EdAdvance does not discriminate in any of its programs, activities or employment practices on the basis of race, color, national origin, ancestry, sex, religion, age, sexual orientation, gender identity or expression, disability, veteran, marital or familial status (along with any other classification protected by law). To file a complaint of discrimination, write Director, Office of Civil Rights, U.S. Department of Education, Washington, DC 20250-9410, or the Connecticut Commission on Human Rights and Opportunities, 450 Columbus Boulevard, Hartford, CT 06103.
Message from the Executive Director

EdAdvance is glad to have you as part of its working team. Because our organizational standard is based on a commitment to quality and excellence, we believe that each EdAdvance employee, in whichever program they work, is critical to meeting that commitment. We strive to make our educational service center a place where staff can enjoy the satisfaction of doing quality work in a climate of mutual respect and collaboration. As an EdAdvance staff member you will contribute to that atmosphere.

We have prepared this Employee Policies and Procedures Handbook so that you have ready up-to-date information about your rights and responsibilities as an EdAdvance team member. It should answer most of your questions, but if there are other matters that arise, I encourage you to contact the Human Resources Department. The staff there will give you a quick response.

Sincerely yours,

Jeffrey Kitching, Ed.D.
Executive Director
Mission Statement

EdAdvance, the regional educational service center in western Connecticut, exists to promote the success of school districts and their communities. Collaboratively with them, we provide educational and related services. A continuing commitment to quality and excellence is our standard of performance.

EdAdvance is redefining what a RESC can be using a systemic approach - grounded in the “3C’s”, Connection, Culture and Customization. Focused on local and regional priorities, we are reinvesting the expertise, energy, and resources of the agency to amplify the benefit to our constituents.

Diversity Statement

We are committed to creating an inclusive workplace that promotes and values diversity. We believe diversity drives innovation. We are continuing to build and grow an inclusive culture that encourages, supports, and celebrates the diverse voices of our employees. It fuels our creativity and connects us more closely to our students and the communities we serve.

We know through experience that different ideas, perspectives, and backgrounds create a stronger and more equitable work environment that delivers better results. To support an inclusive environment, our systems are designed to prevent discrimination against all people regardless of gender identity or expression, sexual orientation, religion, race, color, sex, ethnicity, age, neurodiversity, disability status, citizenship, or any classification protected by state and federal law.

Purpose of the Handbook

The purpose of this manual is to provide information on EdAdvance personnel policies and procedures. It is expected that each Supervisor will be familiar with these procedures and apply them fairly and consistently to all employees.

No part of this manual is a contract of employment or an implied contract of employment. EdAdvance reserves the right to revise its policies (including any term and conditions of employment or benefits) and the manual is subject to change without notice.

Unless otherwise provided by a separate employment contract between you and EdAdvance, employment with EdAdvance is “at will” for no fixed period of time and may be terminated by the employee or EdAdvance any time for any reason not specifically prohibited by law with or without cause, with or without notice. No employee of EdAdvance is authorized to make any contrary representation.

Supervisors are encouraged to discuss these policies and procedures with their employees. If supervisors or employees have any questions regarding the contents of this manual, they should contact the Human Resources Department.

The Employee Policies and Procedures Handbook is organized to give you concise information on matters that are central to your working life. The initial chapters detail the particulars of your benefits as an EdAdvance employee including health and life insurance, leave time, vacations, holidays, and the like. In the last section, you will find information on EdAdvance policies. The descriptions of any benefits are for summary purposes only, and you should check the specific plan and benefit documents for details.

We ask that you bear in mind that this handbook is not a contract of employment but is only a general source of information about policies, procedures, and rules as they may exist at EdAdvance. In order to retain necessary flexibility in the administration of policies and procedures, EdAdvance reserves the right to change, revise, or delete the plans, policies, benefits, and procedures described in this handbook at any time such a change is necessary or desirable, as determined by the EdAdvance Executive Team. You will receive a copy of any additional or updated policies and procedures as they are approved.
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I. BENEFITS AND SALARIES

A. OVERVIEW

Eligibility for benefits is determined by the employee’s schedule (full or part-time), and the type of position for which they are hired.

1. TYPES OF EMPLOYMENT CATEGORIES

- **Annual Employment** follows July 1-June 30 of the fiscal year and cites either full or part-time.
- **Academic Employment** follows a school calendar year and may include additional workdays to cover professional responsibilities and/or assignments during the summer months.
- **Temporary Employment** provides for durational employment of 120 days or less.
- **Emergency Employment** provides for durational employment of 10 days or less.

Benefits are based on an individual employee’s type of employment; number and length of workdays (see Employment Categories, Section III).

Employee benefits are subject to change based on a review by the Executive Team.

2. SALARY INCREASES

Cost of Living Adjustments (COLA) are awarded to eligible employees if conditions warrant and following approval by the Board of Directors in its sole discretion. Staff hired on or after April 1st are not eligible for an increase their first year.

3. TRAINING PERIOD

All employees must serve a minimum 90 calendar day training period. Leave time will be calculated but only accrued time will be allowed to be taken while in the Training Period. During this time, the employee has no rights under the Separation Policy (Section V, Part L) or the Reduction in Force Policy (Section V, Part J).

B. WORKPLANS/INDIVIDUAL GOALS

All EdAdvance employees develop a work plan which establish goals and outcomes for the year. You and your Supervisor should meet throughout the year to evaluate your workplan. These sessions are good opportunities to share your concerns, your aspirations, and your successes with your Supervisor. On a yearly basis in June, a final review is conducted and becomes part of your permanent personnel file at EdAdvance.

An employee who does not satisfactorily complete their workplan or, for other reasons outlined in the Separation Policy detailed in Section V, Part L, may be placed on probation. This probation process is fully explained in the Separation Policy section.

II. BASIC BENEFITS/TYPES OF LEAVE AND CONDITIONS

A. LEAVE TIME

Leave days are intended to cover those situations that occur in an individual employee’s personal life that require the employee to be absent from work. Requests for Leave (vacation; personal time; sick; bereavement) should be submitted for approval through the Employee Self Service system (ESS) at least two weeks prior to the date(s) being requested. Under special/emergency circumstances, leave may be granted with less than two weeks notification.
Note: A “day” is equivalent to the number of hours an employee typically is scheduled to work. For example, if an employee is regularly scheduled to work 10:00 a.m. to 2:00 p.m. (4 hours), then a leave day or sick day for that employee is also 4 hours. If you are scheduled to work on a holiday you must report on that holiday, unless approval has been granted at least two weeks prior to the holiday, you must use either vacation or personal time. If you do not report on the holiday, and you have not received prior approval, you will not receive pay for the day. You cannot combine the holiday and other paid time off. If you take off the holiday you were originally scheduled to work, you will not receive holiday pay.

An employee who voluntarily or involuntarily transfers from a position that earns sick, personal, and/or vacation time, to a position that does not accrue paid leave time, forfeits their accrued sick and or personal time.

Any unused vacation time, that had been accrued by the employee, at the time of the status change, will be paid out to the employee at the hourly/daily rate at which it was earned.

Should the employee return to a position that earns paid leave time within 12 months, the employee will have restored to them, unused sick days that accrued at the time of reduction in hours, and will again begin to accrue sick, personal and vacation leave, from the date of return to a position that earns such time, at a rate based upon the number of hours worked per week.

The following items are considered leave time:

1. **SICK LEAVE**
   Sick leave is to be used for illness. It is accrued throughout the work life of an individual, up to varying maximums. (Refer to Section III, Employment Categories). Sick leave that qualifies under the Family Medical Leave Act (FMLA) will be counted against an employee’s FMLA time (refer to Section II, Part 6). For situations that must extend beyond an employee’s accrued time, refer to Section II, Part 7 and Part 8. Only accrued time may be taken for the first six months of initial employment. A minimum of 1-hour increments may be taken. Any accrued sick time will not be paid if a separation occurs. Employees who are out for at least 3 days in a row will be asked to provide medical documentation. Three consecutive unauthorized absences are understood to be a self-resignation/separation from employment and shall be processed as such according to agency policy.

   Sick time may be used for individual medical appointments but only after personal time has been exhausted.

2. **VACATION**
   Vacation days are granted each year depending on an employee’s eligibility (refer to Section III) and with prior approval of their Supervisor/Director. Must be taken in a minimum of half-day increments.

   All employees who work under an academic year position will follow a calendar that is established individually by their program or school and published prior to the start of each school year.

   In case of termination, only vacation time accrued will be paid for any employee, and no other unused or accrued leave time will be paid to the employee.

   Up to five vacation days may be carried over into the next fiscal year with the approval of the immediate Supervisor/Director. Unforeseen circumstances may preclude the use of roll-over vacation days at the discretion of the Executive Director. Approval must be done prior to May 31st. These carried over days must be used prior to September 1st of that new year.

   Note: A “day” is equivalent to the number of hours an employee typically is scheduled to work. For example, if an employee is regularly scheduled to work 10:00 a.m. to 2:00 p.m. (4 hours), then a leave day or sick day for that employee is also 4 hours. If you are scheduled to work on a holiday you must report on that holiday, unless approval has been granted at least two weeks prior to the holiday, you must use either vacation or personal time. If you do not report on the holiday, and
you have not received prior approval you will not receive pay for the day. You cannot combine the holiday and other paid time off. If you take off the holiday you were originally scheduled to work, you will not receive holiday pay.

3. **PERSONAL TIME**
Personal time may be granted with prior approval for leave depending on an employee’s eligibility. Personal business is defined as leave taken to conduct personal business which cannot be conducted before or after regular working hours as determined by EdAdvance (refer to Section III). Personal time may not be used to extend a vacation leave but may be used for inclement weather and for medical appointments. A minimum of 1-hour increments may be taken for personal time.

4. **BEREAVEMENT LEAVE**
EdAdvance grants up to 5 days leave, per occurrence for employees who have lost a member of their immediate family (i.e. parent, spouse, child). EdAdvance grants up to 2 days leave, per occurrence for an extended family member (i.e. aunt, uncle). Leave may be extended under certain circumstances with prior approval of the Executive Director or designee.

