

TABLE OF CONTENTS

	<u>Page</u>
I. Introduction.....	1
A. Welcome	1
B. Mission Statement	1
C. About the Children’s Storefront	1
D. About This Handbook.....	2
II. Employment Policies.....	2
A. Equal Employment Opportunity Policy	2
B. Sexual Harassment Policy.....	3
C. Whistleblower Policy.....	5
D. Immigration Reform and Control Act.....	7
E. Child Abuse Policy	7
1. Child Abuse Filing Procedures	8
F. Hiring	8
III. Working Hours, time off and leaves of absence	9
A. School Year	9
B. Working Hours	9
1. Generally.....	9
2. Teachers.....	9
3. All Other Staff.....	9
4. Snow Days	10
C. Paid Time Off.....	10

1.	Paid Time Off	10
2.	Paid Holidays	11
3.	Jury Duty	12
4.	Voting	12
5.	Military Leave.....	12
D.	Personal Leave of Absence without Pay.....	12
E.	Medical leave of absence	12
IV.	On the Job at the Storefront	13
A.	Professionalism.....	13
B.	Code of conduct.....	13
C.	Drugs, Narcotics, and Alcohol	14
D.	No Smoking.....	15
E.	Kitchen policies	15
F.	Employee Evaluations.....	15
G.	Personnel files	15
H.	Purchasing	16
I.	Autos	16
J.	Housekeeping and cleanliness	16
K.	Property.....	17
1.	Storefront Property.....	17
2.	Personal Property	17
V.	Communications	17
A.	Confidentiality.....	17

1.	Employee Records.....	17
2.	Student Records	18
3.	Media Relations/ Publishing.....	18
B.	Use of Phone and Other Equipment and Systems	18
C.	Electronic communications.....	19
1.	General Electronic Communications Policy.....	19
D.	Health and safety plan.....	23
E.	First Aid	24
F.	Fire Drills	24
G.	School Burglar Alarm.....	24
H.	Injury / Incident Reporting.....	24
I.	Visitor policy	25
VI.	Pay Policies and Benefits.....	25
A.	Pay Dates / Payroll Deductions	25
B.	Overview of Employee Benefits.....	25
C.	Health Benefits	26
1.	Major Medical / Hospitalization	26
2.	Dental Insurance.....	26
D.	Short-Term and Long-Term Disability Insurance	26
E.	Benefits After Employment Ends.....	27
F.	Workers' Compensation.....	27
G.	Tuition Reimbursement and Professional Development (suspended for One year).....	27

H.	Retirement Plan (suspended for one year)	28
VII.	Leaving the Storefront.....	28
A.	Exit Process	29
B.	Equipment Return.....	29

THE CHILDREN'S STOREFRONT SCHOOL

I. INTRODUCTION

A. WELCOME

It is with great pleasure and enthusiasm that we greet you and welcome you to the Children's Storefront School ("Storefront" or "Children's Storefront"). We hope you find your work here at Children's Storefront both rewarding and enjoyable. We firmly believe that our strength is in our staff and we are pleased you have joined our team. The following handbook is designed to help you understand our policies, procedures, and benefits. We look forward to working with you.

B. MISSION STATEMENT

The Children's Storefront is an independent, tuition-free school in Harlem committed to providing a comprehensive education to children with varied academic strengths from pre-school through eighth grade. Our work is grounded on the conviction that every child deserves the opportunity for an excellent education.

We work in partnership with families and community members to prepare children academically, socially and emotionally for further education, empowering each child to reach his or her potential. We inspire the imagination, creativity, and love of learning inherent in all children. We promote values of hard work, mutual respect and service to our society in a structured, joyful environment.

We are a caring community of educators, children, families and friends focused on each student's daily achievement as a step towards a better future.

C. ABOUT THE CHILDREN'S STOREFRONT

The Children's Storefront school is an independent tuition-free school in Harlem serving nearly 170 preschool through eighth grade students. It was founded in 1966 to provide a safe haven for Harlem children to engage in a variety of educational activities; by 1970 it had grown into a formal preschool. In order to have a lasting impact upon students and their families, the school began expansion to a full elementary program. In 1981 a first grade class was formed, and each subsequent year one grade was added until 1989, when six students graduated from the first eighth grade class.

The Children's Storefront is in a district in Manhattan's Community Board 11 that is challenged on a number of fronts: The median income is \$16,600; 23% of the population is on Public Assistance. District 11 has the highest concentration of shelters and facilities for drug and alcohol treatment in any community in the entire Borough of Manhattan. Only one third of district residents have a high school diploma; and 10%, a college degree. Public elementary and middle schools in the district are at 111% of capacity, and only 28% of students score at or above the national average in reading in a school board that has one of the poorest academic records in the city. Both the Community District and the School Board leadership have documented a desperate need for youth after school and recreation programs during hours when this population is unsupervised.

The Children's Storefront mission is to provide students with a solid education, combining the open admission policy of the public school system with the academic rigors and social and artistic exposures of a private school education. Storefront students have a wide range of academic abilities and family circumstances in a district that is among the city's most challenged in the areas of poverty, education and substance abuse. The school's charge is to instill in students a lifelong love of learning, and to give them the educational tools to compete in a complex world.

The Children's Storefront is accredited by the New York State Association of Independent Schools (NYSAIS). The Children's Storefront is governed by a Board of Trustees that decides broad issues of policy, expectations and fund raising. As the governing board, they are responsible for hiring the Head of School and for the management of the school.

D. ABOUT THIS HANDBOOK

This Handbook has been prepared to help acquaint you with the Children's Storefront and to provide a general summary of our personnel policies, procedures, and benefits. While it is not all-inclusive, it is important that you read it carefully and learn its contents.

The Handbook is intended to serve as a useful reference throughout your employment with the Children's Storefront, but please note that this handbook is not intended to, nor does it, constitute or create the terms of any employment contract or any other legally enforceable obligations. The Children's Storefront adheres to a policy of employment "at-will," which means that both you and the Children's Storefront are free to terminate the relationship at any time, with or without cause or reason.

This Handbook replaces all earlier employee Handbooks and takes precedence over all memorandums and oral descriptions of our personnel policies, practices, and procedures. With the exception of the voluntary at-will employment policy, the guidelines contained in this Handbook are subject to modification, amendment, or revocation in the sole discretion of the Children's Storefront, at any time and without advance notice.

We intend our personnel policies to be applied with flexibility and discretion. Exceptions may be granted in unusual circumstances when the employee's interests will be served and those of the Children's Storefront will not be damaged, but exceptions should be recognized as such and do not establish any right or privilege in any employee. The Head of School is the only employee authorized to grant exceptions.

If you have any questions or concerns about anything contained in the handbook, please contact your supervisor or the Business Manager.

II. EMPLOYMENT POLICIES

A. EQUAL EMPLOYMENT OPPORTUNITY POLICY

The Children's Storefront provides equal employment opportunities to all employees and applicants for employment in all of our employment practices, including, but not limited to, recruiting, selection, hiring, promotion, transfer, termination, leaves of absence, training and compensation without regard to race, religion, color, creed, sex, sexual orientation, affectational

preference, political belief, national origin, ancestry, citizenship status, age, veteran status, uniform-service member status, marital status, pregnancy, genetic predisposition or carrier status, disability, or any other protected class or status, in accordance with applicable federal, state and local laws.

If an employee is currently disabled or becomes disabled during his / her employment and, as a result, is unable to perform any of the essential functions of the employee's job, the employee should tell his / her supervisor and the Head of School so that the Storefront can consider reasonable accommodations which may be provided to the employee. This self-identification process is voluntary and confidential. All information that the employee chooses to provide to the Storefront regarding the employee's medical condition will be held in confidence and will not be disclosed to anyone without the employee's permission, except when required by law, necessitated by business demands and/or to ensure the safety of the workplace. The Storefront reserves the right to request supporting documentation from a treating physician for any requested accommodation.

