

The Rock Brook School, Inc.

Employee Handbook



ROCK BROOK
Educational & Outreach Programs

Revised June 2018

THE PURPOSE OF THIS MATERIAL IS TO PROVIDE GENERAL GUIDANCE ON THE ROCK BROOK SCHOOL'S PERSONNEL POLICIES AND PROCEDURES. NO ORAL OR WRITTEN STATEMENTS MADE BY THE ROCK BROOK SCHOOL EMPLOYEES OR CONTAINED IN ANY MATERIALS, INCLUDING THIS MANUAL, ARE INTENDED TO CREATE PROMISES OF CONTINUED EMPLOYMENT OR CONTRACTUAL OBLIGATIONS. BOTH THE ROCK BROOK SCHOOL AND AN EMPLOYEE HAVE THE ABSOLUTE RIGHT TO TERMINATE THE EMPLOYMENT AT ANY TIME, WITH OR WITHOUT CAUSE, WITH OR WITHOUT NOTICE.

IN ADDITION, THE ROCK BROOK SCHOOL REMAINS FREE, AND RESERVES THE RIGHT TO CHANGE, ADD TO, OR WITHDRAW, IN ITS SOLE DISCRETION, ANY AND ALL OF ITS PERSONNEL POLICIES, PROCEDURES, PROGRAMS AND BENEFITS AT ANY TIME, WITHOUT NOTICE, WITHOUT HAVING TO CONSULT ANYONE AND WITHOUT ANYONE'S AGREEMENT.

**THE ROCK BROOK SCHOOL
EMPLOYEE HANDBOOK
TABLE OF CONTENTS**

	<u>Page</u>
WELCOME TO THE ROCK BROOK SCHOOL	8
ABOUT THE ROCK BROOK SCHOOL.....	8
THE ROCK BROOK SCHOOL AND YOU	8
ABOUT THIS HANDBOOK.....	10
I. Personnel Administration	11
II. Employment Policies	13
A. At Will Employment.....	13
B. Equal Employment Opportunity.....	13
C. Americans with Disabilities Act.....	13
D. Religious Accommodations Policy.....	14
E. Harassment Policy	14
1. What is Harassment?	14
2. Responsibility	15
F. Confidential Information	15
G. Fitness for Duty	16
1. Illegal Substance, Alcohol, Prescription and Non Prescription Drug Abuse	16
2. Drug/Alcohol Testing	16
3. Health.....	16
4. Hepatitis B	17
5. Communicable Diseases/Skin Lesions	17
6. Dress Code/Personal Appearance.....	17
H. Job Descriptions.....	18
I. Leave of Absence	18

1.	NJ Safe Act	18
2.	NJ Family Leave Insurance	19
3.	Family And Medical Leave Act ("FMLA") and New Jersey Family Leave Act ("NJFLA").....	19
J.	Licenses/Certification/Criminal History.....	23
K.	New Work Policies	23
L.	Performance Appraisal	24
M.	Re-Employment	25
N.	Employment of Relatives	25
O.	Staff Lounge	25
P.	Storm Days & Emergencies.....	25
Q.	Termination of Employment.....	26
R.	Exit Interviews.....	26
S.	Travel/Driving	26
T.	Vacation.....	26
U.	Holidays	27
	27	
III.	Position Classifications.....	28
A.	Regular Full-Time Employees/Regular Part-Time Employees	28
B.	Daily Employees.....	28
C.	Hourly Employees	28
D.	Temporary Employees.....	28
IV.	Compensation	30
A.	Basis for Determining Pay.....	30
B.	Deductions from Paycheck	30
1.	Mandatory	30
2.	Voluntary	31
C.	Error in Pay.....	31
D.	Payday.....	31
E.	Termination & Severance Pay	31

F.	Time Records.....	31
G.	Wage Assignments and Garnishments	32
H.	Wage Increase.....	32
V.	Work Schedule.....	33
A.	Attendance	33
B.	Breaks/Rest Periods	33
C.	Excessive Absenteeism or Lateness	33
D.	Record of Absence.....	34
E.	Tardiness.....	34
F.	Medical Leave	34
VI.	Employment Benefits	35
	Time Off	35
A.	Jury Duty	35
B.	Leave/Days Off.....	35
C.	Disability Leave.....	36
D.	Military Leave	36
E.	Vacations	37
1.	Vacation Policies	37
2.	Accumulation Rights	37
F.	Bereavement Leave Policy	37
G.	Tuition Reimbursement Policy	37
VII.	Insurance Coverage/Liability.....	39
A.	Types of Coverage.....	39
B.	Medical Plan	39
C.	Employee Accidents	39
D.	Long Term Disability	39
E.	Pension.....	40
F.	Employee Pension Contribution/401K	40
G.	S125 Plan.....	40
H.	Cobra.....	40

VIII.	General Policies	41
A.	Accidents to Students/Visitors.....	41
B.	Bulletin Boards	41
C.	Expense Reimbursement	41
D.	School Emergency Management Plan	41
E.	General Rules of Conduct.....	42
	1. Code of Ethics.....	42
	2. Rules of Conduct	43
F.	Life-Threatening Illnesses	44
G	Meetings	45
H.	Parking Lot	45
I.	Personal Phone Calls/Mail/Computer Use	46
J.	Problem Solving Procedures.....	47
K.	References.....	48
L.	Safety Rules	48
M.	Security	48
N.	Smoking.....	48
O.	Suggestions	49
P.	Theft.....	49
Q.	Witnessing Documents	49
IX.	Program Policies	50
A.	Copying/Laminating	50
B.	Field Trips.....	50
C.	Fire and School Security Drills.....	50
D.	Materials/Supplies	50
E.	Team Responsibilities.....	51
F.	Playground.....	51
G.	Reports/Conferences.....	52
H.	Professional Days	52
I.	Department of Education Professional Development Regulation	53

J.	Laws, Rules and Regulations.....	56
K.	Technology/Social Media.....	56
APPENDIXES.....		59
1.	Records && Retention	59
2.	HIPPA.....	59
3.	Whistleblower Policy.....	59
4.	NJ CEPA Act.....	59
Appendix 1.....		60
RECORD RETENTION AND DESTRUCTION POLICY		60
HIPAA PRIVACY POLICY		71
XI.	Receipt & Acknowledgment of The Rock Brook School Employee Handbook.....	75
XI.	Receipt & Acknowledgment of The Rock Brook School Employee Handbook.....	76
RETURN PAGE 76 To Mary Caterson		

WELCOME TO THE ROCK BROOK SCHOOL

To you who are joining The Rock Brook School (also referred to as "RBS"), we bid you a warm welcome!!! To those of you who are already employees at The Rock Brook School, we bid you our continued appreciation and gratitude.

ABOUT THE ROCK BROOK SCHOOL

The Rock Brook School has a unique educational program for:

- ◆ children with learning and communication differences
- ◆ children who require intensive therapy and educational services in order to progress
- ◆ children who need a highly individualized plan to more fully develop their learning potential

Our experienced and dedicated staff creates a warm environment in which each child is encouraged to become a happy, productive and fulfilled person. A teacher, speech pathologist, and assistant are normally in each class, providing an enriched and complete educational experience.

The Rock Brook School is a non-profit, state approved school for students with communication and multiple learning difficulties, ages 3-21. We accept referrals from parents, school districts and other professionals. We do not discriminate on the basis of race, age, color, handicap, marital status, religion, sex, sexual orientation, national origin, or for any other reason prohibited by law

THE ROCK BROOK SCHOOL AND YOU

At Will Employment:

All employment and compensation with us is "at will," which means that your employment can be terminated with or without cause and with or without notice, at any time, at the option of either management or yourself, except as otherwise provided by law.

Your job will involve the delivery of care and education to our students and joining the team of co-workers in this task. A positive attitude and good effort will make your job easier and gain support of those working with you.

In our spirit of willingness to listen and learn from everyone, and to work fairly with our employees, we do believe in an open door policy. In order to have open communication, there must be mutual trust. This sense of trust can be established by building a relationship with our Principal and Director.

For this reason, you are encouraged to communicate with the Principal during the regularly scheduled individual and team meetings with questions or problems relating to your job or feelings of well-being. The Director is also available to meet with you at a mutually convenient time to listen and discuss concerns.

Please remember, don't keep a problem inside. We can't reach a solution if no one knows about the problem.

ABOUT THIS HANDBOOK

One of the first things you should do is carefully read this Handbook. It is designed to answer many of your questions about the practices and policies of The Rock Brook School, what you can expect from us, and what we expect from you. We believe it to be our responsibility to keep you accurately informed of our policies and procedures. This Handbook is a summary of our policies and procedures, our benefit programs, and your responsibilities as an employee. We support and enforce a smoke-, drug- and alcohol-free environment.

Neither this Handbook nor any communications by a management representative shall be construed as a promise or representation by The Rock Brook School to give or maintain any benefit or to continue indefinitely the employment of any person. Employment with The Rock Brook School is for no set period of time, and may be terminated at any time for any reason with or without notice by any employee or The Rock Brook School. This Handbook, and policies and procedures, are subject to change at any time, and you will be notified of all changes as soon as possible.

We wish each of you the best of success in your position

I. Personnel Administration

The task of handling personnel records and related personnel administration functions in our office is handled by the Director. Questions regarding insurance, wages, and interpretation of policies may be directed to the Director. The Office Staff and Bookkeeper assist the Director with these tasks.

Personnel Records

A complete and accurate resume must be received and reviewed before you begin work. Falsifying any information on the resume could result in termination of employment. When appropriate, you must have the correct certification and/or license to perform the duties of the specific position for which you are hired. It will be the responsibility of the staff member to obtain and maintain the required license or certification.

The Director and the Main Office must be immediately notified if you have a change in your name, current address, telephone number, name of person to be notified in case of emergency, or in the number of dependents. This information is essential in order to maintain proper personnel records and for social security, income tax, and employee benefit purposes. We must have a current telephone number for each employee.

When hired, and anytime thereafter as may be required by law, you may be asked to furnish the school with proof of U.S. citizenship, or eligibility to work in the United States, as a condition of employment. The Immigration Reform and Control Act of 1986 (IRCA) prohibits employers from employing or continuing to employ an individual who is not authorized to work in the US. Employment is contingent on verification of your right to work in the US, as demonstrated by your completion of Form I-9, Employment Eligibility Verification, upon hire and your submission of acceptable original and unexpired documents verifying your identity and work authorization within three days of starting employment. If the Form I-9 is not properly completed within the required time frame, your employment may be terminated.

You are also required to complete a Criminal History Record check as mandated by the New Jersey State Department of Education before you begin employment.

You may see information that is kept in your own personnel file if you wish, and you may request and receive copies of all documents you have signed. Within a reasonable time after receiving your request, The Rock Brook School will provide you access to your personnel records, at a reasonable place and time.

The employee may view the personnel records in the presence of a representative from The Rock Brook School. The employee may not remove any documents from the personnel file, but may request copies or make their own handwritten notes.

Employees who disagree with any information in their personnel files may request removal or revision of the information by The Rock Brook School. However, it is in the sole discretion of The Rock Brook School whether any information will be removed or revised in an employee's personnel file. If The Rock Brook School and an employee are not able to reach a mutual agreement as to the removal or revision of information in the employee's personnel file, the employee may provide written comments regarding information in the personnel file, which will be included the file.

II. Employment Policies

A. At Will Employment

All employment and compensation with us is “at will,” which means that your employment can be terminated with or without cause, and with or without notice, at any time, at the option of either management or yourself, except as otherwise provided by law.

B. Equal Employment Opportunity

The Rock Brook School is an equal opportunity employer. Our policy is that all employees will be treated without regard to race, age, color, disability, marital status, religion, gender, gender identity, or gender expression, affectional or sexual orientation, national origin, genetics / genetic information, military service or status, or for any other reason prohibited by law. Such action includes, but is not limited to the following: employment, wages, promotion, demotion, transfers, layoffs and termination, recruitment and selection for training, and all Rock Brook School sponsored social and recreational programs.

C. Americans with Disabilities Act

The Americans with Disabilities Act of 1990 as amended (ADA / ADAAA) makes it unlawful to discriminate in employment against a qualified individual with a disability. The ADA also outlaws discrimination against individuals with disabilities in State and local government services, public accommodations, transportation and telecommunications. This part of the law is enforced by the U.S. Equal Employment Opportunity Commission (EEOC) and State and local civil rights enforcement agencies that work with the Commission.

The Rock Brook School will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation and/or if the accommodation creates an undue hardship to RBS.

An employee who is pregnant may also request a reasonable accommodation under the NJ Pregnant Worker Fairness Act. Requests must be based on the recommendation of a physician.