5. **HOLIDAYS**
For annual full-time employees, EdAdvance recognizes the following holidays per year:

<table>
<thead>
<tr>
<th>Holiday</th>
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<tbody>
<tr>
<td>INDEPENDENCE DAY</td>
<td>CHRISTMAS DAY</td>
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<tr>
<td>LABOR DAY</td>
<td>NEW YEAR’S DAY</td>
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<tr>
<td>COLUMBUS DAY</td>
<td>MARTIN LUTHER KING DAY</td>
</tr>
<tr>
<td>VETERANS DAY * FLEXIBLE HOLIDAY</td>
<td>PRESIDENTS DAY</td>
</tr>
<tr>
<td>THANKSGIVING DAY</td>
<td>GOOD FRIDAY</td>
</tr>
<tr>
<td>DAY AFTER THANKSGIVING</td>
<td>MEMORIAL DAY</td>
</tr>
</tbody>
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Two additional “general holidays” as determined by the Executive Director may be granted. Please refer to your employment category to determine your holiday schedule.

*Any eligible full-time employee that is either assigned or chooses to work on Veterans Day will be granted an additional day off (Flexible Holiday) that can be used anytime from Veterans Day until June 30th of the current fiscal year, with approval from their Supervisor/Director.

See Section III, below for information on which holidays (and other leave and benefits) apply to your specific category of employment.

Note: A “day” is equivalent to the number of hours an employee typically is scheduled to work. If you are scheduled to work on a holiday you must report on that holiday, unless approval has been granted at least two weeks prior to the holiday, you must use either vacation or personal time. If you do not report on the holiday, and you have not received prior approval you will not receive pay for the day. You cannot combine the holiday and other paid time off. If you take off the holiday you were originally scheduled to work, you will not receive holiday pay.

6. **FAMILY AND MEDICAL LEAVE**
EdAdvance will comply with all appropriate sections of the federal Family and Medical Leave Act law (FMLA).

An employee is eligible under FMLA if the employee has been employed by EdAdvance for at least 12 months and has worked at least 1250 hours during the preceding year, or in case of a school paraprofessional 950 hours in the preceding year. An eligible employee may request up to 12 workweeks of unpaid leave of absence in a 12-month period for the following reasons:

- Incapacity due to pregnancy, prenatal medical care or upon the birth or adoption of a child, or upon the placement of a foster child, or;
- In order to care for a spouse, child, or parent who has a serious health condition, or;
• Because of a serious health condition that makes the employee unable to perform their job functions.

An eligible employee may request up to twenty-six (26) workweeks of unpaid leave during a single twelve (12) month period for the following reasons:

• In connection with a “qualifying exigency” (such as making legal, financial and childcare arrangements and taking care of other family obligations) involving the employee’s spouse, son, daughter or parent’s foreign deployment or call (or impending call) to active military duty, or;

• To care for a covered servicemember’s serious injury or illness that was incurred in the line of duty on active duty (or existed before the beginning of the member’s active duty and was aggravated by service in the line of duty on active duty) where the employee is the covered servicemember’s spouse, son, daughter, parent or nearest blood relative.

For purposes of such leave, the “single 12-month period” begins on the first day the employee takes such leave and ends 12 months after that date.

During family and medical leaves of absence, EdAdvance will continue to pay its portion of health insurance premiums, and the employee must continue to pay their share of the premium. Failure of the employee to pay their share of the health insurance premium will result in loss of coverage. If the employee does not return to work after the expiration of the leave, the employee will be required to reimburse EdAdvance for payment of health insurance premiums during the family and medical leave, unless the employee does not return because of the presence of a serious health condition that prevents the employee from performing their job, a serious injury of a covered servicemember, or other circumstances beyond the control of the employee. During this time, you do not accrue leave time, but if you are being paid for sick time you will be paid for the holidays under your category that fall during your leave. Employment benefits accrued by the employee up to the day on which the family and medical leave of absence begins will not be lost. If both spouses are employed by EdAdvance, the combined leave shall not exceed twelve (12) weeks, except in the case of military caregiver related leave, for which the combined leave shall not exceed twenty-six (26) weeks.

Requests for family and medical leaves of absence must be submitted in writing to Human Resources. Requests for medical leave must be accompanied by a Certification of Health Care Provider form (see Attachments B & C). Requests for family leave should be accompanied by appropriate documentation (i.e., adoption papers). Applications should be submitted at least thirty (30) days before the leave is to commence, or as soon as possible if thirty (30) days’ notice is not possible. Appropriate forms must be submitted to Human Resources both to initiate family and medical leave and to return the employee to active status.

An intermittent leave to care for a spouse, parent, or child with a serious health condition or the employee’s serious health condition may be taken when medically necessary. An employee taking leave for intermittent medical treatment may be required to transfer temporarily to an available alternate position for which the employee is qualified and that better accommodates the recurring period of leave. The employee is required to furnish a date/duration of planned treatments. Intermittent leave may not be taken upon the birth of a child or upon the placement of a child unless agreed to by EdAdvance and the employee.

**Use of Accumulated Vacation Time/Sick Leave while on Family Medical Leave**

The federal FMLA regulations refer to “substituting” leave. This means the same thing as having two or more types of leave run concurrently via using accumulated leave time. Earned-paid leave will be charged against the employee’s FMLA leave entitlement (even if intermittent leave) as set forth below:

• Accrued sick, personal, and vacation leave will run concurrently when a serious health condition makes an employee unable to do their job, except when an employee is receiving workers’ compensation or any disability insurance benefits for a serious health condition. As such, employees approved for such leaves must use any accumulated vacation time and sick and personal leave days.

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• Accrued sick, personal, and vacation leave will run concurrently when an employee cares for their child after the birth or placement for adoption or foster care; when an employee cares for their son, daughter who has a serious health condition.

• Accrued vacation, personal, and sick leave will run concurrently when an employee cares for a parent who has a serious health condition; when a qualifying exigency occurs arising out of the employee’s spouse, child or parent’s tour of active duty in support of a contingency operation; and/or when an employee cares for their spouse, child, parent or next of kin who is on, called or ordered to active duty in the Armed Forces but is medically unfit to perform the duties of the member’s office, grade, rank or rating.

• Workers’ Compensation and Disability Benefits will run concurrently when a serious health condition makes an employee unable to perform their job.

The portion of the FMLA leave of absence that is sick time, vacation or personal days will be paid according to EdAdvance policies regarding leave time. The employee will be notified that paid leave will run concurrently with and counted against FMLA leave in the Notice of Eligibility and Designation Notice. In the event that no paid leave is available to an employee while they are on FMLA leave, the leave will be unpaid.

An employee who returns to work from family and medical leave of absence within or on the business day following the expiration of the twelve (12) weeks is entitled to return to their job or an equivalent position without loss of benefits or pay.

Full-Time, Intermittent and Reduced Schedule FMLA Leave

Full-time unpaid leave may be taken for any of the reasons permitted by the FMLA. Full-time leave excuses the employee from work for a continuous period of time.

Intermittent leave means leave taken in separate periods of time rather than for one continuous period of time. Examples of intermittent leave include: leave taken one day per week over a period of a few months; or leave taken on an occasional/as-needed basis for medical appointments.

Reduced schedule leave is leave that reduces the employee’s usual number of work hours per day for some period of time. For example, an employee may request half-time work for a number of weeks so the employee can assist in the care of a seriously ill parent.

An employee may take full-time, intermittent or reduced schedule leave whenever it is medically necessary for a serious health condition of the eligible employee, their spouse, child or parent. When leave is needed for planned medical treatment, the employee must make a reasonable effort to schedule treatment so as not to unduly disrupt the agency’s operations. Intermittent leave or reduced schedule leave for other reasons will be permitted only with the approval of the Executive Director or their designee.

If intermittent or reduced schedule leave is medically required, the Executive Director has the sole discretion to temporarily transfer the employee to another job with equivalent pay and benefits that better accommodates the type of leave requested. Also, special arrangements may be required of an instructional employee who needs to take intermittent or reduced-schedule leave which will involve absence for more than twenty (20) percent of the work day in the period over which the leave will extend (for example, more than five days over a five-week period). Such special arrangements may include: (1) Taking leave for a period or periods of a particular duration, not greater than the duration of the planned treatment; or (2) Transferring temporarily to an available alternative position for which the employee is qualified, which has equivalent pay and benefits and which better accommodates recurring periods of leave than does the employee’s regular position.
7. **SHORT TERM LEAVE**

Short-term leave may be granted for emergencies that do not qualify under the Family Medical Leave Act (FMLA). An employee may be granted a short-term **unpaid** leave of absence not to exceed 30 days upon the recommendation of their Supervisor/Director and approval of the Executive Director in their sole discretion. A short-term leave will be granted only after all vacation time and other leave time is exhausted. All requests must state in writing the reasons for the request. An employee’s benefits will continue during a short-term leave of absence. The employee must continue to pay their share of medical insurance premiums. An employee does not accrue vacation, sick, or personal leave time while on a short-term leave of absence.

8. **LONG TERM LEAVE**

Long-term leave may be granted for emergencies that do not qualify under the Family Medical Leave Act (FMLA). An employee may be granted a long-term **unpaid** leave of absence up to six months upon the recommendation of their Supervisor/Director and the approval of the Executive Director in their sole discretion. A long-term leave will be granted only after all vacation time and other leave time is exhausted. All requests must be in writing and state the reasons for the leave. An employee does not accrue vacation, sick, or personal leave time while on a long-term leave of absence. Long term leaves of absence will be without benefits. The employee may elect to continue medical insurance at the employee’s own expense under COBRA regulations. Employees may also elect to convert their Life Insurance policy into an individual policy. Contact the Human Resource Department for details and arrangements for payment.

EdAdvance cannot guarantee to hold the employee’s job open if they go on long-term leave. EdAdvance reserves the right to fill the position if business necessitates filling the position. In no event does EdAdvance guarantee a position upon completion of leave.

Upon expiration of such long-term leave, if the employee does not return to work, said employee shall be terminated from the employ of EdAdvance.

B. **MEDICAL/DENTAL BENEFITS**

EdAdvance offers a health care plan to eligible employees. Insurance benefits begin on the first of the month following the employee’s date of hire. For more information, consult the Human Resources Department. A breakdown of benefits available to each classification of employee is listed in Section III of this handbook. The employee’s contribution towards health insurance is determined by the classification of employee and plan chosen.