All employees are responsible for possessing an in-depth knowledge and understanding of the Storefront's Equal Employment Opportunity policy. Additionally, managers and supervisors are expected to apply this knowledge on an active and continuous basis, and they will be held accountable for their conduct in this regard. Failure to fulfill any of these responsibilities will not be tolerated and may result in disciplinary action, up to and including termination of employment.

If the Storefront determines that there has been a violation of this policy, it will take appropriate disciplinary action against the offending party, which may include counseling, warnings, suspension, and termination, though not necessarily in that order. Employees who report violations of this policy in good faith and employees who cooperate with investigations into alleged violations will not be subject to retaliation.

For any questions regarding this policy, please contact the Business Manager or the Head of School.

B. SEXUAL HARASSMENT POLICY

The Children's Storefront is committed to providing a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that prohibits discriminatory practices, including harassment. Therefore, the Storefront expects that all interactions among persons in the workplace and in any work-related setting outside the workplace, such as during business meetings and trips, and business-related social events, will be free of bias, prejudice and harassment. The Storefront will not tolerate harassment of employees in any form. Such conduct will result in disciplinary action, up to and including termination of employment.

Harassment is defined as verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of her/his race, religion, color, creed, sex, sexual orientation, national origin, ancestry, citizenship status, age, uniform-service member status, marital status, pregnancy, genetic predisposition or carrier status, disability, or any other class or status protected by applicable federal, state and local laws.

Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. Sexual harassment is defined under the Equal Employment Opportunity Commission (“EEOC”) Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when: (1) submission of 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 is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose and effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.

The Storefront’s prohibition of sexual and other forms of harassment includes not only conduct which has been defined as unlawful by the EEOC and the courts, but goes beyond legal definitions and includes any behavior that is reasonably likely to create a hostile, intimidating or offensive work environment for others. Sexual harassment may include explicit sexual propositions, suggestive or persistent comments of a sexual nature, the display of obscene or sexually-oriented material, sexually-oriented kidding or teasing, or jokes about gender-specific traits, foul or obscene language or gestures, and physical contact such as patting, pinching or brushing against another person’s body, and any similar behavior which is unwelcome or offensive.

This policy applies to all applicants and employees (including temporary employees), and prohibits harassment, discrimination and retaliation by any fellow employee or by someone not directly connected to the Storefront (*e.g.*, an outside vendor, consultant).

The Storefront strongly urges individuals to report all incidents of discrimination, harassment or retaliation, regardless of the offender’s identity or position. Employees who believe they have experienced conduct that is contrary to this policy or who have concerns about such matters should make a complaint to their manager, the Head of School or the President of the Board (home number) of Trustees as soon as the conduct occurs.

Each manager has a responsibility to maintain a workplace free of harassment or intimidation. Any manager who becomes aware (directly or indirectly) of possible unlawful harassment must promptly advise the Head of School or the President or Chair of the Board of Trustees, contact information provided below, who will handle the matter in a timely manner.

The Storefront prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of such a claim is a serious violation of this policy and, like employees who harass or discriminate, individuals who retaliate will be subject to disciplinary action, up to and including termination of employment.

All complaints will be promptly investigated by the Head of School or the President or Chair of the Board of Trustees or any duly authorized agent. Good faith efforts will be made to conduct investigations with due regard for confidentiality to ensure – to the extent possible – the privacy of the complainant and the accused. To the extent required, appropriate remedial action will be taken, up to and including the termination of employment.

Employees who have experience conduct they believe is contrary to this policy have an obligation to take advantage of this complaint procedure in a timely fashion. The contact information for the President of the Board of Trustees / Chair of the Board of Trustees is as follows:

Christine LaSala, President, the Board of Trustees 212 873 5095

Michael Stubbs, Chair, Board of Trustees 212 769 4025

C. WHISTLEBLOWER POLICY

General

The Storefront requires its trustees and employees to observe high standards of business and personal ethics, as such personal ethics relate to the school, in the conduct of their duties and responsibilities. All employees and representatives of the Storefront must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations.

The matters which should be reported under this policy include suspected fraud, theft, embezzlement, accounting or auditing irregularities, bribery, kickbacks, misuse of school assets or suspected regulatory, compliance, or ethics-related issues, concerns or violations.

Reporting Responsibility

It is the responsibility of all trustees and employees to report in good faith violations or suspected violations of high business and personal ethical standards, as such personal ethics relate to the organization, and/or applicable legal requirements (“Violation” or “Violations”) in accordance with this Whistleblower Policy.

No Retaliation

No trustee or employee who in good faith reports a Violation shall suffer harassment, retaliation or adverse employment consequence because of such report. An employee who retaliates against someone who has reported a Violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within the Storefront prior to seeking resolution outside the school. Notwithstanding anything contained herein to the contrary, this Whistleblower Policy is not an employment contract and does not modify the employment relationship between the Storefront and its employees, nor does it change the fact that employees of the Storefront are employees at will. Nothing contained herein provides any trustee or employee of the Storefront with any additional rights or causes of action, other than those provided by Section 1107 of the Sarbanes-Oxley Act of 2002.

Reporting Violations

Questions, concerns, suggestions or complaints regarding the ethical and legal standards noted above should be addressed directly to the Chair of the Storefront's Audit Committee, Robert Rylee, who can be reached at 212 899 4570 x457. Upon receipt of an alleged Violation, an investigation will be conducted.

Compliance Officer

The Compliance Officer, who is the Chair of the Storefront's Audit Committee, or his or her designee(s), is responsible for investigating and resolving all reported Violations and shall advise the Audit Committee and, if the Compliance Officer deems it appropriate, the Head of School, of all reported complaints and allegations of Violations. The Compliance Officer is required to report to the full Board of Trustees at each regularly scheduled board meeting on compliance activity.

Accounting and Auditing Matters

The Audit Committee of the Board of Trustees shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. The Compliance Officer shall immediately notify the Audit Committee of any such complaint and work with the committee until the matter is resolved. Promptly upon receipt, the Audit Committee shall evaluate whether a complaint constitutes an accounting complaint and if so shall promptly determine what professional assistance, if any, it needs in order to conduct an investigation. The Audit Committee will be free in its sole discretion to engage outside auditors, counsel or other experts to assist in the investigation and in the analysis of results.

Investigations

The Compliance Officer may delegate the responsibility to investigate a reported Violation, whether relating to accounting and auditing matters or otherwise, to one or more employees of the Storefront, or to any other individual, including persons not employed by the school, selected by the Compliance Officer; provided that the Compliance Officer may not delegate such responsibility to an employee or other individual who is the subject of the reported Violation or in a manner that would compromise either the identity of an employee who reported the Violation anonymously or the confidentiality of the complaint or resulting investigation. Notwithstanding anything herein to the contrary, the scope, manner and parameters of any investigation of a reported Violation shall be determined by the Audit Committee in its sole discretion and the Storefront and its employees will cooperate as necessary in connection with any such investigation.

Acting in Good Faith

Anyone filing a complaint concerning a Violation must act in good faith and have reasonable grounds for believing the information disclosed may indicate a violation of such standards. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality

In making a complaint or submission, an employee may request that such complainant be treated in a confidential manner (including that the Storefront take reasonable steps to ensure that the identity of the employee making the complaint remains anonymous). The Storefront takes seriously the responsibility to enforce this Whistleblower Policy and therefore encourages any employee reporting a Violation to identify him or herself so as to facilitate any resulting

investigation. Employees may, however, submit complaints on an anonymous basis. Reports of Violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

The Compliance Officer will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days, but only to the extent the sender's identity is disclosed or a return address is provided. All reports will be promptly investigated, the scope of any such investigation being within the sole discretion of the Audit Committee, and appropriate corrective action will be taken if warranted by the investigation.