Requests for accommodations due to disability can be confidentially made to the Director. Information provided is confidential and retained to meet the accommodation request. Individuals will not suffer retaliation for requesting an accommodation in good faith. The Rock Brook School expressly prohibits any form of discipline, reprisal, intimidation or retaliation against any individual for requesting an accommodation in good faith. However, the effectiveness of our efforts depends largely on individuals telling us about inappropriate

workplace conduct. If you feel that you or someone else may have been subjected to conduct that violates this policy, you should contact your direct supervisor immediately. If this is not appropriate for any reason, you should report up the chain of command

D. Religious Accommodations Policy

The Rock Brook School complies with Title VII of the Civil Rights Act of 1964, the New Jersey Law Against Discrimination, and all applicable state and local fair employment practices laws, and is committed to providing equal employment opportunities to all individuals, regardless of their religious beliefs and practices or lack thereof. Consistent with this commitment, The Rock Brook School will provide a reasonable accommodation of an applicant's or employee's sincerely held religious belief if the accommodation would resolve a conflict between the individual's religious beliefs or practices and a work requirement, unless doing so would create an undue hardship for The Rock Brook School.

If you believe you need an accommodation because of your religious beliefs or practices or lack thereof, you are responsible for requesting an accommodation from your supervisor. Individuals will not suffer retaliation for requesting an accommodation in good faith. The Rock Brook School expressly prohibits any form of discipline, reprisal, intimidation or retaliation against any individual for requesting an accommodation in good faith. However, the effectiveness of our efforts depends largely on individuals telling us about inappropriate workplace conduct. If you feel that you or someone else may have been subjected to conduct that violates this policy, you should contact your direct supervisor immediately. If this is not appropriate for any reason, you should report up the chain of command.

E. Harassment Policy

We intend to provide a work environment that is pleasant, healthful, comfortable, and free from intimidation, hostility or other offenses that might interfere with work performance. Harassment of any sort – physical, sexual, verbal, visual – will not be tolerated. Harassment due to race, age, color, disability, marital status, religion, sex, sexual orientation, national origin, veteran status or for any other reason prohibited by law will not be allowed.

1. What is Harassment?

Harassment can take many forms. It may be, but is not limited to: words, signs, jokes, pranks, intimidation, physical contact, or violence. Harassment is not necessarily sexual in nature.

Sexually harassing conduct may include unwelcome sexual advances, requests for sexual favors, or any other verbal or physical contact of a sexual nature that prevents an individual from effectively performing the duties of their position or creates an

intimidating, hostile or offensive working environment, or when such conduct is made a condition of employment or compensation, either implicitly or explicitly.

2. Responsibility

All employees have a responsibility for keeping our work environment free of harassment. Any employee, who becomes aware of an incident of harassment, whether by witnessing the incident or being told of it, must report it to the Director or Principal. Any employee who has been harassed has the obligation to come forward and report it to the Director or Principal. When management becomes aware that harassment might exist, it is obligated by law to take prompt and appropriate action, whether or not the victim wants the school to do so.

Any individual who makes unwelcome advances, threatens or in any way harasses another employee may be personally liable for such actions and their consequences and will be subject to disciplinary procedures. Harassment from other members of the public who interact with RBS employees in the course of business, such as vendors, family members, school district personnel, etc. will also not be tolerated. We will not provide legal, financial or any other assistance to an individual accused of harassment if a legal complaint is filed. Individuals who are harassed or report incidents of harassment are protected and retaliation is not permitted.

F. Confidential Information

To protect our students' right to privacy, employees must maintain the confidentiality of student information at all times. Employees must familiarize themselves with the Confidentiality/Pupil Record requirements as required by N.J. state educational law in the School Policy and Procedure Manual. Rock Brook also follows required HIPPA policy and maintains confidentiality regarding student, family and staff health information.

All information concerning students' records or confidential information or other confidential or proprietary information of The Rock Brook School, must not be discussed with persons outside The Rock Brook School who have no need or involvement in a situation. .

Employees may not disclose such information, as provided for in federal and state regulations, The Rock Brook School Policy, and Professional Ethics. We request that any questions or inquiries from members of the press be referred to the Director. Statements will be issued by the Director. Violations of the above rule may result in disciplinary action. Cooperation of all employees in this matter is extremely important to the proper operation of The Rock Brook School.

G. Fitness for Duty

All employees are to report to work ready and able to perform their duties in a safe and responsible manner.

1. Illegal Substance, Alcohol, Prescription and Non Prescription Drug Abuse

The Rock Brook School is committed to providing its employees with a safe workplace and atmosphere. Our employees should not be subject to any safety threats from fellow workers. You are expected to be in suitable mental and physical condition while at work, allowing you to perform your job effectively and safely.

Whenever use or abuse of any mood altering substance (such as alcohol or other drugs) interferes with a safe workplace, appropriate action must be taken. We have no desire to intrude into employees' personal lives. However, both on-the-job and off-the-job involvement with any illegal substances can have an impact on our workplace and on our ability to achieve its objectives of safety and security. Therefore, you are expected to report to the workplace fit for work. While you may make your own lifestyle choices, we cannot accept the risk in the workplace which substance use or abuse may create. The possession, sale or use of illegal substances or alcohol at the workplace, or coming to work under the influence of such substances, shall be a violation of safe work practices and disciplinary action will be taken, including possible dismissal.

We recognize that alcoholism/misuse of prescription or a non-prescription drug is a form of illness that is treatable in nature. RBS will not discriminate against employees based on the nature of their illness. No employees shall have their job security threatened by their seeking of assistance for a substance abuse problem. The same consideration for referral and treatment that is afforded to other employees having non-drug/alcohol related illnesses shall extend to them.

2. Drug/Alcohol Testing

While it is not our policy to randomly require employees to submit to drug/alcohol tests, we do reserve the right with reasonable suspicion based on conduct to require an employee to present him or herself at a designated health care facility for drug/alcohol testing. If an employee refuses to cooperate that will be grounds for disciplinary action and may result in termination of employment.

3. Health

All staff members will be required to have a statement of good health upon hiring and to be up-to-date with Mantoux (TB) testing.

Employees who refuse or do not satisfactorily pass the examination will not be permitted to work until he/she receives appropriate medical clearance.

Each staff member will be asked to complete an emergency medical form upon hire, to be updated yearly after that.

4. Hepatitis B

The Rock Brook School complies with OSHA requirements regarding same.

Employees whose primary duty is to provide first aid (school nurse) must be offered the Hepatitis B vaccine. Other staff whose primary duty does not include dispensing first aid but who are expected to provide first aid if the occasion warrants do not have to be offered the vaccine. However, post-exposure vaccination is available within 24 hours of possible exposure (i.e., giving first aid when blood or other potentially infectious material is present). Employees are covered by the remaining OSHA standards concerning precautionary measures and protective equipment.

5. Communicable Diseases/Skin Lesions

Employees with symptoms, signs, communicable diseases, or infected skin lesions are not permitted to work unless they are under the treatment of a Physician who authorizes their return to work, should their condition not be contagious.

6. Dress Code/Personal Appearance

The Rock Brook School is service oriented and involves contact with the public. Personal neatness, appropriate attire, and good hygiene are particularly important. Each staff member is asked to use his/her judgment and dress for a professional setting. Inappropriate attire includes:

- Tank tops, tube or halter tops, or shorts may not be worn under any circumstances.
- Mustaches and beards must be clean, well-trimmed, and neat.
- Facial jewelry, such as eyebrow rings, lip rings, and tongue studs, is not professionally appropriate and must not be worn during business hours.
- High heels and open toed shoes/sandals are not appropriate for RBS staff who works with students.

Other personal appearance issues will be dealt with at the discretion of the administration.

H. Job Descriptions

We maintain a job description for each position in The Rock Brook School. When your duties and responsibilities are changed, your job description will be updated. All job descriptions are available on file in the staff lounge.

I. Leave of Absence

Our policy regarding leave of absence exists for the purpose of protecting the longevity of employees who must absent themselves from their work for acceptable reasons for periods in excess of available leave time under the law. There are several types of leaves of absence. Requests for leaves of absence, in addition to what is provided by law, must be submitted to the Director at least one (1) month prior to the anticipated leave start date. The Director will seek the approval of the Board of Trustees before granting additional leaves of absence. RBS grants unpaid nonmedical leaves for up to one year with the cancellation of health and all other benefits at the end of the month following the month in which the leave commenced. After that the person can continue benefits at his/her own expense.

Time spent on leave does not count as continuous service for vacation or other accrual purposes, unless such leave is granted under a law and that law requires that service continue during leave.

Based on an employee's eligibility under various leave of absence laws, an employee may be eligible for leave under any of the acts outlined below. Eligibility for leaves under two or more statutes simultaneously will run concurrently. Leaves may be granted, depending on nature of request, under any of the following:

1. NJ Safe Act

The New Jersey Security and Financial Empowerment Act ("NJ SAFE Act"), P.L. 2013, c.82, provides that certain employees are eligible to receive an unpaid leave of absence, for a period not to exceed 20 days in a 12-month period, to address circumstances resulting from domestic violence or a sexually violent offense. To be eligible, the employee must have worked at least 1,000 hours during the immediately preceding 12-month period.

Leave under the NJ SAFE Act may be taken by an employee who is a victim of domestic violence or a victim of a sexually violent offense. Leave may also be taken by an employee whose child, parent, spouse, domestic partner, or civil union partner is a victim of domestic violence or a sexually violent offense.

Leave under the NJ SAFE Act must be used in the 12-month period immediately following an instance of domestic violence or a sexually violent offense. The unpaid leave may be taken intermittently in intervals of no less than one day. The unpaid leave shall run concurrently with any paid vacation leave, personal leave, or medical or sick leave that the employee elects to use or which the employer requires the employee to use during any part of the 20-day period of unpaid leave. Leave requested under the NJ SAFE Act shall count simultaneously against the employee's entitlement under each respective law, including state and federal leave statutes.

2. NJ Family Leave Insurance

An employee may be eligible for NJ Family Leave Insurance under the provision of the NJ Temporary Disability Benefits Law. Cash benefits may be payable for up to six (6) weeks to bond with a newborn or newly adopted child or to provide care for a seriously ill family member. Employees may be required to use up to 2 weeks of unused sick time and unused vacation. At the time of a leave request, you will be provided with more information and the appropriate forms.

3. Family And Medical Leave Act ("FMLA") and New Jersey Family Leave Act ("NJFLA")

The Rock Brook School provides leave according to the Family and Medical Leave Act of 1993 (FMLA) and the New Jersey Family Leave Act (NJFLA), which provide for unpaid, job-protected leave to covered employees in certain circumstances.

Eligibility

To qualify for NJFLA leave, you must have: (1) worked for the Rock Br0ok School for at least 12 months, though it need not be consecutive; (2) worked at least 1,250 hours in the last 12 months; and (3) be employed at a work site that has 50 or more employees within 75 miles.

To qualify for NJFLA leave, you must have: (1) worked for The Rock Brook School for at least 12 months; and (2) worked at least 1,000 hours during the preceding 12 months.

Leave Policy

If eligible, you may take up to 12 or 26 weeks of family or medical leave under the FMLA, whichever is applicable (as explained below), within the relevant 12-month period defined below. If eligible for NJFLA leave, you make take up to a maximum of 12 weeks of leave within the relevant 24-month period defined below. While you are on leave, The Rock Brook School will maintain your group health insurance coverage at the same level and under the same circumstances as when you were actively working, as explained more fully under the section titled, Medical and Other Benefits. Upon returning from approved leave, you have the

right to be restored to the same job or an equivalent position, subject to the terms, limitations and exceptions provided by law.

Leave Entitlement

You may take up to 12 weeks of unpaid FMLA leave in a 12-month period, for any of the following reasons:

- the birth of a son or daughter and in order to care for such son or daughter (leave to be completed within one year of the child's birth);
- the placement of a son or daughter with you for adoption or foster care and in order to care for the newly placed son or daughter (leave to be completed within one year of the child's placement);
- to care for a spouse, son, daughter, or parent with a serious health condition;
- to care for your own serious health condition, which renders you unable to perform any of the essential functions of your position; or
- a qualifying exigency of a spouse, son, daughter, or parent who is a military member on covered active duty or called to covered active duty status (or has been notified of an impending call or order to covered active duty).

You may take up to 26 weeks of unpaid FMLA leave in a single 12-month period, beginning on the first day that you take FMLA leave to care for a spouse, son, daughter, or next of kin who is a covered service member and who has a serious injury or illness related to active duty service, as defined by the FMLA's regulations (known as military caregiver leave).

You may take up to 12 weeks of unpaid NJFLA leave in a 24-month period, for any of the following reasons:

- the birth of a son or daughter and in order to care for such son or daughter (leave to be completed within one year of the child's birth);
- the placement of a son or daughter with you for adoption or foster care and in order to care for the newly placed son or daughter (leave to be completed within one year of the child's placement);
- to care for a spouse, civil union partner, son, daughter, or parent (including step-parent, foster parent, adoptive parent, parent-in-law) with a serious health condition.

Should you be eligible for leave under both the FMLA and the NJFLA, your leaves under both of these laws will run concurrently.

Notice of Leave

If your need for FMLA or NJFLA leave is foreseeable, you must give The Rock Brook School at least 30 days' prior written notice. If this is not possible, you must at least give notice as

soon as practicable (within one to two business days of learning of your need for leave). Failure to provide such notice may be grounds for delaying protected leave, depending on the particular facts and circumstances.

Additionally, if you are planning a medical treatment or a series of treatments or you are taking military caregiver leave, you must consult with The Rock Brook School first regarding the dates of such treatment to work out a schedule that best suits the needs of both the employee or the covered military member, if applicable, and The Rock Brook School.