C. **LIFE INSURANCE/ACCIDENTAL DEATH AND DISMEMBERMENT**

EdAdvance provides Life Insurance as well as Accidental Death and Dismemberment Insurance benefits for employees working 30 hours or more under a year-round or academic agreement. The EdAdvance Life Insurance Policy is payable per the policy. Unless otherwise indicated, benefit is two times annual salary with a minimum of $5,000.00 and a maximum of $150,000. Employees become eligible for life insurance and Accidental Death and Dismemberment Insurance benefits beginning on the employee’s date of hire. See the benefits packet for further information. For an employee working fewer than 30 hours per week coverage is NOT available.

Life Insurance coverage may be converted into a personal policy at the time of leaving employment at EdAdvance.

D. **LONG TERM DISABILITY**

EdAdvance provides a Long-Term Disability policy, at no cost to the employee, for all employees working 30 hours or more under an annual or academic agreement. Employees become eligible the first of the month after the employee’s date of hire. For an employee working fewer than 30 hours per week coverage is NOT available.
E. FLEXIBLE BENEFIT PLAN

A Flexible Spending Account (FSA) allows staff working 30 hours or more to set aside an Internal Revenue Service (IRS) determined amount in pre-tax dollars in an FSA and/or a Dependent Care FSA in accordance with the law. An employee may determine the total amount to be deducted from their pay at the open enrollment period each May/June. New employees may sign up for either account starting the first of the month after hire. Employee health care insurance premium contributions can also be deducted on a pre-tax basis. For more information about these accounts and your options, please contact the Human Resources Department or refer to the benefits packet.

F. PAYROLL DEDUCTIBLE ANNUITIES

Under current IRS regulations, which may be amended at any time, the Federal Government allows employees of tax-exempt organizations to save money directly from their paychecks before federal and state income taxes are withheld. Participants in tax-sheltered annuities (Section 403b) earn interest without having to pay current income taxes on the amount earned. The Agency does not contribute to your tax-sheltered annuities. For more information about the tax savings and investment options available, please refer to the benefits packet and contact a financial advisor.

G. PERSONAL INJURY BENEFITS - WORKERS’ COMPENSATION

Any injury or occupational disease must be reported to a supervisor and Human Resources immediately, so that you can receive fast and effective treatment. Communication between the employee, Supervisor/Director and the Human Resources Department is vital. Workers’ Compensation insurance provides benefits for job-related injuries for our employees, in accordance with the law and as determined by the Workers’ Compensation Commission. The entire cost of this insurance is paid for by EdAdvance. The only way to keep our insurance cost under control, is to work safely and follow all rules and regulations. EdAdvance will enforce all safety rules and employees who violate them will be disciplined, up to and including discharge. If you are unable to perform your regular job during your recovery period you may be shifted to a “light duty” position, if one is available.

EdAdvance has a Safety Committee to review safety concerns throughout the agency and to be proactive in improving the safety of both staff and program participants. Issues and concerns can also be brought to the Chief Operations Officer or the Facilities Director.

1. PROCEDURES TO FOLLOW IF AN EMPLOYEE IS INJURED WHILE WORKING:

- Depending upon severity of injury, administer First Aid or seek immediate medical treatment.
- Contact Supervisor/Director ASAP.
- The Supervisor/Director along with the employee should call 866-730-1143, Trust TeleCare.
- Contact Human Resources ASAP – 860-567-0863 x 1111. Leave a message with basic details (who, what specific body part is injured, when, where, why) if they are not in.
- Complete First Report of Injury form – Any injury occurring on EdAdvance property or while in an EdAdvance vehicle, or while on duty, no matter how minor, must be reported to the EdAdvance Human Resources Department.
- The proper forms must be completed within 24 hours. Signed statement by any witness should accompany the report. For more details, contact the Human Resources Department.
- Be detailed in describing date, time and location of accident, how incident occurred, specific body part injured, any witnesses. All sites should have blank copies of the First Report form available. Give completed document to Supervisor/Director. Supervisor/Director should review the First Report for completeness and to observe, if any, standard operating procedures were not followed or if unsafe working conditions exist and if so, indicate plan of correction. A folder containing these procedures for reporting injuries and an accident investigation form are located at each EdAdvance site. Employees should take time to review these procedures. Employees also receive these forms and procedures when first hired.
• If medical treatment is needed, during normal business hours, you may seek treatment from any medical professional that is on the Workers’ Compensation Commission’s list of approved practicing physicians, surgeons, podiatrists, optometrists and dentists (as the case may be) in accordance with the Workers’ Compensation Act.

2. **LOST TIME – Workers’ Compensation**

Workers’ compensation insurance provides benefits for job-related injuries for our employees, in accordance with the law and as determined by the Workers’ Compensation Commission. EdAdvance will enforce all safety rules and employees who violate them will be disciplined, up to and including discharge. If you are unable to perform your regular job during your recovery period, you may be shifted to a “light duty” position.

• Beginning of workers’ compensation benefits: Workers’ Compensation (WC) wages, by law, are not paid for the first 3 days of lost time. WC wages apply to days 4-6. Should the lost time from the work-related injury extend to 7 days, Workers’ compensation goes back and covers all but the first day. The first day does not count as a day of incapacity.

• Whenever an employee is absent from their position as a result of personal injury or occupational disease caused by an accident/exposure arising out of and in the course of employment, the employee shall receive payment directly from the agency’s workers’ compensation carrier, in accordance with the law. Workers’ compensation laws currently provide that for injuries/illnesses on or after July 1, 1993, the basic rate currently is 75% of an employee’s average weekly wage, after federal and state income taxes and FICA deductions. Please be advised workers’ compensation benefits are subject to 1) approval by the Workers’ Compensation Commission, and 2) changes in the law.

• An employee who is unable to work and is receiving workers’ compensation benefits will be considered to be on inactive status. Employees will retain insurance benefits in accordance with state law. Employees returning to work from such an absence will be assigned at the discretion of the Executive Director in consultation with the program/department Director and consistent with state law.

After nine months of absence resulting from a work-related injury, EdAdvance will typically assess the ability of the employee to return to work. If the employee is unable to return to work and perform the essential functions of their job, with or without reasonable accommodation, then EdAdvance, at its discretion, may terminate the employee. For the purpose of calculating the nine months of absence resulting from a work-related injury, successive periods of injury separated by less than one calendar month are considered as the same injury when the cause of the injury remains the same.

H. **CREDIT UNION**

All EdAdvance staff are eligible to become members of the Waterbury Connecticut Teachers’ Federal Credit Union. Membership requires an initial $5.00 deposit which must remain in the account to keep membership active. Automatic savings through payroll deductions is a feature offered through the Credit Union. Enrollment forms may be obtained from the Human Resources Department.

I. **EMPLOYEE ASSISTANCE PROGRAM**

A service available to all EdAdvance employees, at no cost, the Employee Assistance Program (EAP) provides professional consultation and referral for employees and their families experiencing personal problems. **Employees who use the services of EAP are guaranteed confidentiality.**
III. EMPLOYMENT CATEGORIES

A. **ANNUAL**: Full-Time Employment (12 Months/260 days per year 35+ hrs/wk)

**Holidays**: See Section II, A, 5. Granted as they occur during the employee’s work year.

**Vacation**: **Employees hired on or before June 30, 1993:**
Accrued from the date of hire at a rate of:
- 0.83 days/month for up to 3 yrs = 10 days
- 1.25 days/month for years 4-6 = 15 days
- 1.67 days/month for years 7-10 = 20 days
- 2.08 days/month for years 11+ = 25 days

**Employees hired on or after July 1, 1993:**
- 0.83 days/month for up to 3 yrs = 10 days
- 1.25 days/month for years 4-8 = 15 days
- 1.67 days/month for years 9+ = 20 days

**Employees hired on or after July 1, 2020:**
- 1.0 days/month for up to 2 yrs =12 days
- 3+ years = accrue 2 additional days per year, to a maximum of 20 days.

*Current employees will accrue two additional days, per year, from existing accruals up to a maximum of 20 days.*

Vacation days are granted with prior approval of their Supervisor/Director. A full year’s service will be counted for those employees whose anniversary date falls between July 1st and December 31st. For example, an employee hired on August 1, 2020 will go to the next level on July 1, 2022. An employee whose anniversary date falls between January 1st and June 30th will go to the next level on July 1st following their anniversary date. For example, an employee hired on March 15, 2021 will go to the next level on July 1, 2023. A new employee may be granted only accrued vacation time during the first six months of employment. Must be taken in a minimum of half-day increments.

**Sick**: **Employees hired on or before June 30, 2009:**
18 days (1.5/month x 12 months) cumulative to a maximum of:
- 180 days if hired on or before June 30, 2009

**Employees hired on or after July 1, 2009:**
15 days (1.25/month x 12 months) cumulative to a maximum of:
- 150 days if hired on or after July 1, 2009

A minimum of 1-hour increments may be taken.

**Personal Time**: See Section II, A, 3

**Bereavement**: See Section II, A, 4

**Medical/Dental Benefits**: Employee Coverage
- Employee + Child
- Employee + Spouse
- Family Coverage

**Life Insurance/ADD**: See Section II, C

**Long Term Disability Insurance**: See Section II, D
B. ANNUAL: Part-Time Employment (12 Months, 260 days/year, 25 to 34 hrs/ week)

Holidays: Independence Day, Labor Day, Thanksgiving Day, Christmas Day, New Year’s Day, and Memorial Day will be granted with pay, to an employee working 25-34 hours per week, only if you are regularly scheduled to work on the day on which the Agency observes the holiday. You cannot combine holiday and other leave time, i.e. vacation time for the same day.

Vacation: Vacation days are granted with prior approval of their Supervisor/Director. Pro-rated at a percentage of the full-time base (37.5-40 hours/week) depending on the position. Must be taken in a minimum of half-day increments.

Sick: Pro-rated at a percentage of the full-time base (37.5-40 hour/week) depending on the position, cumulative to a maximum of:
- 180 days if hired on or before June 30, 2009
- 150 days if hired on or after July 1, 2009

A minimum of 1-hour increments may be taken.

Personal Time: See Section II, A, 3

Bereavement: See Section II, A, 4

Medical/Dental Benefits: An employee working 30-34 hours per week is eligible for employee coverage only. Employees may purchase additional coverage for family members. See Employee Benefit Packet for details. Employees working less than 30 hours per week are not eligible for medical and dental benefits.