D. IMMIGRATION REFORM AND CONTROL ACT

In accordance with the Immigration Reform and Control Act of 1986, the Homeland Security Act of 2002, and applicable Federal regulations, the Children's Storefront is required to verify that all employees are legally authorized to work in the United States. The Storefront is further prohibited by law from employing persons who are not legally authorized to work in the United States or do not present appropriate documentation evidencing employment authorization.

Within three (3) business days of the commencement of employment, newly hired employees will be asked to complete the employee portion of the Employment Eligibility Verification Form I-9 and present for examination by the Storefront appropriate documents establishing both identity and authorization to engage in employment.

Employees who do not present a document that establishes both employment authorization and identity are required to present separate documents concerning those requirements.

Employees who wish to determine what documentation may be presented should request further information from the Business Manager.

In the event an employee is unable to produce the required original documents within three (3) business days of the commencement of the employment, the employee is required to submit a receipt indicating that the missing documents have been ordered from the appropriate authority. Thereafter, the employee is required to supply the missing documentation within 21 days of beginning employment.

Pursuant to law, failure of an employee to produce the documents for inspection within the time periods stated above will result in termination of employment. The Storefront is further prohibited by law from continuing to employ persons whose employment authorization has expired, and the expiration of employment authorization will result in the termination of employment.

E. CHILD ABUSE POLICY

The Children's Storefront is adamantly and unalterably opposed to any form of child abuse.

It is the policy of the Board of Trustees to cooperate actively and fully with federal, state or local authorities (consistent with the rights of the Storefront's employees, its students and families) in

the investigation of any and all allegations, complaints or charges of child abuse involving children participating in any program operated or funded by The Children's Storefront. It is the responsibility of the President of the Board of Trustees and the Head of School to administer this policy. All allegations or complaints of child abuse will be directed, in confidence, to these individuals for their investigation.

New York State Law and New York State Department of Social Services Licensing Regulations require that all instances of suspected abuse be reported to appropriate New York State authorities. **All faculty members and administrators are considered Mandated Reporters under the law and must report when they have a reasonable cause to suspect child abuse or maltreatment. Anyone who suspects child abuse should immediately contact the Head of School or the Board of Trustees.** For further information about the Storefront's Child Abuse Policy, please contact the Head of School or the Board of Trustees.

Any act of child abuse, or failure to report an incident, immediately, in accordance with this policy, by any director, officer, employee, consultant, or volunteer of the Storefront will be the basis for appropriate action including immediate removal, suspension or termination.

In the event that a staff member is charged with abuse of a child, he or she will be immediately placed on paid leave during the investigation of charges. The Head of School determines when and whether that staff member returns to work. A staff member believed to pose a danger to the well being of children will face immediate termination.

1. Child Abuse Filing Procedures

At the Children's Storefront, all filing of abuse reports will be done through the Head of School or the Director of Family and Student Support Services. Any concerns of teachers or staff will be reported to the Head of School or the Director of Family and Student Support Services. They will research the concern and make a decision about filing an abuse report for the school. If a teacher or staff member disagrees with a decision not to file, he or she is mandated to file as an individual. All school abuse or maltreatment reports are kept in a confidential file in the office of the Head of School. Student files are noted but no confidential information is kept in the child's files in the main office. The Head of School, or Director of Family and Student Support Services will follow the procedures as developed by the administration and included in their training. The number used by mandated reporters to file a report is: The Children Abuse and Maltreatment Hotline - 1-800-635-1522.

F. HIRING

The Storefront relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the Storefront's exclusion of the individual from further consideration for employment, or, if the person has been hired, may result in the termination of employment.

III. WORKING HOURS, TIME OFF AND LEAVES OF ABSENCE

A. SCHOOL YEAR

The Storefront's school year is divided into four quarters running from early September to mid-June. There are two long (usually 10 day) breaks in early winter and early spring. The school year has a minimum of 170 days when students are at school and required workdays before, during and at the end of the school year for faculty. The Storefront will maintain or increase this to meet the needs of the school each year.

The School Calendar will be finalized by late June each year and shared with staff and families. In addition to the normal school year, the Storefront runs academic summer programs on 129th Street.

B. WORKING HOURS

1. Generally

Attendance, in addition to being essential to the operation of the school, is a measurement of an employee's overall job performance. Employees are expected to be at work ready to start at the scheduled time. Should arrival be delayed, employees must notify their supervisor one hour before their starting time (if physically possible). Excessive absenteeism, lateness or failure to give proper notice for absence or lateness may result in disciplinary action up to and including termination. Working hours for an employee are generally determined by the specific responsibilities of the position and may vary from normal business hours. Employees may be required to work beyond normal office operating hours when the situation warrants it.

All employees are required to attend staff retreats, which may include overnight events.

2. Teachers

Teachers must be in their classroom by 8 am every morning and remain at school until 4 pm Monday, Tuesday, Thursday and Friday. The Wednesday work hours are 8 am to 5:30 p.m. because teachers are required to attend the weekly staff meetings held on Wednesday afternoons. Teachers should keep in mind that time in between classes is to be used for preparation – it is not personal time. Teachers' hours fluctuate depending on detention or study hall coverage, parent / teacher conferences, professional development needs or other Storefront requirements.

3. All Other Staff

All other staff will follow a flexible schedule determined by student needs or the operational needs of the Storefront. In general, staff members will be scheduled for eight hour shifts with fluctuating start times. For instance, a staff member may work from 7 am to 3 pm, 9 am to 5 pm or 10:30 am to 6:30 pm. Some staff members may be eligible for overtime if they work in excess of 40 hours per week. Overtime can only be approved by the Head of School or Director of Facilities and Operations. Employees who work a shift of more than six hours starting before 11 am and continuing until 2 pm are given a lunch period of at least half an hour between 11 am and 2 pm, as much as possible.

4. Snow Days

In the event of severe weather or snowstorm, the Storefront follows the lead of the Mayor of New York. The Storefront usually remains open unless the public schools are closed. On days when the weather is severe or snow accumulates to dangerous levels, employees should listen to a reliable radio station announcing public school closings.

C. PAID TIME OFF

1. Paid Time Off

Employees are eligible to earn a paid time off account. Paid time off will be used for vacations, personal days and bereavement leave. All paid time off must be scheduled in advance unless it is absolutely impossible to do so, for example, if the employee wakes up sick and had no advance notice of same.

(a) Teachers

Teachers are not required to be at school when school is not in session or, in the case of part-time teachers, when their schedules do not require it. Exceptions to this are those days designated in the school calendar as professional days, parent-teacher conferences, staff meetings, or staff retreats.

Teachers are not required to report to the Storefront during winter and spring breaks (usually 10 days) and from school closing until the last week in August. Teachers are otherwise not given any paid time off other than the 15 days of paid holidays specified below, given that it is crucial that they be at school while children are attending and enrolled in school. And, consistent with these rules, it is imperative that teachers report to work during the last week of August for staff meetings.

(b) Non-Teaching and Administrative Staff

Non-teaching and administrative staff are required to be at work during the last week of August for staff meetings and must be available then. Request for paid time off during this week can only be approved by the Head of School. Non-teaching and administrative staff are eligible for paid time off based on the length of time they have been employed by the school.

Support staff in years one through three of their employment with the Storefront, will receive 10 paid days of time off, in addition to the 15 days of paid holidays specified below for a total of 25 paid days off. Starting with the fourth year of employment, support staff will receive 15 days of paid time off, in addition to the 15 paid days of paid holidays specified below for a total of 30 paid days off.

Administrators will receive 15 days of paid time off in years one through three of their employment with the Storefront, in addition to the 15 paid days of paid holidays specified below for a total of 30 paid days off. Starting with the fourth year of employment, administrators will receive 20 days of paid time off, in addition to the 15 paid days of paid holidays specified below for a total of 35 paid days off.

Faculty administrators who work 12 months receive the school vacations as their paid time off, plus two weeks in the Summer in addition to all school holidays that are not within a school vacation. After three years of employment, the Head of School may approve an additional week off in the Summer if the needs of the Storefront allow it.