Where the need for leave is not foreseeable, you are expected to notify The Rock Brook School within one to two business days of learning of your need for leave, except in extraordinary circumstances. Please submit a written request, when requesting leave.

Certification of Need for Leave

If you are requesting leave because of your own or a covered relation's serious health condition, you and the relevant health care provider must supply appropriate medical certification. When you request leave, The Rock Brook School will notify you of the requirement for medical certification and when it is due (at least 15 days after you request leave). If you provide at least 30 days' notice of medical leave, you should also provide the medical certification before leave begins. Failure to provide requested medical certification in a timely manner may result in denial of FMLA-covered leave until it is provided.

The Rock Brook School, at its expense, may require an examination by a second health care provider designated by The Rock Brook School. If the second health care provider's opinion conflicts with the original medical certification, The Rock Brook School, at its expense, may require a third, mutually agreeable, health care provider to conduct an examination and provide a final and binding opinion. The Rock Brook School may require subsequent medical recertification. Failure to provide requested certification within 15 days, if such is practicable, may result in delay of further leave until it is provided.

The Rock Brook School also reserves the right to require certification from a covered military member's health care provider if you are requesting military caregiver leave and certification in connection with military exigency leave.

Reporting While on Leave

If you take leave because of your own serious health condition or to care for a covered relation, you must contact The Rock Brook School regarding the status of the condition and your intention to return to work on a regular basis. In addition, you must give notice as soon as practicable (within two business days if feasible) if the dates of leave change or are extended or initially were unknown.

Leave Is Unpaid

FMLA and NJFLA leave are unpaid. You will be required to substitute any accrued and unused vacation/paid time off/sick days/personal days for unpaid FMLA or NJFLA leave as described below:

- If you request leave because of a birth, adoption, or foster care placement of a child, any accrued and unused paid leave will first be substituted for unpaid family/medical leave and run concurrently with your FMLA or NJFLA leave.
- If you request leave because of your own serious health condition, or to care for a covered relation with a serious health condition, any accrued paid vacation, personal leave/family or medical leave/sick leave will substituted for any unpaid family/medical leave and run concurrently with your FMLA or NJFLA leave.

The substitution of paid leave time for unpaid leave time does not extend the 12 or 26 weeks (whichever is applicable) of the FMLA or NJFLA leave period. In no case can the substitution of paid leave time for unpaid leave time result in your receipt of more than 100% of your salary. Your FMLA and NJFLA leave runs concurrently with other types of leave, for example, accrued vacation time that is substituted for unpaid FMLA or NJFLA leave. Where an employee is eligible for both FMLA and NJFLA leave, the periods of leave run concurrently.

Medical and Other Benefits

During approved FMLA or NJFLA leave, The Rock Brook School will maintain your health benefits as if you continued to be actively employed. If paid leave is substituted for unpaid FMLA or NJFLA leave, The Rock Brook School will deduct your portion of the health plan premium as a regular payroll deduction. If your leave is unpaid, you must pay your portion of the premium. Your health care coverage will cease if your premium payment is more than 30 days late. If your payment is more than 15 days late, we will send you a letter to this effect. If we do not receive your premium payment within 15 days after the date of this letter, your coverage may cease. If you elect not to return to work for at least 30 calendar days at the end of the leave period, you will be required to reimburse The Rock Brook School for the cost of the health benefit premiums paid by The Rock Brook School for maintaining coverage during your unpaid leave, unless you cannot return to work because of a serious health condition or other circumstances beyond your control.

Intermittent and Reduced Schedule Leave under the FMLA

If medically necessary, FMLA leave occasioned by a serious health condition may be taken intermittently (in separate blocks of time due to a serious health condition) or on a reduced leave schedule (reducing the usual number of hours you work per workweek or workday). FMLA leave may also be taken intermittently or on a reduced leave schedule for a qualifying exigency relating to covered military service.

If leave is unpaid, The Rock Brook School will reduce your salary based on the amount of time actually worked. In addition, while you are on an intermittent or reduced schedule leave, The Rock Brook School may temporarily transfer you to an available alternative position that better accommodates your leave schedule and has equivalent pay and benefits.

Intermittent and Reduced Schedule Leave under the NJFLA

You may take NJFLA leave to care for a seriously ill family member:

- As a single block of time.
- By reducing your normal weekly (but not daily) work schedule for no more than 24 consecutive weeks in a 24-month period. Intermittently in increments lasting at least one week, but less than 12 weeks in a consecutive 12-month period, when medically necessary.

Eligible employees must take NJFLA to care for a newly born or adopted child as a single block of time unless both employee and employer explicitly agree upon an intermittent or reduced leave schedule.

Returning From Leave

If you take leave because of your own serious health condition (except if you are taking intermittent leave), you are required, as are all employees returning from other types of medical leave, to provide medical certification that you are fit to resume work. Otherwise, you will not be permitted to resume work until it is provided.

Special rules may apply near the end of an academic term, or for intermittent leave.

J. Licenses/Certification/Criminal History

If you are required to have a license/school certification to perform your job you are personally responsible for securing the license, keeping it up to date, bringing your current document to The Rock Brook School for review, and a copy for filing. If your license expires or becomes invalid or restricted in any way, The Rock Brook School must be notified immediately. Falsification or failure to notify The Rock Brook School of any change concerning the status of your professional license may result in disciplinary action up to and including discharge. Prior to employment you must complete a Criminal History Record Review. If you are disqualified, you are not eligible for employment.

K. New Work Policies

This employee handbook is a synthesis of the many rules and policies which are in force at The Rock Brook School. From time to time and as a specific new situation may dictate, new policies may be created. The Rock Brook School remains free, and reserves the right, to change, add to, or withdraw, in its sole discretion, any and all of its personnel policies,

procedures, programs and benefits at any time, without notice, without need to consult anyone and without anyone's agreement.

L. Performance Appraisal

A performance review of each employee is conducted upon the completion of the introductory period, on an annual basis and periodically. A number of factors are considered in this review. Some of them are: work habits, ability to perform the job, work results and working relationships with fellow employees. A good performance appraisal does not automatically guarantee a salary adjustment. External factors, such as current wage rates, overall economic condition, and NJ Department of Education regulations are also considered in making the determination. The Principal and Director conduct the employee appraisal process. It is based on classroom observations, work performance and supervisory meetings.

Observation and Evaluation of Staff

All staff will be observed at least once each day in an informal manner for the purposes of verifying that:

1. Classroom schedules are being adhered to
2. Job description activities are being carried out
3. Lessons are adhering to lesson plans

Lesson plans will be checked once each week for the purposes of

1. Verifying lesson alignment with IEPs and CCSSs
2. Verifying scheduling of subjects
3. Verifying appropriateness of materials used

Formal written observations will take place at least once during the school year with the following components:

1. Observation of an academic area
2. Written information regarding the lesson observed will be taken
3. Verification that the lesson matches the content of the lesson plan
4. Verification of the schedule

A meeting will be held to discuss the observation(s) prior to the final individual performance evaluation.

The individual performance evaluation meeting will be held between the staff member and the educational supervisor. The staff member will fill out the evaluation form (a form based on the parameters of the existing job description) prior to the meeting for the purposes of self-evaluation. The educational supervisor will fill out the same form. The meeting will be an

opportunity to discuss the strengths and weaknesses of the staff member's performance as seen by the staff member and the supervisor.

M. Re-Employment

Those former employees who resigned in good standing may be considered for re-employment. Those former employees who left without notice, or who were dismissed for cause, will not be considered for re-employment without written approval from the Director based on the recommendations of the Principal.

N. Employment of Relatives

It is The Rock Brook School's policy to provide equal opportunity for job placement of relatives of employees provided that

- (1) there is no potential for favoritism in their selection or supervision;
- (2) there is no potential for conflict between employees, and
- (3) the conduct of job responsibilities is not affected.

A relative is defined as a member of an employee's immediate family, including grandparents, legal guardians, children (natural or adopted), parents, brothers, sisters, spouse, mother-in-law, father-in-law, aunts and uncles.

Applicants who are related to employees may be considered for positions provided that there is no direct or indirect supervision/subordinate relationship between the applicant and the related employee.

O. Staff Lounge

For your convenience and comfort, our staff lounge is equipped with seating, microwave oven and a refrigerator. This area is for everyone's use. It is your responsibility to do your share in keeping the staff lounge clean and sanitary. Please clean up after yourself in courtesy to your fellow staff members.

P. Storm Days & Emergencies

Employees are expected to make every effort to get to work during inclement weather. If the school is not officially closed or has an early or late dismissal for snow and other weather conditions, staff is expected to be at work. If a staff member decides personally that the conditions are too difficult for them to drive to school, they would have to use their personal/leave time.

Q. Termination of Employment

While it hopes to retain the service of all employees who perform their duties efficiently and effectively consistent with its goals, the Rock Brook School reserves the right to terminate employment with or without cause.

Employees shall give thirty (30) days written notice before resigning between October 1 and May 30. Employees shall give sixty (60) days prior written notice before resigning between June 1 and September 30.

Employees shall continue to faithfully perform duties after giving written notice of intent to resign, and shall assist Employer in every way possible to insure a smooth transition to the successor.

For pay purposes, terminations are effective on the last day worked, unless otherwise specified by the Director.

R. Exit Interviews

In instances where an employee voluntarily leaves The Rock Brook School, we would like to discuss your reasons for leaving and any other impressions that you may have about us. If you decide to leave, you will be asked to grant us the privilege of an exit interview. During the exit interview, you can express yourself freely. It is hoped that this exit interview will help us part friends, as well as provide insights into possible improvements we can make. All information will be kept strictly confidential and will in no way affect any reference information that we will provide another employer about you. You will be asked to return all materials that belong to Rock Brook and sign a form indicating that you have done so.

S. Travel/Driving

Rock Brook School has the appropriate auto insurance so that staff and all others on Rock Brook School related activities are covered. Drivers are required to have proof of insurance, valid driver's license and advise the office immediately of any infractions including motor vehicle tickets. It is urged that no alcohol be consumed during lunch, before work or during the workday.

T. Vacation

All ten-month employees are eligible for vacation days that are school holidays as the school calendar allows. School must be in session 180 days as required by law and previously designated school holidays may be utilized if needed to meet this requirement. Only full-time twelve-month employees are eligible for full vacation benefits, which include: winter and

spring breaks as the school calendar designated, as well as two weeks' summer vacation or as otherwise determined by the Board of Trustees. Vacation days may not be carried over to the next year. Vacation days will not be paid out upon termination.

U. Holidays

Holidays are paid days off that are determined by the school calendar.

III. Position Classifications

At the time you are hired, you are classified as either full-time/part-time exempt, hourly, daily or temporary. Unless otherwise specified, the benefits described in this Handbook apply only to full-time and part-time salaried employees. All other policies described in this Handbook and communicated by us apply to all employees, with the exception of certain wage, salary and time off limitations applying only to “non-exempt” (see the definition that follows) employees.

A. Regular Full-Time Employees/Regular Part-Time Employees

Full-time employees are assigned to fill a specific position and are scheduled to work a 35 hour work week. Regular full-time employees are entitled to all of the benefits provided by the school. Employees hired for less than 35 hours per week receive pro-rated vacation, sick, personal and holiday pay as appropriate. Regular part-time employees are assigned to fill a specific position, regularly work less than 35 hours per week and are salaried. Regular part-time employees may be eligible for pro-rated benefits.

Exempt employees – Certain job classifications are paid a specified weekly salary and are exempt from overtime for hours worked in excess of 40 hours in a workweek. These jobs are exempt from overtime required under the Fair Labor Standards Act and NJ Wage and Hour Laws.

Non-exempt employees – Employees who perform work in job classifications that are not exempt from overtime under the Fair Labor Standards Act and NJ Wage and Hour Laws, will receive compensation for all hours worked. If a non-exempt employee works over 40 hours in the workweek, he/she will be entitled to receive time and a half for all hours worked that exceed 40 hours. No overtime hours may be worked unless specifically authorized in advance. Overtime hours must be recorded accurately.

B. Daily Employees

These employees are assigned to fill a specific position and receive a per diem rate with no benefits.

C. Hourly Employees

Some employees are hired at an hourly rate. These employees do not receive benefits unless required by law.

D. Temporary Employees

These employees are assigned to a temporary position. Temporary employees are not eligible for benefits. Time worked as a temporary employee is not used to compute length of service

for seniority purposes. The Extended School Year Program is an example of temporary employment. 10-month Staff have the opportunity to work in the six-week summer program.

IV. Compensation

It is our desire to pay wages and salaries that are competitive with other employers in the marketplace in a way that will be motivational, fair and equitable, variable with individual and performance and in compliance with all applicable statutory requirements.

You are employed by The Rock Brook School and will be carried directly on our payroll. No person may be paid directly out of petty cash or any other such funds for work performed.

The Rock Brook School applies the same principles of fairness and external comparability to all employees. We do not discriminate on the basis of race, age, color, disability, marital status, religion, gender, gender identity, or gender expression, affectional or sexual orientation, national origin, genetics / genetic information, military service or status, or for any other reason prohibited by law.