Life Insurance/ADD: Section II, C. For an employee working fewer than 30 hours per week coverage is NOT available.

Long Term Disability Insurance: See Section II, D. For an employee working fewer than 30 hours per week coverage is NOT available.

C. ANNUAL: Part-Time Employment under 25 hours not eligible for benefits.

D. ACADEMIC: Full-Time Employment: i.e. school-based positions (178-225 days per fiscal year; 35+ hrs/week)

Holidays: Per school calendar only, unpaid

Vacation: Per school calendar only, unpaid

Sick: 15 days cumulative to a maximum of
- 180 days if hired on or before June 30, 2009
- 150 days if hired on or after July 1, 2009

A minimum of 1-hour increments may be taken.

Personal Time: One day per fiscal year. See Section II, A, 3

Bereavement: See Section II, A, 4
Medical/Dental
Benefits: Employee Coverage  See Employee Benefit Overview for details
Employee + Child
Employee + Spouse
Family Coverage

Life Insurance/ADD: See Section II, C

Long Term Disability Insurance: See Section II, D

E. ACADEMIC: Part-time Employment: i.e. BASES, Food Services & Transportation Departments
(178 – 225 Days, 30 – 34 hrs/week)

Memorial Day only if you are regularly scheduled to work on the day on which the
Agency observes the holiday. You cannot combine holiday and other leave time, i.e.
vacation time for the same day.

Vacation: Vacation days are granted with prior approval of their Supervisor/Director.
5 days after one year of service
1 additional day for every 3 years of service to a maximum of 20 days
Must be taken in a minimum of half-day increments.

Sick: Pro-rated based on percentage of annual full-time base (37.5-40 hours/week) depending on
the position, cumulative to a maximum of
• 180 days if hired on or before June 30, 2009
• 150 days if hired on or after July 1, 2009
A minimum of 1-hour increments may be taken

Personal Time: See Section II, A, 3

Bereavement Leave: See Section II, A, 4

Medical/Dental
Benefits: An employee working 30-34 hours/week is eligible for single coverage only. Employees
may purchase additional coverage for family member. See Employee Benefit Overview
for details.

Life Insurance/ADD: Section II, C

Long Term Disability Insurance: Section II, D

F. ACADEMIC: Part-Time Employment: i.e. BASES, Food Services & Transportation Departments
(178 – 225 Days, 25 to 29 hrs/week)

Holidays: Per school calendar only, unpaid.

Vacation: Per school calendar only, unpaid

Sick: None

Personal Time: None

Bereavement: See Section II, A, 4
Medical/Dental Benefits: Employees working less than 30 hours per week are not eligible for medical and dental benefits.

Life Insurance/ADD: For an employee working fewer than 30 hours per week coverage is NOT available.

Long Term Disability Insurance: For an employee working fewer than 30 hours per week coverage is NOT available.


H. TEMPORARY EMPLOYMENT

A temporary employee may be hired by a program for a maximum of 120 continuous calendar days at the request of the Director with the approval of the Executive Director. A temporary employee is a person who voluntarily agrees to work in a position that is vacant or works to accomplish a temporary assignment in a position which has not been approved by the Board.

A temporary employee is not considered a part-time employee.

A temporary employee is not eligible for benefits.

A temporary employee who is subsequently hired as a regular employee and is employed for at least 90 calendar days in a position which entitles them to benefits and who has successfully completed the training period, would receive benefits to begin 30 calendar days of the date of hire with Medical and Life Insurance benefits to start the 1st of the month after change of status to a permanent position.

IV. PAYROLL MATTERS

A. PAYDAY

EdAdvance employees are paid bi-weekly. All employees must submit, through Employee Self-Service (ESS), to their Supervisor/Director, timesheets by noon the Friday before payday. Employees must use a direct deposit account for their wages.

B. OVERTIME (for hourly employees only)

Hourly employees are paid time and a half for every hour worked over 40 hours in a one-week period. This excludes any weeks containing a holiday and/or any other leave time.

C. PAYROLL DEDUCTIONS

Costs for benefits, taxes, retirement plans, credit unions, flexible benefits, and other deductions are the responsibility of each employee and are deducted from paychecks, in accordance with the law. The following is a breakdown of each deduction and an explanation of why and when each is made:

1. FICA - The Federally mandated percentage of gross pay (Social Security) for each classified employee is deducted from each check.

2. Teacher’s Retirement - The State of Connecticut requires that all certified personnel working half-time or more pay into the teacher’s retirement fund instead of FICA. This deduction is made from the first paycheck of each month.

3. Federal Tax/CT Tax - The automatic payroll deduction from every check is based on the number of exemptions claimed on the W4 and the CT-W4 forms.
4. **Medicare FICA** - The Federally mandated percentage of gross pay for each certified and non-certified employee hired after April 1986 is deducted from each paycheck.

5. **Annuity (403(b))** - (Optional) Payment for annuities may be deducted each month on a pre-tax basis in an amount and to a plan determined by each employee. There are several companies currently certified. Interested employees should refer to the benefits packet or contact a financial advisor.

6. **Credit Union** - (Optional) Payment to the Credit Union may be deducted in an amount determined by each employee. Interested employees should contact the Human Resources Department or the Credit Union. (see Section II, H).

7. **Flexible Benefits** - (Optional) An account for payment reimbursement for health care premium contributions, out-of-pocket health care expenses and/or dependent care expenses may be deducted on a pre-tax basis on an amount determined by each employee (see Section II, Part E).

**V. POLICIES AND PROCEDURES**

**A. CLOSING POLICY**

**Litchfield and Danbury Offices**

Staff working at the Litchfield or Danbury offices can expect the offices to be open during regular working hours. The administrative offices are treated as a business and generally will not close due to adverse weather.

If a decision to delay opening or to close either building is made, staff will be notified by 7:00 a.m. through the agency automated system.

If a staff member decides that they cannot make it into work as a result of the weather, they are required to use a vacation or personal day. The staff member must notify their Supervisor/Director and submit the request through ESS. If one office opens and the other is closed, the staff who work in the office that is open will be expected to report to work.

**Off-Site**

For staff working in off-site schools, the decision to work will be based on the school district in which the program is located. If the schools are closed, EdAdvance staff will not work that day, but will work any makeup days in order to receive pay. For other locations, please follow department/program guidelines.

**B. TELECOMMUTING POLICY**

EdAdvance may allow or require employees to temporarily work from home to ensure business continuity.

EdAdvance may require certain employees to work remotely. These employees will be advised of such requirements by the Executive Director. Preparations will be made by employees and Directors well in advance to allow remote work in emergency circumstances. This includes appropriate equipment needs, such as hardware, software, phone and data lines. Technology Services is available to review these equipment needs with employees and to provide support to employees in advance of emergency telework situations.

Generally, employees are not entitled to telecommute in light of the nature of the agency’s work. For telework arrangements, either the employee, Director or Agency Executive Team can initiate a temporary telecommuting arrangement. The employee and Director will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement, including equipment needs, workspace design considerations, needs of the agency (and its member school districts) and scheduling issues.
The employee will establish an appropriate work environment within their home for work purposes. EdAdvance will not be responsible for costs associated with the set-up of the employee’s home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.

EdAdvance will determine the equipment needs for each employee on a case-by-case basis. Equipment supplied by the organization is to be used for business purposes only.

Consistent with the organization’s expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of proprietary company and customer information accessible from their home office.

Employees should not assume any specified period of time for emergency telework arrangements, and EdAdvance may require employees to return to regular, in-office work at any time.

C. ARREST OR CONVICTION POLICY

Any employee who is arrested for a misdemeanor or felony must notify their supervisor of such arrest no later than five calendar days after the arrest. If an employee is convicted of a misdemeanor or felony while employed at EdAdvance, they must inform a Supervisor/Director of such conviction (including pleas of guilty and nolo contendre) no later than five calendar days after the conviction.

While an arrest by itself may not lead to a need for corrective action, the commission of the underlying act occasioning an arrest of an employee (or conduct punishable as a crime by an employee) - whether on or off EdAdvance premises and regardless if there is a conviction - may result in corrective action. Corrective action depends upon a review of all factors involved - including whether or not the employee’s action was work-related, the nature and severity of the act, or any resultant circumstances that adversely affect the employee’s attendance. Such corrective actions may include termination. Any corrective action taken must be in consultation with your Supervisor and the Director of Human Resources.

If an employee is convicted of a criminal offense while employed at EdAdvance, they may be terminated and, if terminated, may be ineligible for rehire. The ultimate disposition of the issue will depend upon the nature of the offense and the staff member’s work duties. In addition, some convictions and certain criminal conduct (by its very nature) may make a person ineligible for employment with the agency. Any corrective action taken must be supported by available information coming from witnesses, police, or court records. All actions taken under this policy should be in consultation with the department Director, the Director of Human Resources and the Executive Director.

An employee’s failure to report an arrest or a conviction (for a misdemeanor or felony) within the specified time period may result in immediate termination.

D. DRUG/CONTROLLED SUBSTANCE POLICY

“Workplace” is defined to mean the site for the performance of work done. That includes any EdAdvance building or premises; any EdAdvance owned vehicle or any other EdAdvance-approved vehicle used to transport students or program participants to/from EdAdvance or EdAdvance activities; or EdAdvance off-site property during any EdAdvance-sponsored or approved program, activity, event or function such as a field trip or athletic event, where students or program participants are under the jurisdiction of EdAdvance.

No EdAdvance employee shall unlawfully manufacture, distribute, dispense, possess, or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance, as defined in Schedules I through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812) and as further defined by regulation in 21 CFR 1300.11 through 1300.15. As a condition of employment each employee shall notify their supervisor of their convictions of any criminal drug statute for a violation occurring in the workplace as defined above, no later than five days after such conviction.
As a condition of employment each employee shall abide by the terms of this EdAdvance policy respecting a drug-free workplace.

An employee who violates the terms of this policy will be subject to discipline, up to and including termination at the discretion of the Executive Director.

Sanctions against employees, including non-renewal, suspension, and termination shall be in accordance with prescribed EdAdvance administrative regulations and procedures.

E. **ALCOHOL AND DRUG TESTING ON SAFETY-SENSITIVE EMPLOYEES IN TRANSPORTATION**

EdAdvance’s Transportation Department Drug and Alcohol Testing Program complies with all mandates of the Federal Highway Administration (FHWA) pertaining to those drivers who are required to possess a commercial driver’s license.