Kitchen staff follow the school schedule, with the exception that they must allow time to be prepared for school openings and faculty needs.

Paid time off days do not carry over into succeeding season(s) and thus may be used only during the school year (July to July) in which they are awarded. The Storefront encourages staff members to make summer break paid time off requests as far in advance as possible. Every effort will be made to accommodate an individual's vacation plans; however, school needs may necessitate individual flexibility. The Storefront also reserves the right to direct staff to take their allotted paid time off when conditions make that necessary or appropriate.

2. Paid Holidays

The Storefront will generally be closed on the following days and the entire staff, including but not limited to, the teachers, is eligible to receive pay for the following holidays:

Labor Day
Columbus Day
Thanksgiving Day (three days)
Christmas (two days)
New Year's Day (two days)
Martin Luther King, Jr.'s Birthday
President's Day (two days)
Good Friday
Memorial Day
Independence Day

**Jewish or other religious Holidays are paid days off for those who request them

Faculty and administrators may not take the Friday before or the Monday following a holiday or vacation period without express permission from the Head of School.

The holiday schedule for each school year will be announced by June of the year before. Employees wishing to observe a religious holiday may do so, subject to the approval of the Directory of Facilities and Operations or the Head of School.

If, due to temporary injury or illness, an employee is unable to perform his / her job or report for work on a particular day, the employee is expected to contact both his / her immediate supervisor at least one hour before the starting time on that day and notify the supervisor that the employee will be absent from work. Employees failing to give proper notification may be subject to disciplinary action up to and including termination.

The Storefront reserves the right to require medical verification of any absences claimed based on sickness after the third consecutive day of absence or after three (3) sick days are taken in any

one-month period. Absences in excess of seven (7) consecutive days may be covered by the New York State Disability Benefits Law.

3. Jury Duty

The Storefront recognizes the obligation of Jury Duty but encourages employees to seek exemption from jury duty until a time that does not conflict with the School schedule. This can normally be accomplished by a letter from the Business Office to the court.

If an employee is unable to arrange an exemption and is required to serve on a jury, the employee will receive full pay for the first 10 days of jury duty. Payment for days beyond 10 will be determined by the Head of School.

4. Voting

Generally, employees are expected to vote before or after work hours on Election Day. However, if there is not sufficient time for an employee to vote during non-working hours, the employee may request time off during the workday to vote. In accordance with applicable state law, time off to vote will be paid. Time off during the workday requires pre-approval of an employee's supervisor.

5. Military Leave

Employees who perform service in the Armed Forces of the United States will be entitled to take an unpaid leave of absence in accordance with applicable federal and state law. If they so choose, employees may apply any accrued and unused vacation time or other paid leave to this unpaid leave, in which case that portion of the employee's military leave would be paid. Employees will be given the right to choose to continue health insurance coverage while they are on military leave.

At the end of military service, employees must return to work within the applicable time period. Employees should contact the Business Manager for further information concerning military leave.

D. PERSONAL LEAVE OF ABSENCE WITHOUT PAY

While the Storefront's general policy is not to grant requests for unpaid leaves of absence, the Children's Storefront may grant a personal leave of absence without pay to a full-time employee if compelling personal needs warrant a leave. Requests will be reviewed and approved by the Head of School on a case-by-case basis. The Storefront will not guarantee reinstatement to an employee who is granted an unpaid leave of absence which is not otherwise mandated by law. A personal leave for maternity, paternity or family emergencies is determined by the Head of School.

E. MEDICAL LEAVE OF ABSENCE

Any employee requesting a medical leave, will notify the supervisor or Head of School and Business Manager of their approximate expected date when leave will be needed. When an employee is taken ill and it appears a medical leave will be needed the school will contact the insurance company about disability. In order to receive approval for a medical leave of absence,

an employee must submit an approved certification of disability from his or her physician or other health care professional to the Business Manager. The Business Manager will help the employee plan for his or her leave, expected dates for departure and return. During the medical disability leave, the employee shall receive full pay from the Storefront, less any disability benefits. All benefit issues are ultimately approved and coordinated by the Business Manager. During an unexpected medical leave, as well as planned medical leaves, the employee must stay in contact with the school, updating the school on anticipated time or return to work.

In terms of a maternity medical leave, the employee will notify the Business Manager and the Head of Schools as to expected time of the leave. The employee must submit an approved certification of medical disability from her physician to the Business Manager. The Business Manager will help the employee plan for his or her leave, expected dates for departure and return. During the medical disability leave, the employee shall receive full pay from the Storefront, less any disability benefits. All benefit issues are ultimately approved and coordinated by the Business Manager and the Head of School. After six weeks of medical disability leave, the employee with the Business Manager and/or their Supervisor determine the time of return to work. The School offers up to six weeks of unpaid family leave following the maternity medical disability leave.

IV. ON THE JOB AT THE STOREFRONT

A. PROFESSIONALISM

In the areas of punctuality, timeliness of tasks, and dress, Storefront faculty and staff are expected to show the highest standards of behavior. The Storefront maintains a model for its students and families of order, preparation and professionalism.

In keeping with these standards, employees' dress and appearance should always reflect the highest standard of professionalism. The expectations for teacher dress is office casual. Jeans and less formal attire are appropriate only when needed for specific activities and are acceptable when school is not in session. For all staff, hats and do-rags are not permitted except for religious reasons and clothing with inappropriate language or logos is not allowed.

Teachers should refer to the Teacher's Handbook for specific job requirements and policies, including those addressing classroom conduct, disciplinary procedures, teacher evaluation, and recordkeeping requirements. Teachers are expected to adhere to the policies and procedures contained in the Teacher's Handbook, or be subject to disciplinary action, including termination.

B. CODE OF CONDUCT

It is impossible to list all the specific forms of behavior which are considered unacceptable in the workplace. However, the types of behavior and conduct which are prohibited or considered inappropriate include, but are not limited to, the following:

1. Theft or inappropriate removal or possession of Storefront property.
2. Working under the influence of alcohol or illegal drugs or any other violation of the Storefront's Drugs, Narcotics and Alcohol policy as detailed below.

3. Unauthorized possession of lethal weapons on Storefront property or while on Storefront business (even if the employee has a license).
4. Sexual harassment, other forms of unlawful harassment and/or discrimination, or other unlawful or unwelcome conduct.
5. Insubordination or other disrespectful conduct.
6. Falsification of Storefront records (*e.g.*, expense reports).
7. Fighting, using obscene, abusive language or gestures, or threatening violence in the workplace.
8. Excessive, unnecessary or unauthorized use of Storefront supplies, telephones, e-mail, Internet or other equipment, particularly for personal purposes.
9. Failure to maintain the confidentiality of Storefront or student information.
10. Unsatisfactory performance or conduct.
11. Negligence or improper conduct leading to damage of employer-owned or client-owned property.
12. Boisterous or disruptive activity in the workplace.
13. Excessive or unauthorized absenteeism or tardiness.
14. Solicitation of money from employees or clients in connection with gambling, or any other purpose.

Employees who exhibit any of the above behaviors, as well as engage in any other conduct deemed unacceptable, including, but not limited to, violation of other policies in this Handbook, are subject to disciplinary action, up to and including termination of employment.

Because the employment relationship between the Storefront and its employees is “at-will,” the Storefront reserves the absolute right and full authority to take any employment-related action, up to and including termination of employment, without notice, reason or cause and without first having taken other disciplinary action with respect to the employee at issue.

C. DRUGS, NARCOTICS, AND ALCOHOL

It is the policy of the Storefront to maintain a workplace that is free from the effects of drug and alcohol use or abuse. Employees are prohibited from the use, sale, dispensing, distribution, possession, or manufacture of illegal drugs and narcotics or alcoholic beverages on Storefront premises. Off-premise use, sale or possession of drugs is also forbidden. Employees will be subject to disciplinary action, up to and including dismissal, for violations of the policy.