A. Basis for Determining Pay

Your pay is influenced by three factors:

1. The nature and scope of the job, the credentials held, and NJ regulations.
2. What other employers pay their employees for comparable jobs.
3. Budget factor and school enrollment

You will receive separate agreements for the 10-month and Extended School Year Program. The Extended School Year program is a salary only program with no benefits associated.

B. Deductions from Paycheck

1. Mandatory

We are required by law to make certain deductions from your paycheck each time one is prepared. Among these are your federal, state and local income taxes and your contribution to Social Security as required by law. The amount of the deductions may depend on your earnings and on the information you furnish on your W-4 form regarding the number of dependents/exemptions you claim. Any change in name, address, telephone number, marital status or number of exemptions must be reported immediately, to ensure proper credit for tax purposes. The W-2 form you receive for each year indicates precisely how much of your earnings were deducted for these purposes.

2. Voluntary

Employees may authorize voluntary deductions for S125 Plans that cover health benefits or 401K plans, etc. Written authorization is required for all such deductions.

C. Error in Pay

Every effort is made to avoid errors in your paycheck. If you believe an error has been made (underpaid or overpaid), tell the Bookkeeper immediately. They will take the necessary steps to research the problem and to assure that any necessary correction is made properly and promptly.

D. Payday

You will be paid bi-monthly on or around the 15th and the 30th of the month, through direct deposit, or on the nearest possible day if the payday falls on the holiday or a weekend. In addition to earnings, your pay stub will summarize mandatory and voluntary payroll deductions. Direct deposit is a mandatory school policy and forms to set this in place may be obtained from the Director.

If you have any questions about your paycheck, please see the Bookkeeper. The school utilizes an outside payroll company to do the payroll. Time records are required to be maintained and you are required to sign off on those hours for each pay period when receiving notification of your direct payroll deposit.

RBS defines the Workweek as starting on Sunday at Midnight and ending the next Sunday at midnight (7 consecutive 24 hour period). The Workweek will be utilized to determine if a non-exempt employee worked over 40 hours and is entitled to overtime pay (time and ½).

E. Termination & Severance Pay

If the Rock Brook School decides to terminate your employment, a two (2) week notification may be given for reasons other than violations of policies. We do not pay severance pay. When you leave The Rock Brook School, you will be paid for actual time worked as of that date. Benefits end as of the last day of employment.

F. Time Records

Employees are expected to work their designated hours. Time clocks are not utilized; therefore, it is expected that the employee will responsibly arrive and leave work at the appropriate times. Sign in/out sheets are required to be completed by hourly employees. State Department of Education designated time sheets need to be signed by all other employees.

G. Wage Assignments and Garnishments

If you are not able to pay your debts on time, we are required by law to honor wage garnishments against your earnings. If your wages are to be garnished, the keeper of the books will notify you immediately. Wage assignments and garnishes are an inconvenience to both you and us, and we urge you to take special care of your financial matters to avoid this situation.

H. Wage Increase

Wage increases are based on performance and budget considerations, as well as Department of Education requirements.

V. Work Schedule

A. Attendance

Regular attendance at work is mandatory for everyone. Timely notification of absences or tardiness is extremely important so that a suitable replacement may be scheduled to provide proper care and education for our students. If you are unable to report to work as assigned, you must notify a team member and the office.

If you are absent because of illness, you must advise the Director of your health status and estimate the date-of-return on a daily basis. A work release from your Physician may be required before you return to work. A Physician's note may be required for any sick leave requested.

B. Breaks/Rest Periods

Your daily schedule is determined by yourself, the teaching team and the Principal. You are entitled to breaks from your activities at the school. These are taken as scheduled by the Principal and coordinated with teaching team or office colleagues. In the event of an emergency or unusual condition, you may not be able to take a break as you would normally would. Your understanding of these unlikely situations is appreciated. You may be expected to be with the children during lunch as this can be an important therapeutic time with them for feeding and/or social purposes. You can eat your lunch with them or at another time during the day.

Each class must schedule at least a 20-minute time away from the group for each adult in the class. These times can come from lunch, snack, or recess and, in classes with 4 adults or fewer children, one group lesson per day if necessary. For example: the teacher can have her time during the group language lesson if the teaching team feels there are enough remaining adults to facilitate the group lesson with the speech pathologist or the speech pathologist or teaching assistant may have their time during science and/or social studies if the class is able to do so.

These times must be documented and consistent, with the same person always taking his/her break at the same time. These times should be noted on the schedule. When an adult is absent, this schedule may have to be altered, as we do not always have a sub.

C. Excessive Absenteeism or Lateness

In general, five (5) absences in a sixty (60) day period, or a consistent pattern of absence, will be considered excessive, and the reasons for the absences may come under question. Tardiness or leaving early is as detrimental to us as an absence. Three (3) such incidents in a

sixty (60) day period will be considered a “tardiness pattern” and will carry the same weight as an absence. Other factors, like the degree of lateness, may be considered.

Be aware that excessive absenteeism, lateness or leaving early may lead to disciplinary action, including possible dismissal.

If, after being warned, absences and/or lateness continue, one or more of the following actions may be taken as deemed necessary:

- ◆ An oral or written reprimand.
- ◆ A temporary suspension without pay.
- ◆ A permanent loss of job.

D. Record of Absence

If you are absent because of illness for three (3) or more successive days, you may be requested to submit written documentation from your Doctor. If you are absent five (5) or more successive days because of illness, you may be required to provide written documentation from your Doctor that you are able to resume normal work duties before you will be allowed to return to work. You will be responsible for any charges made by your Doctor for this documentation.

E. Tardiness

Lateness must be kept to a minimum. You are expected to report for work promptly. If you know that you are going to be unable to be on time on a particular day, you may be excused in advance by the Director. Such advance excuses will be granted in rare instances. If an emergency causes tardiness you are expected to call the office immediately and give your approximate time of arrival. Frequent tardiness for any reason may result in disciplinary action up to and including termination of employment.

F. Medical Leave

Prior to returning to work, an employee on medical leave must submit a statement from his/her Physician which states that he/she may return to work and resume full and unrestricted duties and is cleared to perform all duties entailed in the job he/she held prior to the leave.

Employees are requested to notify the Director two (2) weeks prior to returning to work.

VI. Employment Benefits

Time Off

A. Jury Duty

An employee who is summoned to act as a juror will receive pay for up to two (2) weeks. You are required to make a written request to the Director for such leave at least two (2) weeks in advance or upon receipt of your summons. If you are granted such leave you will receive the difference between the pay received for jury duty and your regular rate of base pay upon presentation of evidence of the period served.

However, in fairness to your fellow workers who will be assisting with your work while on jury duty, Rock Brook School requires that when not called upon to act as a juror for any day or major part thereof during the period of absence, you must report for work.

B. Leave/Days Off

Each full-time 10-month staff member is allowed twelve (12) personal/sick days during the 10-month school calendar. Full-time 12 month employees are allowed 13 personal/sick days. These days are to be taken for illness or personal days only – not for vacation or to extend school holidays. Employees should plan their vacations during school holidays or the summer months. Part-time staff members are offered prorated personal/sick leave according to the number of hours that they work. Extended School Year staff receive 1 personal/sick day during the 6 week ESY Program, if they are 10 month employees. Employees are requested to call into the main office as soon as possible, but no later than 8 am, for the day on which they will be absent.

Employees must complete a Personal Leave Form, which will be approved and signed by their immediate supervisor for the time off that they are requesting. Each employee request will be evaluated, weighing both the employee's needs and the school's work requirements. In those cases, where the request for personal time impacts the educational environment of the school's minimum staffing requirements, it may be denied.

Staff members are committed to their students and know that uninterrupted teacher time is critical to student success. Therefore, before submitting your request, think about how the schedule might impact your class (i.e., coverage, communications, lesson flow, etc.) and how work requirements will be met. It is important to remember that you are a vital part of Rock Brook and your class teaching team. If you give advance thought to your request and remain flexible, it will be easier for you, your team and the school to develop solutions with everyone's best interest in mind.

A maximum of five days of unused time can be carried over each year until a total of 30 days are accumulated. These days can be used for personal extenuating circumstances. Use of these days can be accessed only through an approved leave of absence by the Director. Accumulated days may not be taken upon termination nor are they eligible for payment at that time. Consideration of use of these days by the Director occurs after the usual benefits (i.e. personal days, disability) are exhausted. These days are not paid out upon termination.

Occasionally, for medical, personal, or other reasons, you may need to be temporarily released from the duties of your job with us, but may not wish to resign. Under certain circumstances, you may be eligible for an unpaid leave of absence.

C. Disability Leave

When it is determined that you are disabled for any reason, you must provide a note from your doctor with the date that your period of disability will begin. Whenever a period of anticipated disability is known in advance, such as planned surgery or pregnancy, you are requested to advise us as soon as possible. At the appropriate time, we will then begin processing the paperwork necessary for New Jersey State disability benefits.

If your leave request is covered under any federal or state law, we review your request in accordance with such law. One such law, the NJ Safe Act, is defined under policy “J Leaves of Absence”.

You can research these online and ask the naming office for information.

If it is determined that you have a permanent disability and can no longer work, you must notify the office. The process for applying for long term disability benefits can be initiated.

D. Military Leave

Personnel who have inactive military obligations requiring them to attend reserve camp annually will be granted a leave of absence without pay. An employee may use vacation time for reserve camp duty upon written approval from the Executive Director. Employees must submit a copy of her/his orders to the Director before the leave is granted. Personnel on active military leave will have their positions held open for them, and will be eligible for veterans’ re-employment rights, as per the Uniform Services Employment Re-employment Rights Act (USERRA). Military leave, including reserve leave, will be covered by the provisions of USERRA.

E. Vacations

1. Vacation Policies

Twelve-month employees have two weeks' vacation time each fiscal year or as otherwise designated by the Board of Trustees. Every effort will be made to grant you your vacation at the time you desire. However, vacations cannot interfere with the school's operation and therefore must be approved in advance, so that appropriate arrangements can be made. If any conflicts arise in requests for vacation time, preference may be given to the employee with the most service.

Usually, only one employee may be out on vacation in the office at any one time.

At the time of termination, unused vacation is not payable.

2. Accumulation Rights

Vacation time may not be carried over or accumulated in subsequent calendar years subject to unusual circumstances and Board approval on recommendation of the Executive Director.

F. Bereavement Leave Policy

Full-time employees are eligible for one to three days of paid bereavement leave for the death of an immediate family member. Part-time employees are eligible for paid bereavement leave for the death of an immediate family member in proportion to the number of hours they are regularly scheduled to work. Employees also may use accrued but unused vacation/sick leave/paid time off if additional time is needed. Employees are responsible for requesting bereavement leave as far in advance as possible.

- 3 Days for Immediate Family
- 2 Days for Extended Family
- 1 Day for other relative or close friend

For purposes of this policy, family members include an employee's: Spouse or civil or domestic partner; Parent; Step-parent; Parent-in-law; Sibling; Brother-in-law; Sister-in-law; Child; Step-child; Son-in-law; Daughter-in-law; Grandparent; Grandchild; Aunt; Uncle; Niece; and Nephew.

G. Tuition Reimbursement Policy

Rock Brook recognizes the value of outside education programs. The benefits are twofold: (1) you benefit from furthering your education, and (2) Rock Brook benefits from having

better educated employees. You may be reimbursed for 50% of the cost of the tuition at a state approved college or university.

Eligibility

Eligibility requirements are as follows:

- You must be a regular full time employee.
- You must be employed for the duration of the course, from registration through completion of the course.
- You must be hired prior to the course beginning.
- You cannot receive tuition reimbursement from other sources for the same fees; i.e., scholarships, fellowships.

Course Approval

Courses will be approved under the following guidelines:

- School or college should be accredited.
- Curriculum must be college level.
- Course can be part of a degree, non-degree or certification program.
- The new skills/knowledge acquired must be relevant to current job or a future job within Rock Brook School to which your skills, knowledge and experience indicate you could reasonably aspire.

Reimbursement

- You may be reimbursed for 50% of the cost of the tuition of one course per semester at a state approved college or university.
- Undergraduate students must earn a C or better and graduate students a B or better in order to be reimbursed for approved expenses. If you take a non-credit or ungraded course, you must secure proof of satisfactory completion of the course.
- You must produce the following original documentation to be reimbursed for qualifying expenses:
 - Itemized bill or receipt from educational institution
 - Original transcript of grades following course completion

An employee who voluntarily resigns or who is involuntarily separated from Rock Brook prior to completion of the course will not receive reimbursement. An employee who voluntarily resigns or who is involuntarily separated from Rock Brook prior to completion of the course will not receive reimbursement. If you should leave Rock Brook upon completion of the course, the employee shall reimburse the school 50% of the amount of tuition reimbursement received during the prior 2 years before departure. Continuing Education Courses over the amount of \$350 will follow the same policy.

All reimbursements are subject to the federal and state income tax, social security tax, and state unemployment tax requirement in effect at the time of reimbursement.

If you are interested in applying for tuition reimbursement, complete the Tuition Application Reimbursement form and submit to the Main Office.

VII. Insurance Coverage/Liability

A. Types of Coverage

Each employee is afforded various types of insurance coverage including, but not limited to, liability, disability, social security, unemployment and worker's compensation. Any questions in this regard should be brought to the attention of the Director.