The Department of Transportation rules include procedures for urine drug testing and breath alcohol testing. The urine drug testing procedures rule was issued in December 1989 and governs drug testing programs mandated by the FHA. The 1994 amendments to Part 40 add breath alcohol testing procedures and additional urine specimen collection procedures that provide for split urine specimens.

All employees who are affected by this policy will be provided a complete manual and will meet with Transportation managers to ensure an understanding of this policy.

F. **EMPLOYMENT OF RELATIVES**

1. The Board of Directors of EdAdvance shall not employ any immediate family in any continuing capacity. However, this policy should not be construed as requiring the resignation of any employee should a member of their immediate family be elected to the Board of Directors.

*Immediate family is defined as spouse, father, mother, son, daughter, brother, sister, grandparent, grandchild, in-law, or any person who is a member of the employee’s household.*

2. Relatives of professional, administrative, or supervisory personnel shall not serve under the supervision of the administrator or supervisor to whom they are related. This is not to be construed as requiring the resignation of any person already in the employ of the Board of Directors.

3. Temporary appointments of a relative as described in paragraphs 1 and 2 above may be made.

4. Relatives may be employed in the same department of work location only when approved in writing by the Executive Director, provided, however, that such permission cannot serve as a waiver of the requirement contained in paragraph #2.

G. **FAIR EMPLOYMENT PRACTICES POLICY**

It is EdAdvance’s policy to recruit and employ qualified job applicants without discrimination based on race, color, sex, age, marital status, national origin, religion, sexual orientation, gender identity or expression, disability, or any other classification protected by state and federal law and to treat all employees equally without discrimination. This policy applies, but is not limited to, such activities as employment upgrading, demotion or transfer, recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including interning.

Further, EdAdvance recognizes its obligation to ensure that no person is discriminated against under any EdAdvance program because of their race, color, sex, age, marital status, national origin, religion, sexual orientation, gender identity or expression, disability, or any other classification protected by state and federal law. Additionally, the agency will not knowingly use the services of, nor otherwise deal with, any business, contractor, subcontractor, or agency that engages in unlawful discrimination.
In addition, EdAdvance shall take no action for the purpose of discriminating against any individual(s) or organization(s) on the basis of race, color, sex, age, marital status, national origin, religion, sexual orientation, gender identity or expression, disability, or any other classification protected by state or federal law in regard to:

1. Membership on the Board or any committees, subcommittees, or task forces of the agency.
2. Employment, training, promotion, or compensation.
3. Subcontracts or agreements with other individuals or organizations.

There are specific procedures for recruiting and soliciting personnel and upgrading skills. All EdAdvance administrators are responsible for complying with the Affirmative Action Plan within their own programs (contact the Human Resources Department for a copy).

H. INTERNAL PROMOTIONS

EdAdvance staff are encouraged to apply for any open positions within the agency, as they become available. Staff who meet the qualifications of the position will be granted an interview.

EdAdvance does not guarantee that current staff will be appointed to an open position. The hiring process will be followed for all positions as defined in EdAdvance’s Affirmative Action Plan. If an internal candidate and an external candidate equally meet all the requirements of the position, the interview team will notify the Executive Director of the two equally qualified candidates and make a recommendation of which candidate they prefer. The final decision, as stated in the hiring plan, will be made at the Executive Director level, at their sole discretion.

I. PERSONNEL FILE

Your official EdAdvance personnel file is housed in the Human Resources Department at the Litchfield Office. Any employee may review their file during normal business hours daily Monday through Friday by contacting the Human Resources Department, in writing, for an appointment.

J. REDUCTION IN FORCE (RIF)

1. GENERAL POSITIONS

Under certain conditions it may become necessary to reduce the number or type of staff positions.

The Executive Director shall have the sole and exclusive prerogative to eliminate staff positions. Elimination of staff positions may result from program modifications, consolidation of existing positions, or other circumstances determined by the Executive Director.

If the Executive Director identifies a situation which may result in a reduction in force, they will attempt to notify the staff at least 30 days in advance, wherever possible.

Prior to the reduction, the Executive Director will consider the ability to effect reduction through voluntary retirements, resignations, transfer of existing staff members, or voluntary leaves of absence.

2. POSITIONS THAT REQUIRE ADMINISTRATOR CERTIFICATION

In the event that the Executive Director must terminate an administrator, they will take into consideration the following staff qualifications:

a. Evaluations.
b. Area of certification and expertise.
c. Years of related experience; Length of service.
The Executive Director has an override option, if any one of these conditions exist:

a. The override option would ensure optimum staffing vis-a'-vis student/program needs.
b. The junior staff member possesses unique characteristics for the program.
c. Staff members retained in a program are superior in their qualifications/evaluations.

The standard by which decisions under this policy of the Executive Director shall be judged is whether the decision is arbitrary and capricious. A decision that is not arbitrary and capricious shall be upheld. Notwithstanding the foregoing, any termination or non-renewal of employment of certified staff members will be in accordance with Connecticut General Statutes §10-151, to the extent applicable.

3. POSITIONS THAT REQUIRE TEACHER CERTIFICATION

In the event that the Executive Director must terminate teaching positions, they shall take into consideration the following staff qualifications:

a. Evaluations.
b. Areas of certification and expertise.
c. Years of Related Experience; Length of service.

The Executive Director has an override option, if any one of these conditions exist:

a. The override option would ensure optimum staffing vis-a'-vis student/program needs.
b. The junior staff member possesses unique characteristics for the program.
c. Staff members retained in a program are superior in their qualifications.

The standard by which decisions under this policy of the Executive Director shall be judged is whether the decision is arbitrary and capricious. A decision that is not arbitrary and capricious shall be upheld. Notwithstanding the foregoing, any termination or non-renewal of employment of certified staff members will be in accordance with Connecticut General Statutes §10-151, to the extent applicable.

K. PROFESSIONAL COMPORMENT

EdAdvance takes pride in projecting a positive image of the agency, the services we offer and the work that we do. Many positions held by EdAdvance employees or their agents, require interaction with the public. It is important to note that every employee of the agency is expected to act in a professional manner whereby such behavior enhances the quality of the work environment. It is the expectation that, when representing EdAdvance in any capacity, including but not limited to driving vans, offering food services, working in schools, etc., all EdAdvance employees behave in a manner that reflects positively on the agency. Public behaviors that reflect poorly on the agency will be subject to disciplinary action, up to and including discharge.

As part of their expected duties and deportment, employees are required to obey Agency rules, and policies, along with the directives issued by their Supervisor or Director. A refusal to obey a 1) policy or rule 2) a Supervisor’s order or 3) a lack of respect directed toward that Supervisor will subject that employee to disciplinary action, up to and including discharge. In addition, EdAdvance is an at-will employer and retains the right to terminate the employment of any employee with or without cause at any time.

L. SEPARATION POLICY

It is understood that just as employees may terminate employment from EdAdvance with cause or without cause, so EdAdvance may terminate the employment of an employee at any time for any reason not specifically prohibited by law with or without cause, with or without notice. No employee of EdAdvance is authorized to make any contrary representation. In addressing performance problems, job descriptions are merely guidelines. EdAdvance reserves the right to change an employee’s job assignment or responsibilities at any time.
Only the Executive Director is empowered to terminate all employees up to the Executive Team; the issue of termination of an Executive Team member will come to the Board of Directors.

If the employee’s behavior is such that their continuing to work would be dangerous or against the law, the Executive Director has the authority to place the employee on administrative leave with pay, pending determination of the next appropriate step.

The Executive Director, after reviewing the situation in consultation with appropriate staff, will recommend action, including discipline that may include a verbal or written warning, suspension without pay or termination.

Prior to termination, an employee may be placed on probation as an alternative. An employee placed on probation must be given a clear set of goals to attain in order to successfully complete the probationary period. The goals must be signed off by the employee and the immediate supervisor. The document must be placed in the employee’s personnel file. A specific time frame must also be identified and may not exceed 60 days. During that time, an employee must be provided the opportunity to review their progress. These meetings must be documented, and the outcomes must be signed by both parties and submitted to the Director of Human Resources. Notwithstanding the foregoing, EdAdvance is an at-will employer and retains the right to terminate the employment of any employee (including an employee on probation) with or without cause at any time.

Following the probationary period, a determination of the employee’s status will be made by the supervisor and the Executive Director. This written document must be provided to the employee with a copy given to the Director of Human Resources. An employee successfully meeting the goals will be removed from probation. An employee not successfully completing probation may have the probation period extended for a maximum of 60 days or may be terminated. An employee who has the probation period extended will follow the same process during this period. An employee who is terminated may appeal this action by following the process noted below.

Any appeal from a probationary action resulting in dismissal must be received in the Executive Director’s office not later than twenty days from the date of first notice. The Executive Director shall have authority to affirm, modify, or reverse the action. The action of the Executive Director shall be final.

Notwithstanding the foregoing, any termination or non-renewal of employment of certified staff members will be in accordance with Connecticut General Statutes §10-151, to the extent applicable.

M. SEXUAL HARASSMENT POLICY

Harassment of an employee by a supervisor or co-worker on the basis of sex creates a harmful working environment. It is the policy of EdAdvance to maintain a working environment free from harassment, insults or intimidation. Verbal or physical conduct by a supervisor or co-worker relating to an employee’s sex 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 opportunities is prohibited.

DEFINITIONS

Sexual Harassment

Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964 as well as Connecticut General Statutes §46a-60 (b)(8). Sexual harassment is generally defined under both state and federal law as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where:

• Submission to such conduct is made either explicitly or implicitly a term or condition of any individual’s employment; or

• Submission to or rejection of such conduct by any individual is used as the basis for employment decisions affecting such individual; or

• Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment.
Types of Sexual Harassment
Examples of sexual harassment include but are not limited to the following:

1. Verbal: Includes sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, threats.
2. Non-Verbal: Includes sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds, leering, whistling, obscene gestures.
3. Physical: Unwanted physical contact, including touching, pinching, brushing the body, coerced sexual intercourse, assault. Sexual harassment may be overt or subtle. Some behavior that is appropriate in a social setting may not be appropriate in the workplace. But whatever form it takes - verbal, non-verbal or physical - sexual harassment can be insulting and demeaning to the recipient and cannot be tolerated in the workplace.

