation of a major school rule immediately to the Dean of Students, dormitory head or the Administrator on Duty (AOD).

## **85. Non-Academic Evenings**

Generally, Saturday is the only non-academic evening during the week.

Faculty members who have been assigned the weekend check should stay on campus and make visits through the dormitory for the duration of the evening.

Curfew on non-academic nights (Saturday) is 11:30 p.m. Check-in must be done face-to-face by the faculty member on duty, and each and every member of the dormitory should be engaged in conversation. No student should ever be checked in if he is asleep. If the student is sleeping, he must be woken to check-in.

Upon reporting the check to the AOD the advisor on duty will return to the dormitory and be sure that quiet conditions prevail.

## **86. Duty Crew/Weekend Duty Crew**

The purpose of the duty crews/ weekend duty crews is to provide guidance for weekend activities and to nurture relationships with the students. This system is only successful if the members of the duty crew are available and visible on the campus throughout the weekend. Duty crew members have the following responsibilities:

- Duty crew weekend responsibilities run from the end of classes on Friday until the Monday breakfast.
- Duty crew members are expected to attend all meals in the Refectory throughout the week.
- You are expected to attendance at home athletic events (unless you have been assigned other duties).
- You are encouraged to take a walk through a dormitory, the Student Center or any other place that students may congregate.
- Supervise specific events/functions to which duty crew members are assigned.
- Members of the duty crew must attend all morning meetings and chapel services.
- The duty crew head will assign coverage for the evening emergency medical runs.
- The entire duty crew will meet in the Dean of Students office with the duty crew and AOD for Saturday evening check and should be prepared to report any problems to the AOD.

## **87. Day Student Advisors**

Day student advisors will generally keep the same advisees for the duration of the young man's career at school. This is an advantage for the advisor and the advisee, ensuring continuity and familiarity for both. Advisors should schedule an additional meeting each week with their advisees. The first meetings should include a review of the school rules and the day student regulations in the student handbook. If the student has a driver's license, the driving and parking rules should be emphasized. The advisor should also make sure that the student has registered his vehicle and has received a sticker for it from the Provost's Office.

Parents are the primary adult influence in the life of a day student. The day student advisor can be another adult from whom the advisee can seek counsel. Day student advisors should notify parents of any special events (such as a Headmaster's Day, Founder's Day, school plays, speakers or any other event that may have an impact on travel plans).

## **88. Refectory Coverage & Sit-Down meals**

Faculty members are assigned to a specific table in the refectory for lunch and dinner for sit-down meals. All residential faculty are required to attend at least two of the three sit-down dinners on a weekly basis unless school duties preclude that attendance. All faculty should be at lunch during the week. It is a required meal for students as well. Attendance at breakfast is optional except for faculty who are on duty for that week. Faculty members who are on duty are required to attend all meals during the week.

Faculty should sit at the heads of their assigned tables, serve the food, and make sure the meal is conducted in a mannerly fashion. Again, since the faculty serve as role models, it is important that the faculty preside over the table and see that the students act appropriately throughout the meal. Faculty members without an assigned seat should make sure all the ends of all the tables are covered by faculty before sitting with another faculty member. Regularly table seating assignments for students are rotated so that the faculty and students become better acquainted.

## **89. Faculty Housing**

The school may provide living quarters for faculty member and their immediate family. Utilities (heat and electricity) and maintenance are included. Please adhere to the following housing guidelines:

### **1. Uses/Absences:**

The residence is for the use of the employee, and his or her immediate family (if applicable) only, and is to be used as a residential dwelling. No one other than the employee shall be allowed to use the residence, nor can the residence be sublet or assigned without the specific permission of the Headmaster or his designated representative. The employee shall notify the Facilities Department, in an email, of any anticipated extended absence (three weeks or longer) from the residence not later than one week prior to the first day of the extended absence. Employees shall make reasonable arrangements to safeguard the residence from electrical fire hazards and/or plumbing leaks.

### **2. Pets:**

The employee assumes all liability and responsibility for any damages caused by pets, including the cost of having the residence de-fleaed and/or de-ticked by a professional exterminator once the employee vacates the residence. Pet owners shall maintain liability insurance as described in the previous section titled "Tenant Insurance." Pet owners shall clean up after their pets on campus grounds. Pets are prohibited from all school buildings such as offices and classrooms. The school

reserves the right to deny any pet that is deemed to be dangerous or a risk to the community or school property. Excessive amounts of pets are not permissible.

### **3. Check in/out:**

When an employee leaves the school's employ, he or she must vacate the residence by June 15th or no less than fifteen days after termination. New employees should coordinate their arrival on campus with the Facilities Department to schedule a formal move-in date.

### **4. Maintenance:**

It shall be the employee's responsibility to maintain the residence in good repair at all times. Maintenance performed by the employee shall include, but is not limited to, the following:

- Maintaining the residence in a neat, clean and sanitary condition, and removing of rubbish and garbage in a safe and sanitary manner.
- Using and operating all electrical, gas, plumbing, heating, ventilating, air conditioning appliances or other facilities safely.
- Furnishing and replacing light bulbs; maintain carpet and flooring.
- Reporting any defects or damages promptly to the Facilities Department. Avon Old Farms School will make every effort to perform repairs on a timely basis. Employees shall pay for repairs necessary due to negligence on their part.

### **6. Painting and Redecorating:**

Avon Old Farms School repaints the exterior of the residences on a cyclical schedule or as needed. The interior is repainted (using the school's standard colors) if needed when moves occur. The employee may not repaint the interior of his or her residence without first receiving permission from the Facilities Department. The employee will be charged with the cost of returning his or her residence to its original state upon leaving the school's employ.