B. Medical Plan

Other benefits include a Medical Plan that is available through the Rock Brook School. The Medical Plan is available to full-time employees, with the school supplementing an individual's premium costs up to the Board approved dollar amount. The enrollment date for the Plan is August 1st for current employees. New employees can enroll when hired. Current enrollees have 30 days from a life event (marriage, death, divorce) to file a change in status with the plan. If you should opt out of the school plan, a Flexible Spending Plan with a school contribution of \$500 is available. You can add more money to the Flexible Spending Plan through an employee contribution.

Employees may utilize the Section 125 Plan for payroll deductions to cover medical insurance premiums or childcare costs. You are required to determine an amount, fill out a form and give it to the bookkeeper annually.

C. Employee Accidents

Federal law ("OSHA") requires that we keep records of all illnesses and accidents that occur during the workday. **The New Jersey State Workers' Compensation Act also requires that you report any illness or injury on the job, no matter how slight.** If you hurt yourself or become ill, please contact the Director for assistance. If the nurse is present, you must be seen by her. If you fail to report an injury, you may jeopardize your right to collect workers' compensation payments as well as health benefits. OSHA also provides for your right to know about any health hazards that might be present on the job. Should you have any questions or concerns, see the Director for more information. An incident report form should be filled out. They are available in the file cabinet in the staff lounge.

D. Long Term Disability

The school provides long-term disability insurance should an employee become permanently disabled. Information regarding the policy is distributed yearly and is available upon request from the office.

E. Pension

The school has a 401K defined contribution plan with the John Hancock Group. A specific percentage of salary is contributed by the school to the employees plan yearly to those employees who work 1,000 hours or more within the plan year, and who are employed on the last day of the Plan Year (6/30). Copies of plan documents are available to staff for more information. Employees must enroll in the plan upon employment whether or not they make a voluntary contribution.

The vesting schedule is as follows:

Less than 2 years of service	00.00%
2 years of service	33.33%
3 years of service	66.67%
4 years or more	100.00%

F. Employee Pension Contribution/401K

Employees can obtain information from the office and fill out the appropriate forms to enroll in the 401K employee payroll deduction. Employees may elect to make a voluntary contribution through a payroll deduction up to the IRS determined annual maximum amount. For current annual employee contribution information, speak to the business office for specific information and appropriate forms.

G. S125 Plan

For eligible regular full time and regular part time employees, Rock Brook offers an S125 plan for medical / dental expenses and for child care. Employees choose to participate in this pre-tax payroll deduction plan in order to cover medical and dental expenses. For more information on enrolling in the plan, see the school Bookkeeper.

H. Cobra

If you are no longer working at Rock Brook you may be eligible to utilize the COBRA medical benefits programs. The Bookkeeper can provide COBRA information to you.

VIII. General Policies

A. Accidents to Students/Visitors

No matter how minor, all accidents must be reported to the Director immediately. An incident report form is to be fully completed that day. Any marks on a student's body should be documented on an Incident Report form and the procedure followed. If you witness or discover an accident, you should give whatever aid you can. Do not move an injured person. Ask for help.

If the severity of the injury necessitates immediate attention, the person will be transported, by ambulance if necessary, to the local hospital, Princeton Medical Center. If not an emergency, the individual will seek attention from their health care provider if necessary. If a student fatality occurs, the State Department of Education is required to be notified immediately.

B. Bulletin Boards

School bulletin boards are provided in the Staff Lounge, so that you may be kept informed of all pertinent information and changes. Employees are encouraged to review the bulletin board at least daily for any changes. Bulletin boards are not to be used for personal messages, for sale items, etc.

C. Expense Reimbursement

To be reimbursed for all authorized expenses, you must submit receipts. Please submit as you incur authorized reimbursable expenses. Business expense reports must be submitted in a timely manner. Business-related expenses should be authorized in advance if possible. Check payable forms are available in the file cabinet in the staff lounge. Rock Brook is tax exempt and does not pay sales tax.

D. School Emergency Management Plan

The Rock Brook School has a school Emergency Management Plan for various types of emergency situations. The master copy is kept in a red binder in the Director's office. You will attend an in-service about these types of emergencies, and the procedures to be followed.

You are encouraged to review the Emergency Management Plan. If there is something you do not understand fully, ask the Director to explain. Keep up to date on all new instructions.

In an emergency seconds count, and your active and correct participation could save lives. Fire drills are not announced in advance. Always be prepared by knowing what to do and then doing it.

E. General Rules of Conduct

The manner in which you conduct yourself on the job reflects on you, The Rock Brook School, and our reputation in the community. We offer a caring educational setting and service; therefore, we depend on you to conduct yourself in a professional and respectful fashion.

1. Code of Ethics

The following Code of Ethics was developed with input from staff. All Rock Brook employees receive a copy of the Code of Ethics, to be read, signed and placed in their personnel files.

Rock Brook School Staff Code of Ethics

We believe our first responsibility is to the child, his/her parents, contracting school districts and agencies and other professionals who use our services. In meeting their needs, everything we do must be of high quality and with the highest standard of professionalism. In our roles at the Rock Brook School we accept our commitment to our School, Students/Families and Co-workers.

Guiding Principles:

- Achieve and maintain the highest level of professional competence through our lesson planning, review of student progress, supervisory/staff/discipline/team meetings, and staff development opportunities.
- Promote a supportive, positive environment to enhance our students' learning and efforts to achieve through our instructional, personal, and behavioral interactions
- Be considerate of each other as individuals, respect each other's dignity and recognize each other's merit. Relate to each other with harmony and appreciation of strengths and differences.
- Communication: Utilize positive language for communicative interactions regarding students, families and each other. Negative, judgmental comments will not be tolerated.

- Consider the safety and welfare of staff and fellow colleagues at all times.
- Maintain confidentiality in all situations that involve students, families and co-workers
- Personal Commitment and responsibility for a caring community: express feelings; evidence caring, compassion and cooperation; creative resolution of conflicts and appreciation of differences

2. Rules of Conduct

There are basic rules of conduct which we all must follow. Violations of these rules, such as those listed below, which are not all inclusive, will result in disciplinary action up to and including discharge:

- ◆ Negligent, abusive or inconsiderate treatment of students.
- ◆ Discussing confidential information in student records, or any other information that may not be disclosed by law, with unauthorized persons.
- ◆ Conviction of a criminal offense.
- ◆ Insubordination.
- ◆ Failure to notify the Director of absence and reason for absence.
- ◆ Intentional misstatement or concealment of facts in connection with employment or any investigation, inquiry or other proceedings.
- ◆ Possession of firearms or explosives on The Rock Brook School property.
- ◆ Removal of The Rock Brook School property without authorization.
- ◆ Theft of the property of another employee, student, visitor, or the property or services of The Rock Brook School, including falsely claimed work time.
- ◆ Soliciting or accepting tips for services from students or any other persons.
- ◆ Immoral conduct or indecency.
- ◆ Unauthorized use, possession, or sale of narcotic or alcoholic beverages on The Rock Brook School property.
- ◆ Being under the influence of alcohol or narcotics while on duty or reporting to work under the influence of alcohol or narcotics.
- ◆ Inability or failure to perform job.
- ◆ Damaging or destroying any property of other employees, students, and visitors of The Rock Brook School.
- ◆ Interfering with the work performance of another employee, threatening, intimidating or coercing another employee.
- ◆ Fighting on The Rock Brook School property.
- ◆ Willfully or carelessly damaging, defacing or mishandling of The Rock Brook School equipment or property or the property of a student, visitor or another employee.
- ◆ Sleeping while on the job.

- ◆ Willful or careless violation of safety, fire prevention and security regulations.
- ◆ Leaving The Rock Brook School during working hours without permission from the Director/Principal.
- ◆ Engaging in horseplay, running, scuffling, or causing a disturbance.
- ◆ Chronic lateness.
- ◆ Unexcused absence.
- ◆ Smoking in unauthorized areas.
- ◆ Gambling on the premises.
- ◆ Contributing to unsanitary conditions.
- ◆ Failure to follow job instructions.
- ◆ Violation of dress code policy.
- ◆ Causing loss of material or equipment due to carelessness, negligence, or deliberate acts.
- ◆ Wasting time, loitering, or leaving place of work during working hours without permission.
- ◆ Violating a safety rule or practice.
- ◆ Fraudulent claim of sick leave.
- ◆ Refusing to do assigned work.
- ◆ Disrespectful, insulting, or abusive acts or language toward Director or staff of The Rock Brook School.
- ◆ Any other conduct detrimental to The Rock Brook School's operation or reputation, or to the welfare of a student, employee or visitor.

Again, these offenses are for illustrative purposes and are not an all-inclusive list of actions warranting disciplinary action.

The discipline procedure sets forth are those that The Rock Brook School believes are generally appropriate concerning employee conduct. Provisions of this procedure are not, however, absolute, nor do they constitute a contract, or imply an entitlement to progressive discipline.

F. Life-Threatening Illnesses

We recognize that employees with a life-threatening illness, including, but not limited to, cancer, heart disease, and AIDS, may wish to continue to engage in as many of their normal pursuits as their condition allows, including work. These employees, as all employees, must be able to meet acceptable performance standards.

We seek to provide a safe work environment for all employees and students. Therefore, precautions should be taken to ensure that any employee's condition does not present a health and/or safety threat to other employees or students.

When dealing with situations involving employees with life threatening illnesses, the administration should remember that an employee's health condition is personal and confidential, and reasonable precautions should be taken to protect information regarding an employee's health condition.

Contact us if you believe that you or other employees need information about terminal illness, or a specific life threatening illness, possible contagion, or if you need further guidance in managing a situation that involves an employee with a life-threatening illness.

Contact us to determine if a statement should be obtained from the employee's attending Physician that continued presence at work will pose no threat to the employee, co-workers, or students. We reserve the right to require an examination by a medical doctor of our choosing.

The Rock Brook School will make reasonable accommodation for employees with a life threatening illness provided that any accommodations made do not require significant difficulty or unreasonable expenses.

The Rock Brook School will be sensitive and responsive to co-workers' concerns. Special consideration beyond normal requests by employees who feel threatened by a co-worker's life threatening illness will not be given.

The Rock Brook School is sensitive to the fact that continued employment for an employee with a life-threatening illness may sometimes be therapeutically important in the remission or recovery process, or may help to prolong that employee's life.

G Meetings

Staff is required to meet with team members daily to plan activities and collaborate on program activities. Team meeting with the Principal or Supervisor can occur weekly, or on an as needed basis. Regular staff meetings take place once a month. They are scheduled on the first Tuesday of the month after student dismissal. Additional in-services are scheduled during early dismissal days or full day staff development days.

H. Parking Lot

The school parking lot is available to all employees. Please leave the designated spaces in the front row of the lot available for visitors.

We do not assume any liability for any loss or damages you may sustain while parked, please take prudent precautions.

I. Personal Phone Calls/Mail/Computer Use

Personal calls may be made on the staff lounge phone during breaks. Cell phones calls should be used on break time and not in a classroom setting, this includes sending of text messages. Personal phone messages and/or mail will be placed in the employee's mailbox. If a call is of an emergency nature, the employee will be immediately notified.

While on the job, no personal visitors may be received except for emergencies cleared through the Director.

Because of the heavy volume of mail we receive, The Rock Brook School cannot be used as a source of drop off for your personal mail.

Employees are encouraged to use the Rock Brook computer network for communicating with colleagues and administration. Use of the web is also appropriate as a resource for curriculum and classroom activities. Sending or receiving personal e-mail is not allowed while school is in session.

Rock Brook computer resources are to be used only for legitimate school business purposes and are for the exclusive use of employees and students. Incidental personal use may be permitted for employees, provided that the use does not impact performance or productivity or violate restrictions that management has deemed necessary for meeting operating conditions.

Use of Rock Brook computer resources for accessing, receiving, transmitting and viewing the types of messages or materials described below is prohibited. Such activity may, in certain situations, be illegal and may subject Rock Brook and the employee involved to civil and/or criminal sanctions. Prohibited materials include:

- Sexually-related or pornographic messages or materials
- Violence or hate-related messages or materials
- Bigoted, racist or other unlawfully discriminatory or offensive messages or materials directed at a particular group or individual and that are based on, for example, race, color, religion, national origin, age, sex, sexual orientation or disability
- Malicious, libelous or slanderous messages or materials; and
- Any other materials or messages that are unlawful in nature.

Employees should have no expectation of privacy or confidentiality when using Rock Brook computers or their personal devices (cell phones, personal computers, tablets, etc.) while on RBS property. Personal devices shall not be used for RBS business (emailing or testing parents, taking picture, etc.). Working from home should be on the Paradigm Pioneer program only

Rock Brook monitors employee access to and use of the school's computer resources. Rock Brook reserves the right to inspect and disclose the contents of school computer resources and to monitor and restrict access to non-school related Internet sites and refuse delivery of electronic messages containing offensive content.

It is strongly urged that employees not open attachments or reply to unknown e-mail messages. This could expose the RBS network to a virus.

J. Problem Solving Procedures

We encourage you to bring your questions, suggestions and complaints to our attention. We will give careful consideration to each of these in our continuing effort to improve our working relationship. Although we attempt to discuss and resolve issues, such processes and procedures do not alter our employment at will policy.