N. COMPLAINT PROCEDURES FOR DISCRIMINATION INCLUDING SEXUAL HARASSMENT

Informal Complaints
An employee who believes they have been subjected to discrimination including sexual harassment may request that an informal meeting be held between themselves and the appropriate supervisor. If they do not want to meet with their Supervisor, they may meet with the program/department Director or Director of Human Resources. The purpose of such a meeting will be to discuss the allegations and remedial steps available. The Supervisor or program/department Director will then promptly discuss the complaint with the alleged harasser. Should the alleged harasser admit the allegations, the Supervisor or program/department Director is to obtain a written assurance that the unwelcome behavior will stop. Depending on the severity of the charges, the Supervisor or program/department Director may recommend that further disciplinary action be taken. Thereafter, the Supervisor or program/department Director is to prepare a written report of the incident and inform the complainant and the alleged harasser of the resolution.

If the complainant is satisfied with the resolution, the incident will be deemed closed. However, the complaint may be reopened for investigation if a recurrence of discrimination or sexual harassment is reported. The Supervisor is to inform the complainant to report any recurrence of the harassment or any retaliatory action that might occur.

Should the complainant be dissatisfied with the resolution, they are to file a formal written complaint. (Please see the form for filing a formal complaint at the end of this section.)

If during the Supervisor’s informal attempt to resolve the complaint, the alleged harasser admits the allegations but refuses to give assurance that they will refrain from the unwelcome behavior, the Supervisor is to file a report with the Director of Human Resources. The report is to indicate the nature of the complaint, a description of what occurred when the Supervisor informed the alleged harasser of the allegations against them, the harasser’s response to the allegations, and a recommendation that stronger corrective measures be taken. This report would be accompanied by a formal complaint.

Should the alleged harasser deny the allegations, the Supervisor is to inform the complainant of the denial and state that a formal written complaint will be required for further formal investigation. The Supervisor will file a report with the Director of Human Resources on what has transpired to date. If the complainant submits a formal complaint, a copy of it should accompany the Supervisor’s report with a recommendation for further action.

Formal Complaints
Formal complaints may be submitted either to initially report any incidence of discrimination including sexual harassment, or as a follow-up to an unsatisfactory resolution of an informal attempt to resolve a complaint. In the latter case, the formal written complaint is to be submitted to the Supervisor originally consulted, who will then forward it to the Director of Human Resources. In either case, the report must be made within 40 calendar days of the alleged incident.
The formal written complaint will consist of the appropriate form (see Attachment A) and a copy of any applicable Supervisor reports. The form solicits the specifics of the complaint (e.g., date and place of incident, description of sexual misconduct, names of any witnesses, and any previous action taken to resolve the matter).

Employees also have the right to file a complaint with the Connecticut Commission on Human Rights and Opportunities, the U.S. Equal Employment Opportunity Commission or the federal Office for Civil Rights.

Any person may also file a complaint of illegal discrimination with the Office of Civil Rights, Washington, D.C., at the same time they files the grievance during or after use of the grievance process, or without using the grievance process at all. If a complaint is filed with The Office of Civil Rights, it must be filed in writing no later than 180 days after the occurrence of the possible discrimination. Any such person may also file complaints with the Connecticut Commission on Human Rights and Opportunities and the U.S. Equal Employment Opportunity Commission.

Participants in programs funded under the Jobs Training Partnership Act (JTPA) may also file a complaint of illegal discrimination with the Executive Director of the Danbury/Torrington JTPA Administration, 140 Main Street, Torrington, CT 06790 (tel. 860-489-2266). JTPA programs provide participants with an additional grievance procedure.

EdAdvance’s Compliance Coordinator for Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973 is:

Aisha Alam  
Assistant Director of HR/Title IX Coordinator  
P.O. Box 909 - 355 Goshen Road  
Litchfield, CT 06759-0909  
Phone: 860-567-0863

INVESTIGATING A COMPLAINT

Upon a receipt of a formal or informal complaint, a prompt, thorough, confidential and impartial investigation of the allegations will follow. This investigation will be conducted diligently. Complainants are to be notified of the outcome of the investigation. The investigation and the accompanying report must be completed within 10 working days of the filing of the written complaint.

Remedial Action

If the investigation reveals that sexual harassment has occurred, appropriate actions will be imposed in a manner consistent with any applicable law. Depending on the gravity of misconduct, these may range from a reprimand up to and including dismissal from employment. When applicable, any lost employment benefits or opportunities will be restored to the victims.

Anyone subjecting complainants or witnesses to any form of retaliation will also be subject to disciplinary action in the manner prescribed by law.

If the investigation reveals that no sexual harassment has occurred, or if the complainant is not satisfied with the remedial action taken after a finding of sexual harassment, the complainant may appeal to the Executive Director. The appeal must include a copy of the original complaint, all relevant reports, the specific action being appealed, and an explanation of why the complaint is appealing. All appeals must be filed within 10 calendar days of the receipt of the report.

Post-Remedial Action

Following a finding of sexual harassment, a victim will be periodically interviewed by the appropriate supervisory personnel to ensure that the harassment has not resumed and that no retaliatory action has occurred. These follow-up interviews will continue for an appropriate period of time. A report will be made of any victim’s response.
**Complaint Records**
Complainants should receive a copy of any resolution reports filed by the supervisor concerning their complaint. Copies should also be filed with the employment records of both the complainant and the alleged harasser.

**INVESTIGATION IN THE ABSENCE OF A COMPLAINANT**
EdAdvance will, in the absence of victim’s complaint, ensure that an investigation is commenced by the appropriate individuals, upon learning of, or having reason to suspect, the occurrence of any sexual misconduct in order to provide a safe working environment.

**O. TITLE IX AND REPORTING ABUSE AND NEGLECT**
The agency is responsible for protecting what are often the most vulnerable members of society. As such, it is paramount that employees of EdAdvance carry out their job duties and statutory mandates to bring to our attention (and other appropriate outside authorities) when they observe a student 1) who has been subject to sexual harassment, in light of new requirements under Title IX and/or 2) may have been subject to abuse or neglect, in light of mandated reporting obligations.

**Complaints of Gender Discrimination and/or Unlawful Harassment**
For claims of unlawful gender discrimination or sexual harassment, please contact:

- **Title IX Coordinator, Aisha Alam**
  860-567-0863 ext.1311
  alam@edadvance.org

- **Title IX Investigator, Kristen DiVenere**
  860-567-0863 ext. 1158
  divenere@edadvance.org

- **Title IX Decision Maker, Rose Forzano**
  860-567-0863 ext. 1111
  forzano@edadvance.org

- **Title IX Appeal Decision Maker, Tracey Lay**
  860-567-0863 ext. 1143
  lay@edadvance.org

**Child Abuse and Neglect**
Here is the link to our policy and procedure for reporting suspected abuse or neglect. (see school/department handbook for further details). Please visit this link to understand the entire process that is followed to report Child Abuse and/or Neglect.


**P. STAFF DEVELOPMENT POLICY**
In order to maintain our Agency’s standards and expected level of performance, and to provide districts and their communities with quality services, the agency ensures the following:

1. Each employee is afforded an opportunity for training and professional development.

2. All opportunities improve agency capacity by advancing program goals or goals of the agency as a whole.

3. Training activities an individual may choose are related to their work plan as agreed upon by supervisor and employee.

Several different opportunities for professional development are usually available each year, in addition to those mandated by the employee’s individual program as a requirement.

Only employees who have been on staff for at least six (6) months are eligible to apply for agency-wide staff development and training funds. Full-time employees working 30 or more hours per week, may apply for reimbursement of up to $650 per FISCAL YEAR. Part-time employees, working 20 to 29 hours, may apply for reimbursement of up to $325 for professional development or a training activity that relates to their performance objectives.
Prior to taking the training or professional development, employees must apply for approval by completing the Request for Professional Development Funds form (see Attachment B). Employees must gain approval from their immediate Supervisor, program/department Director and the Chief Operations Officer at least one month before the course or training activity begins.

Upon successful completion, attach proof of payment and successful course completion. Submit the form with appropriate documents to the Human Resources Department.

All documentation must be submitted no later than June 15th of the current fiscal year that the expense was incurred.

Q. USE OF ELECTRONIC RESOURCES

EdAdvance provides access to the internet for employee and student users to support the business and educational purposes of the agency. No use of the internet should conflict with the primary business or educational purpose of the agency or with applicable laws and regulations. Each user is responsible to ensure that these guidelines are followed. Any actions deemed inconsistent with the mission of the Agency or requirements of one’s job, may be subject to disciplinary action, up to and including termination.

EdAdvance may monitor employees use of computer, telephone wire, radio, camera, electromagnetic, photo-electronic, photo-optical systems or other electronic resources. The agency shall place in each educational program and in its offices, in a conspicuous place which is readily available for viewing by its employees and students, a copy of its electronic resource use and monitoring policy. No individual should have any expectation of privacy in terms of Internet usage. In addition, EdAdvance may restrict access to certain sites that it deems are not necessary for business or educational purposes.

Employees are prohibited from encrypting files on computers or taking any steps that block access to files, other than the use of agency passwords, or approved encryption programs. Employees must not change their passwords or login codes without prior approval of the Technology Services.

No employee may vandalize, maliciously attempt to harm or destroy agency equipment, services or data. This includes, but is not limited to, tampering with computer hardware and software, knowingly uploading or creating viruses, vandalizing or modifying data without permission or attempting to gain access to restricted or unauthorized network resources or other user’s accounts.

The agency’s connection to the internet may not be used for any of the following activities by any user, or employee:

1. The internet must not be used to access, create, transmit, print or download material that is derogatory, defamatory, obscene, or offensive, such as slurs, epithets, or anything that may be construed as harassment or disparagement based on race, color national origin, sex, sexual orientation, age, disability, or religious or political beliefs or in violation of any other policy.

2. The internet must not be used to knowingly access, send, receive, or solicit sexually oriented messages or images.

3. Downloading or disseminating of copyrighted material that is available on the internet is an infringement of copyright law. Permission to copy the material must be obtained from the publisher.

4. Without prior approval of Technology Services, software should not be downloaded from the internet. Such action can potentially introduce a computer virus onto the Agency’s network or create a data conflict on the workstation.