Employees who are experiencing work-related problems resulting from drug, narcotics, or alcohol abuse or dependency may request, or be required to seek professional counseling,

therapeutic and / or medical help. Any employee who is abusing drugs or alcohol may be granted an unpaid leave of absence to undertake rehabilitation treatment. Failure to cooperate with an agreed-upon treatment plan will result in discipline, up to and including dismissal.

D. NO SMOKING

In accordance with New York City's Smoke Free Air Act as enacted in April 1995, smoking is prohibited at all times inside and around the Storefront's buildings. Employees with inquiries, complaints, or disputes about smoking in the workplace should contact the Head of School. Any disputes involving the health concerns of any individual desiring a smoke-free area will be addressed promptly and appropriately. Employees and applicants who exercise, or attempt to exercise, any rights granted under this policy are protected from retaliation. If an employee feels that any adverse action has been taken against him / her for exercising rights under the Smoke-Free Air Act, the employee should contact the Head of School, who shall be responsible for investigating and appropriately resolving any such complaints.

E. KITCHEN POLICIES

All students must participate in the school lunch program. Teachers are welcome to eat at no charge both breakfast and lunch. Teachers who wish to bring lunch may keep it in the school refrigerator with the approval of the Food Director. No staff are to enter the kitchen without permission from the Food Director. During the school day no staff other than the kitchen staff are to be in the kitchen work area.

Please note that the Storefront is a peanut-free school and therefore employees should not bring any food containing peanuts or peanut oil to the Storefront. Employees should also be aware of any food which may pose a high risk of choking for children and ensure that these foods are not distributed to students and are fully disposed of when the employee is finished with his / her meal.

F. EMPLOYEE EVALUATIONS

The Storefront regularly formally evaluates employees at least once during the school year. The Division Directors will lead the process for the faculty and the Head of School will oversee or conduct evaluations for all other staff by their Department Head.

The goals of this program are to create a climate for sustained professional development, to reinforce strong performance and to identify areas for improvement. Each evaluation will include an approach to improve performance focused on the Storefront's requirements, a plan for professional development or personal objectives. Evaluation files will be maintained by the Supervisors performing them. These evaluations are not intended for use outside of the school and are never shared with anyone else, unless otherwise required by law. For more information about the evaluation process, including the specific criteria that employees are evaluated on, please contact the Head of School.

G. PERSONNEL FILES

The Storefront maintains a personnel file on each employee. The personnel file may include such information as the employee's job application, resume, records of training, performance reviews, salary history, and other employment records.

Personnel files and employee records are the property of the Storefront and the Storefront will keep such files and records private and restrict access except as required by applicable law. In particular, with respect to the protection and privacy of individually identifiable health information, the Storefront will comply fully with the privacy rules of the Health Insurance Portability and Accountability Act of 1996 and related regulations.

Further, employee records must be up to date and current. It is the employee's responsibility to notify the Business Office immediately if any change in the following occurs: name, address, contact telephone number, marital status, number of dependents, emergency contact information, or any benefit-related information.

H. PURCHASING

Faculty and staff must obtain approval ahead of time from the Head of School or their supervisor for any petty cash expenditures. Reimbursements will not be made if approval has not been given ahead of time. All purchases should be made using the tax exempt certificate. Taxes paid will not be reimbursed.

Teachers may also be eligible for reimbursements for attendance fees and travel expenses for professional development. In order to be reimbursed, the teacher must obtain permission from the Head of School prior to attending the program; it is entirely within the Head of School's discretion as to whether to approve the request.

Purchase orders are used for all ordering. Orders must be approved by the Business Manager, Head of School, Department/Division Director. Packing slips, indicating receipt of items, must be attached to the purchase order form and returned to the business office before payment will be made.

The Storefront's fiscal year ends on June 30th and all expense requests for reimbursement must be made before then.

I. AUTOS

Employees **cannot** use their own automobiles to transport Storefront students unless the Head of School gives them permission.

Only employees who have been approved by the Business Manager are allowed to drive school vehicles. Any unauthorized use of School vehicles is grounds for termination.

J. HOUSEKEEPING AND CLEANLINESS

All employees should take pride in good "housekeeping" and make a special effort to keep the Storefront premises as clean as possible at all times.

Teachers are expected to leave their classrooms in a clean and orderly condition at the beginning and end of each school day. All papers, books, etc., are to be cleared from the floor, desks straightened, and chairs placed on top of desk surfaces. Rooms should be left "broom" clean and blackboards should be cleaned.

When there is a large school event, everyone is expected to pitch in and help with the clean up.

K. PROPERTY

1. Storefront Property

Storefront property includes all office operating equipment such as computers, telephones, postage meters, facsimiles, copiers, as well as furniture and furnishings. Storefront property also includes, but is not limited to, all data, computer files, CDs, computer disks, documents, notes, files, records, client lists, books, forms, and office supplies. The Storefront reserves the right to monitor, access or record any information displayed, stored or transmitted through the use of Storefront property and equipment, whether or not the information is password protected.

The Storefront provides employees with certain equipment items to conduct business operations. Damage or loss of equipment due to negligence or theft is costly in terms of lost data and productivity, as well as to repair and replace equipment. Employees are requested to exercise care in using Storefront equipment and to report any damage or loss immediately to either the Business Manager or Chief Information Officer as appropriate. An employee who fails to safeguard Storefront property may be financially responsible for replacement costs if such property is lost, damaged or stolen. Upon termination of employment, the employee must return all Storefront property, equipment and documents in his or her possession or control.

2. Personal Property

The Storefront is not responsible for loss or damage to any personal property brought into the workplace. Employees are urged to exercise care and judgment when bringing personal items to work.

V. COMMUNICATIONS

The Storefront's policies against harassment (including, but not limited to, sexual harassment) apply fully to all of its communication systems – telephone, voicemail, e-mail, internet and intranet – and any violation of the communications policies set forth below is grounds for disciplinary action, up to and including termination of employment. The communications systems are not to be used for soliciting political or religious causes, commercial enterprises, outside organizations, or other non-business related activities.

A. CONFIDENTIALITY

The Children's Storefront respects the privacy of each staff member, child and family. In conversation about events at the Storefront, employees should not use the full name of any child, family member or staff member. The Storefront does not give out personal information about children, families or staff to any one without parental or staff permission. No pictures of children or staff members should ever be distributed or posted on the Internet. All volunteers, interns and students who might be observing children are expected to follow this policy.

1. Employee Records

All requests for employee information concerning current or former employees, including references and employment and mortgage verification, should be referred to the Assistant

Treasurer. With respect to former employees, the Storefront will limit disclosure to outside sources to only job title, dates of service and salary. With respect to current employees, the Storefront will limit disclosure to outside sources to confirmation of job title and dates of service, unless the employee has submitted prior written permission to a specific administrator to disclose specific further information, such as information necessary to obtain a mortgage. In no instance will the Storefront disclose information concerning job performance to an outside source. Should an employee request a recommendation from an individual supervisor or colleague, that is done on a personal level not representing the school. Upon written request, the Head of School may write a recommendation or approve an official recommendation for the individual from the School on School letterhead.

2. Student Records

All records are considered confidential and require parental signature to be released. Parents have access to children's records and copies are made upon parent request to the Front Office Manager. Information contained in a child's official record is confidential and will not be released to anyone outside the Children's Storefront community without the written consent of the student's parents / guardian. Student files are not to be removed from the school office. The school will forward student records to schools in which a student seeks enrollment only after receipt of a written request from parents / guardian.