If there is anything about your job that is bothering you, let's get it out in the open and talk about it. Discuss it frankly with us and we will do everything we can to help you "iron-it-out". You may be sure that your complaint will be handled in an open and fair manner.

Here are the steps that you may take:

1. First, if you feel you have a problem you should present the situation to the Principal so that the problem can be settled quickly. The Principal knows you and your job best. Past situations have shown that most problems can be settled by simple examination and discussion between you and the Principal.
2. Second, if you are not satisfied with the Principal's response, or if for some reason you do not wish to bring the problem to the attention of the Principal, you may take the problem to the Director.
3. If you are not satisfied with the response from the Director, the staff member has the right to submit his/her own written summary of events to the Board of Trustees.

We are anxious to hear from you on any subject. We want you to have every opportunity to discuss your problems freely and to have you feel that you have been treated honestly and fairly.

Additionally, a **Whistleblower Policy** has been established for administrative staff, employees, sub-contractors, and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities for Rock Brook School. This policy states that personnel, contractors and volunteers have a responsibility to report any action or

suspected action taken within the organization that is illegal, unethical or violates any adopted policy of the Organization. The full Whistleblower Policy and the NJ CEPA law are available in the appendix for review and use if necessary.

K. References

Rock Brook staff is not able to give work-related references for other staff members. If asked, a personal reference would be indicated. References related to work at Rock Brook can only be given by management.

L. Safety Rules

By using common sense and thoughtfulness at all times, many accidents can be avoided. An excellent rule to remember in preventing accidents and injuries is to maintain “Good Housekeeping” and alertness. Here are some rules to follow:

1. Clean up spills immediately
2. Smoking is not permitted on school premises.
3. If you observe something that might be dangerous, contact the Director immediately.
4. Observe all safety precautions in connection with the use of tools and equipment.
5. Do not block doors or passageways.
6. Watch out for students and personnel when using moveable equipment.
7. Report all accidents promptly, no matter how slight the injury.
8. Use common sense.
9. It is the responsibility of every employee to report any malfunctioning equipment to the Director.

M. Security

All office doors and doors to equipment, medications, and supplies should be kept locked when access to these rooms is not necessary. If you suspect that something is missing, immediately notify the Director.

Matters of security during the business day should be referred to the Director. Matters of security after hours should be brought to the attention of the Director first thing.

N. Smoking

The Rock Brook School is a smoke-free facility, and smoking is not allowed on school property.

O. Suggestions

We encourage all employees to bring forward their suggestions and good ideas about how our The Rock Brook School can be made a better place to work, our service improved, and our service to students enhanced. When you see an opportunity for improvement, please talk it over with us. All suggestions are valued and listened to.

P. Theft

Of necessity, The Rock Brook School is in operation at all times. You are urged to be alert to the entry of unauthorized persons in any area. If you see anyone who seems to be suspicious, even if they are familiar to you, please offer assistance or call the Director for help.

The cooperation of all employees is essential to prevent problems, such as theft. Be sure supplies and equipment are stored in approved areas and that maximum security measures are observed. Do not bring excessive amounts of money or valuables with you to work. We cannot be responsible for loss or theft of personal property.

If you are directly involved with student admissions, or student care, provide for student safety by routing valuables to The Rock Brook School office, or sending items home with relatives or friends.

Q. Witnessing Documents

Employees should not witness the execution of legal papers when requested by parents of students or visitors. Please refer these requests to the Director.

IX. Program Policies

A. Copying/Laminating

Copying of classroom lessons should take place before and after classroom session hours. A copy machine is available in the office area and the staff lounge. You are expected to use good sense and common courtesy when using it.

Laminating is done on a periodic basis and often is determined by demand. One staff member is assigned to operate the laminating machine, which is located in the staff lounge. Materials to be laminated are placed on the laminator.

B. Field Trips

Staff is encouraged to take the children on field trips to enhance their learning and broaden curriculum activities. Depending on the class makeup, more adults may be required on the trips. Parents have to sign permission slips for each trip and they need to be returned to the office before leaving the school premises. If money is collected for the trip a Class Trip Form must be completed and turned into the main office with the money. The children's Emergency Action Forms and the traveling First Aid Box need to go on the trip as well. School buses for the trips will be provided as is possible.

C. Fire and School Security Drills

Fire and School Security drills are conducted once a month each as required. A fire drill procedure and plan of exit is posted in each room. Staff is required to take Emergency Action Forms with them as they exit the building and go to their designated safe place. After exiting, staff and children are to remain outside until a head count is taken and they are told to return indoors. School security drills include the following: non-fire evacuation, lockdown, or active shooter situation. At least two of the following drills will be held annually: active shooter, evacuation, bomb threat, and lockdown.

D. Materials/Supplies

Sharing of material enhances classroom learning and activities, as well as professional growth, and is welcomed at RBS. The Staff Work/Conference Room contains curriculum materials and supplies for general use. Required keys are located in the Principal's office. You are required to sign out all materials kept centrally located in the storage room. Sign-out sheets are located in the Principal's office. You will be allotted a yearly budget amount for supplies specific to your classroom. A separate line item will be determined for textbooks and monthly expense amounts.

All orders are approved by the Director and may be denied at any time due to other budget constraints that have occurred.

Money spent on supplies for special curriculum activities can be reimbursed. Receipts need to be submitted and attached to a Check Payable Form with a description of supplies, amount and signature of employee. Please remember that RBS is a tax-exempt organization and does not pay nor reimburse for sales tax.

Purchase order forms are available and each teacher or level is responsible for filling out the form completely in legible handwriting. This includes quantity, catalogue number, description, piece total and any shipping fees. Orders are faxed to the vendor, which produces quick receipt of most items. If your purchase order form is filled out incomplete, it may be returned to you and therefore delay your order.

Tax Exempt forms are available for purchase of materials. One is need for each place materials are purchased. They need to be requested from the office and signed by the director.

E. Team Responsibilities

The classroom team is required to set up and close down their classroom for each school year. It is expected that during the school year every effort is made to keep the classroom organized and tidy. This requires basic clean-up following mealtimes, curriculum activities and special events.

The classroom team is also required to be familiar with each student's records including the IEP and specifications delineated, and the New Jersey Core Curriculum and Common Core standards. Lesson plans are required on a daily basis and will be monitored regularly by the Principal or Supervisor. All team members are responsible for maintaining accurate data of student progress as well as assessing or supporting assessment of student outcomes.

F. Playground

The playground is utilized by all classes. A playground schedule will be determined at the beginning of each school year. Staff and children are expected to utilize playground equipment and materials appropriately. The last group on the playground for the day is requested to return materials to their storage containers. The children must be closely monitored on the playground to insure their safety. Each child must always be in the "line of sight" of an adult. If staff takes a student outside the fenced-in area, another staff person must be notified.

G. Reports/Conferences

There are four reports and parent conferences required per year. The first report rates the progress on the goals & objectives on the IEP, establishes a basis for developing a working relationship with the family and a plan for the year.

The second report is a mid-year checklist/progress report. The mid-year reports and conference is also the time to begin thinking about the following school year. If there are placement questions or issues, a child study team member must be present or contacted.

The third report briefly describes current educational status and may or may not coordinate with an IEP meeting with the family and child study team. The report should include progress, important techniques utilized and any important diagnostic information or conclusions. All reports are expected to be completed by the determined deadlines. If it appears that a student will be leaving Rock Brook the following year, plans for transition should be included in the IEP.

The final report is issued as a summary of progress during the Extended School Year Program.

H. Professional Days

At Rock Brook, we believe in continuing to develop and improving effectiveness of our staff in educational strategies and techniques, curriculum, behavior and other classroom related topics. Development occurs through interdisciplinary sharing, visits to other organizations, in-service training and attendance at courses, workshops and conferences.

Staff members are encouraged to attend professional conferences and workshops throughout the school year. Particular encouragement is given to the enhancement of the training and professional growth of the individual and the school. To increase the benefits of attendance, written or oral reports to other staff members are encouraged.

Each staff member is allowed a maximum of three (3) days off during the school year to attend conferences or workshops. Whenever possible, attendance at off-site conferences or workshops should be scheduled for Saturdays. Requests for professional development time will be reviewed and approved by the Director. Under special circumstances, a staff member may request additional time off beyond the three (3) days to attend a conference. The Principal and the Director will review and consider for approval these special requests.

Staff members are committed to their students and know that uninterrupted teacher attendance is critical to student success. Therefore, before submitting your request, think about how the schedule might impact your class (i.e. coverage, communications, lesson flow, etc.) and how work requirements will be met. It is important to remember that you are a vital part of Rock

Brook and your class teaching team. If you give advance thought to your request and remain flexible, it will be easier for you, your team and the school to develop solutions with everyone's best interest in mind.

Monies are provided, as the budget allows, for each professional staff member to attend conferences, workshops and/or professional seminars, which are related to the educational program. The following factors will be considered in approving attendance and reimbursement of expenses:

- Value of a particular conference as related to the above policy
- Cost in time and expense for such attendance
- Availability of classroom coverage
- Availability of funds

I. Department of Education Professional Development Regulation

In accordance with the State Department of Education regulation regarding staff development hours, Rock Brook is a certified provider of professional development. We will provide opportunities throughout the school year to acquire staff development hours. These hours can be accrued through staff meetings and in-service days. Rock Brook will keep a log of these times to be signed by the administration and the staff member. If a staff member attends a conference outside of Rock Brook, it will be the staff member's responsibility to provide the appropriate documentation of their attendance so it can be logged into the master log.

The State Department of Education requires that all certified staff receive 20 hours of professional development training each year. Staff must meet the Highly Qualified Teacher requirements as determined by the New Jersey Department of Education.

Additionally, all licensed staff are expected to complete professional development hours as required in their specific fields.

The State Department of Education requires that the in-service training needs for professional and paraprofessional staff that provide special education, general education or related services are identified and that appropriate in-service training is provided. Rock Brook shall maintain information to demonstrate its efforts to:

1. Prepare general and special education personnel with the content knowledge and collaborative skills needed to meet the needs of children with disabilities;
 - a. Staff members are requested to prepare lesson plan content to align with the NJ CCSS. NJ Common Core State Standards.

- b. Safe members are required to participate in all activities involved with required state testing procedures. All instruction and assessment shall be conducted in accordance with all state testing directives. Failure to comply may result in professional and/or financial consequences including but not limited to revocation of licensure and credentials, dismissal from employment and/or any other disciplinary actions.
 - c. Staff members may use professional days for the following:
 - Attendance at an approved NJ professional development conference
 - School/program visitation
 - Work with professional associations
 - Attendance at special meetings, i.e., pupil progress and review, screening, etc.
 - Peer coaching/observation
 - Mentoring new staff
 - d. Staff members may participate in ASAH's professional development conference and seminars whenever possible.
2. Enhance the ability of teachers and others to use strategies, such as behavioral interventions, to address the conduct of students with disabilities that impedes the learning of students with disabilities and others;
- a. Staff members are provided with copies of the staff manual and New Jersey core content standards at an orientation session and the behavioral management systems operative at Rock Brook.
 - b. All staff members are required to attend support meetings to share their experiences in a collegial and collaborative setting. The topics frequently relate to strategies and interventions that can be used by staff when working with the students. These are team and discipline meetings as well as general staff meetings.
 - c. Staff members are encouraged to attend workshops, seminars and conferences that address the therapeutic aspects of working with the students.
3. Acquire and disseminate to teachers, administrators, school board members, and related services personnel, significant knowledge derived from educational research and other sources and how the district will, if appropriate, adopt promising practices, materials and technology;
- a. Individual staff members are encouraged to participate in professional organizations such as ASAH, ASCD, NJASCD, NJPSA & FEA, NCTE,

NJASPERD, NJCSS, NJAET and NJSTA and share ideas from journals and programs with the staff in teacher support meetings.

- b. Professional Learning Community meetings are scheduled between administrators and staff to exchange ideas, develop programs, voice concerns about school matters, and discuss and develop new instructional strategies for working with our student population.
4. Insure that the in-service training is integrated to the maximum extent possible with other professional development activities; and
 - a. All staff must develop PDPs for the 20 hours of professional development each year for teachers and certified staff.
 - b. All staff must submit a conference/workshop evaluation form when they participate in a professional development activity that asks if the material/information would benefit the school and return it to the school office.
 - c. ASAH's Professional Development Needs Assessment is completed by all staff members and the director of curriculum and forwarded to the ASAH Professional Development Committee.
 - d. Staff is given the opportunity to participate in a strategic planning meeting that is held in June of every school year.
 5. Provide for joint training activities of parents and special education related services and general education personnel.
 - a. Parents are encouraged to participate in the RBS Parent Advisory Group and receive newsletters which keep them abreast of policy updates, advocacy issues, and help centers. In addition, they are encouraged to sign up for ASAH's parent newsletter, "Parents' Connection" and the parent network. These vehicles keep parents informed about issues and policies affecting students with disabilities. Parents are surveyed twice a year through these vehicles for their recommendations regarding ASAH programs and issues.
 - b. Parents are invited to attend parent support group sessions held at the school. Various personnel from the school and parents communicate about issues concerning the students.
 - c. Parents are required to participate in a minimum of at least four progress and review meetings per year in which students' work and program are evaluated.