5. Employees are prohibited from using the internet to transmit personal comments or statements through electronic mail or to post information that may be mistaken as the position of the agency.
6. Employees should guard against the disclosure of personal or confidential information through the use of internet electronic mail, newsgroups or Usenet.

7. The internet should not be used to send or participate in chain letters, pyramid schemes or other illegal schemes.

8. The internet should not be used to solicit or proselytize others for commercial purposes, causes, outside organizations, chain messages or other non-job or education related purposes.

Use of electronic resources has greatly expanded throughout the agency. It is essential that all users of our systems know and understand the agency’s policy regarding its use. Violation of this policy will subject the employee to discipline, up to and including termination of employment.

The purpose of electronic resources is to facilitate intra-agency and inter-agency transmittal of business-related information. Accordingly, electronic resources should be used for matters of concern to EdAdvance operation and not for communication of a personal, private or non-business nature.

Electronic resources and other information systems of EdAdvance are not to be used in a way that may be disruptive, offensive to others, or harmful to morale. For example, there is to be no display or transmission of sexually explicit images, messages, or cartoons, or any transmission or use of e-mail communications that contain ethnic slurs, racial epithets, or anything that may be construed as harassment or disparagement based on race, national origin, sex, sexual orientation, age, disability, or religious or political causes, outside organizations. Other non-job-related solicitations require approval from the Executive Director.

Use of Passwords

Each employee is in control of access to their electronic mail. Each employee should keep their password confidential.

The only individual with the power to change another’s password is the agency’s Director of Technology who will do so only at the request of the employee involved (e.g., in the event that an employee should forget their password and be unable to gain access to their own e-mail account).

Take Care in Delivery

To avoid confidential messages from being delivered into the wrong hands, employees should be very careful when addressing and sending messages. Once sent, a message cannot be recalled from the addressed recipient(s); neither the employee nor Technology Services has the power to halt the delivery of a message after the recipient has opened it.

Access to Messages

E-mails are to be sent and received only by the authorized user of the account. All email users are ultimately responsible for activity under their account. Email systems are the sole property of EdAdvance and are provided for the purpose of carrying out the educational and operational needs of the Agency. Any use including that of a personal nature is inconsistent with this purpose. EdAdvance reserves the right to monitor the use of email in order to ensure compliance with its internet and email use policy.

R. SOCIAL NETWORKING POLICY

EdAdvance recognizes that many employees use social networking and acknowledges that its employees have the right under the First Amendment to speak out on matters of public concern. EdAdvance also recognizes that inappropriate content authored by employees can interfere with the agency’s work. Therefore, employees who engage in any public communications, including employee’s personal use of social media, should be aware that any such use which: interferes with the work of the agency; is used to harass coworkers or other members of the
agency’s professional community; creates a hostile work environment; breaches confidentiality obligations of agency employees; and/or disrupts the work of the agency or harms the goodwill and reputation of the agency in the community is not acceptable.

Violation of this policy may lead to discipline up to and including the termination of employment consistent with state and federal law.

Note: As used in this policy, “social media” includes, but is not limited to, forums, and social networking sites, such as Twitter, Facebook, LinkedIn, YouTube, and Instagram.

The agency encourages its employees to use social media within the limits of the following regulations and in a way that does not cause the adverse consequences mentioned in its Social Networking Policy.

- Employees may not mention, discuss or reference the agency or its employees unless the employee also states that the post is the personal communication of the employee and that the views posted are the employee’s alone and do not represent the views of the agency.
- Unless given written consent, employees may not use the agency’s name, images, logo or trademarks in their personal posts.
- Unless an employee is addressing an issue of public concern, agency employees or other members of the agency’s professional community may not be named without their express consent.
- Employees are required to maintain appropriate professional boundaries with colleagues, students, and individuals in the agency’s professional community.
- All employee postings on social media must comply with the agency’s policies concerning confidentiality.
- Employees may not link to the agency’s website or post agency related material on a social media site without written permission of a Supervisor/Director.
- All agency policies that regulate off-duty conduct apply to social media activity including, but not limited to, policies related to illegal harassment, code of conduct, and protecting confidential information.
- Employees are required to comply with agency policies and procedures in respect to the use of agency electronic devices when accessing social media sites. Social media activities should not interfere with duties at work. An employee should have no expectation of personal privacy in any communication or post made through social media while using agency computers, cellular telephones or other data devices. The agency monitors its computers and facilities to ensure compliance with this restriction.
- Employees are individually responsible for their personal communications through social media. Employees may be sued by other employees, parents or others, and any individual that views an employee’s communication through social media as (among other things) defamatory, pornographic, proprietary, harassing, libelous or creating a hostile work environment. As such activities are outside the scope of employment but rather are in their personal capacities, employees may be personally liable for such claims.
- Employees must refrain from engaging in harassing, defamatory, obscene, abusive, discriminatory or threatening or similarly inappropriate communications through personal social media. Such communications reflect poorly on the agency’s reputation and may substantially and materially interfere with an employee’s ability to fulfill their professional responsibilities.
- Violation of the policy concerning the use of social media may lead to discipline up to and including the termination of employment consistent with state and federal law.

**S. EMPLOYEE PROTECTION (WHISTLEBLOWER) POLICY**

If any employee reasonably believes that some policy, practice, or activity of EdAdvance is in violation of law, the employee should immediately report a suspected or actual event, in writing, to the Director of Human Resources and/or the Chief Talent & Development Officer.

EdAdvance will not retaliate against an employee who, in good faith, has made a protest, or raised a complaint against some practice of EdAdvance, or an individual or entity with whom EdAdvance has a business
relationship, on the basis of a reasonable belief that the practice is in violation of law, or a clear mandate of public policy.

EdAdvance will not retaliate against employees who disclose to the designated official, any activity, policy, or practice of EdAdvance that the employee reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate of public policy.

**Regulations**

1. The Whistleblower should promptly report the suspected or actual event, in writing, to the designated official (Director of Human Resources and/or Chief Talent & Development Officer).

2. If the Whistleblower is uncomfortable or otherwise reluctant to report to the designated official, then the Whistleblower should report the event to the Executive Director.

3. The Whistleblower shall receive no retaliation or retribution for a report that was provided in good faith—that was not done primarily with malice to damage another or the organization.

4. A Whistleblower who makes a report that is not done in good faith (and where the report was false and the employee knew or should have known that it was false) is subject to discipline, up to and including termination of employment.

5. Anyone who retaliates against the Whistleblower (who reported an event in good faith) shall be subject to discipline, up to and including termination.

6. Crimes against person or property should immediately be reported to local law enforcement personnel.

7. The designated official who receives the report shall promptly inform the Executive Director, who shall act to investigate and/or resolve the issue. Should the report involve the Executive Director, the designated official shall notify the Board President, who shall promptly investigate the issue.

8. The Whistleblower, if known, shall be informed, as appropriate, upon conclusion of the investigation of the results, disposition or resolution of the issue. If an individual reports an event anonymously, the Executive Director or Board President shall be informed as appropriate, of the results, disposition or resolution of the issue.

9. To the greatest extent possible, the identity of the Whistleblower shall remain confidential to those persons directly involved in applying this policy, unless the issue requires investigation by law enforcement, in which case members of the organization may be subject to subpoena.

**T. EXCESSIVE ABSENTEEISM**

EdAdvance understands that individuals may have a need to access the leave that is outlined in this handbook and that may be available by law or EdAdvance policies. In addition, there may be circumstances where a leave of absence may be necessary as an accommodation for a disability, as may be required by state and federal disability discrimination statutes. However, EdAdvance has the right to monitor and prevent the excessive use, abuse or misuse of leave time. As such, EdAdvance reserves the right to require medical, other supporting documentation, or information with respect to the use of leave as may be permitted or required by law, including but not limited to situations where there is a suspicion that such leave is being abused or misused. Examples of situations where EdAdvance may seek certification or further documentation include but are not limited to where there is a pattern of leave days being requested, taken or used on the day before or after a weekend, holiday or vacation period (before or after a vacation scheduled by the employee), an above-average number of two day absences, or a pattern of full use of all annual sick leave days.

EdAdvance reserves the right to discipline employees who so abuse or misuse leave time, to the extent permitted by law.
U. COPYRIGHTS AND PATENTS POLICY

EdAdvance recognizes that staff members employed by the agency, may, in carrying out their professional responsibilities, develop patentable or copyrightable materials for use by their program. It is understood by EdAdvance and its employees that, such materials developed in the course of regular employment, are the properties of EdAdvance.

EdAdvance retains the right to legal claim on all products and materials created by its employees, on the job, with the assistance of EdAdvance funds.

V. SOME OTHER IMPORTANT THINGS YOU NEED TO KNOW

1. Accident Reports

Any injury occurring on EdAdvance property or while in an EdAdvance vehicle, or while on duty, no matter how minor, must be reported to the EdAdvance Human Resources Department. The proper forms must be completed within 24 hours. A signed statement by any witnesses should accompany the report. For more details, please see Section II, G, or contact the Human Resources Department.

2. Jury Duty

An employee chosen for Jury Duty is expected to fulfill their obligation at the time they are called. Employees must give written notification to their Supervisor/Program Director as soon as notified by the court.

Once an employee fulfills their Jury Duty responsibility, EdAdvance will pay their regular salary for the time they are involved. If an employee receives any pay for the time spent on Jury Duty, the amount received must be signed over to EdAdvance. NOTE: EdAdvance will not pay a person’s salary for days spent on Jury Duty if they are not normally scheduled to work. Employees must submit a copy of the court documentation to verify attendance and receipt of payment.

3. Use of Personal Vehicle

For employees who transport clients in their own vehicle, they must carry personal auto insurance, provide a copy of their declaration page to their Director at every policy renewal, and will be subject to periodic CT DMV checks. EdAdvance does provide liability coverage in excess of the employee’s personal auto policy limits. If an accident occurs while transporting for the agency, the vehicle owner’s insurance policy is the primary coverage. Any physical damage to the vehicle is the employee’s responsibility.

4. Mileage and Travel Reimbursement

EdAdvance will reimburse an employee for job-related travel other than going to and from their regular place of work, unless otherwise stipulated by a specific grant or program. EdAdvance follows the IRS mileage reimbursement rate for approved work-related travel (See Attachment C). The Mileage Reimbursement Form must be submitted to the Fiscal Office, after approval from the Supervisor/Director, by the end of each month. Reimbursement will be made by check within 30 days of submission.