### **7. Alterations and Restorations:**

The employee shall not remodel or make any structural changes or space alterations to the residence. This includes installing, attaching, or removing shelving, fixtures, walls, appliances or equipment such as air conditioning, heating, refrigeration, wood-burning stoves, fireplace inserts, kerosene heaters, etc. The employee shall consult the Facilities Department with project requests.

#### **8. Exterior Appearances:**

No additions, improvements, alterations, repairs, excavations or other work which in any way alters the exterior appearance of any Avon Old Farms School property, including buildings and grounds, shall be made or done without the prior written approval of Avon Old Farms School. This includes landscaping and gardens, storage sheds, decks, porches and patios, fencing, animal enclosures, compost bins, recreational and playground equipment, trash containers, trailers and campers, signs, swimming pools, spas and hot tubs, etc.

#### **9. Personal Property:**

All of the employee's personal property located or stored on the grounds of Avon Old Farms School shall be kept and stored at the employee's sole risk, and the employee will not hold Avon Old Farms School liable for any loss or damage to such personal property arising out of any cause whatsoever.

#### **10. Access to Residence:**

Upon reasonable notice to the employee, Avon Old Farms School shall have the right to enter the residence to make inspections, provide necessary services, or show the residence to prospective employees, or workmen. As provided by law, in the case of emergency, Avon Old Farms School may enter the residence without the employee's consent.

#### **11. Placement of Extra-Heavy Equipment:**

Heavy safes, waterbeds, or any other unusually heavy articles are not permitted without written permission of the Director of Facilities.

#### **12. Equipment that overloads a system:**

The employee will not install or use any equipment or personal property that will require alterations or additions to, or will create an overload on any gas, water, heating, electrical, sewage, drainage or air conditioning systems of the residence without written consent of the Director of Facilities.

#### **13. Explosives and Flammables:**

The employee shall not use, store, or keep any explosives, or flammable or combustible materials that could increase the likelihood of fire in the residence.

#### **14. Social Behavior:**

Employees and members of their families are responsible for appropriate social behavior while residing on campus.

### ***Laundry***

For faculty that have no laundry facilities in their residence, a laundry area is available at the Jamerson end of the Alumni and Development building. These facilities may be used at the risk of the faculty member. The school is not responsible for any damaged or stolen items as a result of use of these facilities.

### ***Tenant Insurance***

Avon Old Farms School is not responsible for the personal contents (clothes, furniture, camera, and jewelry) or the personal liability of any person who lives on campus. It is suggested that each person living in campus housing have his or her own tenant insurance. Tenant insurance provides the necessary protection in the event of property theft, fire or vandalism. Personal liability is necessary if the employee is sued on a personal level while on school property or anywhere in the world. The liability portion would also cover an injury or damage resulting from an employee's household pet. Due to the increased possibility that ownership of a pet may result in damage or injury, those who intend to keep pets in school housing must maintain homeowner's insurance that provides coverage for personal liability, as well as property damage caused by their pet. Faculty who reside in school housing should provide the Business Office with evidence of adequate homeowner's insurance. Please contact the business office with any questions.

## **90. Housing Assignment Guidelines**

In order to accomplish our mission, it is necessary to provide housing for faculty and administrators whose major role is serving our students. There exist on campus a limited number of homes and apartments available for faculty housing and the school will do its best, but not guarantee, to meet the housing needs of the faculty and administrators it employs. School housing will be assigned considering the needs of the school first and then years of service as well as availability.

Housing assignments and requests will be reviewed on an annual basis. Housing assignments will consider years of service, availability and need. Applications for housing requests or changes must be submitted using the attached form (TBD) and submitted directly to the Associate Headmaster by March 1st.

All housing requests will be reviewed by the “Faculty Housing Committee” (FHC). Members of the FHC include the Headmaster, Assistant Headmaster, Provost, Chief Financial Officer, Director of Human Resources, Director of Facilities and Dean of Faculty. The FHC will make housing assignment recommendations to the Headmaster as soon as possible, but no later than May 30th. The Headmaster will review the recommendations of the Housing Committee no later than June 30th. The Headmaster makes all final decisions regarding housing assignments. Housing assignment decisions will be communicated by a committee member as soon as possible after the Headmaster’s final decision but no later than June 30th.

#### Assignment Guidelines:

- The needs of the School in serving our students and accomplishing our mission are the paramount criteria in assigning housing.
- Years of service to the School by Student Administrators, Deans and Faculty is the second priority criteria in assigning housing.
- Student Administrators, Deans and Faculty, regardless of their years of service, who have no dependents and occupy housing units with multiple bedrooms, may be encouraged to consider assignments to housing units with fewer bedrooms.
- New non-student Administrators will NOT be provided with campus housing. If existing non-student Administrators are presently housed on campus, every effort will be made to continue to house them. However, the needs of the school will always be honored.
- Faculty assigned on campus housing will be expected to fulfill residential or similar responsibilities throughout campus.
- It is important that faculty model appropriate behavior and conduct in regards to their personal relationships. Avon Old Farms will allow a “significant other” of a faculty member to reside in school housing with the faculty member when the couple is committed to a relationship to the degree that they are engaged to be married within the current academic semester.

#### **FURTHER INFORMATION**

If you have questions, concerns, or comments about the policies and procedures contained within this handbook, please do not hesitate to contact the human resources director:

**Jennifer Hill**

**Director of Human Resources**

**Avon Old Farms School (860) 404-4109**

**[hillj@avonoldfarms.com](mailto:hillj@avonoldfarms.com)**