3. Media Relations/ Publishing

In the event an employee receives a media inquiry or request for an interview, the employee should refer the media request to the Vice President of Development and Communication for consideration. In the event of an incident or emergency, only one spokesman will be speaking to the press. The Head of School will designate that spokesman, after consulting with the Board and the Vice President of Development and Communication. Any staff person who anticipates publishing an article or document making reference to the school in any way must request approval from the Head of School or Vice President of Development and Communication before publication is final. All speaking engagements on behalf of the school or by current staff members must be approved by the Head of School. The Head of School will receive approval from the Board for any of his/her publications, interviews or speaking engagements.

B. USE OF PHONE AND OTHER EQUIPMENT AND SYSTEMS

Personal use of the fax machine, copier, and the telephone for long distance and toll calls is not permitted, as is personal use of any other school equipment or system. Personal use of the mail system for sending and receiving mail is strictly prohibited. The improper, careless, destructive, or unsafe use or operation of any equipment or system at the Storefront can result in disciplinary action, up to and including discharge.

The Children's Storefront places high value on the time students spend at school. Teachers will only use cell phones on their break time. Cell phones should not be on during class time, and no class should ever be interrupted by a phone ringing. Teachers are not allowed to wear cell phone headsets during class time. In the event of an emergency, a teacher may ask someone to cover his/her class to return a call, but the goal of each faculty member is to keep the class on track and make calls when it does not interrupt the school schedule or goals.

Personal long distance calls are not allowed on school phones. It is expected that faculty and staff will use professional discretion in use of the internet, copiers and phones for personal use. The landline phone should be set to forward calls while the teacher is actively teaching.

C. ELECTRONIC COMMUNICATIONS

1. General Electronic Communications Policy

The Storefront's technology and communications systems, including e-mail, have been installed solely to facilitate the Storefront's communications. These systems are the property of the Storefront.

Due to the nature of the Storefront's operations, it will sometimes be necessary for supervisors to review employee communications. While the Storefront does not wish to examine the personal information of its employees, occasionally, the school may need to access and monitor computer files, e-mail messages, voicemail messages, and telephone calls. Employees should understand that they have no right of privacy with respect to any messages or information created or maintained on the Storefront's technology resources, including personal information or messages. The Storefront may, in its discretion, review all communications, files, or messages on its resources at any time and for any reason. Further, the Storefront may monitor its resources at any time in order to determine compliance with its policies, for purposes of legal proceedings, to investigate misconduct, or for any other school or business purpose. By using the Storefront's technology, employees are deemed to have understood and consented to this policy.

In addition, all employees accessing the Internet via the Storefront's computer system must adhere to the following guidelines:

The communications and Internet access system is the property of the Storefront;

All Internet usage shall be conducted according to the same professional standards established for other workplace activities;

Professional judgment shall be exercised in the selection of Internet sites to be visited or accessed;

Confidential information belonging to the Storefront or its students shall not be transmitted over the Internet without express permission of the Storefront or the student's parent. Employees should never post pictures of students on the Internet. Adequate measures (such as encryption technology) to ensure the security of confidential information to be transmitted should be utilized. Although the Storefront has security in place to prevent unauthorized access to the school's systems, the school cannot ensure the security of documents sent over the Internet;

In no event shall Internet access be knowingly used to obtain confidential information belonging to anyone, including Storefront students. Storefront employees should not use aliases or false identities to monitor students online or obtain information from them. If such information is inadvertently obtained, it shall be destroyed and not used;

Employees may not download software, text, or images that have been obtained illegally. Employees are prohibited from copying and distributing copyrighted materials without authorization. Employees also may not cut and paste certain images or text from other web sites, which could be considered copyright infringement;

Unless an internal e-mail states it is intended for public distribution, it may not be distributed to anybody outside the Storefront or over the Internet absent prior permission by the Head of School;

In no event should Internet access be used to disseminate or retransmit potentially scandalous or defamatory matter about persons inside or outside the Storefront;

In no event should Internet access be knowingly used to obtain or retransmit sexually explicit materials or materials that could reasonably be perceived by fellow employees as indecent or offensive;

Accessing, communicating, or transmitting harassing, offensive, discriminatory, defamatory, pornographic, or otherwise inappropriate material is prohibited. Employees who receive offensive or inappropriate materials should immediately advise either their supervisor or the Head of School;

The Storefront's e-mail and Internet systems may not be used to solicit or proselytize for charitable, religious, political, or other non-business purposes;

As aforementioned, the Storefront reserves the right to monitor its system at any time, without notice to the employee, to ensure that its computer network system is being used for business purposes only. Employees do not have any expectation of privacy with respect to their e-mail or other Internet communications. Employees do not have a personal privacy right to anything that is created, sent, or received on the system. These communications may be reviewed, used, and transmitted by others within and outside the Storefront consistent with applicable law;

Because of the automated backup capabilities of the e-mail system, copies of all communications will be periodically stored. Thus, even where an employee initiates an e-mail message and deletes it at a later point in time, the message may be stored in a backup file. Among other things, this means that virtually any e-mail communication may be subject to discovery in the context of a lawsuit;

In order to safeguard the confidentiality and security of business communications, employees must use their own individual password, which should be changed periodically. Employees should not disclose their passwords to anybody other than persons authorized by the Storefront;

Employees are prohibited from gaining, or attempting to gain, access to another employee's e-mail or computer files without the employee first obtaining authorization from the Head of School; and

When an employee leaves the employ of the Storefront for any reason, the Storefront reserves the right to review all e-mail and computer files of the departing employee for any reason.

These guidelines apply to all uses of the Internet, including websites, electronic messages, chats, blogging or bulletin boards. Employees who violate this policy are subject to disciplinary action, up to and including termination. If employees see a posting about the Storefront or its students that may warrant a response, they should refer that information to the Head of School.

Acceptable Use Policy

All faculty and staff are required to sign the following acceptable use policy at hiring and to sign each year at the beginning of school.



The Children's Storefront
An Independent Tuition-Free School In
Harlem
70 East 129th Street
New York, NY 10035
212.427.7900
212.289.3502

The Children's Storefront Acceptable Use Policy for Technology and Communication For Faculty and Staff

Perseverance:

As a Storefront employee, I understand that backing up files requires a level of perseverance to make sure that important documents are located in two places. I understand that it is never a question of IF but WHEN a computer goes bad. I will make a priority of putting files in two places.

Honesty:

As a Storefront employee, I understand that we can install onto our computers only software that we have legally purchased. I understand that we are generally not allowed to put Storefront owned software onto personal computers.

Respect:

As a Storefront employee, I understand that food/drink while at a computer or keyboard is a known problem which leads to replacement of equipment costing us time and money.

I know that email is like sending a postcard; there is no guarantee that it is private. I will make certain that every email I send is appropriate and respectful to the Storefront community.

I will post no information about other staff or students and families on my own blog or website without getting consent or approval.

Diligence:

As a Storefront employee, I understand that I need to be diligent about "where I print to" and making sure that I pick up documents promptly from that printer before it falls into the hands of someone who should not be reading it. I also need to be diligent about locking up my laptop when at the Storefront and securing SmartBoard tools and other equipment during school vacations.

Responsibility:

As a Storefront employee, I understand that regarding appropriate computer usage I need to conduct myself with the same professional standards that that I use in non-computer ways. This involves language on e-mail, Web sites visited and even usage of cell phones and music devices. During normal school hours, wearing headphones and listening to music or working in an office listening to music when others are coming in and out is generally less than professional. Reading emails and text-messaging during meetings is not acceptable practice. All cell phones will be turned to vibrate to keep the school environment focused on learning and communication with students and faculty.

Concern for others:

As a Storefront employee, I need to model behavior for our students in terms of not wasting paper and practicing recycling.

I will only use the color printers for color document and will only do that when needed. I understand the cost involved is much higher for black and white copies on those printers.

D. HEALTH AND SAFETY PLAN

The Children's Storefront is committed to being proactive and prepared for emergencies. The Storefront maintains careful awareness of the school's safety needs and practices regular drills for various eventualities. Staff are trained yearly in safety procedures. Employees are requested to make safety and security a top priority and to conduct work in the safest manner possible. Additionally, employees are encouraged to communicate with co-workers regarding safety issues, and to identify and report safety hazards.