All work related out-of-state travel must be requested and approved in advance, using an Out-of-State Travel Request and Reimbursement Form.

5. Absence Due to Inclement Weather or School Closing

Employees working in schools do not report to work when a school program is closed but, will make the day up when it is rescheduled. All other staff must report to work unless notified to do otherwise. Should staff determine they can’t report to work due to inclement weather, a personal or vacation day must be used.
6. Code of Ethics

Conflict Of Interest
No officer, agent, employee, or member of the Board of Directors of EdAdvance shall engage in any transaction, or shall have a financial interest or other personal interest which is incompatible with the proper discharge of their official duties, or would tend to impair their independence of judgment or action in the performance of their official duties.

Specific conflicts of interest are hereby set forth, but are not limited to, the following, for the guidance of all officers, agents and employees.

a. Incompatible Employment
   No officer, employee, agent, or member of the Board of Directors shall engage in or accept private employment or render services for private interests when such employment or service is incompatible with the proper discharge of their official duties or would tend to impair the independence of judgment or action in the performance of their official duties.

b. Use of Facilities, Property, Materials
   i. No Officer, employee, agent, or member of the Board of Directors shall request or permit the use of EdAdvance-owned vehicles, equipment, facilities, materials, or property for personal convenience or profit, except when such are available to the public generally or are provided by EdAdvance policy for the use of such individual in the interest of EdAdvance.
   ii. No officer, employee, agent, or member of the Board of Directors shall grant any special consideration, treatment, favor, or advantage, to any person.

c. Gifts and Favors
   No officer, employee, agent, or member of the Board of Directors or their immediate family shall accept any valuable gift, item, favor, loan, or promise, which might tend to influence the performance or non-performance of their official duties.

d. Disclosure of Confidential Information
   No officer, employee, agent, or member of the Board of Directors shall, without proper authorization, disclose confidential information concerning the property, government, or affairs of EdAdvance, nor shall they use such information to advance the financial or private interest of themself or others.

e. Failure to Comply
   Any employee or officer who violates this policy will be subject to disciplinary action, up to and including discharge.

Disclosure Of Interest

Any officer, employee or member of the Board of Directors having a financial interest or other personal interest in any transaction with EdAdvance or in any action to be taken by EdAdvance, shall first divulge and disclose such interest in writing to the Board, and shall further refrain from using their office to exert their influence or vote on such transaction or action.

Any member of the Board of Directors shall excuse themselves from deliberations, discussions and voting on any matter in which such Board member has an interest.

“Interest” will mean any pecuniary or material benefit accruing to a Board member, officer, or employee or their relatives resulting from a contractual relationship with EdAdvance.
7. **Further Questions**

If there are any questions, please contact the Human Resources Department:

Human Resources Department  
PO Box 909  
355 Goshen Road  
Litchfield, CT 06759  
860-567-0863  
**HR@edadvance.org**

Rose Forzano  
Director of Human Resources  
Ext. 1111  
forzano@edadvance.org

Aisha Alam  
Assistant Director of Human Resources & Title IX Coordinator  
Ext. 1311  
alam@edadvance.org

Kristen DiVenere  
Itinerant Human Resources Specialist  
Ext. 1158  
divenere@edadvance.org

Nancy Luchene  
Human Resources Coordinator & Fingerprint Technician  
Ext. 1116  
luchene@edadvance.org
ATTACHMENTS

- *Attachment A:* Sexual Harassment Complaint Form
- *Attachment B:* Request for Professional Development Funds
- *Attachment C:* Mileage Reimbursement Guidelines
- *Attachment D:* Acknowledgement of Receipt of Handbook and Confidentiality Agreement
Attachment A

SEXUAL HARASSMENT COMPLAINT FORM

Name and position of complainant: ________________________________

Date of Complaint: ________________ Time of Incident: ________________

Place incident occurred: __________________________________________

Description of harassment: _______________________________________

________________________________________________________________

________________________________________________________________

________________________________________________________________

________________________________________________________________

________________________________________________________________

Names of witnesses: _____________________________________________

Contact Information of witnesses: _________________________________

If this incident has been previously reported to a supervisor and the action taken was not acceptable, please complete the following:

Date of original complaint: _______________________________________

To whom was the complaint filed: _________________________________

What was the decision: ____________________________________________

________________________________________________________________

Why is the decision being appealed: _________________________________

________________________________________________________________

________________________________________________________________

Signature ____________________________ Date ______________________}

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Attachment B

Request for Professional Development Funds

EdAdvance has a policy that affords all employees the opportunity for reimbursement of professional development or training activities. To be eligible for reimbursement, employees must have been working for EdAdvance for a minimum of six months. Each full-time employee, working 30 or more hours per week, may apply for reimbursement of up to $650 per FISCAL YEAR and each part-time employee, working 20 to 29 hours, may apply for reimbursement of up to $325 per FISCAL YEAR for professional development or a training activity which relates to their performance objectives.

Employees must obtain prior approval from their immediate Supervisor/Department Director, with final approval to come from the Chief Talent & Development Officer at least one month before the course or training activity begins.

In order to facilitate the process, this form must be completed and signed by your Supervisor/Department Director. Submit the form to Human Resources. Human Resources will notify you of approval of your request.

All documentation must be submitted no later than June 15th of the current fiscal year that the expense was incurred.

Employee Name: ____________________________________________

Employee Home Address: ______________________________________

Date of Request: ___________ Amount of Request: $__________

Course(s) to be Taken: _______________________________________

____________________________________________________________

____________________________________________________________

How will this opportunity relate to and enhance your work performance objectives? ____________________________________________

Employee Name:______________________ Signature:________________________ Date: ________

Supervisor/Department Name:_______________ Signature:________________________ Date: ________

☐ Approved ☐ Not Approved

Chief Talent & Development Officer Signature:________________________ Date: __________

☐ Approved ☐ Not Approved

Upon successful completion:

1. Attach proof of payment (i.e. photocopy of credit card receipt, cancelled check).
2. Include proof of successful course completion (i.e. copy of certificate of completion, copy of transcripts showing completion with passing grade, or grade of at least 2.0).

Chief Operations Officer Signature:________________________ Date: __________

Billing Code: __________________________
As a part of their job responsibilities, many EdAdvance employees are required to travel to places other than their primary location of employment. When this occurs, EdAdvance reimburses employees based upon the agency mileage reimbursement rate currently in effect.

**ONLY TRAVEL BEYOND NORMAL COMMUTING MILEAGE IS REIMBURSED.**

**PRIMARY LOCATIONS:** Some employees travel to a variety of sites within a given month. In those situations, a primary location will be determined by the employee’s supervisor.

**TRAVEL TO A LOCATION OTHER THAN THE EMPLOYEE’S PRIMARY LOCATION:** When an employee is required to travel directly to such a location, the normal commuting mileage is subtracted from the total miles traveled to determine the net reimbursable mileage.

**NORMAL COMMUTING MILES:** the mileage between an employee’s residence and primary work location. For the purposes of this form, this may be reflected as a round trip amount or as a one-way amount, depending upon whether or not the employee traveled at all to the primary location. **For Example:**

<table>
<thead>
<tr>
<th>DATE</th>
<th>FROM</th>
<th>TO</th>
<th>ROUND TRIP (RT)/ ONE WAY (1W)</th>
<th>TOTAL MILEAGE</th>
<th>LESS NORMAL COMMUTING MILEAGE</th>
<th>NET REIMBURSABLE MILEAGE</th>
<th>PROG.#</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/15/2008</td>
<td>Torrington</td>
<td>Meriden (MTR) to</td>
<td>1W</td>
<td>83</td>
<td>6</td>
<td>77</td>
<td>300</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Litchfield</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1/20/2008</td>
<td>Torrington</td>
<td>Danbury to</td>
<td>RT</td>
<td>110</td>
<td>12</td>
<td>98</td>
<td>200</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Torrington</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1/28/2008</td>
<td>Litchfield</td>
<td>Meriden to</td>
<td>RT</td>
<td>77</td>
<td>0</td>
<td>77</td>
<td>200</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Litchfield</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Reflects trip from home to Meriden to Litchfield Office.
** Reflects trip from home to Danbury to home.
*** Reflects trip from Litchfield Office to Meriden to Litchfield office.

**PAYMENTS:** Mileage reimbursement is paid through paychecks, the second pay period of each month. Mileage forms are to be completed after the last day of the month and submitted to Fiscal Services by the 10th calendar day of the following month. Payments will be processed on or before the end of the month in which reimbursement request was submitted.

**NOTE:** June Mileage Reimbursement Forms must be submitted to Fiscal Services no later than July 15th for payment.
Acknowledgement of Receipt of Handbook

This is to acknowledge my receipt of the EdAdvance Policies Handbook. I understand that it is my obligation to read this handbook, as it pertains to my employment at EdAdvance. I understand that no part of this manual is a contract of employment or implied contract of employment with EdAdvance. Your employment with EdAdvance is at-will with no stated term. EdAdvance reserves the right to revise its policies (including any terms and conditions of employment or benefits) and the manual as needed and the manual is subject to change without notice. After reviewing this, if I have any questions, I may contact the Human Resources Office for further explanation.

Employee Signature ___________________________ Date ___________________________

Confidentiality Agreement

I acknowledge that, as an employee of EdAdvance, I may be provided with or have access to confidential information in instances where I have a legitimate interest in knowing such confidential information. Confidential information may be made known to or learned by me via various sources including, but not limited to, electronic media, interoffice communications, internal publications, and verbal interactions. I further acknowledge that making this information known or available to others who do not have a legal right to that information may violate the Family Educational Rights and Privacy Act of 1974 (FERPA), other Federal and State Laws and policies of EdAdvance.

Therefore, I agree that I will not (at any time, even after the end of my employment with EdAdvance) reveal, make known, or provide access to confidential information except to those having legal or otherwise permissible right to that information. Furthermore, I agree not to access confidential information for any reason other than the performance of my duties as an employee of the EdAdvance in instances where I have a legitimate interest in the information.

By signing this Confidentiality Agreement, I acknowledge that I have read and understand it. I understand that my failure to comply with the agreement may subject me to discipline in accordance with the policies of EdAdvance and may affect my future access to confidential information and/or the EdAdvance information systems or databases.

Employee Signature: ___________________________________________ Date: ________________