- d. Parents are also invited to the school open house, parent-teacher conferences and seminars specific to parental needs.

J. Laws, Rules and Regulations

Staff is expected to be aware of and compliant with specific rules and regulations that are particular to our educational setting. These include the following: Child Management and Behavior Policy, Pupil Records and Confidentiality, Emergency Action and Seizure Procedures, Fire Drill and Evacuation and School Security Drill Procedures, Abuse and Reporting Procedures as required by DYFS and other school policies. These are reviewed at annual Staff Development meetings.

In the appendixes at the end of this manual are the Records and Retention, HIPPA, and Whistleblower Policies for your review.

K. Technology/Social Media

Rock Brook School is committed to providing the necessary technology to support the teaching and learning process for our students and staff. Technology needs continue to expand as we meet the challenges of the 21st Century Core Curriculum. Staff is expected to use technology for teaching and for other paperwork requirements such as IEPs and lesson plans. There is a School Program and other educational software programs and applications that staff are expected to use. We have an onsite Technology Coach position for school program and IPAD use who is available three days a week. A Contracted technology consultant is at the school every other week to address hardware and programming issues. You are required to put in work orders for assistance on the Paradigm Pioneers helpdesk. Some adjustments can be made off site to solve problems.

It is important to remember that all technology and the contents (emails, internet sites, etc.) are the property of the Rock Brook School. **Personal use of the Rock Brook School computers, laptops and iPads should be limited.**

Please do not take pictures or record RBS students on your personal cell phones or any other personal devices. This is a violation of student confidentiality policy. Pictures of RBS students should not be posted on any social media sites that are not school sanctioned.

The school has its own digital camera for taking pictures necessary to the classroom program.

Social Media Policy

At RBS, we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media.

The policy applies to all associates who work for RBS.

These guidelines reflect the "duty of loyalty" all employees owe their employers, and are intended to add to, not contradict, limit or replace, applicable mandatory rules, policies, legal requirements, legal prohibitions and contractual obligations.

Guidelines

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity website, web bulletin board or a chat room, whether or not associated or affiliated with RBS, as well as any other form of electronic communication.

The same principles and guidelines found in RBS policies and three basic beliefs apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow associates or otherwise adversely affects members, customers, suppliers, people who work on behalf of RBS or RBS's legitimate business interests may result in disciplinary action up to including termination.

Know and follow the guidelines

Carefully read these guidelines, the RBS Statement of Ethics Policy, the RBS Information Policy and the Discrimination & Harassment Prevention Policy, and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

Be respectful

Always be fair and courteous to fellow associates, customers, members, suppliers or people who work on behalf of RBS. Also, keep in mind that you are more likely to resolve work related complaints by speaking directly with your co-workers or supervisors than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be used as malicious, obscene, threatening or intimidating, that disparage customers, members, associates or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex disability, religion or any other status protected by law or company policy.

Be honest and accurate

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about RBS fellow associates, members, customers, suppliers, people working on behalf of RBS or competitors.

Respect intellectual property and confidential information.

- Maintain the confidentiality of students' or RBS private or confidential information, as otherwise required by policy or by law.
- Do not create a link from your blog, website or other social networking site to the RBS website without identifying yourself as a RBS associate.
- Express only your personal opinions. Never represent yourself as a spokesperson for RBS. If RBS is the subject of the content you are creating, be clear and open about the fact that you are an associate and make it clear that your views do not represent those of RBS, fellow associates, members, customer's suppliers, or people working on behalf of RBS. If you do publish a blog or post online related to the work you do or subjects associated with RBS, make it clear that you are not speaking on behalf of RBS. It is best to include a disclaimer such as "This posting on this site are my own and do not necessarily reflect the views of RBS."

Using social media at work

Refrain from using social media while on work time or on equipment we provide, unless it is work-related as authorized by your supervisor or consistent with the school policy. Do not use RBS email addresses to register on social networks, blogs or other online tools utilized for personal use.

Retaliation is prohibited

RBS prohibits taking negative action against any associate for reporting a possible deviation from this policy or for cooperating in an investigation. Any associate who retaliates against another associate for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Media contacts

Employees should not speak to the media on RBS's behalf without contact the Director. All media inquiries should be directed to the Director.

APPENDIXES

1. Records & Retention
2. HIPPA
3. Whistleblower Policy
4. NJ CEPA Act

Appendix 1

RECORD RETENTION AND DESTRUCTION POLICY

1) Purpose

The purpose of this Policy is to ensure that necessary records and documents of are adequately protected and maintained and to ensure that records that are no longer needed by Rock Brook School or are of no value are discarded at the proper time. This Policy is also for the purpose of aiding employees of Rock Brook School in understanding their obligations in retaining electronic documents - including e-mail, Web files, text files, sound and movie files, PDF documents, and all Microsoft Office or other formatted files.

2) Policy

This Policy represents the Rock Brook School's policy regarding the retention and disposal of records and the retention and disposal of electronic documents.

3) Administration

Attached as Appendix A is a Record Retention Schedule that is approved as the initial maintenance, retention and disposal schedule for physical records of Rock Brook School and the retention and disposal of electronic documents. The Rock Brook School Director is the officer in charge of the administration of this Policy and the implementation of processes and procedures to ensure that the Record Retention Schedule is followed. The Administrator is also authorized to: make modifications to the Record Retention Schedule from time to time to ensure that it is in compliance with local, state and federal laws and includes the appropriate document and record categories for Rock Brook School; monitor local, state and federal laws affecting record retention; annually review the record retention and disposal program; and monitor compliance with this Policy.

4) Suspension of Record Disposal in Event of Litigation or Claims

In the event Rock Brook School is served with any subpoena or request for documents or any employee becomes aware of a governmental investigation or audit concerning Rock Brook School or the commencement of any litigation against or concerning Rock Brook School, such employee shall inform the Administrator and any further disposal of documents shall be suspended until shall time as the Administrator, with the advice of counsel, determines otherwise. The Administrator shall take such steps as is necessary to promptly inform all staff of any suspension in the further disposal of documents.

5) Applicability

This Policy applies to all physical records generated in the course of Rock Brook School's operation, including both original documents and reproductions. It also applies to the electronic documents described above.

APPENDIX A - RECORD RETENTION SCHEDULE

The Record Retention Schedule is organized as follows:

SECTION TOPIC

- A. Accounting and Finance
- B. Contracts
- C. Corporate Records
- D. Correspondence and Internal Memoranda
- E. Electronic Documents
- F. Grant Records
- G. Insurance Records
- H. Legal Files and Papers
- I. Miscellaneous
- J. Payroll Documents
- K. Pension Documents
- L. Personnel Records
- M. Property Records
- N. Tax Records
- O. Contribution Records
- P. Programs & Services Records
- Q. Fiscal Sponsor Project Records

ACCOUNTING AND FINANCE

Record Type	Retention Period
Accounts Payable ledgers and schedules	7 years
Accounts Receivable ledgers and schedules	7 years
Annual Audit Reports and Financial Statements	Permanent
Annual Audit Records, including work papers and other documents that relate to the audit	7 years after completion of audit
Annual Plans and Budgets	2 years
Bank Statements and Canceled Checks	7 years

Record Type	Retention Period
Employee Expense Reports	7 years
General Ledgers	Permanent
Interim Financial Statements	7 years
Notes Receivable ledgers and schedules	7 years
Investment Records	7 years after sale of investment
Credit card records (documents showing customer credit card number)	2 years

Credit card record retention and destruction

A credit card may be used to pay for the following Rock Brook School products and services: fundraising events and outreach services.

All records showing customer credit card number must be locked in a desk drawer or a file cabinet when not in immediate use by staff.

If it is determined that information on a document, which contains credit card information, is necessary for retention beyond 2 years, then the credit card number will be deleted.

CONTRACTS

Record Type	Retention Period
Contracts and Related Correspondence (including any proposal that resulted in the contract and all other supportive documentation)	7 years after expiration or termination

CORPORATE RECORDS

Record Type	Retention Period
Corporate Records (minute books, signed minutes of the Board and all committees, corporate seals, articles of incorporation, bylaws, annual corporate reports)	Permanent

CORRESPONDENCE AND INTERNAL MEMORANDA

General Principle: Most correspondence and internal memoranda should be retained for the same period as the document they pertain to or support. For instance, a letter pertaining to a particular contract would be retained as long as the contract (7 years after expiration). It is recommended that records that support a particular project be kept with the project and take on the retention time of that particular project file.

Correspondence or memoranda that do not pertain to documents having a prescribed retention period should generally be discarded sooner. These may be divided into two general categories:

Those pertaining to routine matters and having no significant, lasting consequences should be discarded *within two years*. Some examples include:

- Routine letters and notes that require no acknowledgment or follow-up, such as notes of appreciation, congratulations, letters of transmittal, and plans for meetings.
- Form letters that require no follow-up.
- Letters of general inquiry and replies that complete a cycle of correspondence.
- Letters or complaints requesting specific action that have no further value after changes are made or action taken (such as name or address change).
- Other letters of inconsequential subject matter or that definitely close correspondence to which no further reference will be necessary.
- Chronological correspondence files.

Please note that copies of interoffice correspondence and documents where a copy will be in the originating department file should be read and destroyed, unless that information provides reference to or direction to other documents and must be kept for project traceability.

Those pertaining to non-routine matters or having significant lasting consequences should generally be retained permanently.

ELECTRONIC DOCUMENTS

1. **Electronic Mail:** Not all email needs to be retained, depending on the subject matter.
 - All e-mail—from internal or external sources—is to be deleted after 12 months.
 - Staff will strive to keep all but an insignificant minority of their e-mail related to business issues.
 - Rock Brook School will archive e-mail for six months after the staff has deleted it, after which time the e-mail will be permanently deleted.
 - All Rock Brook School business-related email should be downloaded to a service center or user directory on the server.

- Staff will not store or transfer Rock Brook School-related e-mail on non-work-related computers except as necessary or appropriate for Rock Brook School purposes.
- Staff will take care not to send confidential/proprietary Rock Brook School information to outside sources.
- Staff with more than 250MB in their e-mail account will be unable to send or receive messages until the size of their account is reduced. Staff will be notified by Tech Support as their account size approaches 250 MB.
- Any e-mail staff deems vital to the performance of their job should be copied to the staff's H: drive folder, and printed and stored in the employee's workspace.
- All student files should be stored on the network.

2. Electronic Documents: including Microsoft Office Suite and PDF files. Retention also depends on the subject matter.

- **PDF documents** – The length of time that a PDF file should be retained should be based upon the content of the file and the category under the various sections of this policy. The maximum period that a PDF file should be retained is 6 years. PDF files the employee deems vital to the performance of his or her job should be printed and stored in the employee's workspace.
- **Text/formatted files** - Staff will conduct annual reviews of all text/formatted files (e.g., Microsoft Word documents) and will delete all those they consider unnecessary or outdated. After five years, all text files will be deleted from the network and the staff's desktop/laptop. Text/formatted files the staff deems vital to the performance of their job should be printed and stored in the staff's workspace.

3. Web Page Files: Internet

Offsite backup of all electronic files occurs.

In certain cases a document will be maintained in both paper and electronic form. In such cases the official document will be the electronic document.

GRANT RECORDS

Record Type	Retention Period
Original grant proposal	7 years after completion of grant period
Grant agreement and subsequent modifications, if applicable	7 years after completion of grant period
All requested IRS/grantee correspondence including determination letters and "no change" in exempt status letters	7 years after completion of grant period

Record Type	Retention Period
Final grantee reports, both financial and narrative	7 years after completion of grant period
All evidence of returned grant funds	7 years after completion of grant period
All pertinent formal correspondence including opinion letters of counsel	7 years after completion of grant period
Report assessment forms	7 years after completion of grant period
Documentation relating to grantee evidence of invoices and matching or challenge grants that would support grantee compliance with the grant agreement	7 years after completion of grant period
Pre-grant inquiry forms and other documentation for expenditure responsibility grants	7 years after completion of grant period
Grantee work product produced with the grant funds	7 years after completion of grant period

INSURANCE RECORDS

Record Type	Retention Period
Annual Loss Summaries	10 years
Audits and Adjustments	3 years after final adjustment
Certificates Issued to Rock Brook School	Permanent
Claims Files (including correspondence, medical records, injury documentation, etc.)	Permanent
Group Insurance Plans - Active Employees	Until Plan is amended or terminated
Group Insurance Plans – Retirees	Permanent or until 6 years after death of last eligible participant
Inspections	3 years
Insurance Policies (including expired policies)	Permanent

Record Type	Retention Period
Journal Entry Support Data	7 years
Loss Runs	10 years
Releases and Settlements	25 years

H. LEGAL FILES AND PAPERS

Record Type	Retention Period
Legal Memoranda and Opinions (including all subject matter files)	7 years after close of matter
Litigation Files	1 year after expiration of appeals or time for filing appeals
Court Orders	Permanent
Requests for Departure from Records Retention Plan	10 years

MISCELLANEOUS

Record Type	Retention Period
Consultant's Reports	2 years
Material of Historical Value (including pictures, publications)	Permanent
Policy and Procedures Manuals – Original	Current version with revision history
Policy and Procedures Manuals - Copies	Retain current version only
Annual Reports	Permanent

PAYROLL DOCUMENTS

Record Type	Retention Period
Employee Deduction Authorizations	4 years after termination

Record Type	Retention Period
Payroll Deductions	Termination + 7 years
W-2 and W-4 Forms	Termination + 7 years
Garnishments, Assignments, Attachments	Termination + 7 years
Labor Distribution Cost Records	7 years
Payroll Registers (gross and net)	7 years
Time Cards/Sheets	2 years
Unclaimed Wage Records	6 years

PENSION DOCUMENTS AND SUPPORTING EMPLOYEE DATA

General Principle: Pension documents and supporting employee data shall be kept in such a manner that Donors Forum can establish at all times whether or not any pension is payable to any person and if so the amount of such pension.