The Storefront has developed procedures to:

- Increase the security guard's surveillance and awareness of what is happening on the street
- Confer regularly with local authorities to be certain the Storefront's plans are appropriate
- Hold at least one yearly staff meeting to review emergency procedures and policies
- Create a written safety plan and communicate it to parents, faculty and staff
- The Storefront is prepared for an evacuation procedure and have identified several evacuation sites. They are:
 - One of the other Storefront buildings
 - All Saints church/school
 - Public schools in the Storefront area

All new employees receive a copy of the Safety Plan and are expected to be familiar with these procedures. The policies in this plan may change at any time; teachers and staff will be notified of any changes and are expected to follow the policies exactly. For more information about any of the policies below, please contact the Business Manager.

The Storefront strives to provide an orderly and safe work environment. The Storefront will, at a minimum, comply fully with existing Federal, State and local safety and health laws. Employees must immediately report any unsafe condition to the Facilities Manager or Business Manager. In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees must immediately notify the Head of School and or the Business Manager. Such reports are necessary to comply with the law and initiate insurance and workers' compensation benefit procedures when applicable.

When management is aware of threats to employees, management will make every effort to take reasonable actions to reduce and/or eliminate such threats. It is impossible, however, to develop contingency plans for every possible situation. In an actual emergency, employees are expected to use common sense and cooperate fully. In particular, any unusual activity at the Storefront

should be immediately reported to the Head of School and the appropriate Safety Plan should be followed.

E. FIRST AID

The Children's Storefront will provide annual training for employees in first aid and CPR. All staff and teachers are trained in Universal Health Precautions and are expected to follow these procedures. Latex gloves are available in every classroom and teachers are encouraged to have latex gloves with them during recess duty. All employees should wear gloves to administer first aid, to clean up any vomit, waste or blood spills. The Storefront follows Department of Health guidelines for sterilizing any area that has been contaminated. Hazard kits are available in the school office.

Only the Head of School and/or Division Directors are allowed to administer medication. In certain situations, a teacher may be asked to administer medications. Medicine is only given when a doctor's note, permission and original bottle of medicine are provided. No medication is administered without a parent's written permission. This includes Tylenol, sunscreen and over the counter medicines.

All medical information is considered confidential and shared with staff on a need to know basis. Staff are expected to keep medical information confidential as well.

F. FIRE DRILLS

Fire drills are given at the Storefront on a regular basis and employees will receive notice in advance of these drills. The Storefront has announced and unannounced drills during the year. Fire drill logs will be kept by the Business Office. It is important that fire drills be taken seriously and take place quietly and in an orderly fashion.

Teachers and staff are expected to familiarize themselves with all evacuation procedures for the school, including the building in which they work. For the evacuation procedures, please see the Health and Safety Plan.

G. SCHOOL BURGLAR ALARM

The Storefront is equipped with an alarm system that is activated and monitored when the school is closed. If an employee needs to enter the building during hours in which the school is closed, the employee must request the code from the Business Office and enter it into the alarm's control panel.

H. INJURY / INCIDENT REPORTING

All injuries or incidents that occur at school or at a school sponsored event must be reported to the Head of School and the Division Directors. This should be done as soon as possible through an incident report, given to the Head of School and followed up in person or by telephone as needed. This will be used for following up with staff or families and to identify trends or problems.

I. VISITOR POLICY

All visitors (regardless of status) must identify themselves at the Front Office before entering the Storefront's premises. Any Storefront employee expecting a visitor must coordinate the visit through the Front Office. The escorting employee is responsible for the guests during their visit, and for ensuring that the visitors are escorted back to the public area at the conclusion of their visit. Visitors must wear identification at all times and should never be left alone. Each employee is responsible for knowing and following the established process. For those visitors spending extended time in the office, special guest passes should be coordinated with the Front Office.

VI. PAY POLICIES AND BENEFITS

A. PAY DATES / PAYROLL DEDUCTIONS

All Storefront staff and teachers are paid twice each month or 24 times a year. Salaries are paid on the 15th and last day of each month, with payment by checks to employees or by direct deposit to employees' bank accounts. If either of these days falls on a legal holiday or weekend, paychecks will be given out on the last weekday prior to those dates. All paychecks are accompanied by a statement describing the earnings, applicable deductions for federal and state taxes and other required withholdings, deductions and adjustments, and the net pay.

B. OVERVIEW OF EMPLOYEE BENEFITS

The Storefront has established a variety of employee benefit programs designed to assist employees and their eligible dependents in meeting the financial burdens that can result from illness and disability, and to help employees plan for retirement.

Generally, employees are eligible for benefits if they are full-time, year round, salaried employees, which means that they work no less than 20 hours per week ("full-time employees"). Benefits begin at different times depending upon the category. Hourly employees do not receive benefits.

This section of the Employee Handbook contains very general descriptions of the benefits to which Storefront employees may be entitled.

Please understand that the general explanations set forth in this Handbook are not intended to, and do not, provide employees with all the details of their benefits. Rather, an employee's specific benefits can be determined only by referring to the full text of the official plan documents, which are available from the Business Office. Neither this Handbook nor the Summary Plan Descriptions are intended to change or otherwise interpret the terms of the official plan documents. To the extent that any of the information contained in this Handbook or in the summary plan descriptions is inconsistent with the official plan documents, the provisions of the official documents will govern in all cases.

The Storefront reserves the right, in its sole and absolute discretion, to amend, modify or terminate, in whole or in part, any or all of the provisions of the benefit plans described in this Handbook, including any health benefits that may be extended to retirees and their dependents. Further, the Storefront reserves the exclusive right, power and authority, in its sole and absolute

discretion, to administer, apply and interpret the benefit plans described herein, and to decide all matters arising in connection with the operation or administration of such plans.

Any questions relating to employee benefits should be directed to the Business Office. However, it is the employee's responsibility to file any medical reimbursement claims directly with the insurance carrier.

C. HEALTH BENEFITS

1. Major Medical / Hospitalization

All full time employees are eligible for benefits provided by Oxford Health Plan. The enrollment period is at date of hire or during the month of September each year. Employees do not share in the cost of the benefit for individual coverage, but family coverage is available at the employee's expense. Details of the plan can be obtained from the Business Office and the employee will receive additional information from the Oxford Health Plan once the employee's coverage goes into effect.

2. Dental Insurance

All staff members are eligible to participate in the employees' group dental plan with U.S. Life Insurance, thorough the Healthplex plan network. An employee is eligible for coverage as soon as the employee begins his / her employment. The dental plan is an employee pay plan, meaning that the premium is deducted from the employee's paycheck if the employee elects this coverage. Employees who choose a dentist that participates in the Healthplex plan are not required to pay for most services allowed under the plan and are not required to meet an annual deductible (see the summary plan for which dental services are provided). Employees who choose a dentist who is not in the Healthplex network may be required to make co-payments and meet an annual deductible. Details of the plan can be obtained though the Business Office. Rates, premiums and coverage are subject to change periodically.

D. SHORT-TERM AND LONG-TERM DISABILITY INSURANCE

Staff members who are injured and become totally or partially disabled may receive disability benefit payments through the Storefront's short-term and long-term disability plans. If an employee is injured, on or off the job, or suffers a serious illness and is unable to work, the Storefront will pay the employee's current salary for the first 90 days of the employee's disability, minus any disability payments the employee receives from other sources, e.g., New York State Disability, New York State Worker's Compensation, Social Security, etc.

After the first 90 days of disability, if the employee is still unable to work, the employee will be eligible for benefit payments equal to 60% of the employee's pre-disability salary. The employee will receive these payments until retirement age or until the employee returns to work.

While an employee is totally disabled and unable to work, the Storefront will continue paying the employee's Oxford Health Plan premiums for the duration of the employee's disability, or for one year, whichever is less.