Type	on Period
Retirement and Pension Records	Permanent

PERSONNEL RECORDS

Type	Retention Period
Commissions/Bonuses/Incentives/Awards	7 years
EEO- I /EEO-2 - Employer Information Reports	2 years after superseded or filing (whichever is longer)
Employee Earnings Records	Separation + 7 years
Employee Handbooks	1 copy kept permanently
Employee Medical Records	Separation + 6 years

Type	Retention Period
Employee Personnel Records (including individual attendance records, application forms, job or status change records, performance evaluations, termination papers, withholding information, garnishments, test results, training and qualification records)	6 years after separation
Employment Contracts – Individual	7 years after separation
Employment Records - Correspondence with Employment Agencies and Advertisements for Job Openings	3 years from date of hiring decision
Employment Records - All Non-Hired Applicants (including all applications and resumes - whether solicited or unsolicited, results of post-offer, pre-employment physicals, results of background investigations, if any, related correspondence)	2-4 years (4 years if file contains any correspondence which might be construed as an offer)
Job Descriptions	3 years after superseded
Personnel Count Records	3 years
Forms I-9	3 years after hiring, or 1 year after separation if later

PROPERTY RECORDS

Record Type	Retention Period
Correspondence, Property Deeds, Assessments, Licenses, Rights of Way	Permanent
Original Purchase/Sale/Lease Agreement	Permanent
Property Insurance Policies	Permanent

TAX RECORDS

General Principle: Donors Forum must keep books of account or records as are sufficient to establish amount

of gross income, deductions, credits, or other matters required to be shown in any such return.

These documents and records shall be kept for as long as the contents thereof may become material in the administration of federal, state, and local income, franchise, and property tax laws.

Record Type	Retention Period
Tax-Exemption Documents and Related Correspondence	Permanent
IRS Rulings	Permanent
Excise Tax Records	7 years
Payroll Tax Records	7 years
Tax Bills, Receipts, Statements	7 years
Tax Returns - Income, Franchise, Property	Permanent
Tax Workpaper Packages - Originals	7 years
Sales/Use Tax Records	7 years
Annual Information Returns - Federal and State	Permanent
IRS or other Government Audit Records	Permanent

CONTRIBUTION RECORDS

Record Type	Retention Period
Records of Contributions	Permanent
Rock Brook School's or other documents evidencing terms of gifts	Permanent

PROGRAM AND SERVICE RECORDS

Record Type**Retention Period**

Student Records

Returned to sending district when enrollment is terminated.

Medical Records

Nursing, Counseling, are managed as per professional licensing requirements.

Rock Brook School convenings (Board Meetings, etc.)

Permanent (1 copy only)

Research & Publications

Permanent (1 copy only)

FISCAL SPONSOR PROJECT RECORDS**Record Type****Retention Period**

Sponsorship agreements

Permanent

Appendix 2

HIPAA PRIVACY POLICY

Recent regulations issued under the Health Insurance Portability and Accountability Act (“HIPAA”) collectively known as the Health Privacy Rules, were implemented to provide individuals access to their health information and to protect individuals from improper disclosure and use of this information. This information, referred to as Protected Health Information (“PHI”), may not be used and/or disclosed without appropriate authorization or unless permitted or required by law.

In order to comply with the requirements set forth under the Health Privacy Rule, the Rock Brook School (herein referred to as Employer) shall access and use PHI only as permitted by law or as specifically authorized by group health plan participants. Where employee requests Employer’s assistance in processing claims or obtaining benefits under the group health plan, the employee may be required by the Employer to execute the appropriate form of authorization.

The Employer shall not interfere with an employee’s attempts to exercise his/her rights under HIPAA, which may include, but are not limited to, requests for access to or copies of PHI from the insurance carrier and complaints filed regarding improper use and disclosure of PHI. An employee will not be subject to retaliation, intimidation, or discipline as a result of his exercise of rights guaranteed by HIPAA.

The Employer shall not require employees to waive any rights guaranteed by HIPAA’s Privacy Rule as a condition to eligibility for enrollment in the Employer sponsored health benefit plans, receipt of payment under the plan, eligibility for benefits, or receipt of treatment.

If the Employer should obtain PHI regarding its employees, whether or not enrolled in a group health plan, the Employer shall not use PHI in employment decisions, except as may be permitted by law. The Employer will not release PHI except in accordance with the Health Privacy Rules. Moreover, the Employer shall continue to ensure that full separation is maintained between employment records and PHI.

Any questions regarding this policy should be directed to the Director. Complete copies of the Health Privacy Rules are available through the office to the Director.

Appendix 3

Whistleblower Policy for Rock Brook School

Rock Brook School (the “Organization”) requires its directors, officers, employees, sub-contractors, and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities within the Organization. As representatives of the Organization, we must practice honesty and integrity in fulfilling our responsibilities and must comply with all applicable laws and regulations.

The purpose of this Whistleblower Policy is to create an ethical and open work environment, to ensure that the Organization has a governance and accountability structure that supports its mission, and to encourage and enable directors, officers, employees and volunteers of the Organization to raise serious concerns about the occurrence of illegal or unethical actions within the Organization before turning to outside parties for resolution.

Notwithstanding anything contained in this Whistleblower Policy to the contrary, this Whistleblower Policy is not an employment contract and does not modify the employment relationship between the Organization and any of its directors, officers, employees or volunteers, nor does it change the fact that all employees of the Organization are employees at will. Nothing contained in this Whistleblower Policy provides any director, officers, employee or volunteer of the Organization with any rights additional to those otherwise available under applicable law.

Reporting Responsibility

All directors, officers, employees, sub-contractors, and volunteers of the Organization have a responsibility to report any action or suspected action taken within the Organization that is illegal, unethical or violates any adopted policy of the Organization (“Violations”).

Anyone reporting a suspected Violation must act in good faith, without malice to the organization or any individual in the organization and have reasonable grounds for believing that the information shared in the report indicates that a Violation has occurred. A person who makes a report does not have to prove that a Violation has occurred. However, any report which the reporter has made maliciously or any report which the reporter has good reason to believe is false will be viewed as a serious offense subject to discipline.

No Retaliation

No one who in good faith reports a suspected Violation or who, in good faith, cooperates in the investigation of a suspected Violation shall suffer harassment, retaliation or adverse employment consequences. Any individual within the Organization who retaliates against another individual who has reported a suspected Violation in good faith, or who, in good faith, has cooperated in the investigation of a suspected Violation is subject to discipline, up to and including termination of employment or volunteer status.

If you believe that an individual who has made a good faith report of a suspected Violation or who has, in good faith, cooperated in the investigation of a suspected Violation is suffering harassment, retaliation or adverse employment consequences, please contact the Director, Board President or any other Board Officer.

Reporting Process

All directors, officers, employees, sub-contractors, and volunteers should address their concerns relating to a suspected Violation to any person within the Organization who can properly address those concerns. In most cases, the direct supervisor of an employee or volunteer is the person best suited to address a concern. However, if you are not comfortable speaking with your supervisor or if you are not satisfied with your supervisor's response, you are encouraged to speak to the Director, Board President or other Board member, or to anyone in management you feel comfortable approaching.

The Organization encourages anyone reporting a suspected Violation to identify himself or herself when making a report in order to facilitate the investigation of the suspected Violation. However, reports addressed to an individual within the Organization may be submitted on a confidential basis and reports may be submitted to the Director anonymously by leaving written detail in the Director's mailbox, sent to the Board President or other Board member.

Procedure

All supervisors, managers and Board members are required to notify the Director of any report of a suspected Violation that they become aware of. The Director will notify the sender and acknowledge receipt of a report of a suspected Violation within five business days, but only to the extent the sender's identity is disclosed or return address is provided.

The Director is responsible for promptly investigating all reported suspected Violations, except those involving the Director, and for causing appropriate corrective action to be taken if warranted by the investigation. Reports of suspected Violations by the Director are the responsibility of the Board President.

The Board of Directors is responsible for addressing all reported concerns or complaints of suspected Violations relating to corporate accounting practices, internal controls or auditing. Therefore the Director must immediately notify the Board of any such concern or complaint.

The Director is required to report to the Board of Directors at least annually on compliance activity.

Adopted by the Board of Directors at its Meeting on March 16, 2010.

Appendix 4 - NJ CEPA

NJ Conscientious Employee Protection (CEPA) Act

Employer retaliatory action; protected employee actions; employee responsibilities

1. New Jersey law prohibits an employer from taking any retaliatory action against an employee because the employee does any of the following:
 - a. Discloses, or threatens to disclose, to a supervisor or to a public body an activity, policy or practice of the employer or another employer, with whom there is a business relationship, that the employee reasonably believes is in violation of a law, or a rule or regulation issued under the law, or, in the case of an employee who is a licensed or certified health care professional, reasonably believes constitutes improper quality of patient care;
 - b. Provides information to, or testifies before, any public body conducting an investigation, hearing or inquiry into any violation of law, or a rule or regulation issued under the law by the employer or another employer, with whom there is a business relationship, or, in the case of an employee who is a licensed or certified health care professional, provides information to, or testifies before, any public body conducting an investigation, hearing or inquiry into quality of patient care; or
 - c. Provides information involving deception of, or misrepresentation to, any shareholder, investor, client, patient, customer, employee, former employee, retiree or pensioner of the employer or any governmental entity.
 - d. Provides information regarding any perceived criminal or fraudulent activity, policy or practice of deception or misrepresentation which the employee reasonably believes may defraud any shareholder, investor, client, patient, customer, employee, former employee, retiree or pensioner of the employer or any governmental entity.
 - e. Objects to, or refuses to participate in, any activity, policy or practice which the employee reasonably believes:
 - (1) is in violation of a law, or a rule or regulation issued under the law or, if the employee is a licensed or certified health care professional, constitutes improper quality of patient care;
 - (2) is fraudulent or criminal; or
 - (3) is incompatible with a clear mandate of public policy concerning the public health, safety or welfare or protection of the environment. N.J.S.A. 34:19-3.
2. The protection against retaliation, when a disclosure is made to a public body, does not apply unless the employee has brought the activity, policy or practice to the attention of a supervisor of the employee by written notice and given the employer a reasonable opportunity to correct the activity, policy or practice. However, disclosure is not required where the employee reasonably believes that the activity, policy or practice is known to one or more supervisors of the employer or where the employee fears physical harm as a result of the disclosure, provided that the situation is emergency in nature.

XI. Receipt & Acknowledgment of The Rock Brook School Employee Handbook

This handbook is an important document intended to help you become acquainted with The Rock Brook School. This handbook will serve as a guide. It is not the final word in all cases. Individual circumstances may call for individual attention.

Please read the following statements and sign on the following page to indicate your receipt and acknowledgment of our manual.

◆ I have received and read a copy of The Rock Brook School Employee Handbook. I understand that the policies, rules and benefits described in it are subject to change at the sole discretion of The Rock Brook School at any time. I understand that this handbook supersedes all other previous manuals and/or statements for The Rock Brook School.

◆ I further understand that my employment is terminable at will, either by myself or the school, regardless of the length of my employment.

◆ I understand that no contract of employment other than “at will” has been expressed or implied, and that no circumstances arising out of my employment will alter my “at will” employment relationship unless expressed in writing, with the understanding specifically set forth and signed by myself and the school.

◆ I understand that, should the content be changed in any way, The Rock Brook School may require an additional signature from me to indicate that I am aware of and understand any new policies, though my knowledge is not necessary before actions are taken based on policies modified since the date of the signature below.

I understand that my signature below indicates that I have read and understand *the above statements and* have received a copy of the company Employee Handbook [*Revised June 2017*].

Employee's Printed Name

Position

Employee's Signature

Date

Witness Signature

Date

PLEASE SIGN THIS PAGE AND KEEP IN YOUR EMPLOYEE HANDBOOK.

PLEASE SIGN THIS PAGE AND RETURN TO DIRECTOR MARY CATERSON.

XI. Receipt & Acknowledgment of The Rock Brook School Employee Handbook

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I understand that my signature below indicates that I have read and understand *the above statements and* have received a copy of the company Employee Handbook [*Revised June 2017*].

Employee's Printed Name

Position

Employee's Signature

Date

Witness Signature

Date

PLEASE SIGN THIS PAGE AND RETURN TO MARY CATERSON.

This page will be filed in the employee's personnel folder documenting receipt of the Handbook.