E. BENEFITS AFTER EMPLOYMENT ENDS

After an employee's employment with the Storefront ends, the employee and his / her eligible dependents may continue medical/hospitalization and dental care plan coverage for a maximum of 18 months under the Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1985. The Business Office will notify the departing employee in writing of the right to continue insurance coverage. The employee will have 60 days from his /her last day of employment to elect COBRA. COBRA operates in conjunction with the Storefront's medical and dental carriers, and allows employees to maintain their current medical and dental status (e.g., same doctors, medical facilities). Under COBRA, 100% of the premium costs are transferred to the employee. Coverage can be terminated if a former employee does not pay an invoice past due more than 30 days. For further details concerning COBRA continuation coverage, please contact the Business Office.

F. WORKERS' COMPENSATION

To qualify for Workers' Compensation benefits from the State of New York, due to an injury of an illness occurring on the job, the employee must file a report with the State of New York. The Business Office must be notified immediately in the event of an injury. Report forms to be filed with the State can be obtained from the Business Office.

The Storefront provides comprehensive workers' compensation insurance at no cost to its employees. This insurance covers any injury or illness sustained in the course of employment that requires medical and/or hospital treatment. Employees are required to immediately report any accident or injury that occurs in the course of employment to the Assistant Treasurer. Please refer to the Health and Safety policy regarding safety procedures.

G. TUITION REIMBURSEMENT AND PROFESSIONAL DEVELOPMENT (SUSPENDED FOR ONE YEAR)

The Storefront strongly encourages the ongoing professional development of its staff and reinforces this through a tuition reimbursement policy. The benefit is available to **all** Storefront employees after one year of employment.

The Storefront requires that all teaching staff complete their undergraduate degree at a pace agreed to with the Head of School. Reimbursement for all college or post-graduate courses must be approved by the Head of School. Tuition reimbursement is limited to \$2500 per fiscal year (July 1st to June 30th). The Storefront is willing to release the funds at the beginning of the course, however, it is the responsibility of the employee to bring proof of completion of the course to the school. If an employee withdraws from a course, or receives a grade below a C, the Storefront may require that the employee return the tuition reimbursement payment to the Storefront and will work with the employee to create a plan for the funds to be deducted from the employee's paychecks.

In addition, the Storefront will pay for other courses, seminars, workshops, and conferences subject to the direction and / or approval of the Head of School or the employee's supervisor.

H. RETIREMENT PLAN (SUSPENDED FOR ONE YEAR)

The Storefront offers a tax-deferred retirement plan to all staff who have been full-time employees for at least two consecutive years.

The Storefront contributes the equivalent of 5% of an employee's gross salary into a mutual investment fund managed by Vanguard. Employees have the option of directing where they would like this money to go: a money market fund, high or low-risk stock funds; bonds; government securities, etc. After two years of employment with the Storefront, employees may also elect to contribute to the retirement plan from their own base salary, in addition to what the Storefront already contributes in the employee's name. Employees will not be taxed on any contributions they make to the plan (with the exception of Social Security) until the money is distributed to the employee. If an employee withdraws money prior to retirement age, the IRS will penalize the employee 10%. These regulations may change. Employees are reasonable to understand their own plan.

VII. LEAVING THE STOREFRONT

The Storefront expects all teachers and staff will complete each school year. However, should other circumstances arise, the Storefront asks that each person give sufficient notice to allow for a smooth transition to a new person. Each spring there is opportunity for employees who are invited to return to let the Head of School or their supervisor know if they plan to return the following year. Senior administrators are expected to give at least six weeks notice. At least three to four weeks notice is required from support staff and administrative staff. It is important to give the Storefront sufficient time to make an orderly transition of the employee's workflow and to prepare the necessary paperwork associated with the employee's departure.

However, the Storefront may, within its discretion, require that an employee's last day of active employment be the same day on which the employee has resigned and may bar the employee from the Storefront's premises effective as of the employee's resignation, regardless of whether the employee has given at least two (2) weeks advance notice of his / her resignation.

All employee benefits will terminate on the employee's last day of active employment with the Storefront. Provisions for benefit continuance under COBRA are discussed in Section VI, paragraph E on page 27 of this Handbook. With the exception described below, final pay upon termination consists of the salary due through and including the last day worked by the employee.

In the event that an employee resigns, "the last day worked by the employee" will either be the advance notice termination date provided by the employee or, if in the Storefront's discretion, the Storefront requires that the employee's last day of active employment be the same day on which he or she has resigned, that day will be the last day worked for purposes of calculating final pay upon termination and for terminating all employee benefits.

An employee whose employment has been involuntarily terminated (excluding involuntary terminations due to a workforce reduction, but including, and not limited to, terminations for cause) will not receive any accrued, but unused, paid time off upon termination of employment.

Unless otherwise approved by the Head of School, no accrued, but unused, paid time off will be paid to an employee who voluntarily terminates his or her employment. Final pay is delivered to the departing employee via manual check.

A. EXIT PROCESS

Upon termination of employment, the departing employee will be provided information regarding benefits and options for continuing insurance coverage, arrangements for processing final expense reimbursement paperwork, information on satisfying all outstanding debts to the Storefront, and instructions for receiving their final paycheck. Arrangements for returning Storefront property and equipment and keys will also be coordinated at that time.

The Storefront's policy on references will also be explained and, in the event of a resignation, the employee will be able to communicate his or her views on his or her employment with the Storefront. All employees will be invited to attend an exit interview prior to their date of termination, whether voluntarily or involuntarily. The Business Manager shall arrange such a meeting. The employees' failure to attend said meeting shall result in the forfeiture of any discretionary money that the Storefront may pay to the employee. Upon completion of the exit process, the Storefront will complete and submit the necessary forms and filings for submission to government and regulatory agencies, as applicable, relating to the employee's departure from the Storefront.

B. EQUIPMENT RETURN

Upon termination of employment with the Storefront, the employee must return all Storefront property (described earlier in this Handbook) prior to departure. The employee should coordinate with the Business Manager for the equipment return of any Storefront-issued equipment, and to determine the period, if any, which e-mail will be forwarded and the employee's voice mailbox will be retrieved.

RECEIPT FOR EMPLOYEE HANDBOOK

I acknowledge that I have received a copy of The Children’s Storefront Employee Handbook. I agree to read it thoroughly and familiarize myself with its complete contents, including the statements in the Introduction describing the purpose and intent of this Handbook. I understand that it is my responsibility to comply with the policies contained in this Handbook and any revisions made to the Handbook. I agree that if there is any policy or provision in the Handbook that I do not understand, I will seek clarification from **the Business Manager**. I understand that this Handbook states The Children’s Storefront’s policies and practices in effect on the date of publication, and that the policies and procedures may be amended, modified or terminated at any time by The Children’s Storefront in its sole and absolute discretion, without prior notice to employees.

ADDITIONALLY, I UNDERSTAND THAT THE INFORMATION CONTAINED IN THE EMPLOYEE HANDBOOK DOES NOT CONFER ANY CONTRACTUAL RIGHT TO, OR AGREEMENT FOR, EMPLOYMENT, PROMISE OF FUTURE BENEFITS OR BINDING AGREEMENT FOR ANY OTHER PURPOSE, EITHER EXPRESSED OR IMPLIED, WITH THE CHILDREN’S STOREFRONT. FURTHER, I AGREE THAT I AM AN EMPLOYEE AT-WILL, WHICH MEANS THAT MY EMPLOYMENT MAY BE TERMINATED BY THE CHILDREN’S STOREFRONT OR ME AT ANY TIME, WITH OR WITHOUT NOTICE, REASON OR CAUSE.

Please sign and date this receipt and return it to the Head of School or her Administrative Assistant.

Date: _____

Signature: _____

Print Name: _____

I have read the Acceptable Use Policy regarding technology and communication and understand my responsibilities.

Date _____

Signature _____